



***Engaging Minds, Embracing Values***

**Parent - Student Handbook  
2017-2018**

06/28/2017

**Phoenix School, Private K-8**  
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[www.phoenixprivatek-8.com](http://www.phoenixprivatek-8.com)

## **School Mission**

Phoenix School educates children to become compassionate, confident, and creative global citizens who will excel in the 21st century.

## **Life Skills**

*Phoenix Private K-8 Students Exhibit:*

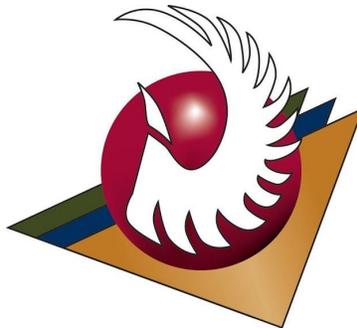
**Cooperation  
Empathy  
Courage  
Friendship  
Initiative  
Integrity  
Organization  
Perseverance  
Responsibility**

**Founded: 1993**

**School Mascot: The Phoenix**

**School Colors: Maroon and White**

**The School Emblem:**



Our school emblem depicts the phoenix - symbol of renewal, creativity, strength - rising.

## ACADEMIC PROGRAM

Phoenix Private K-8 is built on rigorous academic standards, an emphasis on character education, and teachers working in partnership with parents -all of which lead to a culture of excellence. We continue to build upon our strong foundation by offering accelerated and traditional academic programming, Life Skill character development, an emphasis on STEAM education (Science, Technology, Engineering, Art, and Mathematics), a variety of core specialty and enrichment classes, field trips and guest speakers, all of which provide a rich learning experience for our students.

### ERB (EDUCATIONAL RECORDS BUREAU) ASSESSMENTS

Phoenix Private K-8, with membership in the ERB, utilizes ERB's standardized assessments to measure student learning and inform instruction. Teachers disaggregate student and class data, create instructional plans, and differentiate their instruction to strategically meet the educational needs of each student.

#### **CTP: Comprehensive Testing Program - Grades 1 – 8**

The Comprehensive Testing Program (CTP) is a rigorous assessment for high achieving students in areas such as reading, listening, vocabulary, writing, science, and mathematics. Verbal and quantitative reasoning subtests are part of the CTP beginning in Grade 3. The CTP helps compare content specific, curriculum-based performance to the more conceptual knowledge base found in reasoning tests.

#### **CPAA: Children's Progress Academic Assessment – Grade K**

Child-friendly, formative assessment appropriate for young learners, CPAA helps engage and motivate the youngest elementary school learners with diagnostic screening and progress monitoring. The CPAA assesses students in Literacy and Mathematics and recommends next step instruction and learning. Incoming Kindergarten students are assessed with the CPAA prior to beginning classes and throughout their first year at Phoenix to determine mastery of academic content.

### ENGLISH LANGUAGE ARTS AND MATHEMATICS PLACEMENT

Incoming Kindergarten and transfer students are assessed in English Language Arts and Mathematics. The results of this assessment, along with parent and teacher recommendation and support, place the student in appropriate classes. Every teacher teaches to the highest level, differentiates for each student, and utilizes assessment results to guide instruction, identify areas for academic support, measure learning, and ensure mastery of standards.

Students in accelerated classes do not skip grade level content; as all students must master grade level content standards.

### ACCELERATED LEARNING

Differentiated instruction is designed to allow each Phoenix student the best opportunity for their particular learning style, abilities, aptitude, and maturity. Across both accelerated and traditional classes, teachers make sure all students of each grade level are given access to the same content; however, the way in which content is delivered will vary depending on the class. Classes may move slower, faster, more teacher-directed or more independent as needed by the students - teachers are continuously adjusting their pace for student success.

Teachers employ the following ways to accelerate high achieving students:

Pace- students may move quickly through a topic allowing for enrichment activities to

deepen their understanding.

Delivery-students will be working more independently, less-teacher directed or practicing their skills on more difficult material.

Product- students may be asked to create a product of their learning using art or technology or something of their choice.

Depth- students will be asked to become ‘experts’ on a topic or to focus on problems or issues beyond just memorization of basic facts and information.

Breadth- students will be asked to make connections between ideas, subjects, and concepts, expanding a topic across several areas such as math, science, and writing.

## **ACADEMIC PROGRAM AND CORE SPECIALTY CLASSES**

Phoenix students enjoy a rich academic program. All students have classes in English Language Arts, Mathematics, Social Studies, Science, Physical Education, and Spanish.

Middle School students (5-8) select from a choice of STEAM electives (such as Science Olympiad, Yearbook, Photography, Future City, Robotics, CyberPatriot, Student Service etc.) every trimester.

Elementary students (K-3) have enrichment classes each week: Spanish, Computer Technology, Physical Education, Library, Music and Art.

## **AFTER SCHOOL PROGRAMS**

A variety of programs are available after school for interested students. Options vary depending upon student age. Typical programs include: chess, choir, cheerleading, STORM Kids, Lego robotics, guitar, band, book club, crafts, cooking, etc. These courses are fee based, with payment made directly to the providers. No grades are given for participation in these programs.

## **TEXTBOOKS**

Textbooks are on loan to the students for the year. Each textbook has been numbered so that it can be easily identified. **Students/parents will be responsible for replacing textbooks that are lost or damaged.** All students are expected to cover their assigned textbooks. Students’ names should be neatly written and easily visible on the textbook cover. **Books are not to be defaced with inappropriate notations, graffiti or stickers.** Should workbook(s) become lost or damaged, parents will be expected to replace the workbook(s). Lost or damaged textbooks or workbooks should be reported to the teacher immediately.

## **STUDENT SUPPLIES**

A list of supplies will be provided prior to the start of school. The school does not provide binder paper, notebooks, pencils, or other individual student supplies. Students are expected to come to class prepared with these items beginning the first day of school and each day thereafter.

## **HOMEWORK**

Homework is meant to reinforce prior learning and to foster and promote habits of independent study. It is not expected that parents teach concepts. Rather, parents should provide the time and place for students to complete their homework, helping students learn responsibility for assignments and their own learning. Reading, outside of the homework assignments, should be a daily routine.

Guidelines for the maximum amount of time it should take students to complete homework:

Grades K-1: Nightly homework should take no more than 30 minutes

Grades 2-3: Nightly homework should take no more than 45 minutes

Grades 4-5: Nightly homework should take no more than 60 minutes

Grades 6-8: Nightly homework should take no more than 90 minutes

If you find that your child might benefit from additional homework or if your child needs modifications to their homework, please talk with your child's teacher.

### **LONG-TERM ASSIGNMENTS**

Throughout the year, students may be assigned long-term projects. These assignments are an excellent opportunity for students to learn time and project management. We ask parents to help guard against procrastination.

### **MAKE-UP OF MISSED SCHOOL WORK**

Students are expected to make up work missed during an absence. Students will be allowed one day to make up missed assignments for each excused day absent. Any work after this period of time may not be accepted. Since it is not possible to make up the vital classroom instructional time, it must be recognized that make-up work does not replace actual classroom learning experiences.

Parents can report student absences and request missed assignments through the school's mobile app. Upon request of the parents, the teacher will send work to the office for pick up during a child's absence. Teachers will have until 3:30 PM on the day of the request to get any missed work to the office if the request was received prior to 11:30 AM. If the request is not received in this timely manner, the student will be held responsible for getting the assignments following the absence. After an excused absence, and especially after a lengthy absence, students (especially in grades 4-8) should arrange a time to speak with the teacher regarding a plan for making up the various assignments. To assist in this endeavor, parents should e-mail the teacher with the request for any extra support needed. If a student is expected to be absent for three days or more, please notify the teacher at least one week in advance and up to one week of work will be provided. The work is due on the first day of the student's return. Students are responsible for missed material.

In order to develop individual responsibility, Middle School students should access Gradelink to determine the assignments missed due to an absence.

### **GRADES AND REPORT CARDS**

Report cards will be provided three times per academic year at the end of each trimester. Teachers keep parents informed throughout the year when issues arise; however, parents are responsible for checking their students' grades regularly as they are posted online through Gradelink.

#### **Report Card Standards (Grades 2-8):**

A+	= 97.5	B+	= 87.5%	C+	= 77.5%	D+	= 67.5%
A	= 92.5%	B	= 82.5%	C	= 72.5%	D	= 62.5%
A-	= 89.5%	B-	= 79.5%	C-	= 69.5%	D-	= 59.5%
						F	= 0%

#### **Report Card Standards (Grades K-1):**

4	= Beyond Grade Level Standards
3	= Proficient at Grade Level Standards
2	= Approaching Grade Level Standards
1	= Below Grade Level Standards

**Enrichment Class Grading Standards (Grades K-8)\*:**

- E = Exceeds Expectations (89.5% - 100%)
- M = Meets Expectations (79.5% - 89.4%)
- N = Needs Improvement (Below 79.5%)

\* Middle school students will receive a letter grade in Spanish.

**COMMUNICATING STUDENT PROGRESS**

Teachers will make every attempt to keep parents aware of student progress throughout the trimester, especially if an expected trimester grade drops below a B or if there is concern that the child is not proficient in a particular area of learning. Parents will be notified by one of the following methods:

- E-mailing or phone call
- Parent signature on a graded test or assignment
- Note in student's daily planner
- Sending home a note —Homework Alert notice
- Sending a personal note home in the Friday Folder
- Weekly progress reports
- Conference

Parents are asked to attend Parent/Teacher Conferences formally scheduled once during the school year. Teachers will notify parents with dates and times.

**AFTER SCHOOL STUDY HALL**

Study hall for students is held after school on Mondays through Thursdays. Students may go to the library to complete homework after study hall.

**EDUCATIONAL FIELD TRIPS**

Off campus field trips may be taken throughout the year. These field trips are an extension of the curriculum and are designed to promote real life learning and hands-on experiences. Most of these are one day field trips. However, 4th – 8th grades may take extended overnight field trips.

Teachers will provide field trip information and prices for all field trips planned for the year. Parents are asked to pay these fees prior to the end of September. No student may go on a trip without written permission on an original permission slip. Notes or phone calls ARE NOT ACCEPTABLE.

High behavioral standards are established for field trips. Students who have demonstrated unsatisfactory behavior during school hours or after school hours may be excluded from an off-campus event. All school rules are in effect during off-campus field trips. Specific information will be provided to parents regarding expectations for behavior during extended field trips.

A Phoenix shirt should be worn when students are on field trips.

All transportation to field trips is provided by the Phoenix school bus or by a private company hired or leased by us to provide transportation for the trip. In some cases parents may volunteer to help on field trips and may drive their own child if they so choose.\*

\*Parents may not transport any child other than their own unless full documentation of insurance coverage is provided to the school at least one week in advance and the school has received a full fingerprint clearance for the driver.

## **GUIDELINES FOR PARENT DRIVERS AND CHAPERONES**

- 1) Before the day of the field trip, you will receive instructions telling you when and where to pick up your assigned group of children. (Sometimes, a more formal meeting may need to be held prior to certain field trips.) Please arrive a few minutes early, if possible. **VERY IMPORTANT:** Please leave siblings at home. We need your full attention for supervision of students on the field trip. Also, please bring your cell phone. You will be given a cell phone number to call should you have an emergency while enroute to or from the field trip. Otherwise, we ask that chaperones not chat on cell phones while on duty.
- 2) Go directly to the assigned meeting site with your group of children. Children must be supervised in the parking lot and kept together as a group. It is important that they be cautioned about other vehicles coming and going.
- 3) Chaperones and students must stay with the lead teacher until all Phoenix students have gathered. This is the time to check if children need a drink of water or to use the restroom. Be sure that a parent or teacher goes to the restroom with the children and supervises them while there. Please report to the lead teacher that you are taking children to the restroom or wherever, so that he/she knows where you are.
- 4) If there is lag time due to late arrivals or the field trip site guide arriving late, the lead teacher is responsible for organizing any activities to occupy the children during this time. Wait time is difficult, but children need to be kept orderly and well-behaved, which is the chaperone's responsibility.
- 5) You are responsible for the safety of your group. You need to count heads often, matching names to faces. Should a child be missing, notify a teacher or an administrator immediately.
- 6) You are not responsible for discipline of any student, including your own. If a discipline problem arises, a teacher or administrator should be informed so that they can attend to the child. It is school policy that teachers and administrators handle all discipline problems on field trips. However, this does not preclude your asking your group to listen or be mannerly.
- 7) During the visit, whenever a child needs to use the restroom, he or she must be supervised as should the rest of the group who is not going. You may either take your entire group to the restroom or give the student to another adult to take there.
- 8) There may be children who need to take medication while on the field trip. You are not responsible for this, but be aware that a teacher or administrator may take a child aside to administer medication.
- 9) You are responsible for keeping students focused on the task at hand. While moving from location to location at the field trip site, it is very important to keep up with the guide or teacher leading the group. Children should not be allowed or encouraged to focus on activities other than those presented by the guide or teacher.
- 10) We ask that you not spend any of your own money in purchasing gifts or treats for your group unless you have permission from the lead teacher accompanying you in the trip (there could be extenuating circumstances on a given occasion).
- 11) You will be given instructions about where to go and what to do during lunch time. It is your responsibility to see that your group eats their lunch, cleans up after themselves, and is on good behavior during lunch time. There may be a need for further restroom visits at this time. The same restroom rules apply.
- 12) Should there be free time when you are left in charge of your group without a guide, it is imperative that you keep the entire group with you at all times.

13) Under no circumstances is a child to be given permission to leave early or alter tour groups without the express permission of the lead teacher.

14) We all need to return to the dismissal area at the agreed-upon time. Keep track of the time and move children along accordingly. Wait at the dismissal area until the lead teacher or administrator indicates that your group may begin returning to the vehicles for return to campus.

15) Be sure that the children have all of their belongings before you leave the site.

## **HONOR ROLL**

At the end of each trimester, students from grades 3-8 are eligible for the Phoenix Honor Roll.

The honor roll is divided into the following categories:

- A Honor Roll (Student earned all A's) - including a grade of Excellent in both specialty classes and citizenship
- A/B Honor Roll (Student earned only A's & B's) - including a grade of Meets Expectations or Excellent in specialty classes and citizenship

Perfect Attendance Awards are given in grades K-8 at the end of the school year. Students must have no absences for the year.

## **ADMISSION**

### **POLICY:**

Phoenix Private K-8 admits students of any race, color, gender, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Phoenix Private K-8 does not discriminate on the basis of race, color, gender, and national and/or ethnic origin in administration of educational policies and school administered programs.

### **PROCEDURE:**

Kindergarten...

You may become familiar with the school in multiple ways - request printed materials; arrange for an informative tour during a school day; and/or attend one of our three scheduled annual Open Houses. Once you have decided that The Phoenix School is at the top of your list and your little one is ready to enter kindergarten, the process is:

- Submit a completed online application and pay the registration fee.
- If your child is new to the Phoenix family you will be contacted to schedule an assessment.

Grades 1 through 8...

If you are moving into the area or wanting to transfer your child from another school, either mid-year or prior to the new school year, you may also become familiar with the school in the ways noted above. Typically, a shadow visitation day is included for your child to immerse him/herself into The Phoenix School day by following a class of peers. Again, once you have decided on Phoenix School, the process is:

- Schedule a shadow date for your child.
- An admission decision is determined by our admissions team, and you are notified of acceptance.
- Once accepted, we will provide registration materials with a specified time for their return.
- If your child is to start mid-year, we will work with you to determine the best start date, assign a “buddy”, and provide school materials.
- If your child is to start the next school year, once you complete and return the registration materials and fee, your child is enrolled.

### **ADMISSION REQUIREMENTS\*:**

1. Tuition Agreement and Registration Fee must be received by the school
2. Newly enrolled students must provide at time of registration: copy of Birth Certificate, copy of all immunizations, a completed Oral Health Assessment or Waiver form, and a cumulative record request form for students previously enrolled in any school
3. California law requires that first grade students upon enrollment must provide a certificate of health examination. The health exam may be given up to 18 months before or 90 days after entering first grade. Parents/guardians may choose to complete this requirement at Kindergarten enrollment when completing immunization requirements.
4. Students entering 6<sup>th</sup>-8<sup>th</sup> Grade are required to show proof of the whooping cough/pertussis booster shot prior to the start of the academic year.

**\* Due at time of enrollment**

### **REQUIRED IMMUNIZATIONS**

- Immunizations required for admission to Kindergarten:
- Polio-4 shot series
- DPT Diphtheria, Pertussis (whooping cough), Tetanus-5 shot series
- MMR (Measles, Mumps, Rubella)-2 shot series
- Hepatitis B- 3 shot series
- Varicella (Chickenpox)-1 shot or doctor verification of disease
- New and Required beginning July 2011: Tdap Booster to protect /immunize child against whooping cough (Pertussis); can be given after the 7<sup>th</sup> birthday

## **SCHOOL ATTENDANCE**

### **HOURS OF OPERATION**

When the school campus is open, the Main Office is open 6:30 am to 6:00 pm. Please refer to the academic calendar for specific dates regarding holidays, non-academic days, breaks, and the start/ending dates for the school year. During non-academic breaks, the campus remains open for child care. If hours are shortened on any day, the calendar will so indicate. Specific academics are not taught during non-academic days. However, a modified curriculum, embedding learning opportunities is prepared. Our campus remains open during the summer and offers a program which is designed to enrich student learning while incorporating many fun filled events.

### **ATTENDANCE**

Laws adopted by the State of California, Section 48260.5 of the California Education Code, require compulsory school attendance for all children between the ages of six and sixteen subject to certain attendance exemptions. The responsibility for compliance with these laws belongs to the parents. The

school is obligated to keep and maintain an accurate record of daily attendance for each student in the main office.

Students must attend school regularly with as few absences as possible to fully benefit from his/her education. Therefore, parents are asked to:

- Make all medical and dental appointments outside the school day whenever possible
- Guard academic time by avoiding disruption of the daily schedule with early pick-ups or late arrivals
- Schedule family vacation time to coincide with school breaks or times outside the academic school year

### **ABSENCES**

Absences disrupt the learning process and can cause students to fall behind in learning. Absences will be reviewed on an individual basis. Students will receive excused absences in the event of an illness, medical appointment, or a family emergency. Unexcused absences include family vacations, suspensions or other events that do not pertain to excused absences. Although a family vacation is considered an unexcused absence, certain allowances may be considered depending on the circumstances of the absence.

### **TARDIES**

Students are considered tardy when they arrive to their classroom after 8:00 AM (1<sup>st</sup>-8<sup>th</sup> Grades) or 8:15 AM (Kindergarten). Tardies affect the student's education, interrupt the classroom, and interfere with the learning environment for all students. Student tardiness will be addressed by the classroom teacher. Excessive tardies will result in a parent/teacher conference and appropriate action will be taken.

### **NOTIFICATIONS OF ABSENCES/TARDIES**

In order to provide for the highest level of safety for our students, **it is imperative that parents contact the school by 8:00 AM for each day a child will be absent or if they will be late.** Your call to us will significantly help our staff determine who is on campus. Attendance is taken at 8:00 each day (8:15 for Kindergarten). If your child is going to be late or absent, please use the school mobile app or call 916-353-0185 and leave a message.

### **EARLY DISMISSALS**

We recognize that some dental or doctor appointments must be made during the school day. To the extent possible, we ask that early dismissals be kept to a minimum. If your child will be leaving early for the day, please notify the office early in the day so that arrangements can be made to have the student in the office at the time requested. This will reduce interruptions to instruction.

### **FAMILY VACATIONS**

We respectfully request that vacations not be taken while school is in session. The school calendar provides time for vacations during our fall, winter, spring and summer breaks.

### **START AND END OF DAY**

The first and final minutes of the day are as important as any other minute of the day. At 8:00 AM (8:15 for Kindergarten), teachers must be able to give their full attention to their students. Likewise, at the end

of the day, we ask that parents wait in the hallways for the teacher to open the door for dismissal. This end of day organizational time is critical time, no matter the grade level. Thank you for your cooperation.

### **SAFETY BEFORE AND AFTER SCHOOL**

Students who arrive between 6:30 to 7:30 AM will be supervised in our buildings. At 7:30 AM, weather permitting, students will be supervised outside to play in assigned areas until classes begin.

Only parents and those designated **in writing** by the parent may sign students out from school using the electronic attendance monitor. Attendance in our after school program will be taken immediately at the end of the school day. **Students must be signed out on both the attendance monitor and with their after school teacher.** This cross reference process is in place for the safety of each child.

Students may participate in a variety of on-campus after school activities. The school has processes in place to monitor and track students after the school day. Students are not to leave a location without the permission of the staff member in charge.

### **LEAVING SCHOOL PREMISES/APPOINTMENTS**

A student is not permitted to leave the school premises at any time without permission of the parent. No student will be excused from school without the parent personally picking him/her up at the school office. If this responsibility is delegated to a third party, the parent shall notify the office **IN WRITING** prior to the student being released. If a child must leave school during the day for an appointment, the parent must sign the child out in the office before the child will be allowed to leave. Do not pick up your child at the classroom.

## **COMMUNICATION**

### **EMERGENCY CONTACTS**

It is essential that you complete the emergency form for your child/ren as well as keep the contact information with our school administration up to date. We must have the names and phone numbers of “reachable” relatives or others who can assure responsibility for the student if the parent cannot be reached when necessary. Please **update** your emergency form when there is a change of information.

### **HOME – SCHOOL COMMUNICATION**

We feel it is extremely important to maintain a high level of parent-school communication. Please understand that teachers must supervise students while they are on campus. In order for parents to have the full attention of the teacher when talking about their student, we ask that an appointment be set with the teacher to discuss academic or behavioral concerns.

### **LINES OF COMMUNICATION**

In order to keep the channels of communication clear and direct and to assist us in having an effective, open school-parent partnership, we ask the following:

- Contact your child’s *teacher* if there is any problem concerning academic progress, behavior, classroom procedure, or teacher-pupil relationship.
- Contact the *principal* if there is concern about the general administration of the school or the communication with a teacher is unsatisfactory.

## **CONTACTING TEACHERS OR STAFF**

Telephone messages for the staff and administrator are delivered to them directly. Teachers and administrators make every attempt to return calls within a 24-hour period. Parents are strongly encouraged to use the e-mail system to contact any staff member. Staff will return e-mail correspondence within a 24-hour period. During weekends and academic recesses such as winter break or spring break, please do not expect a quick response.

## **PARENT – TEACHER CONFERENCES**

Parent, teacher, student conferences will be held during the first trimester. This conference is of critical importance as the teacher strives to get to know each family. For students, this may be used as an opportunity for goal setting. Parents may also request a conference with a teacher when a need arises. Students are encouraged to communicate with teachers if they are experiencing difficulties or challenges concerning their class or any issue. Teachers are committed to supporting and guiding students to develop independent work habits and help them become confident learners.

*As stated earlier in this handbook, it is very difficult for teachers to give you uninterrupted time regarding your child when they are supervising students or preparing for the day. We respectfully request that you leave a note for teachers to call or that you set an appointment so you receive the dedicated time you need to talk about your child's education. If after meeting with a teacher, you are not confident that your child's needs will be met, please contact the administrator.*

## **BACK TO SCHOOL NIGHT**

We strongly urge all parents to attend the Back-to-School meeting for their students' classes. This is a very informative evening for which teachers prepare with great thought and effort. The evening is planned and prepared so that parents walk away understanding the curriculum objectives, goals for the class, classroom procedures and expectations.

## **SCHOOL WEBSITE**

The website, [www.phoenixprivatek-8.com](http://www.phoenixprivatek-8.com) has information that may assist parents. Information will be posted throughout the year.

## **PHOENIX SCHOOL MOBILE APP**

Families are strongly encouraged to download our school app, "Phoenix Schools, Private K-8" available for free for both Apple and android. The app gives families easy access to their child's gradelink account, school calendar, up-to-date news and announcements, staff emails, ease in purchasing student lunch, and reporting student absences.

## **STUDENT INFORMATION SYSTEM: GRADELINK**

The Phoenix Schools, Private K-8, Gradelink system allows us to have a web-based communication system with families. You can download the free Gradelink App for Apple and Android to have easy access to your child's grades, attendance, homework, and to set up alerts. We will provide each family with a username and password at the beginning of the school year to ensure easy access.

## **EMAIL AND OFFICE CORRESPONDENCE**

Emails containing information about the school and community events are sent home at least once a week from the office. It is essential that parents and guardians read the information sent home. Email is the school's primary method of communication with families. Information may be requested to be included in the office email. The administration reserves the right to decide what is appropriate for inclusion in the email.

The school-wide newsletter is distributed weekly via e-mail. This publication includes a calendar, information regarding field trips, special events, and bits of news and recognition.

## **FRIDAY FOLDERS**

Every Friday students in grades K-2 receive a Friday Folder containing graded papers that have been completed during the week, messages from the teachers, and general student information regarding classroom and school events. We highly recommend that parents carefully peruse this folder with their student to maximize this line of communication between home and school. Only parents may pick up Friday Folder work or Friday Folders. **The importance of the Friday Folders cannot be over emphasized.** This is the most efficient and convenient way to keep parents aware of the students' progress, activities, and events.

## **TELEPHONES**

Students are allowed to call home from the school office phone after they have received permission from the classroom teacher or a school administrator. If you need to leave a message during the day for your child, you can contact the office. Cell phones are not to be used at school without teacher permission and direct supervision.

## **STUDENT CELL PHONES AND PERSONAL ELECTRONIC DEVICES (“ELECTRONICS”)**

For young people, electronics can be a great distraction and the cause of many issues in school communities. To help our students succeed at Phoenix, we remind parents that students are not to use electronics while on campus without teacher permission and direct supervision. Personal electronics are to be powered off, kept in their locker or backpack, and not in their hands or pockets. If students need to phone home, or if parents need to contact their children, please use the school office phone: 916-353-0185.

## **DELIVERIES**

All messages and deliveries (lunches, backpacks, jackets, etc.) are made to the office. They will then be delivered to the student at an appropriate time by a staff member.

## **PARTY INVITATIONS**

In consideration of and respect for all students, we ask that each family observe the following when planning to ask the school permission to distribute party invitations: You may pass out invitations at school for a party you are giving, only if the whole grade, or all the boys, or all the girls in the class are invited. Out of compassion, presents for those parties may not be brought to school, nor may party attire for those celebrations be brought to school.

## STUDENT DISCIPLINE

Each staff member of Phoenix Private K-8 accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Therefore, any unwelcome physical contact or verbal or written indignity may result in suspension or expulsion.

### GENERAL RULES

1. Students are to be honest, obedient, and responsible. Respectful behavior towards teachers, staff and peer is **mandatory**.
2. Students are expected to use only appropriate language, no profanity or obscenity.
3. Students are not allowed in the classroom at any time without the teacher's presence.
4. Students should be in their assigned play area during recess and lunch.
5. All students will be responsible for the protection and preservation of school property. Restitution is expected for any damage.
6. Students are not to ride bicycles, skateboards, rollerblades, skates, or roller shoes on school grounds at any time.
7. All students, regardless of grade, are to assist in keeping the grounds and facilities free of paper and other debris.
8. Drinking fountains, play equipment and school buildings and grounds are to be used with safety and cleanliness in mind.
9. Students may not play or loiter in the restrooms or other areas without direct supervision.
10. Students may not roughhouse or otherwise participate in activities which may result in injury.
11. Students may not leave the school grounds at any time during the school day without written permission from parent and clearance from the office.
12. Anything dangerous (i.e., knife, sharp objects, etc.) or that can be used as a weapon is not allowed and will be confiscated.
13. Glass containers, gum, sunflower seeds, pistachios with shells are not permitted on the school grounds at any time.
14. Spitting and other actions which affect good hygiene are not permitted.
15. All types of electronic equipment, sports equipment, toys, and other valuables are not permitted at school without permission of the principal or teacher. When this permission is given, the school will not accept responsibility for the damage or loss of these items.
16. Severe disruption: If a student causes a severe disruption (for example, a fight), the student will be sent to the office immediately. The consequences may be suspension, which could ultimately lead to expulsion, as explained on the following pages.

### LIFE SKILLS EDUCATION

Teaching, modeling, and reinforcing appropriate behavioral expectations have been shown to have a positive effect on student learning and positive character development. Distinct Life Skills have been integrated into the school's teaching philosophy to help students form the basis for acceptable behavior and academic and social expectations.

The following Life Skills make up our character development program and our student code of conduct. Life Skill information is posted in the office as well as in every classroom. We encourage parents to participate in this learning process and to reinforce the Life Skills at home.

#### **Cooperation**

**Empathy**  
**Courage**  
**Friendship**  
**Initiative**  
**Integrity**  
**Organization**  
**Perseverance**  
**Responsibility**

## **STUDENT BEHAVIOR STANDARDS**

The goal of the staff is to work with students so they learn appropriate behavior. Counseling will occur to help the student understand how to change his/her behavior. If a particular behavior is severe or continually repeated, in-school or home suspension may be warranted. Parents will be notified by the administration should a suspension be deemed necessary. The following behaviors\* are considered serious and will be given immediate administrative attention:

- Bullying
- Harassment (racial, gender, sexual)
- Actions that can cause injury to persons or damage to property
- Fighting
- Destruction of property
- Disruption of school activities
- Inappropriate language
- Disrespect toward any staff member
- Academic dishonesty: plagiarism or cheating
- Possession of alcohol, drugs, weapons, or facsimile of such

\*This list of behaviors is not exhaustive in nature and is not a limitation of administration to handle behaviors that are counterproductive to learning and safety for all students and/or staff.

## **STUDENT BEHAVIOR CONSEQUENCES**

We must fairly and consistently maintain a safe and positive environment in which students can learn. Each teacher has a classroom management plan consisting of class rules, incentives, and consequences. When students make inappropriate choices, one of the following may occur:

- Counseling
- Written or verbal apology
- Problem solving
- Loss of recess time
- Detention
- Phone call to parents
- Scheduled conference with parents
- Development of a behavior support plan
- Consultation with administrator
- In-school suspension
- Out-of-school suspension
- Dismissal from school

If students accept responsibility for their behavior, parents may not be notified at the time of the incident. Part of the independence we want for these young people is to allow them to resolve some of their own problems. If problems persist, the students will be asked to complete a behavior form and/or the principal may be asked to work with the student.

## SCHOOL ANTI-BULLYING/HARASSMENT POLICY

Phoenix Private K-8 is committed to providing a learning environment that is free from harassment in any form. **Harassment of any person in the school community is prohibited.** The school will treat allegations of harassment seriously and will view and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary actions, up to and including dismissal. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical, emotional or intellectual disability, gender, or sexual orientation. Harassment can occur any time during school or during school related activities. It includes, but is not limited to any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person;
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, gestures;
- **Sexual Harassment:** Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.
- **Cyber Harassment:** Using email, instant messaging, chat rooms, social network websites, video game systems, cell phones, texting, or any form of technology to intentionally and repeatedly hurt and harass others.

It is the responsibility of Phoenix School to:

1. Make all faculty, staff, students and parents aware of this policy and the commitment of the school towards its strict enforcement;
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to a teacher or principal;
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

## **STUDENT DRESS CODE**

We strive for student success by focusing on the Life Skills, teaching students to take responsibility for their education, and maintaining a suitable atmosphere for learning without the distractions associated with clothes or fashion. The following student dress code is mandatory and to be followed each day. We reserve the right to request that parents bring appropriate clothing to school if their child is not dressed to the following guidelines:

## **BOTTOMS**

- Solid color bottoms of your choice:
  - School uniform type of slacks, walking shorts, skirt, jumper, or skort
  - Dark blue, black, brown, grey, tan, or khaki
- The official Phoenix Plaid **only** from True Grits or Lands' End
- No: jeans, cut-offs, bicycle shorts, pajama bottoms, yoga pants, or leggings worn as pants

## **TOPS**

- Solid color polo shirt:
  - Short or long sleeved
  - Solid color of your choice
- Phoenix logo polo shirts can be purchased on-line through [www.TrueGrits.com](http://www.TrueGrits.com); school code is PHX279; [Landsend.com](http://Landsend.com) with a preferred school number of 9001-5296-8; or through American Logowear on East Bidwell Street
- On cold days, students may wear solid colored turtlenecks as well as solid colored sweatshirts (no logo), sweaters, or vests over their polos (with collar exposed)
- No: sleeveless, collarless, logos other than Phoenix Private K-8 , no stripes or designs

## **SHOES**

- For student safety at school, students should wear closed toe, sport shoes (sneakers) that fit securely onto feet
- Laces are to be safely tied
- Socks must be worn with all shoes
- Platform shoes, shoes with open toes or open heels, crocs, flip flops, heels higher than one inch, and wheelies are not permitted.

## **PE Clothes for Grades 5-8**

**P.E. clothes are mandatory for students in grades 5-8.** Students in these grades must dress into their PE clothes prior to their designated PE period and change back into student dress code following PE class. Students are responsible for bringing their PE clothes to school each day/week. PE clothes should be laundered regularly.

- Solid colored t-shirts or sweatshirts (Phoenix logo t-shirts or sweatshirts are available from our school logo wear provider)
- Solid colored long shorts or sweatpants (no running shorts, bike shorts, or yoga pants)

## **FRIDAY SPIRIT DAYS**

Each Friday, we encourage students and staff to wear a Phoenix logo shirt to show school spirit. Jeans/denim pants may be worn with a Phoenix shirt; the jeans may not be torn or ripped. If a student is not wearing a Phoenix shirt, dress code is to be followed. School appropriate shoes must always be worn.

## **SPECIAL THEME DRESS-UP DAYS**

In order to celebrate special events on campus, on designated days students and staff are encouraged to wear a particular color, costumes, or creative outfits. Denim pants (not torn) are allowed. If a student is not in the designated theme, the regular dress code must be followed.

## HAIR, HEADWEAR, JEWELRY

Hair should be pinned or clipped so that it does not fall over a student's eyes. Headwear, such as caps, hats, beanies, and the hoods of jackets are NOT to be worn indoors. Parents are asked to carefully monitor their child's jewelry as long necklaces, earrings, and rings may pose a danger on busy playgrounds.

## STUDENT SAFETY

### FIRE DRILLS/SHELTER IN PLACE DRILLS/LOCKDOWN DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, shelter in place, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Fire drills are held monthly.

The purpose of holding safety drills is to educate and prepare students to know what to do in the event of an emergency, such as fire, shelter in place, or school lockdown. Our goal is that our students (no matter what age), remain calm, aware, and think pro-actively of their own personal safety and the safety of others. Knowledge is power.

### PARKING LOT SAFETY

To ensure the safety of our students, all must adhere to the following rules of traffic safety – please review the following with your students and educate them as to how you will take and pick them up from school:

- Please drive slowly in the parking lots, no more than 5 MPH.
- Pedestrians are not to meander diagonally along in the areas cars are driving. Please treat the driving lanes as a street and cross perpendicular to quickly get out of the way.
- Please do not let your children run or walk unsupervised in the parking lots.
- Please make sure you look back before backing up.
- Annex Parking Lot: Please do not drive or walk between cars that are waiting in the drop off line to drop their child off.
- Annex Drop-Off Line: Only let your child out on the passenger side of the car. This way the child is not walking out away from the building into possible traffic.
- Main Parking Lot: There is no Drop-off Line. Parents must park and walk their child to the Main Building.

## STUDENT HEALTH

### EMERGENCY FORMS

All emergency forms are to be kept current. This will ensure up-to-date and accurate records of each child's health during the years in attendance at Phoenix School.

### ILLNESS

Students must be free of fevers, nausea, diarrhea, and rashes upon arrival in the morning. Students who come to school ill or become ill at school will be kept in the office, and parents are required to pick them up in a reasonable time period (within 2 hours of notification). **Students must be fever and symptom free for 24 hours (without medication) in order to attend school.** Students sent home with a fever of over 100 degrees are not permitted to return the following day. Parents should call that absence into the attendance line.

## MEDICATION

Students must not, under any circumstances, keep medication in their desks or on their persons. All types of medication, prescription or non-prescription, must be turned in at the office. The Phoenix Schools, Private K-8, requires parents to make arrangements with the school office to administer **ALL** medications (including over the counter items) that are brought to school. All medications, including throat lozenges and cough drops, must be checked in at the front office by parents and are never to be sent with students. **All medication must be in the original RX container with dosage and name of child clearly visible.** The office will administer medication per directions. Parents must complete and sign a medication form before any medication will be administered. These forms are available in the office. **At the end of every school year, any medications not picked up will be discarded.**

## TEMPERATURE/FEVER

Any child with a temperature of 100° or higher will be sent home. If a child has a temperature, please do not send him/her to school. **A child may not return to school until 24 hours after the fever has broken.**

## COMMUNICABLE DISEASES

The school office must be notified immediately if your child has contracted a communicable disease (i.e., Chicken Pox, Measles, etc.)

## HEAD LICE

The school office must be notified immediately should your child contract head lice. The school adheres to a nit free policy. Children who have had head lice will not be readmitted to school until their heads have no nits (eggs) visible.

Should your child be exposed to head lice, you will receive the following letter:

If your child is in (enter grade or class) your child has been exposed to head lice recently in his/her classroom. Below you will find information about checking your child for head lice as well as treatment information if your child does have a head lice infestation. Do not treat your child for head lice unless you see nits (eggs) or head lice.

What to look for:

- Adult lice are small (about the size of a sesame seed).
- Eggs (nits) are usually found firmly attached to the base of the hair shaft.
- Lice stay near the scalp, often behind the ears, near the neckline, and back of the head.
- Head lice hold tightly to the hair. They move by crawling. They cannot hop or fly (they do not have wings), but do move quickly making it difficult to find in a child's hair.
- Signs of a head lice infestation include: itchy scalp, tickling sensation in a person's hair. Head lice are most active in the dark.

If your child is found to have head lice, it is important to treat your child before he/she returns to school. Please begin treatment as soon as possible. Exclude your child from attendance at school until one day after their first treatment with a medicated head lice product (either over-the-counter or prescription). Your prompt action is requested so that your child can get back to school as soon as possible and not miss learning opportunities in the classroom.

### **Tips for prescription or over-the-counter head lice treatment:**

- Whether using an over-the-counter head lice product or a prescribed treatment, it is very important that you read and follow all directions on the product's label.
- Do not treat someone who does not have live lice (or nits close to the head). Do not use these products as a prevention method to avoid lice
- Do not use a cream rinse, combination shampoo/conditioner, or conditioner on the hair before using the lice medicine.
- It is recommended that both the person getting treated and the person administering the treatment put on clean clothing after the treatment is completed.
- Be cautious not to use more than one head lice medication at time.
- 8-12 hours after treatment, examine your child's head again. If you see a few lice still around, but they are moving more slowly than before, do not re-treat. Comb the dead lice and any remaining live lice out of the hair using a fine-toothed nit/lice comb.
- To comb through the hair, sit in a well lighted area. Part the hair into small sections and comb through one section at a time. Be patient and thorough, it can take a lot of time.
- 8-12 hours after treatment, if no dead lice are found and lice appear to be as active as before, the medicine may not be working. Do not re-treat until speaking with your healthcare provider. Your healthcare provider may recommend using a different lice medicine.
- Re-treatment is generally recommended for most lice medicines after 9-10 days. This should kill any newly hatched lice before they produce new eggs. Be sure to follow the instructions for the product you are using.
- It is important to check the hair and comb through it with a nit comb every 2-3 days. This will help to remove nits and lice and can decrease the chance of self re-infestation. Do this for 2-3 weeks to be sure all lice and nits are gone.
- Wash combs, brushes, hats and other hair accessories of the affected person in hot water.

### **Tips for combing out head lice and nits:**

- Use a fine-toothed louse or nit comb. These combs may be included within packages of medicated head lice treatment or you may buy one from most drug stores or pet supply stores. Combs with metal teeth spaced close together seem to work best.
- Sit behind your child, and use a bright light (and magnification if needed), to inspect and comb through the hair, one small section at a time.
- Repeat combing until no more active lice are observed.
- Comb daily until no live lice are discovered for two weeks. It may take several hours each night for several nights to tackle the problem. An entertaining video may help keep the child occupied during this time.
- Adult female lice cement eggs to the base of a hair shaft near the skin. As the hair grows, eggs are moved away from the scalp. Eggs more than ¼ inch from the scalp are nearly always hatched and do not mean live lice are present.
- Combs, brushes, hats and other hair accessories in contact with an infested person should be washed in hot water each day to dislodge any lice or nits.
- Combing is sometimes painful to the child or it may be impractical for other reasons. In these cases, consider using anti-lice products. Speak with the school nurse or your child's doctor for advice.

### **Treatment of clothes and other items:**

- A clothes dryer set at high heat or a hot pressing iron will kill lice or their eggs on pillowcases, sheets, nightclothes, towels and similar items your child has been in contact with during the previous two days. (Lice and their eggs do not live more than one to two days off the head.)

- Lice and their eggs on objects (such as toys) may be killed by freezing temperatures. Objects that cannot be put in a clothes dryer can be placed in a freezer (or outdoors if sufficiently cold) for several days. This treatment is rarely required.

### **Cleaning the house and car:**

- Once lice fall off of the head, they usually die within a day and eggs generally cannot live much longer. Thoroughly vacuuming the house and furniture is all that is really necessary for cleaning the home. A major cleaning effort will do little to further eliminate head lice.
- Insecticide treatments for the home, vehicles, or carpets and furniture are not needed and unnecessarily expose family members to the insecticides.

### **MEDICAL APPOINTMENTS**

Medical and dental appointments should be made, whenever possible, outside of school hours. When this is not possible, a written request for school absence is required.

If a child has an appointment during school hours, he/she should obtain a confirmation slip from the doctor/dentist office stating the time of entry and departure. This should be presented to the school office upon arrival.

### **EXCUSED P.E. AND RECESSES**

Students may be excused from P.E. and/or recess with a written note from the parents and/or doctor. During P.E. the child will remain with the P.E. class but will not participate in physical activities.

### **STUDENT INSURANCE**

Each child is covered by student insurance; the fee is taken from registration fees. Student insurance provides benefits for students injured at school, on the playground, while participating in athletic contests and while traveling to and from school-sponsored activities.

Accident reports must be obtained from the administration.

### **FOOD ALLERGIES**

Out of concern and to be proactive for the safety of our students and staff who have food allergies, we ask families to always label food that is brought to school.

## **MISCELLANEOUS SCHOOL INFORMATION**

### **LIBRARY**

The library is open at specified times during the week. Students are responsible for checking out books and returning them on or before the due date. Students must purchase a replacement for any lost or damaged library books. Any student with overdue books or outstanding fines **WILL NOT BE ALLOWED TO GO ON ANY FIELD TRIP OR PARTICIPATE IN ANY END OF THE YEAR ACTIVITY** (including graduation).

### **LUNCHES**

Phoenix Private K-8 has made Goodfellas Catering available to families for the delivery of fresh lunches. Please visit [www.goodfellas4kids.com](http://www.goodfellas4kids.com) for more complete information on their food service program. Our office cannot make arrangements with Goodfellas for last minute decisions regarding lunches.

Lunches provided from home should be sent in a labeled lunchbox or bag. Due to the number of students, we are not able to refrigerate lunches. Ice packs can be used on hot days. It is also not feasible for the office staff to heat student lunches. Leftover food, not in lunch boxes will be disposed of for safety reasons. The empty container, if no name is on it, will be placed in Lost & Found. PLEASE DO NOT SEND GLASS CONTAINERS TO SCHOOL.

### **SNACKS**

All classes get a 20-minute snack/recess break each morning. Parents should provide a healthy morning snack (proteins, whole grains, non-sugar beverage, no sodas, etc.). This mid-morning break provides time to socialize with friends, eat a snack, and to use the restroom. Class time following breaks should not be interrupted for personal needs, to the extent possible. For students in grades K-4, an afternoon recess may be built into the school day, depending on scheduling.

Please remind students not to share snacks—some children have allergies to certain food products.

### **PERSONAL POSSESSIONS**

Please do not bring large sums of money, valuable personal possessions, or toys to school. Toys of a violent nature, such as guns and knives, are never permitted at school. If a student brings such an item to school, it will be confiscated, their parents notified, and consequences may result. Balls are permitted if the owner's name is clearly marked on them and the owner is willing to take responsibility for their care. The school is not responsible for play equipment and personal possessions that students bring to school.

Gifts, including balloons, flowers, cards, should be delivered to students at their homes, not at school.

### **LOST & FOUND**

If an item is missing, please see the main office for Lost & Found. To keep personal belongings from ending up in Lost & Found, please mark jackets, sweaters, sweatshirts, hats, lunchboxes, containers, and backpacks. All Lost & Found items will be sent to charity on the last day of every month. Plastic ware and beverage containers may be discarded each Friday afternoon.

### **LOCKERS: Grades 5-8**

Students in grades 5-8 use a school locker to store their personal belongings. Students will receive locker usage guidelines which must be signed by students and parents. Students are responsible for their lockers. Lockers are not to be defaced with inappropriate notations, graffiti, or stickers. There will be a locker checkout process at the end of the school year. Parents will be responsible for any damage to their child's locker.

### **PARENT TEACHER ORGANIZATION**

The Phoenix Schools holds that parental and community involvement is an integral part of our established support system for students. To build the student-parent-school relationship, all parents are invited to participate in the Parent Teacher Organization meetings with the school administration.

### **STANDARDS OF BEHAVIOR FOR INTERNET AND NETWORK USE**

1. Students will use their Internet and network access privileges only for activities in support of education and research consistent with the educational objectives of Phoenix Private K-8.
2. The school's Internet account may be used only for school related activities. Academic honesty requires proper citation of sources including electronic sources. Other persons' Internet accounts may not be used on the school's computers without authorization by the Principal. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, abusive language or threatening actions is strictly prohibited.
3. Phoenix Private K-8 utilizes a web filtering software as a precaution against inappropriate materials. Users will immediately notify an adult supervisor if any inappropriate web page or portion of a web page is accessed. Users may not demonstrate the problem to other users. Users shall not deliberately attempt to upload or download inappropriate materials. Users shall not reveal online their personal home address, phone number, or any other personal information. Only school authorized e-mail accounts are permitted under the supervision of a teacher, and students shall not access personal e-mail accounts on school computers without specific teacher approval.
4. Dishonesty and vandalism will result in immediate suspension of privileges as well as other disciplinary actions. These acts include (but are not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, and uploading or creating computer viruses. No software of any kind may be brought from home for use on school computers. Students may not create or access personal web pages without permission of a teacher or other authorized adult. Students may not download or otherwise access any files (i.e., music files) without the permission of a teacher. Students' work will be published only under the direction of a teacher.
5. Students in Grades 5-8 are given credentials to access school e-mail accounts. Included in student accounts is access to cloud-based storage and Google applications. These resources are intended to facilitate student learning, increase real time communication and feedback, and engage in practices that are more environmentally friendly. Student accounts should not be used for inappropriate purposes. Students have no expectation of privacy in e-mail and file storage; all student accounts will be monitored using Gagggle Safety Management. Use of the school Internet accounts and the local area network by anyone other than staff or students or persons authorized by the Head of School is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.
6. The Agreement is to be signed by all parents and students and kept on file prior to any Internet and network usage by the student.

## **FINANCIAL POLICIES**

### **REGISTRATION**

Registration fees are \$500 per student payable upon receipt of this Tuition Agreement. Early bird registration is \$250. Early Bird Registration ends on a select date each year. We encourage families to register early as the enrollment informs the upcoming school year budget.

### **REGISTRATION IS NON-REFUNDABLE.**

### **TUITION**

The tuition rate schedule below is in effect for the academic program year. Teacher assignments will be provided to parents just prior to the start of the school year.

## 2017-2018 TUITION RATE SCHEDULE

<b>Payment Plan</b>	<b>Tuition Schedule</b>	<b>1<sup>st</sup> Child Rate</b>	<b>Older Sibling Rate</b>	<b>Payment Due</b>
<b>Standard Tuition Rate</b>	10 Monthly Payments	\$1,040	\$940.51	August-May due 1 <sup>st</sup> of each month
<b>Check/Bank ACH Tuition Rate</b>	10 Monthly Payments	\$1,014	\$917.00	August-May due 1 <sup>st</sup> of each month

\* In addition, field trip and activity fees are assessed annually.

### **FAMILY DISCOUNTS**

If two siblings with the same sponsor are enrolled full time, a sibling discount will be applied to the older student. See the tuition rate schedule for the discount. If a third child is enrolled, the tuition for the third older child will be discounted at the same rate as the second older child.

### **PAYMENT PLAN**

Monthly tuition may be paid by credit or debit card or by personal check. Credit or Debit Card (standard Tuition Rate applies) payment may be made monthly at the Main or Annex Office or through Tuition Pay Direct\* (credit card designated as funding account). Check (discounted Tuition Rate applies): Checks may be dropped off in the Main or Annex Office OR paid via Tuition Pay Direct\* (checking account as funding account) OR via a bank draft using personal online bank bill pay system.

### **FIELD TRIP FEES**

Field trips are an essential part of our curriculum. Field trip fees are assessed, to the extent known, at the start of the year. These fees are due within two weeks of notice. Likewise, if field trips are planned subsequent to initial fees being assessed, a separate notice will be provided. These charges will be due within two weeks of that notice. If fees are not paid, we reserve the right to deny students the field trip opportunity.

### **2017 – 2018 SCHOOL CALENDAR**

The tuition contract provides 182 instructional days for students as well as the opportunity to attend non-academic days during the course of the school year. Please see the 2017-2018 school year calendar for holidays and special schedules. The calendar will be released in a timely manner.

### **HOLIDAYS/INSERVICE DAYS**

Tuition is calculated on an annual basis and therefore additional discounts are not allowed for holidays, conference days, vacations, professional days or closure dates due to inclement weather.

### **LATE PICKUP FEES**

The Phoenix School's normal hours of operation are between 6:30a.m. and 6:00p.m. daily (see School Calendar for exceptions). You agree to pay five dollars per minute for each minute services are provided

by the school outside of the school's normal hours of operation. You acknowledge the right of the school to notify an appropriate governmental agency if your child remains at the school an hour or more past the close of business.

### **TERMINATION OF CONTRACT**

The sponsor may terminate this contract upon a minimum of 30 days written notice to the school. A termination fee of \$800.00 shall be immediately payable by the sponsor if this contract is terminated at any time prior to the final academic instructional day of the 2017-2018 school year, provided that the 30 day written notice has been received by the school. If the sponsor fails to give the 30 day written notice, the sponsor shall pay the next monthly payment in addition to the \$800.00. Termination of this contract shall not relieve any amounts otherwise owing at the date of termination by sponsor, including tuition, field trip fees, activity fees, or other charges.

### **LATE PAYMENTS**

Tuition is due on the dates stated in the rate schedule. A **5 day grace** period will be allowed prior to assessing a \$35.00 late fee on unpaid tuition. Any tuition charges remaining unpaid by the end of the second week after billing will result in mandatory Tuition Express or the schools withholding services until such time as all tuition and late fees are paid. If tuition and/or fees are not paid within 10 days of the due date, the student will not be allowed to attend school.

### **RETURNED CHECKS**

Returned checks will be assessed a \$25.00 fee by Phoenix School. Check writing privileges will be revoked after the third returned check and check writing privileges will not be reinstated for six months. The school administrative staff will secure payment from sponsor if a check is returned with insufficient funds.

### **DISMISSAL**

The school in its sole discretion reserves the right to suspend or dismiss students for unsatisfactory conduct or for educational concerns which are beyond the expertise of the school.

### **PARENTS**

The Phoenix Schools reserves the right to revoke/void a contract if parent behavior is deemed unacceptable or disrespectful towards administration, faculty, staff or students.

### **ATTORNEY FEES**

Should the services of an attorney be necessary to enforce the agreement, the prevailing party shall be entitled to a reasonable sum for attorney fees.

### **INTEREST**

If a balance remains owing thirty (30) days after the termination date, monthly interest fee of 1.5%, simple interest, will be added each month on the unpaid balance.

### **RESPONSIBILITY**

Sponsor will be responsible for any loss, damage, or destruction by enrolled child of any Phoenix School property and for any damages (amounts and costs) for which the school becomes liable or chargeable because of enrolled child's actions.

### **PHOTO RELEASE**

Phoenix Schools may use the name, photograph, video, or likeness of your child on the video screens at the school, in the school newspaper, the school's website, and in DVDs that are available to parents, faculty, and students at the school. (A waiver form is available.)

### **BINDING AUTHORITY**

Sponsor agrees that this agreement obligates both yourself and the student and you hereby agree to indemnify the school for all damages, amounts and costs for breach of this agreement by you or the student. Upon withdrawal from school all student's school records will be held until such time that all fees or damages have been paid in full. Records will then be forwarded to the requesting school.

### **RIGHT TO AMEND**

The school and the head of school retain the right to amend the Phoenix Private K-8 Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

This handbook is prepared in an effort to give an overview of many aspects of our school. However, not every detail or topic that may affect the work of the school is contained herein. If you have questions, please do not hesitate to ask.