

2018-2019

STUDENT HANDBOOK

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Welcome Paramount Academy Families,

This handbook provides current policies and procedures of Paramount Academy. This handbook provides details, rules, regulations, practices, and policy information that is necessary for the effective operation of our school. This handbook is provided electronically on our website; it is expected that each parent/guardian will review this handbook with his/her child(ren) and to sign the Parent and Student Agreement form that is provided on the first day of school. For any parent/guardian who signs said form, it will be assumed that you read and are in agreement with this handbook. For parents/guardians who enroll their child(ren) but do not sign the form, the school assumes agreement with the Handbook.

### Our Mission

Paramount Academy is dedicated to developing driven, life-long learners who value integrity, respect, and empathy through the achievement of academic, social, and emotional excellence.

### Vision

Paramount Academy's vision is to establish a foundation for success that goes beyond a student's educational years.

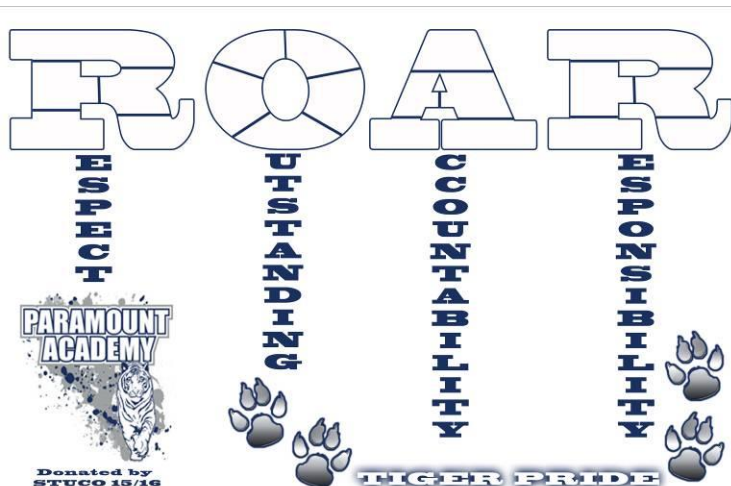
### Belief Statement

Paramount Academy was created with the mindset of providing an outstanding educational opportunity for each student through proven, research-based curriculum, engaging instruction, and purposeful assessments. Our traditional, back-to-basics model promotes good self-discipline, respecting the rights of others, and strengthening character in preparation for high school and beyond. We believe that parents/guardians are the first teachers of their child(ren) and that good attitudes toward school, as well as proper socially-accepted behaviors, are taught first in the home.

### Leadership

Paramount Academy's highly-qualified and highly-skilled leadership team is here to serve you and your child(ren), and your satisfaction is our highest priority. We hope you will contact our leaders with any questions or concerns at 623-977-0614.

With all of the above in mind, this Student/Parent Handbook has been written with an emphasis on the qualities that make up our community standard of T.I.G.E.R P.R.I.D.E



## SCHOOL GROUNDS MANAGEMENT

### Campus Hours

The Paramount Academy office is open from 7:30 AM until 3:30 PM. Paramount Academy campus is regularly open 7AM until 6PM on scheduled school days. Any student arriving on campus before 7:30 AM **MUST** be registered for and report to the designated area for the Early Education Program. Students who arrive early may not roam the grounds, enter classrooms, or occupy bathrooms. Students who are on campus before 7:30, and who do not report to the designated area, will be written up for violating safety and supervision policies.

Students who are registered for the Extended Education program will be checked into the Extended Education Program by their teachers after the designated dismissal times. Students who evade being checked into the Extended Education Program, and do not report to the designated Extended Education Program area, will be written up for violating safety and supervision policies.

There is a fee for students attending Early Education and Extended Education Programs. By using these programs, you are agreeing to the Extended Education policies and procedures. Copies of the Extended Education Policies and Procedures are available in the front office. If a parent/guardian does not wish to pay for these services, they should make arrangements to drop-off and pick up their child on time. Students not enrolled in the Extended Education program that remain on campus will be brought to the front office and parents will be contacted for pickup. Paramount Academy reserves the right to contact the proper authorities if parents are more than 30 minutes late picking up their child without first contacting the school.

### Student Drop-Off Procedures

**AM Extended Education Program:** When dropping off students prior to 7:30am, the parent/guardian must park in a designated parking spot at the south end of the campus, escort their child to the designated area and sign them into Extended Education Program. Do not leave your child unattended in the parking lot or on campus.

**7:30am-7:55am:** Paramount Academy recommends dropping your students off between 7:30-7:55am because of the extra safety precautions in place during those times. When dropping your student off from 7:30am – 7:55am, patiently follow the flow of traffic to the south end of the parking lot near the awning. A Paramount Academy staff member is scheduled to be there to open your child's door. When the staff member decides that your child is safely away from the car, he/she will shut the car door indicating it is safe to pull away. Safety for all children is our first priority. Please be courteous to all families and follow the flow of traffic through the parking lot. Do not go around the traffic flow as this can cause an accident or injury to our students and fellow motorists. Paramount Academy recommends following the procedures outlined above. If you choose to park your vehicle and walk your child to the gates, you are taking the responsibility for their parking lot safety.

**Please note:** At 7:55 the scheduled staff members will leave the parking lot to line up with their students.

### Student Pickup Procedures

**Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade:** For their safety, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will be picked up from the GYM. Plan on arriving at least five minutes before dismissal to park your car and walk to your child's classroom. Students will only be released to authorized parties 18 or older.

**3<sup>rd</sup> – 8<sup>th</sup> Grade:** When arriving at release time, please patiently follow the flow of traffic and pull up to the south end of the parking lot near the double gates. A Paramount Academy staff member will open your child's door. When the staff member decides that your child is safely in the car, he/she will shut the car door indicating it is safe to pull away. Safety for all children is our first priority. Please be courteous to all families and follow the flow of traffic through the parking lot. Do not go around the traffic flow as this can cause an accident or injury to our students and fellow motorists.

**Please note:** If you arrive prior to 3pm, you must park your vehicle in a designated parking spot and walk to pick your child up from his/her teacher. **Do not park in designated pick up areas and wait for your child and do not loiter in the front office prior to release time. No students are permitted to wait in the front office to be picked up; they will be checked into the extended education program.**

**Walk/Bike Release:** Students may walk/ride bikes providing they have a signed release form filed in the office. Please review walking/biking safety with your child as we want all of our students to arrive home safely (walking/biking home is not recommended for students in K-2).

### **Breaks and Lunch Period**

Breaks, recess, and free time at lunch, are privileges afforded to students. If students misuse this time (or class time) these privileges may be shortened or taken away at the discretion of the teacher, administration, or any other Paramount Academy staff.

### **Snacks and Lunches**

While we understand students do bring their own lunches and snacks, please avoid letting them bring excessive amounts of candy and junk food. Additionally, sodas, coffee, and energy drinks are prohibited on campus and will **NOT** be allowed in the classrooms. Bottled water is the **ONLY** drink allowed in the classrooms.

### **Birthdays and Events**

Paramount Academy's interactive website calendar will have one day a month scheduled for authorized store bought items to be brought in for classes pertaining to Birthdays and Events, unless otherwise scheduled by a staff member. Please be aware the school cannot store frozen or refrigerator items, we ask that you please plan accordingly. Balloons are not permitted for Birthdays or Graduations.

### **Leaving Campus**

Paramount Academy operates a closed campus policy. Students must remain on school grounds from the time they arrive (even if the first period has not started), until the designated dismissal time when a parent/guardian picks them up. The only other exception would be when a parent/guardian checks them out via the front office. If a child is to be picked up before the designated dismissal time, the parent/guardian **MUST** first visit the office to sign their student out. Parent/guardian(s), or any persons permitted to pick up a student, will be required to provide some form of identification for the office staff. Once a student is signed out for early release, the office will call them out of class, they are to collect their belongings, and must leave the school premises immediately (NO wandering around the school property). If a student returns to school on the same day, the parent must sign them back in at the front office before they will be permitted to return to class. Note: A student will not be called out of class for early dismissal until he/she has been properly signed out in the front office. No students will be signed out 15 minutes prior to their scheduled dismissal time.

## **Students Out of Class**

No student shall roam/occupy any areas of the campus grounds, or be out of class, during class time without a pass issued by their teacher. This includes visits to the restrooms, nurse, office, other classrooms, or any other location on school grounds. Students are not to make unnecessary stops, take excessive amounts of time to complete their task, or disrupt other classes. All passes shall be issued only as needed, at the discretion of the teacher, and must be turned in at the point of destination or returned to the teacher who originated the pass. Students found out of class without permission, or misusing pass time, will be subject to consequences.

## **Office and Telephone**

The office and office telephones or computers are for school business only. Students who have valid business to take care of in the office should do so before school starts. After school has started, students may only enter the office under the following circumstances:

1. With a pass from a teacher or Paramount Academy staff member
2. In an emergency situation
3. If there are extenuating circumstances

Students are to use the phone only in the case of an emergency and with the permission of a teacher and/or the permission of an office secretary or administrator. Students needing to call home due to forgotten books or missing class materials will only be allowed to do so with a pass, and at discretion of Paramount Academy teachers and staff. Students will not be called out of class for telephone calls. In case of an emergency call, the Paramount Academy office staff will take the appropriate actions to allow a student to return a parent/guardian's telephone call.

## **Returned Check Fees**

Any returned check will incur a \$35.00 return fee.

## **Students Requiring Medication**

There are many students, within our current student population, who require medication at some point during the school day. Paramount Academy will gladly accommodate the needs of those students, if the proper protocol is followed. It is mandatory that the student's teacher and the school health advisor be notified, in writing, of any medication needs.

All prescription medication must be given to the school health advisor in the original prescription bottle. Medication must also be accompanied by a doctor's note, and instructions for dispersal. If a student runs out of their medication, it is the parent/guardian(s) responsibility to replenish the supply. If the medication prescribed is required to maintain the health and safety of a child, and the medication supply runs out, the student will not be permitted to return to school until their parent/guardian provides the school with a sufficient supply. **Please note:** Paramount Academy staff, including the health advisor, are not permitted to give a student any type of over-the-counter medication (including but not limited to cough drops, aspirin, antihistamines etc.), without parent consent. Should there be any questions or special situations please see the school health advisor or a member of the administration.

## **Student Safety and Illness**

Throughout the school year there are many cases of illness and injury that arise. Teachers are encouraged to address minor illness and injuries in their classrooms, and students are only sent to the health advisor for more serious cases. Paramount Academy has a health advisor who addresses medical emergencies, treats minor injuries and illnesses, and administers medication, however, please note that there is not a registered/certified medical professional on campus. If a student is identified as having an illness or injury that is “contagious” or may potentially pose a threat to other students or Paramount Academy staff, they will be sent home immediately and not permitted to return until the matter is resolved. It is the parent/guardian’s responsibility to have an authorized person pick up their child in case of severe illness/injury as soon as possible. Failure to do so may result in medical officials being contacted at the parent/guardian’s expense. Paramount Academy does not provide accident, medical/dental coverage for students for any injury/illness occurring at school. Any medical, dental, ambulance, health care expenses or transportation costs which might occur as a result of such illness or injury is not the responsibility of Paramount Academy. **Please note: Parent/guardian has 30 minutes after being notified to pick up their student.**

Please be aware that **NO ADULTS ARE ALLOWED IN THE STUDENT BATHROOMS**. If you need to assist your **own** child, please use the health office bathroom.

For the safety of our children and staff we do **NOT** allow any animals, without prior approval, on campus.

## **School/Class Field Trips**

Throughout the academic year students may attend various field trips with their class. Field trips at Paramount Academy are used to enhance the learning experience of students and to broaden their knowledge in a particular subject area. Field trips are an important part of the academic curriculum. Field trips are considered a privilege. At the discretion of the teacher and administration, a student may not be permitted to attend due to behavior, academic performance, or excessive absences. Please keep in mind that if a student loses his/her privilege to attend a class or school field trip, they are still required to attend school.

A week or more prior to any school or class field trip, students will receive a permission request slip. Occasionally students may be required to pay a small fee for their field trip(s). The amount of this fee will be indicated on the permission slip. If payment of field trip fees are a problem, the parent/guardian(s) are encouraged to speak with their child’s teacher, as often times, arrangements can be made for the student. It is the parent/guardian’s responsibility to sign the permission slip and provide any field trip fees. It is the student’s responsibility to ensure that the permission slip and field trip fees are handed in to the teacher. Students who do not have a signed permission slip, or field trip fees, by the date specified will not be able to attend the field trip.

**Please Note:** Paramount Academy follows a strict chaperone policy in order to ensure the highest level of safety and supervision of students while on field trips. All field trip chaperones, including Field Day volunteers, will be required to pay for and submit to a background check, and have an official record of this on file with Paramount Academy prior to being authorized to chaperone on any field trip. A fingerprint screening or fingerprint clearance card can be substituted for the background check. As there is limited space, all chaperones will need to be approved by the teacher and administration prior to the field trip. Please refer to the Field Trip Manual for specific guidelines and regulations.

## **School Bus Safety**

All Paramount Academy students who ride a bus are required to adhere to all bus safety rules and regulations. Any misbehavior while on the bus has the potential to jeopardize the safety of everyone on board, and is considered a very serious violation. Students who fail to remain seated, refuse to obey the driver or chaperones, use excessive volume levels, use profanity, destroy or vandalize the bus, fight, or throw objects from or within the bus will be subject to consequences. If a student is reported for any of the above violations, the administration may take the following action:

**1<sup>st</sup> offense** – Office referral and a call home

**2<sup>nd</sup> offense** – Automatic suspension (duration of which depends on the seriousness of the infraction). These suspended students will not be permitted on any other field trips for the rest of the year.

## **Visitors**

Paramount Academy only accepts those visitors who have legitimate business to attend to at the school. Guests and visitors are required to report to the office, give an approved government ID, sign in, and receive a visitor pass before being permitted onto school grounds. Parent/guardian(s) are always welcome on campus, but are also required to check in at the office before proceeding to a classroom. Parent/guardian(s) and visitors must schedule visits prior to arriving, and are only seen at the discretion of Paramount Academy staff. All visitors are expected to sign out, return their visitors pass, and leave promptly when their business is completed.

## **Parent/Teacher Conferences**

All parents are encouraged to visit with Paramount Academy staff and administration. Official Parent/Teacher conferences are scheduled twice a year, once during the fall, and again in the spring. Parents are encouraged to attend and reminders are sent home prior to these dates. It is the parent/guardian's responsibility to sign up for a time slot in which to meet with their child's teacher(s). Any children left unattended while a parent attends Parent Teacher Conferences will be checked into the Extended Learning program and a fee will be charged. A parent/guardian requesting additional informal meetings with their child's teacher must make an appointment with that teacher. A parent/guardian may call or leave a meeting request with the office; however, the date and time of any additional meetings, aside from parent/teacher conferences, are subject to the availability of the teacher. If the presence or consultation of a member of the administration is desired, this should be scheduled in advance, through the office.

## **Parent/Staff Communication**

In order to facilitate better school wide communication to our Parents, All parents/guardians are encouraged to add our interactive Google calendar on paramountacademy.com under calendar and events. All updates will automatically be sent over to the parent/guardian after they subscribe.

**SignUpGenius** – Parent Teacher Conferences will be scheduled online, please make sure to have a current email address on file. Signups will be posted on the home page of our website for all parents to click on the link and proceed with registering and scheduling.



## ATTENDANCE POLICY

According to Arizona's compulsory attendance law, students must be in school until they reach age 16 or successfully complete the 10<sup>th</sup> grade (ARS 15-802; 803; and 901). The only common exception is a child being provided with instruction in a home school. Students who miss more than 10% of the academic school calendar (18.5 days), **excused or unexcused**, are considered truant and may be retained and/or subject to legal action. Students are to be in attendance every school day as scheduled by Paramount Academy.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and under the supervision of authorized personnel. Parent/guardian(s) must contact the school to excuse their child for any absence. This contact is best done by telephone at the start of the first day of absence and no later than 11am. Any student with ten or more consecutive days of un-excused or status unknown absences will be withdrawn from school. Attendance contracts may be created for students who show a pattern of truancy, violations of which may result in the consequences outlined within the Discipline Policy in this handbook.

### Absences

Attendance is extremely important to the educational success of all students. Students are responsible for obtaining and completing all missed work, including tests, on their own time. One additional day for every absence is allotted for students to turn in work missed due to absences. Paramount Academy asks that outside appointments (i.e. doctor, dentist etc.), be scheduled after 2 pm. If a student leaves campus early due to an appointment, it remains the student's responsibility to obtain and complete any work, including tests that they missed. Anytime a student can obtain class work they will be missing, before their absence occurs, it is recommended that they do so, so as to avoid falling behind in their work. **After three consecutive days absent, a doctor's note may be required.**

### Tardiness

A little late is too late. A student who is tardy not only deprives him/herself of an equal educational opportunity but also affects the classroom by causing a disruption when they do arrive at school.

- Any student who arrives after 8:00 AM is considered tardy.
- Any student who arrives more than fifteen minutes after school has started will be counted absent, and will not be permitted into class until they have reported to the office.
- Each teacher keeps attendance and tardy records for each class.
- Any accumulation of excessive tardies in a six-week period will be reported to the principal and may result in disciplinary action.
- The same punishment will apply for each tardy that occurs over the five allowed.
- Students who are chronically tardy will be considered truant and may be subject to legal action.

### Retention

Retention is never an easy subject, but it is something that needs to be addressed. In the event your child is in jeopardy to be retained, teachers will make contact with parents to discuss their student's progress. Parents are encouraged to communicate with their student's teacher, monitor their student's agenda and attend all Parent Teacher Conferences in order to stay informed.

Retention considerations are carefully considered on a case by case basis. Factors for retention may include (but are not limited to) the following:

- Attendance
- Grades
- Teacher Recommendation
- 3<sup>rd</sup> Grade AZMerit testing scores according to State determinations regarding 3<sup>rd</sup> grade promotion.

## GRADING POLICY

### Grading Scale

A =	90-100%	Superior
B =	80-89%	Above Average
C =	70-79%	Average
D =	60-69%	Below Average
F =	0-59 %	Failing

### Citizenship/Study Skills Grades

O =	Outstanding
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory
F =	Failing

### Director's List

Fifth through eighth grade students who meet the high academic and citizenship standards described below will be eligible for recognition.

- Director's List: 3.9 – 4.0 Grade Point Average
- Honor Roll: 3.5 – 3.89 Grade Point Average
- Certificate of Recognition: 3.0 - 3.49 Grade Point Average
- Letter grades of A, B, or C in **all** subjects including special area classes (i.e. performing arts, physical education, and computers)
- Achieving all O's or S's in citizenship and study skills
- No "incomplete" grades at the conclusion of the grading period

### How to Study

Learning how to study is a skill. Like any other life skill it requires PRACTICE! It is never too early to start developing good study habits that will remain with you throughout your educational and occupational career. Parent/guardian(s) and teachers should model and help reinforce the development of positive study habits.

- Attitude is important! Think positively.
- Work independently and seek help only after you have exhausted your own resources.
- Use other available resources. Books and other printed materials, computers, and family members are a few resources you can use.
- Ask questions!
- Learning requires concentration. Stay focused on what you are doing and it will take less time.
- Take short breaks every 20-30 minutes. Get up, stretch, grab a beverage, and refocus.
- Have a designated study area at home. It should be well lit, quiet and away from other distractions.
- Scan or browse the entire assignment to grasp basic content. Reread slowly and carefully to look for content, details, explanations, and directions.
- Make notes to yourself based on prior knowledge, facts presented in class, and questions you may have regarding the topic or assignment.
- If the assignment is a long-term project, do a little each day, doing so can make a large task much more manageable, allowing you to focus and do a better job.

## **How to Take a Test**

- Relax. Ignore other students and distractions. Focus on the task at hand.
- Read the directions carefully. Be sure you know exactly what you are to do before proceeding.
- Read each question carefully before marking your answer.
- If you are unsure, or a problem is too difficult, move on. Do not waste time agonizing over a question. Instead, try to answer the questions you do know, and go back to the difficult ones later.
- Think before you write.
- Answer questions completely. Be sure that your answer includes all of the information you were asked to provide by the directions.
- Check your paper for spelling and grammar before turning it in.

## **Standardized Tests**

Standardized tests are given during the school year to all students who are required by state law to take these tests. All standardized tests will be administered by the homeroom teacher during designated testing times. **Make up testing will be given in accordance with all Arizona Department of Education regulations.**

AzMerit/Aims Science scores may be requested by a parent/guardian. Please be advised that the test scores are not available until the state releases the scores to Paramount. Dates for release are determined by the state and Paramount can't provide scores until such time. Once a request has been filed and the release date has been given, Paramount will fulfill the request within 10 business days.

## **Progress Reports**

Progress reports will be issued at approximately the middle point of each grading period. This is an official communication regarding the progress of every student. Additional information regarding a student's progress may be given at the discretion of the teacher (all progress reports will be available online through our Student Information Portal, or given at parent teacher conferences). It is the parent/guardian's responsibility to view the student information portal and to stay informed regarding their students' progress.

## **Report Cards**

Report cards will be issued one week following the end of the grading quarter. Multiple or consecutive F grades may result in suspension and/or retention. All report cards will be sent home with the students, or given out at parent teacher conferences. It is the parent/guardian's responsibility to know when these are dispersed and to stay informed regarding their students grades.

## **Credit for Assignments**

Full credit for assignments will be obtained only if the assignment is completed on time and properly turned in to the teacher. Teachers may grant reduced credit for late assignments at their own discretion. Students with excused absences will be allowed full credit for late assignments only if they are handed in by the time designated by the teacher. Assignments handed in late, after the allotted time allowed for excused absences, will be subject to reduced credit at the discretion of the teacher.

## CLASSROOM EXPECTATIONS

Lifelong success depends in part on self-discipline. Listed below are classroom expectations which afford every student guidelines for making good decisions about their behavior. It is mandatory that every student be able to learn in a positive, nurturing, and safe classroom environment that will promote opportunities for educational and personal growth. This is made possible by the cooperative efforts of the student, the parent/guardian, and the teachers and staff of Paramount Academy.

### Classroom Expected Procedures

- Follow directions the first time given
- Maintain focus and appropriate learning behaviors during class
- Keep body and personal objects to yourself
- Get attention the right way
- Transition quietly and quickly
- Be prepared and on time for class
- Show respect towards staff and fellow students
- All classroom assignments must be completed, without exception

In order to encourage students to follow class rules, the teachers and staff of Paramount Academy will recognize appropriate behavior with praise, rewards in class, positive notes, special privileges, and positive phone calls to the parent/guardian. School wide incentive programs are also frequently implemented.

## TRIANGLE OF RESPONSIBILITY

Paramount Academy is built on the philosophy that a child's education is a collaborative effort between the teacher, the parent/guardian(s), and the child. In the early developmental years the teacher and parent assume a greater amount of the responsibility, however, as the child grows and develops, the child assumes more responsibility for their education. By the time the student reaches middle school, the responsibility should be equally shared by all three parties.

### Parent/Guardian's Responsibility to the Teacher

Parent/guardian(s) have the right to be informed about their student's academic and behavioral performance at school. It is the responsibility of the parent/guardian to attend parent-teacher conferences, to know when report cards and progress reports are dispersed, and to follow up on phone calls, notes home, or any requests for a meeting regarding issues related to their child. The teachers and staff at Paramount Academy strive to keep open lines of communication with the parent/guardian; however it is equally the parent/guardian's responsibility to stay informed. This includes responding to school fliers, permission slips, classroom schedules, and the Paramount Academy calendar. **Should a problem or concern arise, the parent should first seek a conference with the teacher.** If the matter cannot be resolved at that time, then a conference may be scheduled with a member of the administration.

The parent/guardian and the teacher should be working together in a cooperative effort to help each child reach academic and personal success. During non-school hours, the parent/guardian must reinforce positive academic performance, time management, organization skills, and study habits at home (i.e. via homework/projects/agendas). It is imperative that the parent/guardian be familiar with the school, classroom, academic, and behavioral policies so that they may help their child meet these expectations. If a parent/guardian feels their child is not getting what he/she needs to be successful at Paramount

Academy, it is their responsibility to bring these matters up to the child's teacher. A proactive relationship between the parent/guardian, teacher, and student is more effective and productive than a reactive one.

In order to ensure all students succeed, the bottom 25% of our students may be referred for after school tutoring. If your student is one who is designated as needing this service, it is the parent/guardian's responsibility to make sure their student is available and stays in tutoring for their assigned tutoring days.

### **Parent/Guardian's Responsibility to the Student**

Every child has the right to an education. This can only be obtained when the child is in attendance and prepared to learn. It is the parent/guardian's responsibility to ensure that their child is at school, every school day, on time, and prepared to learn. It has been proven that students who come to school having eaten breakfast, and with a neat and clean appearance, have a more successful academic experience.

Academic success requires the development of time management and organizational skills. Parent/guardian(s), in cooperation with the teachers, must model and reinforce the development of these skills at home. Paramount Academy requires that every student utilize an agenda book and come to classes prepared. It is the parent/guardian's responsibility to ensure that these things are brought to school on a daily basis.

### **Teacher's Responsibility to the Parent/Guardian(s)**

It is the teacher's responsibility to make themselves available and accessible to, and to maintain an open line of communication with, parent/guardian(s) of students within the parameters of school policy. Teachers of Paramount Academy are required to communicate with parent/guardian(s) through report cards and progress reports. It is the teacher's responsibility to communicate with the parent/guardian throughout the remainder of the school year on an "as needed" basis, should concerns or issues arise. The teachers at Paramount Academy strive to work with the parent/guardian to develop a plan to address any academic or behavioral issues (i.e. through a behavior plan or utilizing communication through the agenda). Teachers are required to maintain a safe learning environment, develop instruction that is based on the state standards, and provide each child with the opportunity for academic and personal growth. If a teacher feels a student has not been provided with what he/she needs to be successful at Paramount Academy, it is the teacher's responsibility to bring these matters up to the child's parent/guardian.

### **Teacher's Responsibility to the Student**

It is the teacher's responsibility to provide a safe, consistent, and respectful learning environment. Teachers are required to respect the rights of students and to ensure that others do not infringe on these rights. Teachers are also responsible for providing accommodation for students who require it, as determined by Paramount Academy's ESS team. The teachers of Paramount Academy are required to develop instruction based on the state standards so as to ensure that every student is provided an education equal to that of their peers and as outlined by the state. Teacher resumes are available in the front office upon request. Teachers strive to provide each student with opportunities for academic and personal growth, and to provide academic and behavioral feedback in a timely manner.

### **Student's Responsibility to the Teacher**

Each student has the right to a positive and safe learning environment. It is the responsibility of each and every student to comply with the rules and regulations of both the classroom and Paramount Academy. It is imperative that students follow the direction of Paramount Academy teachers,

administrators, teacher's aides, and other school personnel. It is also necessary that students meet the academic and behavioral expectations outlined in both the classroom and in Paramount Academy school policies.

All students are responsible for their own actions and are required to comply with the consequences of those actions. Students must demonstrate a responsibility to be truthful with the teacher or Paramount Academy staff regarding their own actions. Every student has a responsibility to help maintain classroom and school property. It is the responsibility of the student to come to class prepared, to practice good organizational and study skills, to maintain and use their agendas (grades 3-8), to complete assignments on time, to obtain missed work during absences, and to seek additional guidance or help should they need it. The student also agrees to settle differences with other students in a peaceful manner, to be respectful and sensitive to the needs and feelings of others, and to conduct themselves in a manner that does not compromise the safety of other students or Paramount Academy staff. If a child feels they have not been given the opportunity to get what he/she needs to be successful at Paramount Academy, it is the child's responsibility to bring these matters up to the teacher and/or parent/guardian.

### **Student's Responsibility to the Parent/Guardian(s)**

The students have a responsibility to communicate with the teachers, staff, administration, and parent/guardian(s) should he or she have questions or concerns. The student must communicate with the parent/guardian(s) on a regular basis, regarding the goings on at school, assignments, special events, concerns regarding curriculum, or issues with other students. Students must also demonstrate a responsibility to be truthful with the parent/guardian regarding their own actions. If a child feels they have not been given the opportunity to get what he/she needs to be successful at Paramount Academy, it is the child's responsibility to bring these matters up to the teacher and/or parent/guardian.

## **STUDENT MATERIALS & SUPPLIES**

### **Class Materials**

It is each student's responsibility to be fully prepared for class. At the beginning of each class students should have the necessary supplies. Teachers are encouraged to regularly check and give a grade for student preparedness. Each grade level will provide an appropriate supply list for students. It is the parent/guardian's responsibility to replenish these materials as needed throughout the year.

### **Textbooks**

Students will be issued text books and various other materials for selected subjects. Each student will be assigned a specific textbook number at the beginning of the school year and a note will be made about the books condition. It is expected that the student return the same book, in relatively the same condition, at the end of the school year. Students are responsible for their own books and should not take other students books if theirs is misplaced. Paramount Academy is not responsible for damage or theft. Students who lose or damage a book, or other school materials, will be expected to pay for a replacement.

### **Agenda Books**

All 3<sup>rd</sup> thru 8<sup>th</sup> grade students at Paramount Academy are required to purchase, and use, an agenda book that has been assigned to that grade. Agendas must be purchased by the end of the first week of school. Personal organization, and a written record of assignments and tasks, is imperative to a student's academic success. The agenda books also serve as an important communication tool between parent/guardian and teacher. The teachers at Paramount Academy agree to give the students time and specific instruction, during every class, for filling in their agendas. Teachers will also maintain a "classroom agenda" that students may refer to as needed. Teachers and parent/guardian(s) are to monitor

the use and upkeep of the student agendas. It is the student's responsibility to bring their agenda with them, **every day**, to every class. If the student does not have their agenda, they are considered unprepared and may be subject to consequences.

## **BEHAVIOR AND DISCIPLINE**

Paramount Academy strives to provide a learning environment that promotes the development of self-confidence to use individual talents and personal gifts while aiming to master life skills. The effective bonding of family, school, and community are primary concepts while providing learning strategies for positive decision making. Paramount Academy takes pride in its professional staff and has resumes and credentials available in the office upon request. It is important that we encourage our students to be citizens who make a contribution to society and we provide many opportunities for self-mastery. Paramount Academy's goal is to foster a vision of ultimate accomplishment and graduating with a strong and well rounded education.

In order to create an atmosphere which encourages learning, in accordance with our school philosophy, it is necessary that a certain level of behavior and discipline be maintained. These expectations are given in detail to all students and parents, so they may be made aware of Paramount Academy's expectations. This allows for teachers and administrators to maintain the best possible learning atmosphere. The following guidelines are to be followed:

- Behavior and discipline begins at home and is a basic responsibility of the parents/guardians.
- Self-discipline, as developed by the individual student and fostered by the parent/guardian, is a must for success in life. Thus, students are responsible for their own behavior.
- It is the responsibility of parents to teach their child self-discipline. The teachers and the administration staff of Paramount Academy will aide the parent in teaching appropriate behavior.
- Our discipline policy is designed to maintain a safe environment for all of our students and to create an appropriate atmosphere for learning.
- There are a number of disciplinary measures that may be implemented by Paramount Academy staff such as, but not limited to, detention, suspension, and expulsion. Disciplinary actions may be used as reasonable consequences for non-compliance with behavioral or academic expectations of Paramount Academy.

### **Articles Prohibited at School**

Problems arise each year because students possess articles which are hazardous to themselves, the safety of others, or interfere in the learning process. Items which are not allowed on campus include, but are not limited to: **Electronic devices of any kind including cell phones, smart watches, hand-held video games, MP3 players; weapons, alcohol, drugs or drug paraphernalia, matches or lighters, gum, silly string, permanent markers, confetti, toy guns or water pistols, firecrackers, rolling shoes or roller blades, skateboards, hoverboards, perfume, body sprays, etc.** Such items will be confiscated from the student and returned only to a parent or guardian. Items may be held until the end of the school year, when deemed necessary by the administration.

In addition, students are prohibited from selling any items on campus, unless approved by administration.

## **Cell Phone Policy**

Cell phone devices are only allowed on a case by case basis subject to administrative approval. Parents requesting administrative approval must complete the cell phone application on the back side of the Student Emergency Form and return it to the office. Upon approval, the cell phone must be turned in to the front office. Under no circumstances are cell phones/smart watches allowed to be carried or worn on the student's person, in their possessions, stored in a classroom locker, or kept in their classroom. Any violation of the policy is grounds for immediate cancellation of administrative approval and the student will be subject to disciplinary action in accordance with the discipline matrix. Paramount Academy is not responsible for any lost, broken, or stolen cell phones.

## **Discipline Policy**

When student behavior is not acceptable the necessary action will be taken. According to state law, a teacher or school administrator has the right to direct or discipline a student while on school grounds or at any school-sponsored, off-campus function. Misconduct will be dealt with immediately. Misconduct includes **ANY** behavior disruptive to the learning process and specifically includes any of the following actions:

- Bullying/harassment based on a person's sex race/color/national origin, religion, and/or sexual orientation.
- Creating or attempting to create a classroom disturbance
- Using profanity/vulgar language or expressions
- Disobeying a school teacher or administrator willfully and openly
- Assault/battery of another student and/or staff member
- Possession or use of any weapon or object that may be used as a weapon
- Inciting, encouraging, promoting or participation in any attempt to interfere with the normal education process
- Excessive absence without cause from school
- Use or possession of **ANY** controlled substance
- Showing disrespect or causing damage to school property
- Violating the rules and regulations of the school
- Fighting
- Any threat or verbal assault directed towards students, teachers, or school property
- Failure to comply with the dress code policy
- Purchasing or selling unauthorized items
- Possession of inappropriate graphic printed materials
- Possession of inappropriate or contraband items including, but not limited to: Electronic devices of any kind including cell phones, hand-held video games, MP3 players; weapons, alcohol, drugs or drug paraphernalia, matches or lighters, gum, silly string, permanent markers, confetti, toy guns or water pistols, firecrackers, rolling shoes or roller blades, skateboards, hoverboards, perfume, body sprays, etc.

Individual teachers may have additional discipline policies for their classrooms that are designed to enforce compliance with Paramount Academy school policies.



## **Discipline Procedure - Progression of Consequences**

When a problem occurs with a student, and the student fails to conform to acceptable behavior, lacks academic effort, or has poor attendance, action will be taken by the teacher in accordance to classroom policy. Should the behavior, academic effort, or attendance not improve, a student could be sent to administration with an incident report. NOTE: If a student enrolls with Paramount Academy with a history of behavioral issues or ends the prior school year on a Behavior Contract, he or she may begin the current school year on a Probationary Status, which may include being placed on a Behavior Contract.

### **A. Student Conference with Intervention specialist and/or Director**

The Director and student will discuss the behavior leading to the incident report as well as choices the student could have made or will make if he/she is faced with a similar situation in the future.

Parents/guardians will be notified by written notice of incident report. A conversation will also take place about effective strategies to eliminate such behaviors in the future with the classroom teacher(s).

### **B. After-School Detention**

After-School Detentions take place on one afternoon a week from 3:15pm-4:15pm. Parents/guardians will be informed at least 3 days prior to the detention so that they may make transportation arrangements. Detentions may be given to students for repeat minor infractions of consequences. Detentions may also be given to first time offenses such as but not limited to inappropriate language (not vulgar or curses), refusal to cooperate/participate in class, and disrespectful behavior. Teachers will provide documentation regarding the infraction. Behavior contract may be constructed depending upon the severity of the action leading to the detention.

### **C. In-School Suspension (ISS)**

An In-School Suspension is given to students with certain school violations. ISS is a disciplinary tool consisting of the removal of a student from their classroom into a different location under supervision of a school authority. The goal is ISS is to help the student stay on top of his or her work, while helping them figure what may be causing the behavior that is keeping him or her from succeeding in the classroom. ISS can last one or more days depending on the severity of the action. Behavior contract may be created and implemented. Non-compliance of behavior contract may lead to further discipline including expulsion.

### **D. One day Out-of-School Suspension (OSS)**

This may be a student's last consequence before facing a possible 3-Day Suspension or possible Discipline Board Hearing. Parents/guardians will be notified by written notice of incident report and a conference will be scheduled with the Director, classroom teacher, and parent/guardian before a student may return to classes. Behavior contract may be created and implemented. Non-compliance of behavior contract may lead to further discipline including expulsion.

### **E. 3 to 10 Day Out-of-School Suspension (OSS)/Discipline Board Hearing**

Students who receive a 3-Day OSS have exhausted all phases of the classroom and other consequence process. Students will be suspended from school for three days for major issues that disrupt the learning environment of the student or others, impact the teaching ability of the instructor, detract from others' opportunities to learn, cause harm to self or others, create a safety issue, or destroy school property. In addition, the Director may use administrative discretion for other issues not listed here. Prior to returning to school, the student and his/her parents/guardians may need to meet with the Director or designated Administrator to discuss further action, including a behavior contract, non-

compliance of which could result in further discipline including expulsion. The Administrator may recommend that the issue be brought to the Board of Directors for further consideration(s).

The following (but not limited to) may at the professional discretion of the Director, (with supporting documentation) move a student before the Board of Directors for additional/other consequences:

- **Threats to a Paramount Academy staff member or student, theft, extortion, arson, possession of weapons or simulated weapons, drugs and/or tobacco, “lookalike drugs”, and alcohol.**
- **Any student who brings onto or is in possession of any weapon on any school property or a school-sponsored activity will receive expulsion for a period of no less than one year, or at the recommendation of the Board of Directors.**
- **The severity of and circumstances surrounding an infraction as well as the disciplinary history of the student may necessitate deviation/acceleration of the consequence process. Immediate action by school officials and notification of law enforcement authorities may occur if warranted.**
- **Establishing the level of an infraction and assigning appropriate consequences is at the discretion of the administration and/or the Board of Directors.**

### **Suspended Students**

Students who are suspended from school will not be permitted to participate in any school functions while their suspension is enforced. Suspended students are, however, expected to make up any class work missed during their suspension period.

### **Definition of Terms:**

**Behavior Contract** – An agreement between Paramount Academy and the student in the effort of correcting documented inappropriate behavior by the student. Up to three behavior contracts may be issued to a student before a recommendation for expulsion process begins.

**Discipline Matrix** – Suggested consequences for certain school violations. The Matrix is meant to be used as a guide when certain school violations occur by students. Paramount Academy administration maintains the right to modify any consequence as they see fit.

**Expulsion** – Student will no longer be permitted to attend Paramount Academy for an identified period of time. Students who have exhausted the discipline process at Paramount Academy may have their actions reviewed by a Behavioral Committee, who may then make a recommendation to the School Board for a possible expulsion from the school. Expulsion may take several forms, based on the situation. Parents/Guardians will be notified of a date and time for the hearing before the Board. Parents/Guardians will be issued written documentation stating the reason the student is going before the Board, what the official process is, and how the parents/guardians may choose to be represented at the hearing. All information will be sent to the home address on file, via certified mail, within 10 school days of the incident. Student will be on an out-of-school suspension during this process.

**Incident report** – A written report given to the Director or designee after a teacher or (staff member) has completed all of the steps in his/her classroom discipline plan. The classroom discipline plan will not be followed in the case of severe infractions - the teacher will make an immediate incident report.

**OSS** – The student will not be allowed to attend school or participate in school-related activities for the designated period of time.

**Severe Infraction** – Includes but is not limited to verbal abuse of a teacher or staff member, foul language, fighting, harassment, disruption of the learning of another student, physical abuse, inappropriate gestures, statements with double/inappropriate meanings, or racial slurs. Local authorities may be contacted by the Director or his/her designee.

## **Annual Notification to Parents Regarding Confidentiality of Student Education Records Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## CHILDFIND

Concerned with a child's development?

- Vision and Hearing
- Speech
- Physical Impairment
- Medical Conditions
- Mental Impairment
- Social/Emotional Concern

If you have a concern with a child between the ages of birth to 5 years, please notify the school receptionist for information.

### Internet Safety Agreement

**Please review the following Rights and Responsibilities for your child's participation in learning activities using the Internet. Take some time to discuss these with your child.**

#### **Rights:**

- Student users have the right to be safe on-line.
- Student users have the right to access information that is free from hate propaganda, sexist, racist, pornographic or obscene content.
- Student users have the right to access selected educational network resources.

#### **Responsibilities:**

- When accessing on-line information, all users will maintain the behavior outlined in the Student Handbook.
- Safe Behavior: Students will not reveal or post personal information (last name, address, phone number, pictures, passwords or school name) on the Internet.
- Respect for Others: Students will be polite and use appropriate language. Students will refrain from making comments that could offend others.
- Responsible Participation: Students will refrain from accessing resources not selected or approved by their teachers. Students will exit any inappropriate resources accidentally accessed. Students will inform a teacher if inappropriate resources are accidentally accessed.
- Work Cooperatively: Students will work with peers and staff to create a positive environment to enhance learning.
- Students will not use chat rooms, instant messaging, hot mail or other anonymous server programs unless directed by their teacher.
- Students will not attempt to contact teachers via social media sites such as Facebook, Twitter, Instagram, etc.
- Parents and students may contact teachers via email using only the teacher's school email account.

**The use of the Internet at school is a privilege, not a right. Students who do not use the Internet responsibly risk losing Internet privileges at school.** Paramount Academy has taken precautions to protect our staff and students and schools by restricting access to controversial and inappropriate materials. The schools and teachers are also teaching students about responsible and appropriate behavior when on the Internet.

As the Internet is an open and constantly changing environment, the potential dangers always remain and Paramount Academy cannot guarantee that the access will be free from all controversial or inappropriate materials. The school will do its best to provide a safe and secure online learning environment for all students.

## **The McKinney Vento Act: Parent/Student Rights for Those in Transition**

Arizona public schools shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

**A student may be considered eligible for services under the McKinney-Vento Homeless Assistance Act if he or she is presently living:**

- In temporary shared housing, a shelter, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

**According to the McKinney-Vento Act, eligible students have rights to:**

**Immediate enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school.

**School Selection:** Eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

**Participate in programs** for which they are eligible, including Title I tutoring programs, Free Lunch in schools with the, National School Lunch Program, Head Start & Even Start Preschool Programs.

**Transportation Services:** A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to <http://www.ade.az.gov/schooleffectiveness/specialpops/homeless> or contact:

Paramount Academy  
Homeless Liaison  
(623) 977-0614

## Paramount Academy Dress Code 2018-2019

All Paramount Academy students are required to wear the designated school uniforms.

A.R.S. § 15-342(22) enables a school governing board with discretionary powers to set school policy, including the requirement that students wear uniforms to school. It is the responsibility of both parents and students to understand and comply with all of Paramount Academy's Dress Code Standards.

To attend class, all students must be in compliance with all aspects of the Dress Code policy. Paramount teachers and staff are authorized to identify violations of the standards of the Dress Code policy. When instances of non-compliance are identified, staff will refer students to the office to allow Paramount Administration the ability to make a final determination of the Dress Code violation. Parents will be notified of confirmed violations. In the event the student cannot immediately remedy the violation, parents may be required to bring appropriate dress or footwear to the school for their children.

Paramount Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. If students, parents, or staff believes that the dress code has been applied in a discriminatory manner, they may file a grievance with the School. The School's grievance policies may be found in the front office or at [www.paramountacademy.com](http://www.paramountacademy.com). They may also file a complaint with the Office for Civil Rights (OCR) or the U.S. Department of Education. For more information about OCR, call (303) 844-5695, email [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov) or visit [www.ed.gov/ocr](http://www.ed.gov/ocr)

Please refer to the following dress code as you make your uniform purchases. It is important that the uniform is kept clean and in good condition. A good appearance promotes a sense of pride in oneself and one's school.

- **NO LOGOS or LABELS are allowed on ANY visible articles of clothing unless purchased from Paramount Academy.**
- **Clothing must NOT be more than one size larger than the student's fitted size. Excessively baggy or tight clothing will NOT be allowed.**

**Tops:** Solid white or navy blue polo shirts or button down cotton blend dress shirts with a collar; no colored trim or colored buttons. Tops must be tucked in at all times except during designated activities such as P.E. **NOTE:** Beginning in the 2019-2020 school year, all students will be required to wear Paramount Academy polos.

**Bottoms:** Boys may wear solid navy blue or tan pants and/or at the knee shorts (No jean material). Girls may wear solid navy blue or tan pants, at the knee shorts, skorts, skirts, and jumpers (No jean material). Bottoms, shorts or skorts, must come within 3 inches of the knee. All bottoms must be hemmed. Parachute pants, cargo pants/shorts, pajama bottoms, sweatpants, spandex, short shorts or skirts, low rise/hip huggers, saggy pants, leggings or nylon shorts are not acceptable. Pants must reach shoe laces, and may not have fringe, fraying, holes, decorative patches, studs, grommets, rivets, chains, or cut pant legs. Bottoms should be made from traditional school uniform fabrics such as cotton or cotton-poly blends. No denim or blue jean type materials are allowed. Fabrics such as denim, corduroy, suede, satin or nylon are not appropriate. **NO SKINNY JEANS OR JEGGINGS.**

**Belts:** For all bottoms with belt loops, a belt is **REQUIRED** for 3<sup>rd</sup> – 8<sup>th</sup> grade. Solid black, blue, or brown belts with **plain buckles** are acceptable. Belts must not be embellished with studs, grommets, rivets or chains.

**Footwear:** Solid colored white, black, or navy blue **NON-MARKING** athletic shoes with matching white, black, or navy blue shoelaces. White, black, or navy blue solid colored, above the ankle/low cut, not past mid-shin socks are required, no show socks are prohibited. Girls may wear solid white or navy blue tights. Students may not wear boots, dress shoes, slides, mules, clogs or flip flops, or any type of "roller" shoe, platforms, open toe shoes, or high heels. Shoes with laces must be tied in a bow knot above the tongue.

**Outerwear:** Solid white, navy blue, or black sweaters, jackets, or sweatshirts may be worn over a uniform polo shirt. Winter jackets should be a solid white, navy blue, or black without logos (Paramount logos will be allowed). Winter jackets and gloves will not be worn in the classroom or during indoor assemblies. No extra-large winter jackets. Only winter gloves may be worn, weather permitting. No accessory gloves.

**Optional Accessories:** Hats may ONLY display the Paramount logo and may not be worn indoors. Hair accessories such as headbands, clips, and hair ties may only be worn if they are navy blue, white or black. No wristbands, bracelets, armbands, or arm wear will be allowed. Students should limit the amount of jewelry they wear to school, choker necklaces are prohibited. Excessive or distracting jewelry is not acceptable. Expensive jewelry is to be worn at your own risk.

### **Unacceptable Items**

- No visible undergarments
- No bandanas, headbands other than listed above, distracting headwear, or hair restraints.
- No tattoos, No gauging of any kind, No piercings (other than a single pair of studs in the ears), or writing on the body
- No unnatural or distracting hair colors or styles. Afros or curly hair are not considered unnatural or distracting for the purposes of this policy. Hair should be free from and worn above the eyes. No faux hawks, mohawks, and shaved designs, etc.

**Dollar for Duds:** A non-uniform dress down day fundraiser that helps support field trips and other school activities. All students who decide to dress down must bring in a dollar and they **still must** follow dress code. The following examples are things to consider when dressing for dollar for duds.

- Shoes must still be athletic shoes. No open toe shoes, lace-up boots, or flip flops.
- Shorts, skirts, dresses must be within 3 inches of the knee.
- No skinny jeans or jeggings. No excessively tight or baggy clothing.
- Tops must cover the entire shoulder. No spaghetti strap tops or tank tops.

Certain school and extra-curricular activities may require non-dress code attire and must be approved by administration. Paramount Academy Administration reserves the right to determine policy, compliance and violation of dress code. Paramount Academy and staff will not be responsible for lost or misplaced clothing items and/or jewelry regardless of their value. Paramount Academy and staff reserve the right to confiscate items as they see fit. Parents will be notified to bring a change of clothing if students are not in compliance with the dress code. Hair color and/or styles that are not in compliance are required to be fixed before a student may return to school. Paramount Academy logo shirts and sweatshirts are available for purchase in the front office.

**This is the Parent/Guardian Copy of the Dress Code and therefore, does not need to be signed. In order to ensure every parent and student has had the opportunity to review the Dress Code Policy a copy of the dress code will be sent home on the first day of school. Parents and students are required to sign and return the signed copy of the Dress Code back to the school. Paramount administration will retain the signed document on file for our records.**



## **Paramount Academy Notice of Non-Discrimination & Grievance Procedure**

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Paramount Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Retaliation is a prohibited form of discrimination. The following person has been designated as the **Complaint Coordinator** and is authorized to handle inquiries regarding the non-discrimination policies:

**Email:** [Grievance@paramountacademy.com](mailto:Grievance@paramountacademy.com)

**Phone:** (623) 977-0614 ext 204

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Students, parents of students and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the ADA, and Section 504 of the Rehabilitation Act of 1973.

### **Procedures for Filing Complaints**

#### **Level One**

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnessed discrimination or harassment shall immediately inform the school principal of the report or complaint and will initiate procedures for investigation.

#### **Investigation of the Complaint**

The school principal will investigate the incident personally, or designate another school employee to conduct the investigation at the Principal's discretion. The alleged victim or witness will be required to complete an Incident Report form, or a written statement containing all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Principal shall contact an outside agency (i.e., Child Protective Services or law enforcement) as required by statute or when otherwise deemed appropriate by the Principal. The investigation shall conclude with a written report that will include findings, conclusions and any possible recommendations, including any resulting discipline referral. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.

#### **Level Two**

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Complaint Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) calendar days from the date the grievant received the response from a level one complaint. The grievant may request that a meeting concerning the complaint be held with the Complaint Coordinator who shall investigate the complaint and attempt to resolve it. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.

#### **Level Three**

If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Executive Director of the Board of Directors within ten (10) calendar days after the grievant received the report from the Complaint Coordinator. The grievant may request a meeting with the Executive Director to discuss the appeal. The Board at its discretion may perform its own investigation and/or hire an outside third party to conduct an independent investigation. Once a decision is rendered by the Board of Directors, the grievant will be notified in writing of the decision within no less than thirty (30) working days after the Board receives the appeal.

***This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. Notification of these policies can be found in our front office and on our website at:  
[www.paramountacademy.com](http://www.paramountacademy.com)***

## **Field Trip Policies & Procedures**

### **General Information**

Educational field trips may be used by Paramount Academy teachers to provide a variety of experience that will enhance each student's educational opportunities. All field trips will have a direct correlation with the subject area taught by the teachers and evaluated by the Site Director at the conclusion of the trip. The teacher is responsible for planning specific activities the student can participate in. This manual has been developed to assist teachers, parents and students in the proper etiquette for field trips.

### **Field Trip Rules and Regulations**

1. All chaperones, pursuant to state fingerprint requirements, are required to obtain fingerprint clearance through the Arizona Department of Public Safety and have an official record of this on file with Paramount Academy prior to being authorized to chaperone on any field trip.
2. Travel will begin and end at Paramount Academy and students will not be picked up or dropped off at any other location than that permitted by the administration.
3. Travel is only permitted to those places and areas designated on the bus requisition form approved by administration.
4. Only those students who are members of the class or group, their teachers and chaperones are permitted to travel on the school bus.
5. Teachers and chaperones are responsible for maintaining student conduct during field trips. Students are expected to conduct themselves in an appropriate manner while on the field trip. If a student does not act in an appropriate manner or is disruptive, the chaperone is to contact the teacher/sponsor immediately and appropriate disciplinary measures will be implemented.
6. For safety purposes, Paramount Academy recommends that parents bring a cell phone while chaperoning a field trip. (Note: Not having a cell phone will not exclude you from qualifying to chaperone.)
7. All chaperones will be required to wear a Paramount Academy identification badge.
8. All chaperones are requested to help teachers enforce all bus safety and etiquette requirements.
9. Only approved chaperones are allowed to attend the field trip. If you are not an approved chaperone and attempt to attend the field trip, you will be asked to leave and will not be allowed to attend any school field trips.
10. Due to the new A.R.S. statues, and fingerprint compliance laws, under no circumstances may an unauthorized person accompany students or chaperones on a Paramount Academy field trip. Chaperone authorization is at the discretion of Paramount Academy administration prior to the start of the field trip. In the event that a person arrives at a venue without authorization Paramount Academy can deny that chaperone, or person, the privilege to participate in other school sponsored activities and/or field trips.
11. Parent chaperones, who wish to take their children home after the field trip, must return to Paramount Academy in the bus, then release their children to the teacher and finally go to the office and check their child out with the office staff. Teachers can not check your child out of the school and must retain your child until they have been officially signed out through the office staff.
12. Chaperones are responsible for paying trip fees. Incidental costs (e.g. lunch, souvenirs, etc.).
13. Chaperones must be: parents, legal guardians or grandparents and twenty-one years of age or older. No additional children, relatives or siblings are allowed to attend.

### **Incentive Trips**

Students must earn the privilege to attend any incentive field trip. Trips must be earned through attendance (may not have excessive tardies, or absences), maintaining proper behavior, and passing grades. Teachers and administration reserve the right to take this privilege from any student as they deem necessary.

### **Acknowledgement and Restrictions**

Paramount Academy's administration appreciates the time and effort put in by all volunteers on field trips. We recognize the importance of parental involvement in your child's overall education. We believe that field trips can play a positive role in broadening the academic scope of variety of objectives and simultaneously brings these educational standards and objectives to a "real life" forum and arena.

This document has been developed to assist parents in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate optimum learning experiences through educational field trips and school-sponsored student travel to approved activities. In the event that a chaperone, or person, violates any of the expectations, rules and/or regulations, Paramount Academy can deny that chaperone, or person, the privilege to participate in other school sponsored activities and/or field trips.

## **PARAMOUNT ACADEMY Parent and Student Agreement**

To ensure the commitment of the student and parent to abide by the rules and policies established by the Administration and Governing Board of Paramount Academy.

### **Paramount Academy agrees to use its best effort to:**

1. Provide a safe and positive environment where self-confidence, personal achievement and community service are taught through Life Skills and the Performing Arts
2. Provide a family atmosphere where students, teachers, staff and administration are working as a team to best serve the leaders of tomorrow
3. Education based on the ability level of each child
4. Emphasize a set of standards for personal responsibility, self-discipline, self-respect, and honor through discipline policy, academic
5. Educate with respect, patience, and honor

### **The Student Agrees:**

1. To maintain a level of academic performance that meets or surpasses Paramount Academy standards
2. To maintain a level of conduct in the school that meets or surpasses Paramount Academy standards
3. To attend classes every day that school is in session when in good health
4. To be properly dressed, according to the required dress code policy, as established by Paramount Academy
5. To observe all other rules and policies as established by Paramount Academy
6. To take an active part in class, school, and community and be a positive role model to others
7. To show respect to classmates, teachers, and staff members
8. To take pride in keeping the office and school facilities clean and in good condition
9. To participate in all performing arts and physical education classes and programs
10. To be the best citizen they can be at all times

### **The Parent Agrees:**

1. To attend Parent/Teacher Conferences when scheduled and to assist/participate in PAPA activities
2. To support and enforce that his/her child is properly dressed in accordance with the Paramount Academy dress code
3. To ensure that his/her child regularly attends school, on time, when in good health and understands that failure to do so may result in disciplinary action including, but not limited to, truancy court and the student being withdrawn from school.
4. To report absences, tardies, and early departure as instructed by the attendance policy of Paramount Academy
5. To reimburse Paramount Academy for books or school property that his/her child loses or damages
6. To participate, enforce, and support the rules, regulations, and policies established by Paramount Academy

### **Articles Prohibited at School**

Problems arise each year because students possess articles which are hazardous to themselves, the safety of others, or interfere in the learning process. Items which are not allowed on campus include, but are not limited to: **Electronic devices of any kind including cell phones, smart watches, tablets, hand-held video games, MP3 players; weapons, alcohol, drugs or drug paraphernalia, matches or lighters, gum, coffee drinks, silly string, confetti, toy guns or water pistols, firecrackers, rolling shoes or roller blades, skateboards, perfume, body sprays, etc.** Such items will be confiscated from the student and returned only to a parent or guardian. Items may be held until the end of the school year, when deemed necessary by the administration.

**Consequences of Breach of Agreement: If a student or parent fails to abide by this agreement the Student's enrollment at Paramount Academy may be terminated through the expulsion process. In addition, Parent's rights/access to Paramount Academy and its programs are considered a privilege and may be revoked at any time if deemed necessary.**

BY SIGNING BELOW, THE PARTIES ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT, READ AND UNDERSTAND STUDENT HANDBOOK, AND WILL BE BOUND BY ITS TERMS AND CONDITIONS.

**This is the Parent/Guardian Copy of the Student Handbook and therefore, does not need to be signed. A copy of this agreement page is mandatory to be signed and returned by Parent/Guardian and will be sent home the first day of school.**