



PARENT/STUDENT HANDBOOK
2025 • 2026

Amy MacWilliams-SeKoch
K-2nd Principal

Allison Nielsen
3rd-5th Principal

15533 West Paradise Lane
Surprise, AZ 85374

Telephone: (623) 975-2646
www.paradiseschools.org

School hours 7:45 am – 2:30 pm for Grades K-5th

“Every student, Every day”

Contact List

Curriculum Instructional Specialist Grades K-2	Briana Grant	623-546-7211
Curriculum Instructional Specialist Grades 3-5	Dani Fisher	623-546-7203
Dean of Students	Heather Morrison	623-546-7212
School Psychologist	Jamie McArthur	623-546-7216
School Counselor	Rebecca Pressnall	623-546-7208
Attendance/Records	Robin Sprong	623-546-7207
Administrative Assistant Grades K-2	Jenn Motts	623-546-7215
Administrative Assistant Grades 3-5	Jillian Clasen	623-546-7206
Administrative Assistant SpEd	Marie Boten	623-546-7201
Receptionist	Synthia Story-White	623-975-2646
Nurse	Lisa Britts	623-546-7288
Nurse Aide	Sherri Flowers	623-546-7292
Community Connections Coordinator	Shawntese Fuzfa	623-546-7225



WELCOME TO PARADISE HONORS ELEMENTARY SCHOOL



Dear Students, Parents, and Guardians,

Welcome to the 28th school year at Paradise Honors Elementary School! We're excited to welcome both returning and new families as we begin another year of learning and discovery together. Our commitment to the vision "Every Student, Every Day" continues to guide everything we do as we work together to create a safe, nurturing, and academically enriching environment.

We are especially excited to introduce our new communication platform, ParentSquare! This tool will help streamline communication between school and home, ensuring you receive important updates, event information, and classroom news in a timely and convenient way. Be sure to download the app and stay connected throughout the school year.

Please take a moment to review the updated student handbook. It contains key information regarding school policies, expectations, and procedures to support a smooth and successful year for all.

At Paradise Honors Elementary, we believe that strong partnerships between families and staff are essential to student success. We truly value your continued collaboration and support, and we are honored to be part of your child's educational journey.

Thank you for being a vital part of the Paradise Honors family. We look forward to making our 28th year one filled with growth, connection, and achievement!

With appreciation,

Mrs. MacWilliams-SeKoch and Ms. Nielsen

Mrs. MacWilliams-SeKoch and Ms. Nielsen
Principals
Paradise Honors Elementary School

TABLE OF CONTENTS

Contact List / Welcome Letter / Table of Contents / Calendar	pg. 2-5
Vision, Mission and Beliefs	pg. 6
Parent Involvement Policy.....	pg. 6-9
Event Coordination Communication	
Volunteer / Visitor Expectations	pg. 9-10
Evaluating Student Progress	pg. 10-14
Academic Performance / Probation Grading / Homework / Retention / Parent-Teacher Conferences	
Daily Schedule	pg. 15
Attendance Expectations / Truancy Law	pg. 15-17
Absences / Tardies / Leaving Early / Dismissal from School	
Before and After School Programs	pg. 17-18
Cubs Connection / Detention / Clubs	
Character and Behavior Expectations	pg. 18-27
Character Program / Bullying / Harassment / Intimidation / Vector Alert Student Code of Conduct / Infractions / Consequences and Procedures Threat Assessment / Student Behavioral Probation Guidelines for Appropriate and Forbidden Items Personal Belongings / Lost and Found Café Behavior Expectations	
Student Uniform Policy	pg. 28-29
Dress Code / Uniform Violations	
On Campus/Off Campus Safety.....	pg. 30
School Services	pg. 30-34
Library / Lunch / Counseling / Health / Local Wellness Policy	
Miscellaneous Information	pg. 34-38
Traffic Map Abuse of School Employees / Reporting Child Abuse / Sexual Harassment Policy and Rights for Homeless Students / Confidentiality Statement	
Acceptable Use Policy	pg. 39-42
Technology / Networks Terms and Conditions / Supervision and Safety	
School-Parent-Student Compact	pg. 43



PARADISE HONORS ELEMENTARY SCHOOL

2025

JULY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

JANUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH

M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

NO SCHOOL DAYS

IMPORTANT DATES PARENT TEACHER CONFERENCE WEEK

July

7/31 Meet the Teacher 2:00 - 4:00

August

8/4 First Day of School
8/27 Would You Rather Wednesday
8/25 & 8/26 School Pictures

September

9/1 Labor Day: No School
9/8 - 9/11 Parent Teacher Conference Week
9/24 Would You Rather Wednesday

October

10/13-10/16 Fall Break
10/20 Start of Quarter 2
10/22 Would You Rather Wednesday
10/30 Boosterthon Fun Run

November

11/5 Picture Retakes
11/11 Veterans Day: No School
11/17 - 11/20 Parent Teacher Conference Week
11/19 Would You Rather Wednesday
11/24-11/27 Thanksgiving Holiday

December

12/17 Would You Rather Wednesday
12/22-1/1 Winter Break

January

1/5 Start of Quarter 3
1/19 Martin Luther King Jr. Day: No School
1/28 Would You Rather Wednesday

February

2/9 - 2/12 Parent Teacher Conference Week
2/16 President's Day: No School
2/23 & 24 Spring Group and Personality Pictures
2/25 Would You Rather Wednesday

March

3/16-3/19 Spring Break
3/23 Start of Quarter 4
3/25 Would You Rather Wednesday

April

4/7 Kinder Promotion Pictures
4/27 - 4/30 Parent Teacher Conference Week
4/29 Would You Rather Wednesday

May

5/13 Would You Rather Wednesday
5/20 Kinder Graduation
5/21 Last Day of School

PLEASE NOTE SOME DATES ARE SUBJECT TO CHANGE AND EVENTS ADDED
ANY QUESTIONS PLEASE CONTACT (623) 975-2646

UPDATED AS OF 7/21/25

PARADISE SCHOOLS VISION, MISSION AND BELIEFS

VISION

"Every student, Every day"

MISSION STATEMENT

A safe learning community committed to fostering personal growth and academic excellence.

BELIEFS

Paradise Schools has six core beliefs that create a challenging and enriching environment for all students.

- We believe students learn in a school atmosphere that is safe, respectful, and maintains high academic and behavior expectations.
- We believe in implementing a rigorous student-centered curriculum focused on preparing students for their future.
- We believe in developing authentic relationships built on trust, communication, and a common goal.
- We believe in establishing a professional learning community enriched with ongoing staff development and collaboration.
- We believe in recruiting and maintaining highly effective staff members who are capable and advocate for the betterment of the school rather than self.
- We believe in creating a leadership team that guides and governs our school community through sound judgment and best practices.

EQUAL EDUCATIONAL OPPORTUNITY

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. Paradise Schools provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school-sponsored events. A full copy of the grievance procedure is available from the District Office.

PARADISE HONORS ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

STATEMENT OF PURPOSE

It is inherent to the philosophy of Paradise Honors Elementary School to involve parents in meaningful activities that will enhance communication and student learning. It is important that we build capacity for parent involvement, not only through a strong parent volunteer presence on campus, but also through encouraging participation in the decision making process. In doing so, we will provide equal access to all parents, including those who are English language learners, migrants, homeless, and disabled. Translation of all communication and information materials will be provided upon request. Additionally, we believe that our parents are our most effective bridge to the community; therefore, it is important to involve parents in the following activities:

- Development of school philosophy and goals
- Implementation of school improvement plans
- Evaluation of regular school program
- Evaluation of the school entitlement programs and policies to ensure effectiveness and improve the academic quality of the school
- Development, implementation, and evaluation of parent involvement activities on an annual basis
- Coordination with other parent programs

PARENT INVOLVEMENT EVENTS

Paradise Honors Elementary School will continually seek to encourage parent participation in their children's education through special parent events scheduled throughout the school year. Curriculum-related events will be planned each year and will seek to meet the needs of parents as they support their children's education. We will offer these events at flexible times in order to encourage maximum participation. In addition, events will be planned to incorporate best practices and resources to enhance parental involvement.

COORDINATION WITH PARENT GROUPS

Paradise Honors Elementary School will actively seek to coordinate with other parent groups to ensure parent participation regarding Title I decision-making. These groups will include the following:

- Site Council
- Paradise Elementary Parents (PEP Booster)
- Governing Board

We will meet annually, at a minimum, in order to develop, revise, and evaluate the Consolidated Plan, Parent Involvement Policy, School/Parent/ Compact, and Parent/Student Handbook. Data from the annual needs assessment and of the community will be addressed. In addition, we will ask these parent groups to evaluate the Parent Involvement program. Feedback from Parent Involvement events will be solicited.

Support and technical assistance regarding the Parent Involvement program will be sought from outside sources, such as the Arizona Department of Education and consultants. Title I funds will be used appropriately to ensure the success of the program.

COMMUNICATION WITH PARENTS

On-going, two-way communication with parents is essential to the success of our students. This is a priority at Paradise Honors Elementary School. Information is disseminated to parents in multiple ways and formats in order to ensure success. In addition, information will be disseminated in a timely manner.

Paradise Honors Elementary School will hold its annual Title I meeting in the fall. Letters will be sent home to Title I parents to invite them to the meeting. The Title I meeting will cover the following topics:

- Identification of Title I students
- Assessment data
- Program descriptions
- Use of Title I funds

Parents will be provided information regarding school programs, curriculum, assessments, measurement of student progress and proficiency levels students are expected to meet. Additional means of communication will include the following:

- Parent Square
- Parent-Teacher Conferences
- Report Cards
- E-mail
- Google Meet
- Telephone Calls
- School Website
- Facebook
- PowerSchool

The School-Parent-Student Compact will be disseminated to parents each year as part of the Student Handbook. It indicates expectations of school staff, parents and students and must be signed by all parties.

PRINCIPLES OF SCHOOL COMMUNICATION

Paradise Honors Elementary School is dedicated to keeping community and respect at the forefront of our communication. As in any community, it is inevitable that there will be sometimes differences and misunderstandings that develop. How we handle our differences and misunderstanding will be the making or breaking of strong relations among PHES families, faculty, administration, and the Governing Board.

The school Governing Board, administration, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion. This means that each is committed to ensuring that there is no basis for retribution. Implementing these principles and steps as we work together, we can foster unity, built on a basis of honor and respect.

Principle One: Keep the matter confidential.

Principle Two: Keep the circle small.

Principle Three: Be straightforward.

Principle Four: Be forgiving.

The steps to facilitate open communication are as follows:

Step One:

The first step is to speak with the teacher directly. If you have not, you will be directed to do so. Most school problems are resolved at the two-person level. Please do not schedule an appointment with administration until step one has been completed (the same course is to be followed by all staff). If the two of you have met and talked together and you are not satisfied with the outcome of your discussion proceed to step two.

Step Two:

The parent and teacher should share the matter with the school principal. Both parent and teacher (or other staff) should share their version of the issue or issues with the school's administration. Each person should come to the meeting with an open, flexible attitude. The administrator will act as mediator to help bring about an agreed upon solution. An honest, forthcoming discussion among people who are open will most often reach an amicable solution.

Arizona State law (A.R.S. 15-507) says that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

PARENT PARTNERSHIP WITH STAKEHOLDERS

PHES is committed to ensuring effective involvement of parents and to partner with parents in order to improve student academic achievement. In order to do this, we will:

- Assist parents in understanding the Arizona academic standards and assessments. Parents will be given information regarding the standards and the state assessments at the annual Title I meeting.
- Assist parents in understanding how to monitor their child's progress through progress reports and report cards.
- Provide materials and training to help parents work with their children.
- Educate teachers and staff in the value of strong parent involvement through effective professional development activities.
- Ensure information sent home to parents is in a format that is understandable.

REVIEW OF PROFESSIONAL QUALIFICATIONS

Pursuant to state and federal guidelines, this notice advises you that you have the right to review the credentials of your child's teacher. Please communicate your request through the front office.

PARADISE HONORS ELEMENTARY SCHOOL VOLUNTEER/VISITOR EXPECTATIONS

We welcome adult volunteers. They are an intricate part of an active education. All visitors and volunteers must check in at the school office each time they are on campus. You may arrange your volunteer schedule with the teacher ahead of time. NO SIBLINGS ages 0 to 18 years old are allowed during school hours unless it is for a special event. Special events will be communicated in advance. For the safety and security of our students, NO VISITORS will be permitted in the cafeteria. All visitors and volunteers must use the staff restrooms while on campus. Please review the volunteer handbook for information regarding the fingerprinting of parent volunteers. Administration reserves the right to use their discretion.

SIBLINGS AT CLASSROOM EVENTS

Students are not allowed to attend sibling classroom events during school hours. NO SIBLINGS from 0 to 18 years old will be permitted to attend classroom events. Please do not sign out your child to have them attend a sibling's classroom event. Siblings may attend special events that will be communicated in advance.

It is the visitor's responsibility to supervise their children and keep them safe. Administration reserves the right to use their discretion for any and all events.

VOLUNTEER REQUIREMENTS

All volunteers must submit a completed Paradise Schools volunteer application and be approved prior to volunteering on campus. For safety reasons, all volunteers and field trip chaperones working consistently with or around students must have a valid Level One Fingerprint Clearance Card. If you already have a Level One Fingerprint Clearance Card, submit a copy with your Paradise Schools volunteer application.

Visit <https://psp.azdps.gov/services/fccFormTriage> to apply for a Level One Fingerprint Clearance card through the Arizona Department of Public Safety. The IVP option will keep your fingerprints on file so you do not need to schedule another appointment to re-roll them when the card expires in 6 years.

Please contact Shawntese Fuzfa at 623-546-7225 or by email at sfuzfa@paradiseschools.org if you have any questions concerning these requirements. Paradise Schools reserves the right to limit the duration/frequency of volunteer hours. We appreciate your volunteer services here at Paradise Honors Elementary School.

PARADISE HONORS ELEMENTARY SCHOOL EVALUATING STUDENT PROGRESS

All students will be evaluated each quarter for their academic work and behavior. Teachers and parents should stay in weekly communication to discuss any items of concern regarding the student's progress. Parents and students also have daily access to an online grade book.

REPORT CARD

- Sent home digitally at the end of the quarter
- Records final performance for the student
- Records permanent and final grades for the quarter
- Goes into student permanent file

ONLINE GRADE BOOK "PowerSchool"

- Individual assignment and overall grade
- Information to access account available in front office

GRADING

Reporting student progress will be communicated by levels of performance for kindergarten through 2nd grade and assigned letter grades to student work for grades 3rd through 5th. Students will receive grades for the quality of work they do. There are several ways your student will be assessed and assigned a grade. A teacher will create an assessment and criteria for grading the student's work.

KINDERGARTEN - SECOND GRADE ACADEMIC PERFORMANCE KEY

+ = Exceeding
√ = Secure
* = Progressing
- = Beginning to develop
X = Not yet assessed

THIRD - FIFTH GRADE ACADEMIC PERFORMANCE KEY

A+	A	A-	B+	B	B-	C+	C	C-	D	F
97- 100	94- 96	90- 93	87- 89	84- 86	80- 83	77- 79	74- 76	70- 73	65- 69	64- Below

CLASSROOM GRADES (3rd – 5th GRADE)

- Measures academic achievement only
- Grades range from A – F
- A student who receives less than a C on their report card will require a parent conference with the teacher and develop an improvement plan.
- Students that don't comply with the improvement plan may be placed on academic probation.

STUDENT IMPROVEMENT PLAN (5th GRADE)

It is the goal of Paradise Honors Elementary School that every child succeeds. Our high academic and behavior standards allow our students to excel in both their intellectual and personal development. Our student improvement plan is designed to raise the expectations and performance of our students to a level where they will grow and thrive. It also allows for parents to participate in the development of their child to a greater degree. Mid-quarter, any student who receives below a C in either reading or math will be placed on student improvement.

ACTION STEPS OF STUDENT IMPROVEMENT

- Weekly focused support
- Weekly grade checks by parents/students
- Check-in with the principal

CONSEQUENCES OF ACADEMIC PROBATION

Students on probation will receive the following:

- Increased levels of intervention and accommodation from school staff
- Higher levels of accountability at school
- Reduction of extracurricular activities
- Community service

SPECIAL AREA CLASSES, BEHAVIOR AND STUDY SKILLS EFFORT KEY

These scores are used in behavior/study skills areas. Grade encompasses responsibility, participation, and student effort demonstrated in class.

- 4 - Always
- 3 - Most of the time
- 2 - Some of the time
- 1 - Rarely

PRINCIPAL'S AWARD

- Straight A's (A+, A, A-) in all subjects and only 4's and 3's in special area classes and behavior/study skills
- There can be no 2's or 1's marking in special area classes and behavior/study skills
- Only grades 3rd – 5th participate in Principal's Award

HONOR ROLL

- All A's or B's only in all subjects and only 4's and 3's in special area classes and behavior/study skills
- Reflects an 80% or above in each area (not an average)
- There can be no 2's or 1's marking in special area classes and behavior/study skills
- Only grades 3rd – 5th participate in Honor Roll

HOMEWORK

The focus of homework is to help the student reinforce skills learned throughout the day and reinforce individual learning plan goals. Homework may be unfinished class work. Homework is important for the following reasons:

- It provides the student with individualized support with goals.
- It gives the student time to review and practice what is taught in the classroom.
- It teaches the student responsibility for time management.
- It develops good study habits.
- It gives the teacher the ability to adjust instruction to better accommodate the learning needs for your child.

Your student's teacher will establish his/her homework expectations at the beginning of the year. It is important to communicate with the teacher should questions come up regarding specific assignments.

It is recommended that parents designate a specific time and place in their home for homework to be completed. A solid routine will greatly enhance the success of your student.

STUDENT'S RESPONSIBILITY TO MAKE UP WORK FROM ABSENCES

Paradise Honors Elementary School realizes that there are circumstances that may prevent students from attending school. Make up work is defined as any assignments or tests students need to complete due to an absence. It is your child's responsibility to go to each teacher and receive the work they will need to make up for their lost learning. Students will be allowed the same amount of days equal to the number of excused absent days to make up assignments for full credit.

RETENTION

Regular Education

Year to year promotion of a student in grades K - 5 will be based upon standards for each basic subject area as identified in the course of study. The school standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. [15-701](#) and depicted in administrative regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-administrator recommendations, attendance, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the teacher of record, in consultation with the parent, determines it to be in the best interests 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. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education program and in accordance with A.A.C. [R7-2-301](#) and [R7-2-401](#).

Special Education

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. [R7-2-401](#). The programs for such students may include adaptations.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized education program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

Appeal Process

Paradise Schools has high standards for promotion. Students must earn their promotion to the next grade level by demonstrating mastery of the grade level's rigorous standards, as set forth by the State Board of Education. Decisions to retain a general education student are to be made by the classroom teacher(s), pursuant to A.R.S. [15-342](#)(11). The Executive Director may review the decision of a teacher to promote or retain a student upon request to do from the parent/guardian. The parent/student will have the burden of proof to overturn the teacher's decision and shall demonstrate to the Executive Director that the student has mastered the academic standards adopted by the State Board of Education. If the Executive Director overturns the decision to promote or retain the student, the Executive Director shall adopt a written finding that the student has mastered the academic standards. All reviews by the Executive Director shall be conducted in executive session unless the parent/guardian requests that the review be conducted in an open meeting. The decision of the Executive Director is final.

PARENT/TEACHER CONFERENCES

Parents are welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged by sending a note, calling or e-mailing your child's teacher. Formal conferences between parents and teachers are scheduled during the first, second, third, and fourth quarters of the school year. Parent/Teacher conferences provide an opportunity to review children's progress in all areas of their school experience. Dates for P/T conferences are noted on the school calendar. Further reminders, regarding these dates, will be communicated as the year progresses.

SPECIAL EDUCATION SERVICES

Paradise Schools makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. Paradise Schools believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the Exceptional Student Services Department.

CHILD FIND

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the school is required to provide a free and appropriate public education (FAPE) for all students who enroll in the school.

All new students will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional help.

PROCEDURAL SAFEGUARDS

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the school office.

EVALUATION

A special education evaluation will be considered whenever the school suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. Paradise Schools may contract with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Paradise Schools must follow these rules and regulations.

INDIVIDUALIZED EDUCATION PLAN (IEP)

If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the student, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

PARADISE HONORS ELEMENTARY SCHOOL DAILY SCHEDULE

PHES is a closed campus. Only students are allowed to enter through the gates to campus. There is no supervision for students on campus before 7:25 am, unless enrolled in Cubs Connection.

6:00 am	Cubs Connection opens
7:25 am	Gates and classrooms will be open for students
7:43 am	Gates Close
7:45 am	Class begins and students must be in their seats and ready to learn. All students who are not inside the gate by 7:43 am will need to go to the office <u>with an adult</u> for a tardy pass.
2:30 pm	Dismissal
2:45 pm	All children who are not picked up by 2:45 pm and are not part of the Cubs Connection Program, will be sent to the front office to wait for a parent/legal guardian to pick them up. (See Late Pick Up Policy pg. 16) If registered in Cubs Connection, they will be taken there and parents will be charged accordingly.

PARADISE HONORS ELEMENTARY SCHOOL ATTENDANCE EXPECTATIONS

TRUANCY LAW STATEMENT

Arizona State Law (A.R.S. 15-803) says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class 3 misdemeanor (A.R.S. 15-802). When the parent does not provide a valid excuse for the child's absence the school attendance office may cite the student, parent, or custodian (guardian directly to the court for violation of the state truancy law.

Paradise Honors Elementary School participates in the C.U.T.S. program (Court Unified Truancy Suppression). Excessive absenteeism may result in a parent or guardian meeting with a truancy officer in order to rectify the attendance issue. Further action will be taken as needed.

ABSENCES

Students are required to attend school every day of the school year. Absences from school can inhibit the student's success. However, sometimes family or medical events will require a student to be absent from school. It is important for parents to schedule family activities so as not to interfere with the student's attendance. PHES maintains high academic standards for all students, and regular school attendance is essential to ensure your child's opportunity for success is not affected. Children learn best when the lesson is being presented and they are able to participate in the learning process, firsthand.

A.R.S. 15-803 stipulates that a student must be in attendance at school for at least 90% of the 144 instructional days. Any student who reaches that point may lose credit for the school year.

Parents will be notified with a letter when a student has reached 5 absences. Another letter will be sent when a student has reached 10 absences. Once a student has reached 15 absences, a meeting will be required with the school administration and an initial retention letter will be given. A meeting will also be scheduled with our Maricopa County Juvenile Probation Officer who oversees the Court Unified Truancy Suppression. If a student reaches 30 absences, a meeting will be held with school administration to discuss final retention, as the student will not have earned credit for the school year.

If your child is sick for five (5) or more consecutive days, a doctor's note is required.

Whenever your child does not attend school or will be tardy, you will need to call the school office at (623)546-7207, or submit the absence through the school website. Please leave a message giving your student's name, teacher's name, and specify the reason for the absence. Because of children walking/riding bikes to school, it is vital for us to know your child is home safe with you if he or she is not in attendance that day. Please make your calls by 8:15 am, or as soon as possible. Make arrangements with the classroom teacher to pick up any school work required for the absent days.

Per A.R.S. 15-901, a student may be withdrawn after ten (10) consecutive days of unexcused absences.

CHRONIC HEALTH PROBLEMS

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis (A.R.S. 15-346). Please ask the school Health Office for the appropriate forms if your child's attendance is affected by a chronic health problem.

LATE (TARDY) ARRIVAL AND LEAVING EARLY

Gates will close at 7:43 am to ensure students are in their seats by 7:45 am. All students are expected to go directly to class when they arrive on campus and be in their classroom by 7:45 am. Tardy students will be required to go to the front office and parents or guardians will be required to sign the student(s) in. Repeated and excessive tardies will lead to consequences that could lead to ineligibility to participate in after-school clubs or dances.

Arizona State Law (A.R.S. 15-803) says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. For this reason, each time you need to check your child out early from school or arrive late, a valid excuse is required. We encourage parents to schedule appointments outside of the school day. Additional documentation in regards to a valid excuse may be requested by PHES administration.

Parents will be notified with a letter when a student reaches 10, 15, 20, etc. tardies. In cases of extreme tardiness, a meeting with school administration will be scheduled.

If the tardy is due to an appointment, the tardy will be marked as "Excused" upon receipt of a note from a medical professional, and will not be included in the total number of tardies.

STATE ATTENDANCE CALCULATOR

- Students must be in attendance for at least 296 minutes per day to equal a full day of attendance
- Students must be in attendance for at least 198 minutes per day to equal a half day of attendance

Any questions concerning records/attendance will be directed to the registrar at 623-546-7207.

DISMISSAL FROM SCHOOL / LATE PICK UP POLICY

At dismissal, students are expected to:

- Be picked up promptly by an approved family member or friend
- Immediately walk or ride bikes home
- Sibling Pick-up for Kindergarten & 1st Grade Students is only allowed by a sibling who is in 2nd grade or higher. This must be cleared with the teacher & office first.
- Go to the Cubs Connection program (fee based program and enrollment required)
- Go to After School Detention – ASD (2:30 pm – 3:25 pm)
- Go to school sponsored programs (clubs)

All students, not involved in school sponsored programs, are to be off campus no later than 2:45 pm. Students who remain on campus past 2:45 pm will be signed in at the office and calls will be made to an approved family member, guardian, or emergency contact to arrange for pick-up. Students will remain in the front office until a contact person has arrived and signed them out. Three late pick-ups during the school year will constitute a meeting with school administration. Students will be ineligible for after school sponsored events, clubs, etc.

PARADISE HONORS ELEMENTARY SCHOOL BEFORE AND AFTER SCHOOL PROGRAMS

CUBS CONNECTION (BEFORE AND AFTER CARE)

PHES offers a licensed before and after school program for grades K – 5th. All students must be pre-registered in the Cubs Connection program to participate. Registration is continuous and can take place at any time during the school year. **We do want to stress that registration must occur before the services of the Cubs Connection program are utilized.** For comprehensive fee schedules and program information, please contact the school office, www.paradiseschools.org or Program Director at 623-546-7276.

If your child is not registered for the program, they may not be brought to school prior to 7:25 am. If a child is not picked up by 2:45 pm, then he/she may be sent to the office after school to wait there until picked up by the parent/legal guardian. If the situation arises where the child is dropped off early or not picked up at dismissal time, then the school office will notify the parent/legal guardian. See late pick up policy.

AFTER SCHOOL DETENTION

Students in grades 2nd-5th may be assigned an After School Detention by any PHES staff. While attending, students will/may be required to complete an Action Plan. ASD will be assigned for 50 minutes from 2:30 pm – 3:25 pm, Monday and Wednesday. Parents will be contacted if a student is required to attend ASD. Detentions have priority over after school extra-curricular activities. Skipping or disrupting After School Detention will result in an additional After School Detention.

SCHOOL CLUBS

Students may attend after school clubs throughout the year. All clubs start directly after school at 2:30 and end at 3:25. It is the responsibility of the parents to ensure that students are picked up promptly within 10 minutes of dismissal. The gates A and G (located at the front of the school) will be opened by staff upon dismissal from the club. The club leader will stay with the students in the front of the school until the student is picked up. If a student is picked up late (more than 10 minutes after dismissal) two times, they will forfeit their membership in the club and not be eligible for future clubs. This tally applies to the whole school year.

PARADISE HONORS ELEMENTARY SCHOOL CHARACTER AND BEHAVIOR EXPECTATIONS

Paradise Schools believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. Paradise also believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

CHARACTER PROGRAM

PHES students will participate in daily character education lessons. During these lessons, teachers will focus on character education, bully prevention, and teaching students the skills to be self advocates. PHES celebrates exemplary student achievement, character and behavior. Teachers, staff, and peers recognize students that have modeled exemplary character.

BULLYING

Bullying may occur when a student or group of students engage in any form of behavior that includes such acts as intimidation and/or harassment that:

- Occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law
- Has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly or through another person or group or through cyberbullying
- Exposure to social exclusion or ostracism
- Physical contact including but not limited to: pushing, hitting, kicking, shoving, or spitting
- Damage to or theft of personal property

A student is being bullied or victimized when he or she is being: attacked physically, socially and/or emotionally, there is an unequal balance of power, it occurs repeatedly over time, and someone is being hurt on purpose. **It must be stressed that the term bullying is not (or should not be) used when teasing, conflict, or a "mean moment" occurs.**

It is important to distinguish between direct bullying in which there are relatively open attacks on a victim and indirect bullying in the form of social isolation and intentional exclusion from a group. The table below gives an example of behaviors that are considered bullying. Therefore, it is important to understand that there are other behaviors in addition to those listed below that may be considered bullying.

DIRECT BULLYING	INDIRECT BULLYING
Shoving	Electronic messaging
Hitting	Exclusion
Kicking	Internet posting
Name calling and/or teasing	Derogatory notes/slam book
Taking property	Social cruelty
Destroying property	Spreading rumors

If your child feels that he/she is being bullied, please contact a PHES staff member. This will allow the incident to be researched to determine appropriate intervention.

CYBERBULLYING

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual's personal electronic media and equipment. (See School Acceptable Use Policy on pages 39-42 for details on proper use of electronic devices.)

HARASSMENT

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

INTIMIDATION

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the school. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable school policies and administrative regulations.

Students found to be bullying others will be disciplined according to the code of conduct. Knowingly submitting a false report shall subject the student to discipline. Where disciplinary action is necessary pursuant to any part of these policy relevant school policies shall be followed.

VECTOR ALERT

This service allows students, staff, and parents to submit safety concerns to our administration in five different ways:

1. App: Search for “Vector Alert” in the App Store to download for free
2. Phone 480.418.7477
3. Text: Text your tip to 480.418.7477
4. Email: 2142@alert1.us
5. Web: <http://2142.alert1.us>

Both you and your child can easily report any safety concerns you may have, including bullying, harassment, drugs, vandalism, threats of violence, or any other safety issue. When submitting a tip, please use our district's identification code: 2142.

Any tip received by Vector Alert is immediately logged into the system, and our administration is notified so that they can investigate and take appropriate action. Tips may also be submitted anonymously if preferred.

STUDENT CODE OF CONDUCT

Paradise Honors Elementary School maintains very high academic and behavior standards for all our students. PHES is committed to using a team approach to develop and maintain a great school environment. Parents, teachers, administration and staff must work together to encourage our students to learn and practice the core values of conduct at our school and implement the Character Strong Skills: Respect, Responsibility, Gratitude, Empathy, Perseverance, Honesty, Cooperation, Courage and Creativity.

The ultimate goal for the Code of Conduct is to help students develop the attitude and practice of self-discipline. Students are expected to practice proper behavior even when no one is watching.

The Code of Conduct provides specific guidelines for students to understand and apply acceptable behavior. The following pages provide a detailed description of these expectations. Included in this Code of Conduct are the guidelines, procedures, policies and consequences used to guide our students toward positive behavior on the PHES campus.

The following offenses are listed in four sections determined by the severity of the offense. Please refer to the Discipline Chart for details of Infractions and Consequences.

It is very important that students and parents read and discuss this Code of Conduct. Administration reserves the right to use their discretion in any and all infractions.

INFRACTIONS

LEVEL 1 – Including but not limited to:

Consequence may be assigned by the classroom teacher or any other staff member.

- Defiance:
 1. Not following directions
 2. Refusal to work or comply
 3. Disruption of the learning environment
- Disrespect:
 1. Active or passive disrespect
 2. Insults, name calling, inappropriate language
 3. Negative body language or gestures
- Dishonesty:
 1. Lying
 2. Cheating
 3. Forgery
 4. Plagiarism
- Safety issues:
 1. Running in buildings, on sidewalks or in parking lots
 2. Climbing on trees, fences, walls or partitions
 3. Hiding from staff, running away from staff supervision
 4. Unsafe aggressive behavior
 5. Inappropriate or unsafe use of school equipment
- Uniform / Dress Code Violations:
 1. Comply with uniform dress code

LEVEL 2 – Including but not limited to:

Repetition of Level 1 offenses may be elevated to Level 2.

Consequence may be assigned by classroom teacher or other staff member.

- Intimidation:
 1. Written or spoken threats
 2. Knowingly participating in or failure to report bullying
- Vulgarity:
 1. Obscene behavior, language or gestures
 2. Abusive language
 3. Profanity
 4. Drawing and/or sharing obscene pictures or objects
- Minor Aggressive Act:
 1. Threats of fighting or harm
 2. Hitting, tripping, pushing, holding, pulling
 3. Throwing or poking with any instrument or object
 4. Recklessness of motion

- School Policies, Other Violations:
 1. Open defiance/disrespect of a teacher or staff member
 2. Computer violations
 3. Use of cell phone, smart watch or unapproved electronic device during school hours
 4. Possession or use of forbidden items located on page 26 (other than weapons or drugs)
 5. Leaving assigned area without permission (classroom, lunch, special, campus)
 6. Public display of affection
 7. Taking another person's property

LEVEL 3 – Including but not limited to:

Repetition of Level 1 or Level 2 offenses may be elevated to Level 3.

- Aggression:
 1. Threatening gestures (verbal, written or online)
 2. Physical altercations
- Harassment, Threat and Intimidation:
 1. Bullying
 2. Any behavior that is degrading, offensive or intimidating
 3. Use of ethnic or racial slurs
 4. Emotional harassment
 5. Threats of violence
- Sexual Offenses:
 1. Pornographic materials in any form
 2. Sexual misconduct
 3. Unwanted advances/verbal or physical
- Theft:
 1. Petty theft
 2. Possession of or selling/receiving stolen property
- Vandalism:
 1. Destruction or defacing school property
 2. Destruction or defacing personal property of others
- Weapons or Dangerous items:
 1. Possession of look-alike weapons
 2. Possession of dangerous items
 3. Claiming to possess or verbalizing that you are carrying a weapon
- School Policies, Other Violations:
 1. Use or display of gang related, drug, satanic or sexual symbols, gestures or words
 2. Violating behavior expectations during an off campus field trip event

LEVEL 4 – Including but not limited to:

Repetition of Level 1, Level 2 or Level 3 offenses may be elevated to Level 4.

- Aggression:
 1. Assault
 2. Aggravated assault
 3. Endangerment
- Alcohol, Tobacco and Other Drugs:
 1. Distribution and/or sale of illicit substances, over the counter medication
 2. Possession, use or distribution of prescription drugs or medication, alcohol or tobacco
 3. Possession of look-alike drugs, tobacco, alcohol, or related paraphernalia
 4. Being under the influence of any controlled or mind altering substances

- Arson:
 1. Of a structure or property
 2. Of an occupied structure
- Harassment, Threat or Intimidation:
 1. Severe emotional harassment or intimidation
 2. Severe threats of violence
- School threat:
 1. False use of fire alarm or calling 911
 2. Bomb threat
- Sexual offenses:
 1. Assault
 2. Abuse
 3. Harassment
 4. Indecency
- Trespassing:
 1. Being on PHES campus for the purpose of disrupting any function
 2. Refusing to obey lawful order to leave PHES campus
- Theft:
 1. Burglary/breaking and entering
 2. Robbery
 3. Armed robbery
- Weapons and Dangerous Items:
 1. Carrying a weapon on campus
 2. Use or threat of use of a deadly /dangerous weapon
 3. Use or threat of use of explosive device including fireworks
- School Policies, Other Violations:
 1. Vandalism or criminal damage to school or personal property

DISCIPLINE CONSEQUENCES AND PROCEDURES FOR K-5th GRADE

	LEVEL 1 INFRACTION	LEVEL 2 INFRACTIONS	LEVEL 3 INFRACTIONS	LEVEL 4 INFRACTIONS
CONSEQUENCES	Loss of privilege 1-3 day(s) lunch detention Possible After School Detention	Loss of privilege 1-3 day(s) lunch detention 1-5 days After School Detention	1-10 Day Suspension Probation	Suspension, long term suspension and possible recommendation for expulsion
PROCEDURES	Teacher: Student conference Parent contact After 3 infractions moved to level 2	Teacher: Student conference Parent contact Possible referral to office Principal: Student conference Parent contact	Teacher: Referral to office Principal: Student conference Parent conference Informal Hearing Written Notice	Teacher: Referral to office Principal: Student conference Parent conference Formal Hearing Written Notice

Theft or damage by a student may require parent restitution of loss and/or repair.
Any offenses which violate federal or state laws may result in immediate recommendation for expulsion and involvement of appropriate authorities.
Administration will refer to A.R.S. § 15-843 for suspensions and expulsions.
Suspension and Expulsions will follow the processes in Policies JKD (Student Suspension) and JKE (Student Expulsion).
The principal is the highest level of appeal for a suspension of 10 days or less.

THREAT ASSESSMENT TEAM

Every threat of violence to others, or to Paradise Schools buildings will be taken seriously. In support of maintaining a safe and welcoming environment for all, administrators and staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Following an investigation by school administration, a threat situation will be deemed to exist when, a student has been determined by admission or reliable information/evidence to have:

- communicated a death threat against self or others
- communicated a threat of mass violence
- communicated a threat involving weapons or explosive devices
- communicated a threat against school property
- engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat

Paradise School administration will utilize the Threat Assessment Process to evaluate threats made towards others or self to determine whether or not a threat situation exists. At least two staff members are present to complete a threat assessment with the student. Depending on the outcome of the assessment, a plan for options and support may be put into place for the offender, victim(s), or both.

The Threat Assessment Team (TAT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TAT.

Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and well-being of students and staff will be addressed to maintain a safe and secure learning environment.

STUDENT BEHAVIORAL PROBATION

It is the goal of Paradise Honors Elementary School that every student succeeds. Our high behavior standards allow our students to excel in both their intellectual and personal development. Probation is a policy designed to raise the expectations and performance of our students to a level where they will grow and thrive. Students who fail to meet the expectations outlined in the PHES Student Code of Conduct will be placed on Behavioral Probation following this criteria:

- When the student gets 3 referrals to the office in one quarter
- When the student is involved in major offense

CONSEQUENCES OF BEHAVIORAL PROBATION

Students on probation will receive the following:

- Increased levels of intervention and accommodation from school staff
- Higher levels of accountability at school
- Reduction of extracurricular activities
- Recommendation for after school remediation
- Community service

Failure to meet the behavioral standards of Paradise Honors Elementary School may result in the student being dismissed from enrollment.

The parent/legal guardian will be notified of the intent to expel, and a hearing shall be held, after at least five (5) working days' notice and must include the student, the Principal or other staff member, and the parent/legal guardian.

All rights and responsibilities of the school, the Governing Board, and the parent/legal guardian shall be adhered to in cases of expulsion. This includes the right of parents to request an open meeting and/or an executive session for the expulsion hearing. The parents also have the right to reapply for admission after one year of expulsion. The Governing Board has the right to deny admission of a student expelled from another school, and to deny, upon review of a request, readmission of a student previously expelled from Paradise Honors Elementary School.

CELL PHONE USE

Cellular devices such as: cell phones are allowed, but must be turned OFF and kept in the students' backpack. Devices should not be used during the school day, in accordance with the Student Code of Conduct. Smart Watches must be in "School Mode" during school hours. Students are allowed to use the telephones in the front office or classroom only in case of an emergency.

INAPPROPRIATE/FORBIDDEN ITEMS

Students will be assigned appropriate consequences for possession of these items in accordance to the Student Code of Conduct. The following items are forbidden at school:

- aerosol cans
- alcohol
- cigarettes
- drugs
- glass containers (including glass water bottles)
- firecrackers/fireworks
- flints (this includes on waterbottles or on any other item)
- lighters
- matches
- pornography
- pepper spray/mace
- "slam" books
- smoke/stink bombs
- heelies
- inappropriate stickers
- hover boards
- weapons, look-a-like weapons or bullets
- any chains including key and wallet chains
- zip ties
- any other questionable items as determined by Administration
- gum
- toys

These items will be confiscated and must be picked up by a parent.

There are strict rules in regards to what foods can be brought into the classrooms from parents. We can only serve foods that are purchased at a store or prepared at an establishment with health standards certification. No homemade items can be served to students.

PETS

Dogs or pets of any kind are NOT allowed on school property at any time, this includes our parking lot and entirety of our campus. The only approved animals allowed on campus are registered service animals. This does not include emotional support animals.

DRUG AND TOBACCO FREE CAMPUS

Paradise Schools are drug and tobacco free zones. Arizona law specifically does not allow any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. **No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.**

All students are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over-the-counter), alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event of

such an action, law enforcement authorities will be contacted. Any student who possesses uses or distributes any drugs, alcohol or tobacco will be immediately suspended and may be recommended for expulsion.

PERSONAL BELONGINGS

All personal belongings should be labeled with the student's first and last name. The school does not accept responsibility for theft, loss or damage to the student's property.

LOST AND FOUND

All personal belongings should be labeled with the student's first and last name. Items that are not claimed will be donated to a local charity monthly.

PARADISE CAFÉ EXPECTATIONS

Lunchtime provides opportunity for students to eat lunch in a safe, orderly, and enjoyable environment. During lunch each day, students are provided opportunity to socialize and eat either their hot lunch or cold lunch. Lunch time can last up to 30 minutes and is monitored by our Café staff. Our staff provides a valuable and vital role to ensure students have a safe lunchtime experience. It is expected that all staff are treated with respect and their directions are followed by students.

After students are given 20 minutes to enjoy their lunches, they have the opportunity to go out to recess (for up to 20 minutes) or continue eating their lunch.

NO VISITORS will be permitted in the cafeteria.

STUDENT UNIFORM POLICY

Uniforms will not interfere with the educational process or present a safety hazard as determined by PHES.

UNIFORM TOPS

- Short sleeved or long sleeved polo shirt
- Approved, solid, polo shirt colors are burgundy (not red), navy blue, powder blue, soft yellow, black, white and hunter green
- Paradise Schools approved spirit shirts
- Only white, black or uniform color short and long sleeve undershirts will be allowed

UNIFORM BOTTOMS

- The approved colors are navy blue, khaki and black
- Belts are optional
- Shorts, skorts and skirts are not to be more than 6" above the knee
- Must not be tights, denim, corduroy, cargo pants, leggings, bike shorts, sweat pants or athletic wear
- Leggings and tights are permitted under uniform shorts and skirts (must be full length of leg and of solid color)

JUMPERS AND DRESSES

- Jumper approved colors: navy blue, khaki and black (Polo or Spirit Shirt must be worn underneath)
- School Uniform dresses (including polo style) must be plain with no logo and may also be any approved uniform top color
- Uniform jumpers and skirts in approved colors may be worn with shorts underneath
- All must be no more than 6" above the knee

OUTERWEAR

To be considered part of the uniform and worn inside the classroom, outerwear must be solid colors and may not have logos or designs that depict pictures, symbols, shapes, numbers, icons, messages, words, or phrases. Very small logos that represent the designer are acceptable. The administration has final say if a small logo meets uniform guidelines. With the above conditions met, the following are approved uniform outerwear:

- Crew neck cardigans
- V-neck cardigans
- Crew neck pullovers
- Vest
- Sweatshirt (pullover or zipper)
- Jackets
- Paradise Schools spirit jackets

FOOTWEAR

- Shoes must be a matching pair
- Does not include shoes or sandals with open backs, due to safety concerns
- Must not be "heelies" or shoes with wheels
- Must have appropriate footwear on PE days

ACCESSORIES

- Jewelry and piercings will be kept to a minimum
- Not include any piercing of body parts other than the ear
- Not interfere with the educational process or present a safety hazard as determined by administration

MAKE-UP

- Kept to a minimum
- Reflect natural skin colors
- Not interfere with the educational process or present a safety hazard as determined by administration

HAIR

- Not be an extreme style
- Not interfere with the educational process or present a safety hazard as determined by administration

HATS

- Only be worn outside the building(s)
- Be restricted to school appropriate designs that are not vulgar, violent, obscene, or gang related
- Not include bandanas or sweatbands
- Not interfere with the educational process or present a safety hazard as determined by administration

TATTOOS AND BODY ART

- Are not allowed (including permanent, temporary, henna, or any other types of body art)

BACKPACKS/BINDERS

- Not represent something illegal, violent, illicit or suggestive
- Not interfere with the educational process or present a safety hazard as determined by administration

WOULD YOU RATHER WEDNESDAY

- Any bottoms but not to be torn, baggy, saggy, loose or skin tight
- No spaghetti strap or strapless shirts/dresses
- No midriff blouses
- No miniskirts or short shorts – the length is appropriate if no more than 6" above the knee
- Uniform footwear is required
- Not reveal any under garments
- School uniform is always accepted as appropriate dress
- Not represent something illegal, violent, illicit or suggestive
- Not interfere with the educational process or present a safety hazard as determined by administration
- Includes tops and bottoms
- School uniform is always accepted as appropriate dress

UNIFORM POLICY VIOLATIONS

All uniform policy violations will result in consequences associated with Paradise Honors Elementary School's student code of conduct. Violations (depending on the severity) will result in a consequence of not being allowed to return to the classroom until in compliance with the dress code.

PARADISE HONORS ELEMENTARY SCHOOL ON CAMPUS / OFF CAMPUS SAFETY

SAFETY DRILLS

For the safety of our students and staff we practice a variety of drills to prepare for potential emergency situations. It is important for parents and students to realize that fire and lock-down drills are mandatory and must happen regularly.

WALKING/RIDING TO AND FROM SCHOOL

- No running in the parking lot, especially between cars
- Look in all directions before crossing the street
- All traffic laws must be observed (this includes crossing streets at marked crosswalks)
- Go directly home after school (students remaining on campus after 2:45 pm will be taken to the front office and signed in as a late pick-up and must be signed out by a parent/guardian)
- Once students arrive at school, they are not allowed to leave without being checked out by a parent or guardian in the school office
- PHES does not provide supervision before and after school hours on campus or neighboring parking lots. (Students needing supervision must be enrolled in Cubs Connection or other activities.)

ON CAMPUS PROCEDURES

- No running
- Stay on sidewalk
- Walk bikes, scooters, and skateboards on campus

STRANGERS

- DO NOT approach a stranger
- DO NOT get into an automobile with a stranger
- DO NOT accept gifts, food, or anything else from someone you do not know
- DO NOT follow a stranger anywhere, no matter what he or she says or what they have promised
- DO NOT stop to talk with strangers, even if they are asking questions
- Immediately report any problems if approached by strangers

PARADISE HONORS ELEMENTARY SCHOOL SCHOOL SERVICES

USE OF LIBRARY MATERIALS

PHES students may check out library books during their library class or during after school hours. When checking out a book, a student assumes the financial responsibility to pay for the book should it be lost or damaged in any way. Replacement books are not accepted. The fee for a lost library book includes processing fees, barcodes, call number stickers, protective coverings, and computer records that come through our book company. Should a lost book be found at a later date, a refund will be issued for books that are still in good condition.

LUNCH SERVICES School lunches may be purchased daily. Your child's lunch account can be paid in the cafeteria or online. Contact the cafeteria staff at 623-546-7278 for assistance. You may also apply for free and reduced lunch service. Applications are found in the front office or on our website.

COUNSELING SERVICES

Paradise Honors Elementary School counseling program offers a support system to students who may be experiencing emotional and/or social difficulty in the school setting. Paradise Honors Elementary School's counseling staff is committed to providing excellence in education through counseling services to allow students to gain the confidence to become successful, caring, and knowledgeable members of our community. Students may be recommended for these services by parents/guardians, PHES staff, and/or by student self-request. Paradise Honors Elementary School counseling staff recognizes that a collaborative relationship with parent/guardians is needed to facilitate a student's maximum development. In times of crisis, counseling staff may see students requiring assistance. If on-going counseling services are needed, parents/guardians will be notified to secure both their support and consent.

HEALTH SERVICES

All medications, both prescriptions and non-prescriptions, need to be dispensed through the school nurse. The law requires medications to be in its original, labeled container. The label should include the student's name, current date, and name of medication, dosage and the time to be given. Over the counter drugs must be in compliance with the manufacturer's guidelines as printed on the label. Parents should bring any medications to the nurse and fill out the necessary form for your child to give to the nurse. Students are NOT ALLOWED to have any type of medication in their possession while at school or attending school-sponsored activities.

If your child is on a daily medication routine, even if the medication is given outside of school, please give a list of changes to the nurse. Updates are necessary whenever medication changes. This also includes allergy medication when given on a short routine. This update is vital due to concerns regarding injury or allergic reactions.

If your child needs to take medication on a field trip, you must contact the Health Office. Only medications distributed by the Health Office will be permitted on field trips. Be advised that even if the medication that you wish to go on the field trip is currently in the Health Office, you still need to contact the nurse or health aide to make them aware.

The student's EMERGENCY FORM must be kept current during the school year. Verbal permission and hand written notes are acceptable for ONE DAY ONLY. A signed consent form must be submitted within 24 hours. The nurse must be immediately notified in writing of all changes in medication. A new consent form must be submitted within 24 hours. Medication will

NOT BE GIVEN if all requirements are not met. When medication/supply refills are needed, the empty medication bottle or a note will be sent home with the student. For the safety of all students, parents are strongly encouraged to transport medication to and from school.

COMMUNICABLE DISEASES

Please keep your child at home if he/she shows any of the following signs of illness:

- Fever
- Runny nose/discolored nasal drainage
- Sneezing and coughing
- Sore throat
- Rash
- Nausea/vomiting/diarrhea
- Red, watery eyes
- Headache
- Swelling of face/glands

Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea. If you have any questions regarding the symptoms mentioned, please call your doctor. In the event that your student is diagnosed with Streptococcal Sore Throat (Strep) or Conjunctivitis (Pink Eye), the health office will require you to keep your student home until they have completed 24 hours of prescribed antibiotics. The goal of the school health program is to help each child realize his/her full potential to become a physically, mentally, emotionally, and socially integrated individual. The nurse recognizes that a child in ill health cannot learn to the maximum of his/her ability. Our school nurse is a professional who works with parents, physicians, and other school personnel to achieve the above goal.

HEALTH RECORDS

The school nurse establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history, and other information.

HEALTH SCREENING

Health screening programs may include:

- Vision
- Hearing
- Scoliosis
- Dental awareness
- Height and weight
- Blood pressure

If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified and recommendations made for further evaluation.

EMERGENCY INFORMATION

Please keep your child's emergency form up to date. It is important to keep us informed of phone number changes (such as changing jobs), emergency contact numbers, changes in allergies, etc. Accidents do happen and when they do, we need to be prepared for any emergency that could take place.

EARLY DISMISSAL DUE TO ILLNESS OR INJURY

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/legal guardians or their designee will be contacted. **If you want the school to contact you in the event of ALL INJURIES, please notify the school nurse in WRITING at the beginning of the school year. Parents will be called in the event of any serious accident or illness.** Students will only be released to designee after every attempt has been made to notify the parent/legal guardian first. When illness or injury occurs, and it is determined that it is not serious and the student remains in school, notification of the parent/legal guardian will be at school nurse's discretion.

HEAT RELATED ILLNESS

Due to the school year starting in the summer months, it is important to follow some simple basic guidelines to prevent heat related injuries. Provide plenty of water each day in water bottles. Each child should bring water to school each day. Wear hats and sunscreen at recess and P.E. Limit physical activity as much as possible when temperatures are extreme or the Arizona Department of Health has advised of a heat advisory. Physical Education teachers will limit activity when appropriate.

LOCAL WELLNESS POLICY

Paradise Schools promotes a healthy school environment by supporting wellness, good nutrition, and physical activity as part of the total learning environment. Paradise Schools is committed to providing a school environment that enhances learning and development of lifelong wellness practices for students and adults alike. As a result, Paradise Schools has established the following goals:

Nutrition:

(1) Students will be provided opportunities through the curriculum to learn the effects of nutrition on their growth, development and well-being. This curriculum will be provided with all Physical Education Classes, Health Classes and as part of the Character Education Program.

(2) Foods sold to students during the school day will meet appropriate nutritional guidelines.

All foods and beverages offered*, but not sold, to students during the school day (e.g., for classroom parties or classroom snacks brought by caregivers) have strict rules. We only serve foods that are purchased at a store or prepared at an establishment with health standards certification. No homemade items can be served to students, unless there is a signed permission slip for special events pertaining to the curriculum.

Physical Activity:

Students will be provided opportunities through the curriculum to learn the effects of physical activity upon their growth, development and well-being. This will be as part of Physical Education classes as K - 5 and as part of Character Education. Staff will facilitate and implement a yearly Field Day to culminate physical wellness.

Students and staff will have the opportunity for regular physical activity through curricular, extra-curricular activities and our Cubs Connection.

Sunscreen: The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a pupil who attends school may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.

Other school-based activities designed to promote wellness for everyone at Paradise Schools:

(1) Staff members will promote and encourage student wellness.

(2) Educational information will be communicated to parents regarding student wellness. As part of weekly video announcements, "Wellness Wednesday" tips can be shared across K - 5 campus. As part of Paradise Schools' monthly student/parent newsletters, staff will share health and wellness with our families and students.

(3) Paradise Schools will have student representatives to be on a committee to taste test and/or give feedback to Lunch Food Service Provider.

Evaluation:

(1) This committee will regularly evaluate the effectiveness of this policy in promoting good health.

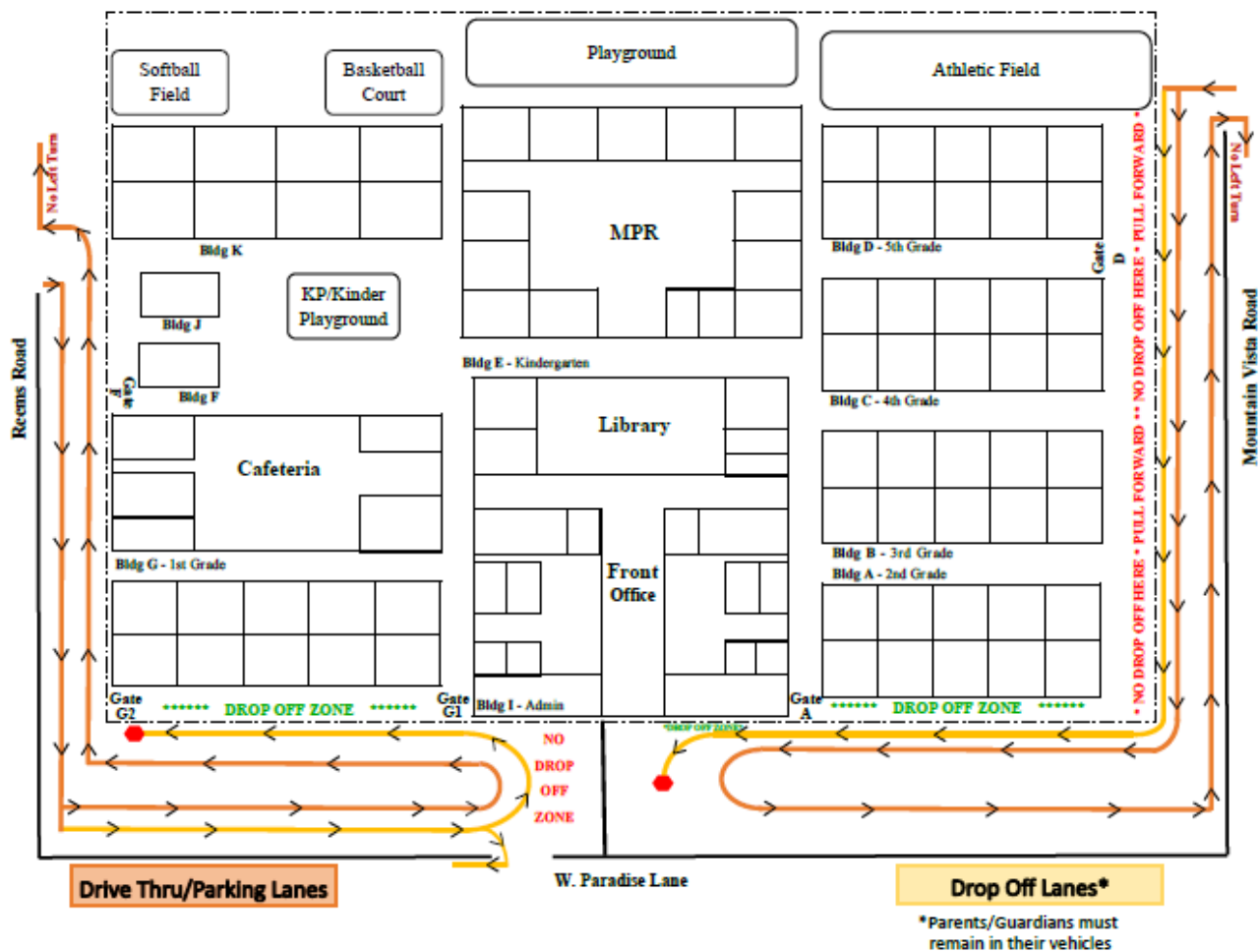
(2) We will also change this policy and program as appropriate to increase its effectiveness.

- (3) We will discuss the school's activities over the school year to promote wellness, good nutrition, physical and other school based activities designed to promote school wellness and give an annual report to the Governing Body.

The principals will ensure compliance with this policy for all aspects, other than for the food served through the Food Service Program. The Director of Food Service will ensure that all foods served through that program comply with this policy.

PARADISE HONORS ELEMENTARY SCHOOL MISCELLANEOUS INFORMATION

TRAFFIC MAP: DROP-OFF AND PICK-UP



Gates G and A are the main drop-off and pick-up gates

Gate F is the kindergarten entrance/exit

Gate D is for walkers/bicyclers ONLY (not for drop-off or pick-up)

- Remember to set a good example for our students when on campus to drop off or pick up your children.
- Remember to be patient when dropping off and picking up your children.
- Remember our staff is here to ensure the children's safety in the parking lot.
- Adhere to PHES staff member's directions.
- Profanity and abusive language or gestures will not be tolerated.

ARIZONA REVISED STATUE 15-507 – ABUSE OF SCHOOL EMPLOYEE(S)

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.

ARIZONA REVISED STATUE 13-3620 – REPORTING CHILD ABUSE

Child abuse is something that will not be ignored at Paradise Schools. According to AZ State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or the law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, or neglect.

SEXUAL HARASSMENT

All students are prohibited from sexually abusing another student or staff on school grounds or during any school activity or event on or off campus. Sexual harassment is considered to be any verbal comments or physical behavior that is profane and/or sexually explicit. Sexual harassment may include, but is not limited to, profanity, inappropriate verbal comments that are sexual in nature, profane gestures, inappropriate touching that is sexual in nature or displaying areas of one's body that is determined by staff to be sexually inappropriate.

Sexual harassment can occur when students verbally discuss or state sexually explicit topics or themes; public displays of affection (kissing, hugging, holding hands, etc.); students touching another student's genitals, crotch, groin, pubic area, buttocks or breast; or students showing their genitals, crotch, groin, pubic area, buttocks or breast to another person or persons.

POLICY AND RIGHTS FOR HOMELESS STUDENTS

No discrimination will be made against homeless students. They will be immediately registered and entered into the enrollment lottery even if the child's parent/guardian is unable to provide the required records. If it is determined that PHES is the student's school of origin, the homeless student will be immediately enrolled.

Under the McKinney-Vento Act, a child without a fixed, regular and adequate residence is considered homeless, regardless if they are living with one or both parents or separated from their parents. Migrant children on their own are considered homeless if they fit into one of the categories below. Runaways are also considered homeless, even if their family wants them to come home. Under the Act, students are considered homeless and have certain rights or protections if they are:

- Living with a friend, relative, or someone else because they lost their home or can't afford a home
- Staying in a motel or hotel
- Living in an emergent or transitional shelter or domestic violence shelter
- Staying in substandard housing
- Living in a car, park, public place, abandoned building, bus or train station, or any other public or private place that is not supposed to be a regular residence
- Awaiting foster care placement
- Living in a campground or an inadequate trailer home
- Abandoned in a hospital
- Living in a runaway or homeless youth shelter

Regardless of whether a student is homeless when they enroll or become so during the school year, they will benefit from the same educational opportunities as any other student attending PHES. In addition, they will not be discouraged from participating in any school related extra-curricular activities, clubs or functions. Finally, PHES agrees not to stigmatize or segregate students on the basis of their homeless status.

In accordance with the McKinney-Vento Act, the school shall designate a liaison to fulfill the duties set forth by state and federal law. The liaison shall work to identify homeless children and facilitate access to and success in school. The liaison shall also have the following duties:

- Assist with school enrollment and mediate any disputes concerning enrollment
- Any homeless student may automatically be enrolled in Title 1 program (if needed).
- Arrange for free meals
- Assist in making transportation arrangements
- Assist in obtaining school uniforms at little or no cost
- Assist in requesting the student's academic and medical records
- Provide information and give referrals on services and opportunities such as low-cost or free dental care, medical care, immunizations, counseling, etc.
- Assist with enrollment decisions and ensure that the parents/guardians are informed of all educational and related opportunities available to their children
- Ensure funding is set aside to support homeless student as outlined under the Title I reward
- Ensure that transportation is provided, at the request of the parent/guardian, to and from the school of origin

All efforts will be made by Paradise Honors Elementary School to ensure that any homeless student will have a full and equal opportunity to succeed and they will receive any and all educational services for which they qualify.

MCKINNEY-VENTO RIGHTS FOR HOMELESS STUDENTS

Paradise Honors Elementary School shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate opportunities as students who are not homeless.

All homeless students have the right to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

If you feel that you may be eligible under the McKinney-Vento Act, please complete the ***Student Residency Questionnaire Form*** at your child's school office. Homeless eligibility is determined solely by the **Homeless Liaison** on a case-by-case basis.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND 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, "educational 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 parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance records, 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 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) affords 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.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school council; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose educational records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
44 Maryland Avenue S.W.
Washington, D.C. 20202-4605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights is available upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

PARADISE SCHOOLS ACCEPTABLE USE POLICY

Access to the computer network and its resources is a fundamental requirement for academic achievement at Paradise Schools. This involves the use of computers, chromebooks, mobile devices (including those brought by users), internet access, Google Apps, and internet applications. Failure to adhere to this policy will result in disciplinary action.

DEFINITIONS

- User(s) includes anyone, including employees, students, and guests, using Paradise Schools technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- Network is wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- Technology (Devices) are the following approved items either provided by Paradise Schools or provided by the User: portable computers such as laptops, iPads, desktops, tablets.
- Acceptable Use is the utilization of technology as permitted by teachers, administrators or other agents of Paradise Schools within a specified time frame.

Technology provides a unique and powerful way to enhance learning. Paradise Schools supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer users access to computer networks so that they can access district-supplied technology to enhance learning any time of day. It is one of the technology goals of Paradise Schools to ensure that each User's interaction with technology contributes positively to the learning environment both at school and in the community. Use of technology devices inside or outside of our schools that degrades or defames any users, or members of our community is unacceptable.

It is expected that Users will comply with Paradise Schools' rules, act in a responsible manner, and will honor the terms and conditions set by Paradise Schools. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration. Files and communication stored at or on Paradise School property or the Internet are not private. Paradise Schools reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Paradise Schools' property, network and/or Internet access or files, including email. Paradise Schools has a private and secure system for sensitive school records, which will be managed by Paradise Schools Information Technology Staff.

E-MAIL

Paradise Schools provides K-5th grade students an email address. Paradise Schools will use technology protection to measure, block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. In order for users to gain access to Gmail and his/her Educational Google Applications account on the Internet, Paradise Schools must obtain parental permission for a minor under the age of 18 years.

TERMS AND CONDITIONS

Inappropriate activity on the Paradise Schools network includes, but is not limited to, 1) anything that creates security and/or safety issues for the Paradise Schools network, Users, schools, network or computer resources; 2) that expend Paradise Schools' resources on content it

determines lacks legitimate educational content/purpose; or 3) all other activities as determined by Paradise Schools Administration or Informational Technology Department as inappropriate. The following are examples of inappropriate use of technology that are strictly prohibited:

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind; obscene depictions; harmful materials; cyber bullying; cyber stalking; materials that encourage others to violate the law; confidential information; or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, or spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or disrespectful language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
7. Attempts to circumvent or 'get around' the content filter.
8. Deleting, copying, modifying, or forging other Users' names, passwords, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
9. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
10. Using any computer/mobile devices to pursue "hacking," internal or external to Paradise Schools, or attempting to access information protected by privacy laws.
11. Accessing, transmitting or downloading large files. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
12. Using web sites, email, networks, or other technology for political uses or personal use or gain. Paradise Schools' Internet and intranet property must not be used for personal benefit.
13. Advertising, promoting non-Paradise Schools sites or commercial efforts and events.
14. Violating copyright laws.
15. Using an audio recording device, video camera, or camera (e.g. camera, cell phone, laptop, tablet, etc.) to record media or take photos during school without expressed written permission from administration and those whom they are recording.

STUDENT SUPERVISION, SECURITY, AND CYBER SAFETY

Paradise Schools does provide content filtering controls for student access to the Internet using Paradise Schools' network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be

viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

CYBER-BULLYING

Cyber-bullying is, but not limited to, any act of bullying committed by use of Electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual's personal electronic media and equipment.

PERSONAL SAFETY

In using the network and Internet, Users should not reveal personal information such as home address, telephone number or other personally identifiable data.

CONFIDENTIALITY OF USER INFORMATION

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

ACTIVE RESTRICTION MEASURES

Paradise Schools will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. Paradise Schools will also monitor the online activities of Users through direct observation and/or other technological means.

INTERACTIVE DIGITAL RESOURCES

Technology provides an abundance of opportunities for users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is "public" and neither the teachers nor Paradise Schools are in control of it, all users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this Acceptable Use Policy also apply to user-owned devices utilizing the Paradise Schools network.

STUDENT USE OF INTERACTIVE WEB TOOLS

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers. Therefore, teachers need to ensure the use of Google Documents, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, blogs, podcasts or other web tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also

inappropriate in all uses of blogs, podcasts, or other web tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.

- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces.
- Speech that is inappropriate for class is also inappropriate for a blog.

Students who do not abide by these terms and conditions will lose their opportunity to use all or part of Paradise Schools' technology and /or be subject to consequences appropriate to misuse.

PARADISE HONORS ELEMENTARY SCHOOL STUDENT-PARENT-SCHOOL COMPACT

The school-parent-student compact is an agreement among Paradise Schools' stakeholders to ensure that the best possible learning for all students can occur.

As a Student at PHES, I pledge to:

1. Show respect toward other students, staff members, school property, and resources
2. Demonstrate concern for the health and safety of everyone.
3. Wear school uniform as per the school uniform policy.
4. Arrive on time and be prepared to learn.
5. Take proper care of all school property.
6. Have high expectations for myself and other students.
7. Comply with all guidelines, policies and rules as defined in Paradise Schools Acceptable Use Policy and Student Handbook.

As a Parent of a student at PHES, I pledge to:

1. See that my child is on time for school, is not pulled out of school early on a regular basis, and attends school every day.
2. Encourage my child to have a positive attitude about school.
3. Supervise the completion of homework on a daily basis.
4. Provide the school with outside information and reports that will help my child do their very best in school.
5. Make sure my child eats healthy meals, takes healthy snacks to school, and gets a good night's sleep.
6. Assure that my child wears the appropriate school uniforms.
7. Read, discuss, and sign the Handbook each year.
8. Get involved with my child's activities, events and promotional days as much as possible.
9. Participate, when appropriate, in decisions relating to the education of my child.
10. Encourage and promote 15-20 minutes of daily reading at home
11. Respectfully communicate with my child's teachers using written form, email, phone, or in person.
12. Reinforce, support, and comply with the guidelines and policies as defined in Paradise Schools Acceptable Use Policy and Student Handbook.

As a Member of the PHES staff, I pledge to:

1. Show that I care about all students.
2. Have high expectations of myself and all students by offering high quality curriculum and instruction that enables students to meet the Arizona State Standards.
3. Provide a safe, supportive and effective environment conducive to learning and academic success.
4. Provide support and communication to student families through phone, email, teacher website and encouragement of active participation in the classroom.
5. Respect the differences and individuality of students and their families.
6. Establish goals, expectations, and shared responsibilities for school, parents, and students.
7. Give parents an opportunity for input regarding their child's education.
8. Give families timely reports on student progress, including parent teacher conferences and student report cards.
9. Reinforce, support, and comply with the guidelines and policies as defined in Paradise Schools Acceptable Use Policy and Student Handbook.