

# STUDENT/FAMILY HANDBOOK

## 2018-2019

**Academy Adventures Midtown**  
Serving Grades K-5

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

This Student/Family Handbook is a work in progress. This document is the latest edition. Families are responsible for keeping their book up to date.

## **Philosophy Statement**

Our program and facilities adhere to the highest quality standards for education and environment as governed by the regulations and principles of all applicable local, state and federal agencies.

We feel that every child is special and unique. With a low student/teacher ratio, our program provides “hands-on”, center-based daily activities, which gives each child the opportunity to grow and succeed.

## **Mission Statement**

Academy Adventures Midtown’s mission is to create an environment where students are able to take charge of their learning by recognizing and building on their strengths.

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

## Accidents

If a serious injury occurs on the school grounds, parents/guardians will be notified and asked to pick up their child from school for personal observation or examination by the family physician. Parents/Guardians will be promptly notified of other injuries. In the event that the parents/guardians cannot be reached, the student will be released to a person named on the emergency card. It is critical that emergency cards be completed and up-to-date.

## Admission

Admission is not based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. Academy Adventures Midtown offers a full day Kindergarten program and grades 1<sup>st</sup> – 5<sup>th</sup>. Pursuant to A.R.S. §15-828, a certified copy of your child's Birth Certificate other reliable proof of identity and age (including Baptismal Certificate, application for Social Security Number or original copy of school registration records and an affidavit explaining the inability to provide a copy of Birth Certificate) OR a letter from the authorized representative of an agency having custody of the pupil pursuant to Title 8, Chapter 3 certifying that the pupil has been placed in custody of the agency as prescribed by law; immunization records and proof of Arizona Residency be provided for admission.

## Assessments, Portfolios & Performance

The faculty and staff use several methods to assess and measure the progress of students. Standardized tests, portfolios, student performance and/or other assessments are used to judge students' knowledge of basic skills and their use of that knowledge. Student performance is assessed as students demonstrate their mastery of knowledge and skills in each subject area.

## Attendance & Absences

It is very important to your child's education that he/she attend school on a regular basis. Missed days of school can deter the education process. If your child is absent, please contact the school office as early as possible each day the student is absent. Upon returning to school after an absence, a child must bring a note signed by his/her parent/guardian stating the date of and the reason for the absence. This note must be presented to the office. Notice in advance of absences is appreciated. Parents/Guardians may leave a telephone message followed by a note. Please note that there is a potential of retention or administrative withdrawal if a child misses ten percent (10%) of the school year (approximately 18 days). We really want your child in school all day, every day so that we can do our job to teach them! Also note that tardies and early pick-up add to absences.

Perfect attendance includes **ALL** of the following with **no exceptions**:

- On time by being outside for Morning Assembly at 8:00 AM
- Remaining in school until the end of the day, 2:15 PM
- At school all day (any appointments during the school day would count as time missed from school)

## Birthdays

You are welcome to bring in birthday treats on your child's birthday as long as you consult with your child's classroom teacher in advance. We encourage pre-packaged, store bought, ready to eat treats that can be enjoyed near the end of the school day.

## Cell Phone

At Academy Adventures Midtown, face-to-face communication is highly valued. Academy Adventures Midtown implements a **No Cell Phone Policy at the school! All cell phone calls/texts should take place before entering or after leaving the school to allow maximum opportunity for communication with staff.**

Students are not permitted to have cell phones and/or electronic devices on their person. Any cell phones or electronic devices must be checked in with a staff member. Cell phones and electronic devices will be returned as the child leaves the campus. If the child brought the device to school and it was taken away

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

for being used without permission during the day, a parent/guardian will be required to come pick up the item.

## Change of Address, Emergency Information, Withdrawal from School

Please notify the office of any changes in address, telephone numbers or emergency contacts. Academy Adventures Midtown must have an accurate telephone number on file where the parents/guardians can be reached in the event of an emergency. Please notify the school office in advance if your child will be withdrawn from school.

## Confidentiality

Federal and state laws protect the interests of families and individual members of those families. These laws provide the strict adherence to procedures which protect privacy rights. Failure to comply is considered an invasion of privacy and subject to penalties by law. The strict observance of privacy rights is a professional responsibility of all staff members and any volunteer serving the school. For questions regarding confidentiality, please discuss your concerns with the appropriate administrator.

## Disciplinary Measures

A primary goal of Academy Adventures Midtown is to provide a safe and constructive learning environment for each student. A variety of disciplinary measures may be used to maintain that environment. Disciplinary proceedings are designed to provide the student more appropriate choices for the future. Staff members and the administration may use a variety of measure before formal disciplinary action is taken. All disciplinary measures are applied on an individual, student-by-student basis. ***The application of any disciplinary measure is not sequential, but based upon the most appropriate consequence in a given situation.***

The following disciplinary measures may be applied:

- **Redirection** – given by a staff member to re-focus the student's attention and activity in a more positive direction.
- **Time Away from Peers** – temporary short-term removal from one assigned physical site to another for reflection, self-evaluation and regrouping by the student. This is intended to be a period of time when the student has an opportunity to plan to change disruptive behavior to constructive behavior.
- **Parent/Guardian Contact** – communication between the parent/guardian and the school community is vital. In the event that formal disciplinary action needs to be taken, the parent will be notified in advance of such actions when reasonable and appropriate.
- **Parent/Guardian and/or Student Conference** – a personal meeting between the student, administration and other involved staff members in order to discuss disciplinary issues and agree upon a behavior plan for the student.
- **In-School Suspension** – students may be temporarily removed from learning center activities or class for a designated period of time as determined at a conference with parents/guardians. The student will be placed in a supervised learning environment separate from that of other students.
- **Behavior Modification Plan** – a plan may be written with parents, the student, administration and other involved individuals identifying specific behaviors and specific consequences.
- **Suspensions** – a period of time during which the student is away from school and all school sponsored activities. This action will be taken when other disciplinary measures have been exhausted or found to be inappropriate in a given situation.

The administration may suspend a student from school up to three (3) consecutive days due to the violation of selected school rules, policies and procedures. A student may be suspended for up to ten (10) days by school administration if disciplinary measures have been either exhausted or deemed inappropriate in a given situation. Conferences to determine this action shall be held with parents/guardians, the student and other involved staff members. Home learning and class assignments will be made available during the

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

suspension. During any suspension, the student may not participate in any school activities; the student must remain off campus.

## Drop Off & Pick Up

Students are to be dropped off and on the playground by 8:00 AM to be considered on time for school. Please wait for your student to be inside the building and acknowledged by a staff member before departing. Students are to be picked up promptly at 2:15 PM, or 5:00 PM if enrolled in the extended day learning program.

**Drop off time is no earlier than 7:30 AM.** Parents/Guardians will be expected to stay with their child outside if they arrive prior to 7:30 AM. For the safety of the all students, they may not be dropped off and left alone prior to 7:30 AM.

## Early Dismissal

A child is not permitted to leave school or the school grounds before regular dismissal without prior written consent from the parent/guardian. Notes for early dismissal of students for the purpose of dental appointments, etc. are requested. Please try to schedule all doctor, dentist and other appointments for early release days, school closure days or after school. ***PARENTS MUST CHECK-OUT THE CHILD THROUGH THE OFFICE IN ALL CASES OF DEPARTURE PRIOR TO DISMISSAL.*** Being tardy or leaving early will cause your child to miss the opportunity to receive an Attendance Award for that month.

## Emergencies

In the event of an emergency, every attempt will be made to contact parents or emergency contacts if a student requires immediate medical attention. The emergency card on file in the school office lists emergency contacts. School staff will follow the parent/guardian's direction on the emergency card as closely as possible. ***PLEASE FILL OUT THE EMERGENCY CARD COMPLETELY. IF THERE IS AN EMERGENCY IT IS IMPORTANT THAT THE SCHOOL HAVE A NUMBER TO REACH YOU. IF THERE IS A CHANGE, NOTIFY THE SCHOOL IN WRITING (WITH DATE AND SIGNATURE) IMMEDIATELY SO THAT WE CAN UPDATE THE EMERGENCY CARD.***

## Family Participation & Involvement

Academy Adventures Midtown hosts a variety of special events throughout the school year. We encourage students and their families to actively participate in these events.

We have a schoolwide Parent Texting Program. This program allows the school to communicate with parents including, but not limited to, reminders of up coming events, school closures, school emergencies, flyers, etc. This program also allows parents to respond and send messages via text to the school. Ask the school for more information on how you can sign up!

Check your monthly newsletter AND "LIKE" us on Facebook (<https://www.facebook.com/pages/Academy-Adventures-Midtown/601505409905965>) for frequent updates and upcoming events.

Academy Adventure Midtown encourages an "open door" policy, which welcomes families to visit at any time. Visitors must sign in and obtain a "Visitor" sticker.

## Family Conduct

Academy Adventures Midtown has a tradition of treating all members of the learning community with consideration and respect. Academy Adventures Midtown believes that all students, family members and staff have the right to a safe learning environment. Family members do not have the right to swear, threaten, aggressively confront or touch any child, staff or other individuals on school property. ***In addition, please be aware of your language, tone of voice and actions while in the school building, at school events or on school grounds.***

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

## Fire Drills

Fire and evacuation drills are held every month. Procedures are taught and practiced in preparation for fire or other emergencies.

## Fundraisers

In order to go on as many field trips as we would like and purchase additional equipment for the school, we appreciate all of your help with our various fundraising efforts.

## Homeless Policy

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, etc.. A lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. Academy Adventures Midtown will ensure that all children and youth receive a free, appropriate education and are given meaningful opportunities to succeed in our school. Academy Adventures Midtown will also follow the requirements of the McKinney-Vento Act.

It is the policy of Academy Adventures Midtown to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including pre-school, and be given full opportunity to meet state and local academic achievement standards. They must be included in state and district wide assessments and accountability systems. Academy Adventures Midtown will ensure that children and youth in transition are free from discrimination, segregation and harassment.

Information regarding this policy will be distributed to all parents upon enrollment and once during the school year. Information will also be provided to a parent who seeks to withdraw their child from school. Posters will also be distributed twice a year in the surrounding neighborhood.

## Immunizations

State law makes it mandatory for parents/guardians to present evidence that their child has been protected against polio, diphtheria, pertussis, tetanus, mumps, measles and rubella. Immunization for Hepatitis B and second mumps, measles and rubella (MMR) is required. If your child has not been immunized, a medical, religious or personal exempt form must be on file regarding this fact.

## Lice

A common problem on any school campus is head lice. Our primary concern is that head lice are easily transmitted from one student to another. Unless an infected student has all nits (egg sacks) removed, the lice will return. For these reasons, Academy Adventures Midtown recommends that students do not share hats, jackets, etc. Also, it is our policy that a student sent home for head lice must be completely nit free before returning to school and must be checked in at the office before returning to class. Routine checks for head lice are performed by school staff.

## Lost & Found

Each year we give away boxes of sweaters, clothes, lunch boxes and other miscellaneous items to a charitable institution. Please be sure to put your child's name on everything they bring to school so they can identify them.

## Lunch & Breakfast

Academy Adventures Midtown participates in the National School Lunch Program (NSLP) and also serves breakfast. These meals are currently offered at no charge. Students may also bring a cold lunch to school (we do not have the ability to heat lunches brought from home or the ability to refrigerate lunches or drinks). Please clearly mark your child's lunch with their first and last name.

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

***Breakfast is served from 7:30 AM-7:55 AM. Students who arrive after 7:55 AM may not receive the regular breakfast.***

## **Medication**

Parents/Guardians are required by state law to inform the school of medications that are to be taken by their child during school hours. Current dosage and the name of the supervising physician are needed. The school must receive written permission to administer medication. The school office has the required forms. Medications must be in original pharmaceutical container. Medication is to be kept with administration. Medication is administered only at the times and dosage indicated on the pharmaceutical container. For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, a parent/guardian will be notified and asked to take the child home. Students are not permitted to have cough drops and/or any other over-the-counter medication on their person.

## **Pet Policies**

The decision to have pets in our classrooms is made with great care. Pets of any kind require good care and their enclosures require cleaning. Some pets bite and scratch and may be frightened by children. A new child in the classroom may have allergies that require the pet to be removed from the facility. All of these issues require consideration before a decision is reached to allow a pet in our facility.

## **Pet Guidelines**

Animals are chosen carefully for temperament and safety. We do not keep ferrets, turtles, iguanas, lizards or other reptiles, birds of the parrot family or any wild or dangerous animals. No pets from outside/home are allowed at Academy Adventures Midtown.

- No live animals are allowed in food preparation areas.
- Pet enclosures are not placed near areas where children eat or food is served.
- Children and adults wash their hands after handling or feeding animals.
- Children do not clean cages.
- All animals are properly cared for and provided clean water, appropriate food and clean cages.
- Food preparation/service facilities and supplies are not used to clean animal cages and aquariums.
- Animal food is stored separately from human food. Animal food is kept tightly closed to prevent insect infestation.
- We plan for the care of pets during holidays, weekends and vacations.

## **School Hours**

School begins promptly at 8:00 AM and ends at 2:15 PM. Please refer to the schedule of hours for attendance. Students who arrive late must be signed in by a parent/guardian before going to class. Parents/Guardians must sign in each child when their arrival is after 8:00 AM. On-time arrival at school along with prompt pick-up after school will contribute to create a true measure of safety for each child and help develop a strong sense of responsibility for their own education.

## **Sharing**

Academy Adventures Midtown prohibits students from bringing toys, electronic devices or personal items to school unless they have specific permission from the teacher and a note from the parent which states that the parent understands that the school is not responsible for the item. Please be aware that Academy Adventures Midtown is not responsible for lost, stolen or damaged items.

## **Smoke-Free/Drug-Free Campus**

Academy Adventures Midtown is a smoke-free/drug-free campus. No smoking (cigarettes, cigars, e-cigs, etc) or drug use is permitted at any time on our campus, including the parking lot, at any school function or during school activities, by any student or adult.

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

## Snack

Each classroom has snack time during the morning. Academy Adventures Midtown has a Snack Program, where students make healthy, high protein snacks which are eaten at snack time and in the extended day learning program. Students are permitted to bring in an individual snack from home or families can donate snacks to the teacher to share with the student's class. Academy Adventures Midtown is concerned that the food that families provide to students be healthy and nutritious in order to support the growth and development of the children. Students can drink water at any time during the school day. We know that eating vegetables and fruit and drinking water provides a great recipe for learning because it can improve energy levels, alertness and concentration.

### ACCEPTABLE SNACKS

- Fruit
- Vegetables
- Crackers, Wheat Thins, Saltines, Triscuits, etc.
- Cheez-Its
- Goldfish

### UNACCEPTABLE SNACKS

- Cookies
- Candy
- Fruit Roll-Ups
- Sugar Cereal
- Any type of Chips (potato, Takis, Cheetos, etc)
- Any drink that is not water

Students will not be permitted to eat unacceptable snacks during snack time or at lunch.

## Staff

The staff at Academy Adventures Midtown participates in professional development to increase their abilities to teach, model and interact with students and their families. Staff qualifications and backgrounds are available in the front lobby.

## Sick Policy: *Is Your Child Well Enough To Be In School Today?*

### Needs to Stay Home:

- Fever over 100 degrees (underarm)
- Sores that are open and appear infected and are not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Lice or nits are present
- Not well enough to participate in activities
- Has been to the hospital or emergency room within the last 24 hours

### Inform Staff Member if:

- Runny nose
- Cough
- Rash
- Been to the doctor with release from the doctor's office
- Is not acting like usual
- Family member that is ill

### Have a Great Day (Return to School)



# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

- Feeling well today
- Has been fever free for the last 24 hours, without the aid of fever reducing medication
- On antibiotics (if prescribed) for at least 24 hours before returning to school

## Tardy

School begins at 8:00 AM. If your child arrives at 8:01 AM, they are considered tardy and need to be signed in by the parent/guardian. Please make every effort to get your child to school on time.

## Uniforms

Students attending Academy Adventures Midtown are required to wear school uniforms. The regulation uniform is solid colored or striped long or short sleeved polo style, three button knit shirt or a button down blouse with a collar and navy blue, black or khaki pants, shorts, skirts, skorts or jumpers. Denim of any color is not permitted. Families are responsible for providing clothing appropriate for the weather. Shoes and socks that allow students to be active and participate in outdoor activities are recommended. Sandals and flip-flops or "no heel" footwear are not permitted. Please see a copy of the Dress Code in your Registration Packet for more specific information.

## Weapons Prohibitions

No student shall carry or possess a weapon or simulated weapon on school premises or at school functions without authorization by a school administrator. No student shall display, use or threaten to use a weapon or simulated weapon to disrupt any activity of the school whether or not such use or threat of use occurs on or in close proximity to school premises.

Any staff member who observes a student in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administration. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student that violates this policy by carrying or possessing a firearm or using or threatening to use a weapon or simulated weapon shall be in jeopardy of one of the following:

1. Being placed in a homebound education program for a period of not less than one year;
2. Suspended for a period of not less than one year; or
3. Expelled and not be readmitted within a one-year period, if ever.

The governing Board, in their sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

For the purpose of this policy, we will use the following definitions from A.R.S. §13-105

**Weapon** means any of the following:

1. A firearm;
2. A knife, other than a folding pocket knife that has a blade the length of not more than 2 ½ inches or that does not have a mechanism by which the blade can be locked in the open position (regardless of blade length);
3. A destructive device;
4. A dangerous instrument; and
5. A deadly weapon as defined by A.R.S. §13-105

**Simulated weapon** means an instrument displayed or represented as a weapon.

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

**Firearm** means any of the following:

1. Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such firearm;
3. Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device; or
4. Any combination of parts that could be readily assembled to form a firearm

**Destructive device** means:

1. Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow; or
2. Any collection of parts that could be readily assembled to form a destructive device

**Dangerous Instrument** means anything other than a firearm, knife or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

**School Premises** means the school, school grounds, school transportation vehicles or any premises, grounds or vehicles for school purposes and includes bus stops and premises where school-sponsored events are held away from school property.

**Deadly weapon** means any weapon designed for lethal use, including firearms.

# Academy Adventures Midtown Student/Family Handbook

Updated July 2018

## RECEIPT AND AGREEMENT OF STUDENT/FAMILY HANDBOOK

I hereby acknowledge that I have received the Academy Adventures Midtown Student/Family Handbook and that I have thoroughly read and understand the policies and procedures of Academy Adventures Midtown as set forth in the Handbook. I agree to abide by all the policies, practices, guidelines and regulations of Academy Adventures Midtown including any amendments made to any and all of them.

This handbook is a work in progress. Any changes will be made available. You are responsible to keep your handbook up-to-date.

This signature page will be placed in your child's file. Please sign and return this page to the school.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_