

Sequoia Pathway Academy K-6

Parent Handbook



"Where Every Child is Known"

2019-2020



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Statement of Non-Discrimination and Equal Opportunity

Sequoia Pathway is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the Governing Body does business.

To access a complaint for A-0281 please contact the office

Welcome Message

Dear Parents:

Thank you for choosing Sequoia Pathway for your child. We know that choosing your child's school is a very important step.

What makes our program different?

At Sequoia Pathway our over-riding goal is "*Every child at Sequoia Pathway Academy will be known*". This simple statement is our promise to get to know your child and to provide him/her with an academic program that recognizes their own special qualities and abilities. Unlike many programs our curriculum is driven by the needs of the child, not the needs or limitations of the curriculum.

We believe...

The school must meet the common and different needs of students to prepare them for the society in which they are to live. It is our task to assist the development of each student so s/he will reach full capability and become a productive member of that society in which they are to live. Each child is an individual, and learns at a different rate and to a different degree. Therefore, we are charged to nurture all children so they achieve their highest potential of intellectual, personal, social, and physical development. (Zmuda, Kuklis et al. 2004; Zmuda, Wiggins et al. 2007)

We actively teach manners and behavior at our school. The moment your child enters our campus they are greeted with a handshake by the principal. Each child is recognized and known by name. This is but one of the components of a deliberate effort to teach children to care about their school, their community, and each other. Courteous and respectful discussions are a vital part of your child's day each school day.

Curriculum Development at Sequoia Pathway Academy

Teachers and administrators in the Sequoia Pathway family work intensively with staff and the organization in the areas of reading, language arts, math, science, and social studies. We have aligned the school's curriculum with the AZ state requirements.

Adopted resources include but not limited to the following:

ELA – Reading Street K-6

Math – Saxon Math K-6

We believe in the Importance of Background Information (Vocabulary)

Sequoia Pathway believes that a student's background information has an impact on their ability to read and understand texts, literature and their world (Hirsch, Kett et al. 1987). Teachers introduce words in context during the year. The vocabulary used in class is intentional and deliberate and is designed to give our students an academic edge in their studies.

In addition to this document, we maintain a complete Teachers' Handbook at the local level, procedural safeguards related to Special Education, and comprehensive records on each child. We WANT you to be informed. You, as parents, are welcome to look over any and all of the materials we use and will have access to all of the materials that we develop for working with your student as we develop as the premier school in Arizona. We welcome your input.

Each member of the staff of our schools is dedicated to providing an environment that nurtures your child. We expect the best from our staff and our students. Supervision and evaluation of staff will be done in a purposeful and intentional manner to ensure that each child's needs are being met. As stated previously, our over-riding goal is "Every Child is Known". This simple statement is our promise to get to know children and to provide him/her with a program that recognizes their own special qualities and abilities.

Again, welcome to our school and please feel free to contact us personally if we are not meeting your expectations.

Sequoia Pathway Academy

*19265 N. Porter Road
Maricopa, AZ 85138
Ph: 520-568-9333 Fax: 520-568-9444*

Sequoia Schools Core Values

- We know every child and we exist to meet their needs.
- We respect and we are kind and courteous to all people, at all times and in all communications.
 - We lead by agreement.
 - We continually strive for excellence.

School Mission

To provide an academically rigorous program of study in an environment that supports learners as unique individuals, while fostering a commitment to community through the arts, athletics and altruism.

Objectives

Sequoia Pathway Academy is a K-12 charter school with two major objectives:

1. To provide outstanding, effective academic instruction.
2. To maintain a safe, supportive and nurturing climate.

**SEQUOIA PATHWAY ACADEMY
SCHOOL HOURS**

8:00-3:00 MONDAY - THURSDAY

8:00 - 12:30 – FRIDAY

Mrs. Rachael Lay	Principal K-6
Mr. Taylor Stanton	Assistant Principal K-6
Mrs. Laurel Gerla	Elementary Administrative Assistant
Ms. Michele Yuhas	Elementary Registrar
Mr. Jerry Lewis	Assistant Superintendent
Mr. Mark Plitzuweit	CEO

ATTENDANCE

Admission to the First Year of School

Children must turn 5 years old by Aug. 31st of the current school year to enter kindergarten. Early entrance will be determined by administration.

Transfer

When transferring out of the school, parents must notify the school at least three days prior to moving. This will give the school enough time to prepare necessary papers of transfer.

Attendance

Regular daily attendance and punctuality are essential for the continuous progress of your child in school. A child is expected to attend school regularly unless she/he is ill. Illness, contagious disease, death in the immediate family, and exceptionally urgent situations affecting the child are the only reasons for excusable absence from school. For your child's safety, please notify the school office personnel prior to any school absence. A student who misses ten unexcused consecutive days of school will be withdrawn according to Arizona State Law.

When a child arrives late to school the parent must walk the child into the office and sign them in.

Dismissal

In case of illness, injury or emergency, a child may be dismissed from school during the school day. Teachers may not give dismissal permission at any time. This is the responsibility of the building principal or his/her designee. If it is necessary to pick your student up early, we ask that you arrive no later than 2pm. The last 60 minutes of school are very busy and it is difficult to pull students.

GENERAL INFORMATION

Site Council

The Sequoia Pathway Academy Site Council exists to champion every educational goal with passion and integrity. We are a venue for administrators, teachers, staff, parents/guardians, students and community members to come together on a regular basis to discuss the school's programs, activities/athletics, budget, and the challenges and successes of our school. The key to achieving our goals is to help create and maintain a great educational environment. We know that people are capable of great things when they are engaged and that true engagement happens in the everyday interactions between our educators, students and parents, and we all share the responsibility of creating this type of environment. The more engaged we are, the better we will be able to cultivate our educational needs and champion our school.

Parent - Teacher Organizations

The home and the school are the two major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding

and co-operative spirit that establishes a mutual respect for the responsibility and unavoidable duty they share in the well-being and educational growth of children. To achieve this, each and every parent is urged to join and become a participating member of his/her local parent/teacher organization. In addition to a planned PTO, the Sequoia Pathway Academy has a parent council for the site.

Pick-up/Drop-off

- The “drive-up / pick-up” line will be one direction as will the furthest south lane, functioning in a counter-clockwise motion.
- When entering off of Whisker Road you will only be allowed to use the right lane and will need to stay in that lane and follow the pick-up line.
- You may proceed to the second lane (**two-way traffic**) to park and walk-up to pick-up your students.
- Exiting campus at either Porter or Whisker/Honeycutt will only allow for **RIGHT TURNS**.

Lost and Found

A great deal of time is spent during the school year trying to locate owners of lost articles of clothing, etc. Children's clothing and footwear should be clearly marked with their name. Articles that are not claimed in a timely fashion will be given to service organizations.

Supplies

School supply list by grade level will be posted on the schools website. Teachers may ask on occasion for a special item to complete a project.

DRESS CODE

The purpose of Sequoia Pathway Academy's dress code is to minimize distractions to learning and promote positive, modest choices in dress. Our dress code standards are meant to be conservative. All students enrolled in Sequoia Schools are expected to abide by the following dress code while on campus or while attending off campus Sequoia School sponsored activities including field trips, parties, and sporting events. Violations of Dress Code Standards are covered in the discipline system. Specific standards are covered in the following:

Kindergarten through 6th grade

1. Clothing must be neat, clean and in good repair.
2. Clothing that is cut off, tattered, torn or has holes must be repaired before being worn to school.
3. Inappropriate, suggestive, or obscene language, advertisements or images including violence, drugs, alcohol, tobacco or other possible offensive symbols are not allowed on any article of clothing or on any item brought to school.

4. Pants should be worn around the waste.
5. Extremely baggy/saggy style shorts or pants showing underclothing, are not acceptable.
6. The length of the pants should not hinder walking or running.
7. Leggings are not acceptable as pants and can only be worn under skirts and shorts.
8. The length of shorts and skirts must be no shorter than “fingertip” length
9. Baseball caps, hats, hoods or visors may be worn to and from school and during outside activities. They may not be worn inside any building.
10. Shoes must be closed toe and fastened at the heel.
11. No flip flops or crocs, etc.
12. On PE days students need to wear tennis shoes, they will lose PE points if they do not.
13. Hair may not be distracting to others. Appropriate grooming and hygiene standards must be met. Hair must be neat, clean and conservative in color cut and style. NO, Mohawks, long spikes (longer than 2 inches) or brightly, unnaturally colored hair will be allowed. Streaking, tipping and other hair-coloring treatments and styles may be considered out of dress code if they are deemed distracting to the learning environment. Exceptions in hair coloring may be made for plays, parties or other school events with safety and modesty being a priority.
14. Piercings are limited to the ear lobe.
15. Shirts/dresses may not have spaghetti straps. Students may not wear any see through clothing. We should not see bare backs, bellies or busts. Tops must be at least 2 inches wide over the shoulder.

Administrative Discretion

Sequoia Pathway Academy administration has the final decision whether a garment or accessory meets the dress code. Parents will be notified if a student is in violation of the Sequoia Pathway dress code. Students may be asked and will be expected to fulfill any reasonable request by administration. Additionally, continuous disregard of dress code could result in a suspension.

Parties and Social Activities

Generally, room parties held during school hours will be limited to the following occasions: Halloween, winter break, and Valentine's Day. These allow children to gain social skills during school related activities. Birthday celebrations should be pre-arranged with the classroom teacher.

Telephone

Should you find it necessary to telephone your child at the school, the message will be relayed to him/her. If possible, all instructions should be given to your child in writing before s/he leaves home in the morning.

Teachers may be reached one half-hour before school opens in the morning, or after school is dismissed. (Please note that teachers may be on duty at these times on certain days.) A message may be taken at any time for a teacher. Unless there is an emergency,

teachers will not be interrupted during the school day. Children are not allowed to use the telephone for outgoing calls except when the teacher or office personnel deem it to be necessary.

Visitors

Visitors are welcome to the school at any time. However, all visitors must report to the office upon entering the building. You will need to sign-in and present the office staff with a picture ID to obtain a visitors badge to visit any classroom or multi-purpose room. We know that children are easily distracted by visitors to the classroom or building, therefore when visiting the school, please leave young children at home. Do not ask for a conference with the teacher during the school day as they are responsible for all of the children in their classroom. Please schedule it before or after school hours.

Homework

Homework can be both educational and practical. Assigned work at home is in keeping with the level of the class and the ability of the children. We design homework to be purposeful not onerous for children and parents.

Instructional Supplies

The occasion frequently arises when a student has lost or destroyed a book or materials purchased by the district. When this does occur, the student and his/her parents are held liable to replace the damaged or lost article. A receipt for payment will be given to the parent.

When a child has been sick over an extended period of time, books may be borrowed from the school so the child may continue his/her schooling at home. Contact the building principal for assistance.

All students are taught how to use school supplies and equipment properly as part of the first six weeks of school training.

Children who are absent as a result of a communicable disease may not borrow regular textbooks from the school but will be given, upon request, materials for the child to continue his/her school work at home, at no cost to the parents. Such materials should not be returned to the school. Again, the principal may be contacted if this is necessary.

Kindergarten Philosophy

Kindergarten is the creation of an environment that helps the child understand, act, and build on the world the child knows. The kindergarten program is an activity-centered program providing experiences that not only meet the child's needs but stimulates learning in all developmental areas - physical, social, emotional and intellectual. We believe these experiences are enhanced by a child's natural curiosity and desire to understand his/her world. We encourage our children and seek ways to motivate them to become involved in learning activities. The program is built on the sequential development and needs of children.

The program is systematic but free from constraints and undue pressure. This can be accomplished and will facilitate growth by providing the child with the space, the freedom, and the necessary materials to achieve goals. It is rich in language experiences, particularly speaking, listening and writing as these types of experiences form the foundation for reading and comprehension. Manipulative materials and hands-on activities are presented at every opportunity, for it is through experiences of touching and seeing that the comprehension of abstract ideas evolves.

STUDENT SERVICES, REPORTS TO PARENTS

Testing

Throughout the coming year, students will participate in a variety of formative (daily) and summative assessments. These assessments assist us in planning instructional programs to meet the needs of the students. Every effort should be made for children to attend school when major summative assessments (Wiggins 1993; Wiggins 1998; Wiggins and McTighe 1998; Yin 2003) such as the Arizona State Testing program are being administered.

Parent - Teacher Conferences

The home and the school should be mutually informed about the progress of each child. Report cards alone are not sufficient to do this job, but report cards combined with parent conferences allow both the teacher and the parent, in a joint endeavor, to program the child's work. Pathway will provide online tools for viewing each student's progress. A parent-teacher conference may be requested at any time. This conference can be requested by the teacher, principal, or parent and will be scheduled at the convenience of everyone concerned. If you wish a conference with your child's teacher or other school personnel please make appointment one or two days before the scheduled conference thus avoiding conflicts with other activities.

Reporting Pupil Progress

In an effort to provide parents with as much information as possible about their child's progress, a report card has been developed, combined with parent conferences, to show how well a child is progressing in relationship to his/her ability and peers.

Report cards are issued four times yearly, and each report covers approximately 9 - 10 weeks of work. Parents are asked to come to the school for conferences during the first and third quarters. This private conference allows parents to ask more detailed questions, see their child's records and maintain open communication between the home and school in jointly planning for the child's growth.

Parents should review the marks for personal and social development carefully as these marks relate directly to the progress a child is making in the academic areas. If a child is in one of the special programs, such as reading improvement or special education, supplementary reports will be issued each period he/she is in the program.

Interim Progress Reports

Progress reports may be sent home at any time during the school year. A warning notice will be sent to you if your child is failing or is doing unsatisfactory work. This is an invitation to you to discuss your child's progress in school with his teachers. Again, parents may also initiate a request for more information at any time.

Third Grade Promotion

The law, (A.R.S. 15-701), states that when a third grade student scores far below the third grade level on the annual State reading test, they will not be promoted to fourth grade.

The law addresses a parent(s)/legal guardian(s) right to appeal, students who may be exempt from this requirement, and the obligations of the school for students who may be in danger of falling as a result of this rule.

If you have questions or would like more information on this law, the full document can be found online at

<http://azleg.gov/ArizonaRevisedStatutes.asp?Title=15>

Awards Recognition

At the conclusion of each quarter an awards assembly will be held to recognize our Honor Roll and Principal's List.

Academic Awards Grades K - 5

Principal's List: Each marking period, students who receive all A's in Reading, Language Arts, Science, Social Studies and Mathematics will be named to the Principal's List.

Honor Roll: Students receiving a minimum of all B's in Reading, Language Arts, Science, Social Studies and Mathematics will be eligible for inclusion on the Honor Roll.

Distribution of Report Cards

The first, second and fourth report cards will be sent home with students for parents to review. The third report will be picked up during Spring conferences.

Law for Promotion from Third Grade The law, (A.R.S. 15-701), states that when a third grade student scores far below the third grade level on the annual State reading test, they will be not promoted to fourth grade. This law addresses a parent(s)/legal guardian(s) right to appeal, students who may be exempt from this requirement, and the obligations of the school for students who may be in danger of failing as a result of this rule. If you have questions or would like more information on this law, the full document can be found online at <http://azleg.gov/ArizonaRevisedStatutes.asp?Title=15>

Progress Reports

A parent should not be receiving a report card that is a surprise at report card time. With this in mind Sequoia Pathway Academy utilizes a progress report format to inform parents of their child's performance.

Parent PowerSchool

Parents will be given a login and password for each child to review their grades online.

It is important that report cards reflect a child's performance based on our expected outcomes. Children on a special education program for specific subjects should be graded according to

their individual progress in meeting IEP goals all other students need to be assessed according to district standards.

School Lunch

All elementary students must eat lunch at school. Students may bring their lunch from home or purchase a school lunch. Students who require special considerations because of health issues must have a written doctor's order. Families meeting federal income guidelines are eligible for free or reduced meals. Applications will be given to parents during enrollment and must be filled out every school year. All information is confidential.

All family meal accounts should maintain a positive balance and all balances, positive and negative, are carried over from one year to the next. Please use the price list below to determine your families daily charge activity.

Student Meal Prices:

Breakfast – \$1.85
Reduced - \$0.30
Lunch - \$2.85
Reduced Lunch - \$0.40
Milk only- \$.50

Elementary students will be allowed to eat a regular lunch until the balance reaches zero. At that point your student will be served an alternative lunch. This alternative lunch will consist of cheese, crackers and white milk.

Special Programs, Sports and Clubs

Special programs will be offered which round out the school curriculum and assist the children in developing their interests and abilities. These special programs will include clubs, after school sports, and academic as well as social offerings.

Music

Vocal music and Instrumental music give a child the opportunity to think and act creatively and gain new experience under the direction of the school staff. The music program will be tied to the academic program through curriculum mapping.

Art

Art is an integral part of the Pathway program and is a vital part of the complete curriculum package. Curriculum mapping will show the way art at Sequoia Pathway correlates with the other subjects.

Physical Education

We believe firmly that Physical education leads to a well-developed healthy child. Physical education and developmental education are linked in the literature as mutually beneficial aspects of early childhood education. We will attempt to provide physical education twice weekly in our program.

Field Trips

Authorized field trips that have an expressed educational value are part of the student's school experience. We plan these trips to supplement our curriculum. School buses are usually provided for these trips. Permission slips are required for every child before s/he leaves the school grounds. It is necessary that these be signed and returned promptly to the school by parents/guardians.

Speech Therapy

Speech therapy is offered to those children in the school who need corrective programs in this area.

Reading Improvement – Title I

Remedial reading is provided for those children who have experienced difficulty in the regular reading program. Trained personnel work with individual students or with small groups to help develop strategies and skills needed for success in reading.

Parents' Concerns

If you have any concerns regarding your child's placement, program, or behavior in school, you should immediately contact your child's teacher. In the event your concerns have not been answered to your satisfaction, you should then contact the principal of the school.

NOTE: We do not guarantee parent requests for a teacher placement, we make every effort to balance our classrooms and cannot respond to requests for grade level assignment to a particular teacher.

HEALTH AND SAFETY

Health

It is most desirable to have a student take needed medicine at home. Medicine will not be dispensed or administered to any child by school personnel except by the nurse or office staff. Please do not send medicine to school with your child. Parents should bring any medication to the health assistant or office personnel. All medicine must be brought to school by the parent and in the original container.

A student should be kept home if she/he has a temperature of 100 or above, sore throat, ear ache, cough or cold, upset stomach, or skin rash or if she/he cannot participate in all the school activities, including recess.

Students with these conditions in school will be sent home, and it is the responsibility of the parents to provide transportation. Students may not go home to an unoccupied house. An ill student may be excused by the principal only into the company of a parent or person designated by the parent in writing. Please keep your emergency contact list up to date.

Emergency Drills

Preparedness is an objective of education in all phases of school life to this end fire drills, lock down drills, and emergency drills are held periodically and evacuation drills are conducted in accordance with district and state guidelines. In the event of an actual

emergency, students will be sent home. We will make every effort to contact parents using a school emergency phone tree system. Announcements will be made in the same manner as for school delays or closings due to inclement weather.

Emergency Information

At all times the school should be informed of whom to contact in case of emergency. It is essential that the school be provided a complete health record of each child and that we know who to call if the child becomes sick or is injured. A form is provided for this purpose. If parents are to be out of town during a school day, they should notify the school indicating who will accept responsibility for the child in case of emergency. We keep an emergency contact list that is five contacts deep.

BUS REGULATIONS

The following transportation regulations are provided for **field trip buses**

- A. The school bus driver is in complete charge of the school bus and the pupils and shall have the same authority in maintaining discipline as a teacher in the classroom. *When a teacher is on the bus they are the agent of the school and as such shall determine any questions regarding student safety.*
- B. Any unnecessary talking with the school bus driver is prohibited. While ordinary conversation between pupils is permitted, loud, vulgar, and other improper language will not be tolerated.
- C. Smoking is not permitted on the school bus by anyone. Waste paper is not to be thrown on the floor or out the windows. Eating and drinking are not permitted on the bus.
- E. Pupils shall go to the rear of the bus when getting on unless assigned a seat near the front of the bus by either the school bus driver or teacher in charge.
- F. The rear door shall be used only in cases of emergency.
- G. All pupils must be seated while the bus is in motion.
- H. Students who are confronted by the bus driver for unacceptable behavior shall provide that driver with his/her name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
- I. In the event of a breakdown or accident the bus will be taken to a safe location as determined by the driver or the Department of Safety official on the scene.
- J. The school office needs to be notified immediately of a breakdown or accident and we will then notify the transportation director of Sequoia Charter Schools. (480-649-9088).
- K. Bus evacuation drills will precede any field trip so that students are prepared for any emergency.

WALKING/BICYCLING TO SCHOOL

- 1. Always ride your bicycle on the right side of the road.
- 2. Helmets should be worn when riding a bicycle.
- 3. Never ride two on a bicycle.
- 4. Children are to use sidewalks where possible.
- 5. In the absence of sidewalks, children should walk facing oncoming traffic.

RIGHTS AND RESPONSIBILITIES

Statement of Non-Discrimination and Equal Opportunity

Sequoia Pathway Academy is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the Governing Body does business

To access a complaint for A-0281 please contact the office

Safe and Drug-free Schools

Sequoia Pathway Schools will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

Special Education Student Referral

Persons wishing to refer a child for a special education evaluation should contact the building principal.

Weapons Regulations

Any student entering school property with a weapon (any form of firearm) will be expelled from school for 365 days, in accordance with the Gun-Free Schools Act of 1994, and School District Policy JGE.

Student Privacy

As a general rule, schools do not release the names of students or any identifying information about students to outside agencies. However, the school reserves the right to release the names of students in announcing honors and recognition won by students, participation in plays, musical programs, etc. In releasing such information, the school may also provide the student's town, age, sex, name of parent or guardian, etc. and such other details deemed appropriate.

The schools also maintain web pages that will occasionally feature children's pictures and/or names. Parents sign written releases that permit in school use of student pictures.

Parents who do not wish any information released must contact the school and request, in writing, that the information be withheld.

Smoking

In accordance with state law no smoking is allowed in school buildings or on school grounds.

Harassment and Bullying

Sequoia Pathway Academy will not tolerate sexual, racial, ethnic, or religious harassment of any kind. Sexual, racial, ethnic, or religious harassment is a violation of Title VII of the Civil Rights Act of 1964 and Sequoia District Policy GBEB and the District considers such harassment to be unacceptable behavior on the part of students and employees of the

district. If you feel that you are or have been harassed for the above reasons you should contact your teacher, counselor, nurse, principal, or superintendent. A report will be filed with the principal and superintendent and an investigation will be conducted. If warranted, corrective action will be administered.

Student Suspension

Prior to suspension of a student, a hearing shall be conducted by the principal or acting principal, in accordance with School District Policy JGD.

Suspension and Expulsion of Pupils

(a) The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend pupils from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.

(b) The school board or a representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

(c) Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent received such appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending unless the school board stays the suspension while the appeal is pending.

For more information contact the school principal.

Sequoia Pathway Academy's Discipline Guide

Code of Conduct for Students

We expect all adults on our staff to be an example to students. This includes insisting on and displaying good manners toward children and each other. "Treat others as you would like to be treated" is more than a saying at Sequoia Pathway Academy. It is a way of doing things.

We believe that it is the responsibility of all adults involved with children in our school to model the behavior we expect from them.

The following Code of Conduct is an effort to clarify the behaviors that are not allowed at Sequoia Pathway Academy and the consequences associated with them.

In order to insure fair and consistent monitoring of discipline at Pathway Academy a computerized listing of all offenses that have been brought to the attention of the principal is kept in Power School, our school's record keeping system.

Pathway Academy also makes every effort to keep parents informed and involved in any discipline procedure involving their child.

Student Rights

It is my right to...

- Receive an education
- Be respected
- Be safe
- Be heard
- Have fair and consistent treatment
- Obtain textbooks and workbooks needed for study
- Respect myself
- Be informed of school rules and procedures

Student Responsibilities

It is my responsibility to...

- Attend school daily
- Respect others
- Practice safety rules
- Listen when another is talking
- Be honest
- Care for textbooks and workbooks needed for study
- Be aware of school rules and regulations for the school building, classroom, lunchroom, and play area

Behavior Matrix 2015-2016

BIP = Behavior Improvement Plan - a more detailed and intensive Behavior Contract

Infraction	1st Offense	2nd Offense	3rd Offense
Absent Without Permission	<ul style="list-style-type: none"> ● Parent Contact 	<ul style="list-style-type: none"> ● Parent contact ● Behavior Contract 	<ul style="list-style-type: none"> ● Administrative Parent Contact
Academic (Missing work)	<ul style="list-style-type: none"> ● Teacher intervention 	<ul style="list-style-type: none"> ● Parent contact ● Teacher BIP 	<ul style="list-style-type: none"> ● Administrator BIP ● Parent contact
Academic Dishonesty (Cheating, Plagiarism/Forgery)	<ul style="list-style-type: none"> ● Loss of credit on assignment ● Parent contact ● Teacher BIP (5hrs) 	<ul style="list-style-type: none"> ● Loss of credit on assignment ● Parent contact ● BIP (7.5hrs) ● Behavior contract 	<ul style="list-style-type: none"> ● Loss of credit for class (HS) ● Failing Grade (Elementary) ● Parent contact ● Suspension (Up to 5 days) ● Academic probation
Bus Behavior	See Transportation Section		
Cafeteria Disturbance	<ul style="list-style-type: none"> ● Clean up ● Administrator BIP (2.5hrs) 	<ul style="list-style-type: none"> ● Lunch Detention (3 Days) 	<ul style="list-style-type: none"> ● Parent contact ● Suspension (Up to 5 days)
Classroom Disruption, Minor	<ul style="list-style-type: none"> ● Teacher consequence 	<ul style="list-style-type: none"> ● Teacher consequence ● Parent contact ● Behavior contract 	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact
Classroom Disruption, Major	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact ● BIP (2.5 – 5hrs) 	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact ● BIP (5 - 7.5 hrs) 	<ul style="list-style-type: none"> ● Administrator referral ● Behavior contract ● Suspension (Up to 5 days)
Computer Infraction	<ul style="list-style-type: none"> ● BIP ● Privileges lost 1 day 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Privileges lost 1 week 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Complete loss of privileges
Disorderly Conduct	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract
Disrespect/Defiance/Insubordination	<ul style="list-style-type: none"> ● BIP ● Suspension (Up to 5 days) ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days)
Dress Code (Appearance Standards)	<ul style="list-style-type: none"> ● Change of clothes ● Parent contact 	<ul style="list-style-type: none"> ● Change of clothes ● BIP (2.5hrs) ● Parent contact 	<ul style="list-style-type: none"> ● Change of clothes ● BIP (5hrs)
Electronic Devices	<ul style="list-style-type: none"> ● Confiscation ● Student pick-up of device(s) 	<ul style="list-style-type: none"> ● Confiscation ● Parent pick-up of device(s) 	<ul style="list-style-type: none"> ● Confiscation ● Parent pick-up of device(s) ● Suspension (Up to 5 days)
Gambling	<ul style="list-style-type: none"> ● BIP ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract
Leaving Campus without Authorization/Ditching	<ul style="list-style-type: none"> ● Parent notification ● BIP 	<ul style="list-style-type: none"> ● Behavior contract ● In-school suspension 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Truancy intervention
Physical/Verbal Aggression or Abuse	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days)
Pornography	<ul style="list-style-type: none"> ● Parent notification 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (5 – 10 days)

	<ul style="list-style-type: none"> ● Confiscation ● BIP 	<ul style="list-style-type: none"> ● Behavior contract 	
Profanity	<ul style="list-style-type: none"> ● Verbal/Written Warning ● BIP 	<ul style="list-style-type: none"> ● Parent Contact ● In-school suspension 	<ul style="list-style-type: none"> ● Behavior contract ● Suspension (Up to 5 days)
Public Display of Affection	<ul style="list-style-type: none"> ● Verbal/written warning ● BIP 	<ul style="list-style-type: none"> ● Parent contact ● In-school suspension 	<ul style="list-style-type: none"> ● Behavior contract ● Suspension (Up to 5 days)
Tobacco/Tobacco Paraphernalia (Possession and/or Use)	<ul style="list-style-type: none"> ● Parent contact ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days)
Bullying	<ul style="list-style-type: none"> ● Bullying is not limited to, verbal, written, printed, or graphic mediums. Bullying includes derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly or through another person or group or through cyberbullying. It also includes social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property. 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
Cyberbullying	<ul style="list-style-type: none"> ● The use of electronic communication to bully a person. 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
Harassment	<ul style="list-style-type: none"> ● Intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics. 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
Intimidating Act	<ul style="list-style-type: none"> ● Intentional Behavior by a student(s) that places another student(s) in fear or harm of person or property. 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion

(Matrix provides only a portion of infractions and outcomes. It is not limited to these infractions and outcomes.)
(Mandatory Parent Meeting on any 3rd Offense before the student is allowed back on campus)

CELL PHONES

Students may not use cell phones within classroom instructional hours. This includes leaving the classroom for any reason and using a cell phone. If they are used in the classroom or within classroom hours they will be confiscated and turned into the principal. The student may pick up confiscated items after the first time they are confiscated. However, from the second incident on, the parent or guardian must pick it up. Should a student need to contact their parent during the

school day, they may ask for permission from their teacher. The teacher will determine if the student needs to call home immediately or during a break.

Personal Items

Many of our students are here for the before and after school programming. The school suggests that students leave personal items such as toys (Pokémon cards, fidget spinners, etc) and electronics at home. If students are found with these any of these items they will be taken by the teacher or administration and parent will need to pick them up. The school will not be held responsible for loss or damage to these items. The items will not be permitted for use during the school hours of 8:00am to 3:00pm during class or any recess times.

SEQUOIA PATHWAY ACADEMY
SIGN -OFF SHEET

Dear Parents/Guardians and Students,

Please read the following pledge and sign:

As the parent or guardian of this student, I pledge that I have read this handbook with my son/daughter. Together we acknowledge our understanding and acceptance of all the policies and procedures of Sequoia Pathway Academy contained in this handbook.

We acknowledge student expectations, attendance policies, student drop-off/pick-up procedure and dress code policy. We also acknowledge the levels of discipline as outlined in the Discipline Guide, and will respect the schools authority to handle matters of discipline.

After signing, carefully remove this page from the handbook section. Your son/daughter is required to return this page to their teacher. If you have any questions concerning any of the information in the handbook section, please call Sequoia Pathway Academy at 520-568-9333. These policies and procedures may be revised at the discretion of the administration if deemed in the best interest of the school. If revisions are made, you will be notified immediately.

(Print Student's Name)

(Student's Signature)

(Date)

(Print Parent's Name)

(Parent's Signature)

(Date)

PUMA PRIDE BEFORE AND AFTER SCHOOL PROGRAM

520-568-9333

Before School Available 6:00 a.m. – 7:30 a.m.

After School 3:00 pm – 6:00 p.m.

(This program is not available during Fall, Winter or Spring Breaks)

Option ID	Enrollment Options	Monthly Tuition	Days of Attendance
A	Before School 5 Days Per Week	\$75	M, Tu, W, Th, Fri
B	After School 5 Days Per Week Includes ½ days Friday	\$150	M, Tu, W, Th, Fri
C	Before & After School 5 Days Per Week Includes ½ day Friday	\$225	M, Tu, W, Th, Fri
D	Before School Only 3 Days Per Week	\$45	Choice of 3 Days
E	After School Only 3 Days Per Week Only Includes ½ day Friday if this is one of your scheduled 3 days	\$90	Choice of 3 Days
F	Before & After School 3 Days Per Week Includes ½ day Friday if this is one of your scheduled days	\$135	Choice of 3 Days
Option 2 must be paid when student is picked up To Be Eligible A Registration Form Must Be On File For Each Student			
Option 1	Friday Half Days Only Pre-paid Monthly	\$7.50 per Friday for 1 student, \$5 for each additional sibling	Friday Only
Option 2	Drop In	\$10 After School \$5 Before School	Please call at least 24 hours in advance to determine availability

Sequoia Pathway Academy
Before & After School Program Registration

Student Name(s)		
Grade		
Teacher		
Primary E-Mail		

ENROLLMENT OPTION:

Option ID:	Description of Option:	Monthly Tuition:	Specific Days Per Week:

Payment is by cash, check or credit card.

You may choose to have us bill your credit card each month. This will be done on or about the 5th of the month. If this is your chosen method of payment, please complete the information below:

I authorize Sequoia Pathway Academy to charge my credit/debit card monthly in the amount of

\$ _____ per month. Credit Card Information:

_____ ,

Card number

Expiration month/year

Name on Card

(Authorized Signature)

Please Read and Sign the Program Agreement

Sequoia Pathway Academy
19265 N Porter Rd., Maricopa, AZ 85138
Before and After School Program Parent/Guardian Agreement

By signing this agreement I agree that my child will participate in the Pathway Before and/or After School Program. I understand that the monthly fee is non-refundable. I understand that I am to pick up my child at the appointed time. I understand that if I am late picking up my child there will be a \$1.00 per minute charge that I agree to pay. I understand that the costs for these services are to be paid in advance by the 5th of each month. I understand if my account is not brought current by the 14th of the month a **\$15 late fee** will be assessed for the month. We do not accept postdated checks. Beyond the 15th unpaid tuition may result in my child being withdrawn from the program. I will contact the school with any changes regarding my child's enrollment. I understand that I must inform the office of changes before the beginning of the month if my child is being withdrawn from the program in order to avoid being billed for the coming month.

I also understand that there will be a **\$25 fee for a returned check** and further payments must be made in cash.

I agree to abide by all of the rules and stipulations of the Pathway Before/After School Program

Student Name: _____

Parent Signature: _____

Date: _____

Sequoia Pathway Academy

Before and After School Program

Welcome to the Before and After School Program (BASP). Our goal is to provide a safe environment for your child where they will have fun and participate in a variety of activities as well as have an opportunity to do homework.

Before School

Before school hours are from 6:00am to 7:30am. Breakfast is not provided in the before school program, however, your child is welcome to bring in breakfast to eat in the room. Additionally, breakfast is also available in the school cafeteria beginning at 7:30am. The cost for breakfast is \$1.85 (\$.30 for approved reduced prices). If you would like your child taken to the cafeteria when breakfast is served you will need to let us know.

Upon arrival for the Before School program the parent will need to call the Program Phone – 480-993-6721 and the teacher will meet you at the front door to sign in your student.

After School

After school hours are from 3:00 pm to 6:00 pm M – F. Half days are 12:30pm to 6:00pm see rate chart for costs. We are not open for Holidays, breaks and PDD (Professional Development Days). The after school program's schedule includes snack time, homework time and structured activities. A healthy snack is provided in the afternoon. Homework is optional and some assistance is available. If your child does not have homework, they may do a quiet activity during that time such as reading a book. They may bring in their own, or we have some books available. Activities in the after school program include games in the gym/MPR, computer time in the computer lab, games outside and on the playground.

Drop off and pick up

All authorized parties who may pick up your child need to be on the BASP registration form, and must show I.D. at time of pick-up.

Late Pick-Up

There is a \$1.00 per minute, per child late fee assessed, if you pick up your child after 6:00pm. If you are going to be late, please contact us as soon as possible so we can plan accordingly.

Contact Phone for Before and After School Staff
480-993-6721

Please keep this document for future reference.

