



**Student Handbook
2018-2019**

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Note from the Directors

Welcome! As Director of Paulo Freire Freedom School-University, I am delighted to open up our school to a new community of students, parents, and community partners. So with much hard work, sweat, and stress behind, our doors and hearts are open, and we set forth. Prepare for this incredible adventure of joyful learning!

Advisory

You will meet with your advisor and a group of approximately 13 students several times a week to focus on the intellectual, social, emotional, and physical development of young adolescents.

The purpose of advisory is to provide each student with

- An adult advocate who will know his/her advisee as a person and as a student in order to foster positive self esteem and social and academic success in school.
- An opportunity to reflect on and practice our Habits of Heart and Mind, to learn about the Arizona State Health Curriculum, and to prepare for student-led conferences and the 8th Grade Portfolio.

The purpose of advisory is to provide each parent with:

- A teacher who will serve as a link between the school and the student's home with up-to-date information and help on personal and academic growth and progress.

Advisors also monitor their advisees during Literacy and assist them with their independently designed projects in Learning Labs.

After School Activities/Clubs

Every year PFFS has an after school program, a safe and quiet place for students to be able to do homework and get academic assistance from 3:45-5:00. Some of our after school activities are fee based, with scholarships offered for those with financial needs. Fees or scholarships applications must be filled out at the beginning of each semester. Only students who have signed up for the AfterSchool program may stay after school unless special permission is given.

Attendance

Consistent daily attendance is essential for the success of a student. Please try to schedule vacations and appointments after school or during previously scheduled school vacation times. If it is necessary for you to be absent from school, **please have a parent call the office at 624-7552**. It is your responsibility to get any work you missed from your teachers when you return. Excessive absences, especially ten absences in a row, can result in withdrawal from the school. The school's office hours are 7:45 A.M. to 5:00 P.M.

Students should not arrive at school before 7:45 A.M. unless special arrangements have been made. From 7:45-8:15 we open the school for "light supervision" (adults will be here but they will be busy preparing for the school day). **Students who fail to conduct themselves properly in the morning will lose the privilege of arriving before 8:15.** In consideration of our neighbors, some of whom are conducting business early, we ask that students do not hang out in front of the school entrance. Once a student enters the school, they will not be permitted to leave the premises until the end of the school day. School begins promptly at 8:30. Students arriving before the beginning of school must proceed to enter the school building through the University Blvd. entrance and gather in the World Stage Room for Morning Meeting at 8:30. Please make all efforts to arrive on time for Morning Meeting. This is valuable community and learning time, and students who miss it or come late interfere with its effectiveness.

Early Dismissal/Pick-Up - A student being dismissed early must be signed out at the office by the parent/guardian who is picking them up. No child will be dismissed early from school until a parent, guardian, or authorized person reports to the office first.

Change of Address

Please inform the office if you change your address, telephone number, or email. This is extremely important in the case of an emergency.

Discrimination

PFFS is an equal opportunity employer and educational institution. We do not discriminate on the basis of race, color, national origin, sexual orientation, age, religion/religious beliefs, gender, creed, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background in admission to or treatment of its educational programs or activities.

Dress Code

PFFS recognizes that students may desire to express their own sense of personal style through their attire and grooming; however, personal choices of students and their parents can affect the educational program of the school or the health and safety of others. This can occur where a student's attire or grooming distracts other students from their learning or interferes with staff duties. Students' dress may also operate to threaten or intimidate others. With this in mind, the following dress is prohibited:

- Presents a hazard to the health or safety of the student or to others in the school
- Materially interferes with school work, creates disorder, or disrupts the educational program
- Distracts students from achieving their educational objectives
- Represents membership in a gang.
- Symbols or depictions of sex, drugs, or alcohol
- Any other obscene, racist, or discriminatory language or symbols on clothing is expressly prohibited.

When participating in the ZUZI! Dance program or any other active elective, students should avoid wearing jeans, skirts, and dresses. Students may bring and store a change of clothing. Proper footwear is required for P.E. Fridays, Active Lunch Wednesdays, P.E. Electives, and Expeditions.

Family/School Partnerships

We strive to work collaboratively with families to help our students have the best middle school experience possible. Parent and community involvement are key ingredients for the success of our schools. First and foremost, we expect that all parents/guardians support their child's academic growth. To that end, we require that parents/guardians attend their child's student-led conferences twice a year and that 8th grade parents/guardians participate in the 8th Grade Portfolio Presentation.

Volunteering will provide an opportunity for families and community members to work with children and learn more about our schools. Parents, it is particularly helpful to us if you can help out with driving on our Friday Expedition program. **Please let us know if you are available to help.** Other forms of volunteering, in small or large amounts, are also greatly appreciated and will make a big difference.

Food & Water

All students are required to bring a water bottle to school. PFFS will provide a national school lunch service, but students may bring their own lunch. Snacks are available in the office in case of an emergency. There will be a refrigerator and microwave available. Food and drinks other than water in a permanent container with a sealable lid will not be allowed on all carpeted surfaces.

Habits of Heart & Mind

Along with academic standards, PFFS students will develop life-long habits of heart and mind – our name for important 21st Century learning skills. Developed by the National Turning Points Organization, these habits are particularly suited to the developmental level of adolescents and represent skills that will serve them well for the rest of their lives. Evidence of progress in these habits will be collected, reflected upon, and shared in student portfolios. At the end of the year, in addition to honoring academic achievement, awards are given to the students who best exemplify these habits.

The seven Habits of Heart and Mind are

Action Reflection Evidence Care Inquiry Perspective Expression

We believe that mastering these seven habits will prepare students for the challenges of being 21st Century learners who

- Think creatively
- Identify and solve complex and meaningful problems
- Know their passions, strengths, and stretches
- Communicate and work well with others
- Lead healthy lives
- Be ethical and caring citizens of a diverse world

Health

The health of all our community is of vital concern to us. Your support on the following guidelines will help keep a healthy school environment. Parents of children who become ill, or have symptoms of illness at school, will be contacted to pick them up. If parents are not at home, the person designated on the emergency information sheet is called to care for the child until a parent can take over. It is **IMPORTANT** to notify the school of any changes that need to be made on the emergency information sheet.

Please note that if a child is well enough to be in school, he/she is expected to participate in all classes (unless a written note from a physician is provided). School policy requires that parents notify the school office when their child will be home sick. If a child is absent and we have not been notified, we may contact the home or workplace. When your child returns to school, please email or send a written note explaining the absence.

Medications -The only medications considered necessary to be taken at school are those prescribed by a physician to be taken on a schedule that cannot be adjusted to outside school hours. When it becomes necessary for a student to take any form of medication at school, a medication permit signed by the parent must be presented to the front office. All medications will be kept in the front office and taken under adult supervision. The medication must be clearly labeled with the name of the medicine, name of child, dosage, frequency, and physician's name. All medication must be in the original container.

Immunizations - Arizona State law requires that all children meet certain immunization requirements for school entry. If a child's health records are not in compliance with the state law, the office will contact you. A parent may fill out an exemption form, available from the front office.

Homework

Homework is given to reinforce material that has been taught in school. It is not used to introduce new material. Assignments are intended to develop good work habits, improve academic progress and help inform parents of the school's curriculum. We estimate that students should be doing on average of 45 minutes a night. Please feel free to contact your teachers if there are questions or concerns about the homework.

Intersession

For one week at the end of the first and third quarter, we will break from regular classroom instruction to allow students and teachers to pursue topics of interest in depth. Past Intersession units have included bike trips, border studies, theater, dance, political art, backpacking, and even trips to Rocky Point. Students struggling to attain the academic learning goals in the core subjects for that particular quarter will have the opportunity for remediation during Intersession.

Morning Meeting

Your day will begin with a fifteen-minute community gathering called Morning Meeting. At times we will use this gathering to make announcements, celebrate achievements, discuss the Habits of Heart and Mind, explore current events, and learn about social justice and environmental sustainability. Family and friends are always welcome to stay for Morning Meeting, and their presence will make our time even more special.

Library

We have a small, but growing library at PFFS that operates on the honor system. If we want to maintain high quality books, it is important that every student commit to treating the books well and returning them when they are finished. In order to increase our collection, **we are happy to accept donations of used books and magazines.** The library is open and available to students before school, after school, and during lunch with permission.

Narrative Reports & Student-Led Conferences

In order to give real, specific, personalized information about how students are progressing, we will issue report cards with narrative assessments instead of the traditional A-F grades. The reports will include information relating to progress on core academic standards as well as studying/learning behaviors. Narrative Reports are distributed at the end of each semester.

Progress Reports are meant as a quick snapshot on how PFFS students are doing in academic content, behavior, and homework and are distributed after the first and third quarter. Shortly following their distribution are our scheduled Student-Led Conferences. We view these conferences as being an essential part of the student's learning process; therefore, it is critical parents attend these meetings. For those parents who are not able to attend the regularly scheduled sessions, every attempt will be made to reschedule the conference at a time that works for the family.

Students will take the state standardized tests as mandated by law.

Parking

Directly in front of the school, one hour parking is available. On either side of the school, in Herbert Alley or 5th Avenue, there is unrestricted parking between 7:00 A.M. and 5:00 p.m. The alley parking and the parking lot behind the school is open for unrestricted parking at any time. **Please do not park in the designated spaces for Historic Y businesses and organizations, even for a short time.**

Portfolios and Promotion

In addition to showing proficiency in their classes, students are required to demonstrate the skills mastered during the middle school years by successfully presenting their 8th Grade Portfolio to a panel of judges in order to successfully complete 8th Grade.

Records

The privacy of parents and students is protected by the Family Education Rights and Privacy Act. A copy of these rights are available upon request. Students and parents may have access to their records. A reasonable copy charge may be imposed if copies are requested.

Safety

Fire and lockdown drills will be conducted on a regular basis. These necessary safety precautions are intended to assist students and staff to respond appropriately and safely to emergency situations. Setting off a fire alarm without proper justification is a serious offense, resulting in disciplinary action and possibly requiring financial compensation for any fees imposed to the school. PFFS has a comprehensive crisis plan in place to deal with emergencies. The plan is reviewed periodically in conjunction with local law enforcement and fire and rescue personnel.

Service Learning

Service learning is an important part of PFFS curriculum and life. It is woven into regular classwork, advisory activities, Morning Meeting, expeditions and Intersessions. Additionally, our 8th graders need to complete a service learning project to successfully complete their 8th grade portfolio. Although we like to focus on the content and learning rather than the hours, a guideline to understand the commitment we are talking about is a minimum of 20 hours if a student is simply “plugging into” already established service events/organizations or a minimum of 10 hours if the student is creating his/her own original event/service.

Special Education

Pursuant to law, PFFS will conduct Child Find as part of its special education identification process. This initial screening must be done within 45 days of entry. Our special education philosophy emphasizes inclusion, with our students being included to the extent possible in our regular education classes and provided extra support as needed.

Student-Led Conferences

Twice each year students will present facilitate a meeting with their parents and advisor in which they will publically reflect upon the status of their learning. In these meetings students will discuss their strengths, stretches and passions in each of their classes, share examples of work and set goals. These conferences are required and it is critically important that parents make time to attend.

Telephones

Cell phones during school hours are permitted only with explicit permission by a faculty member. At lunch time, phones may be used for nonviolent games or music, but not for texting or calling unless with permission. Unauthorized or inappropriate cell phone use, including viewing inappropriate images, texts, or videos, will result in the confiscation of the phone. A school official has the right to inspect a student’s phone if there is reasonable suspicion the phone is being used to violate the law or the rules of the school. The law states that any inspection of a student’s phone must be “justified at its suspicion and reasonable in scope.” Repeated misuse may result in completely banning the phone on school premises or additional disciplinary action.

The telephones in the office are for school staff only but may be used with permission if a student needs to contact a parent/guardian. If a parent needs to contact their student, they should call the front office at 624-7552. **Parents, please do not call or text your student’s cell phone during school hours.** Instead, we ask you to call the front office to leave a message for your student.

Discipline

We believe the best way to discipline is to set up expectations and a culture of respect up front so that discipline matters will be less likely to present themselves. We commit to continue to work to limit the number of referrals that occur. However, when students do violate the norms and/or rules of the school they will receive consequences commensurate with the severity/frequency of the offense. Attached with this student handbook is our discipline matrix which describes a spectrum of misconduct. Note: some misconduct might be referred to our Restorative Justice System, run by trained staff and student facilitators.

Searches and/or Seizures that Require Reasonable Suspicion: School officials may search and/or seize student property if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law, a School policy, procedure or school rule. This authority extends to student backpacks, purses, clothes, student-owned electronic/technology devices and electronic storage.

Searches and/or Seizures that Do Not Require Reasonable Suspicion: Items provided to a student by the School are provided as a convenience to the student and families but remain the property of the school and are subject to the school's control and supervision. Students have no reasonable expectation of privacy concerning the following, and the following may be inspected and/or searched at any time with or without notice, by school personnel:

- School-owned property including lockers, desks, and other storage areas.
- Electronic devices provided to students by the School, including computers, laptops, electronic storage devices and other electronic/technology devices.
- Communications (includes data, words, pictures, drawings, photographs, videos, recordings and sound files) that are sent, received or created using School network electronic information services (EIS), including School-created email accounts, social media communications using School EIS, or School-created storage for electronic communications.

When a reasonable suspicion arises that a student is involved in illegal, illicit, or disruptive behavior, the principal or designee has the authority to conduct a search of the student's locker, personal possessions (e.g. handbag, backpack), or person in accordance with the school's policy.

PFFS Discipline Matrix

Offense	Minor	Moderate	Severe
Absences	Being outside class without permission	Ditching class inside the school	Ditching class outside the school
Bullying (in person, in writing, or <u>online</u>)	One time teasing	Publically making jokes about him/her/them	Persistent or intentional public ridiculing
Academic Dishonesty	Brief, spur of the moment cheating	Cheating on a test	Knowingly and substantially using work of others
Controlled substances	Taking legal/prescription drugs intended for the student's use outside of the office	Possession/use/sale of tobacco	Possession/use/sale of illegal drugs, alcohol, or prescription/dangerous medication not intended for the student's use
Discrimination	Viewing or using insensitive images or language which isolates or excludes others	Viewing or using images or language which condones or promotes the minor mistreatment of others based on race, gender, sexual orientation	Viewing or using images or language which condones or promotes the intentional mistreatment of others, including but not limited to race, gender, religions, or sexual orientation.
Disruptions	Minor disruption to class	Significant disruption of class	Major disruption of class that threatens safety/well-being
Destruction of Property	Careless treatment of property	Intentional destruction of property that is minor	Intentional destruction of property with significant value
Theft	Intentional hiding/mishandling of another's property	Taking of another's property of little or no monetary value	Taking of another's property with significant monetary value or personal meaning
Fighting	Verbal assault	Minor physical assault	Serious physical altercation
Other Safety Concerns	Unintentionally creating a temporarily unsafe situation for self or others.	Intentionally creating a temporarily unsafe situation for self or others.	Creating an unsafe situation for self or others

Electronic Use Agreement

Acceptable Uses. I understand and agree as follows:

Paulo Freire Freedom School provides students and employees with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet and video capability. The Paulo Freire Freedom School Information Services System (ISS) may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes, commercial purposes or political lobbying. I am expected to follow the rules set forth in the school's disciplinary code and the law. In addition to this Agreement, my use of the ISS is governed by Governing Board Policy.

The ISS has not been established as a public access service or a public forum. Therefore, the school has the right to place reasonable restrictions on the material accessed or posted through the system, including email and cloud storage. I am expected to follow the rules set forth in the School's policies and the law. I realize that information accessed, created, sent, received or stored on the network or cloud storage connected to educational accounts is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

Unacceptable Uses. To prevent against unacceptable use of the AIS System, I understand agree as follows:

1) Personal safety or the safety of others (Applicable to students only)

- a) I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior written permission from my teacher and/or parent to do so.
- b) I will not meet with someone I meet online without my parent's approval and involvement.
- c) I will promptly tell my teacher or school director if I receive any message that is inappropriate or makes me feel uncomfortable.

2) Illegal Activities

- a) I will not attempt to gain unauthorized access to the ISS or any other computer system or go beyond my authorized access. I will not attempt to log in through another person's account or access their files without their express written permission. I will not access another person's account, even if it is open, without their permission.
- b) I will not attempt to disrupt the ISS or destroy data by spreading viruses or by any other means.
- c) I will not use the ISS to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc)

3) Plagiarism and Copyright Infringement

- a) I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were one's own.
- b) I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or ISS administrator if I have questions.

4) Language

- a) I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

b) I will not post information that could cause damage or danger of disruption to the educational environment or operations of the school.

c) I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.

d) I will not knowingly or recklessly post false or defamatory information about a person or organization

e) I will not post chain letters or engage in "spamming."

5) System security

a) I am responsible for my email and /or network account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an ISS administrator (for an employee).

b) I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and an ISS administrator (for an employee)

c) I will immediately notify my teacher or the ISS administrator if I have identified a possible security problem.

d) I will not download software or load software on the network or hard drive of any computer in a manner inconsistent with the school's software specifications without written authorization from the ISS Administrator to do so.

e) I will follow the virus protection precautions when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.

f) I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the ISS. This includes, but is not limited to, uploading or creating computer viruses.

g) I will not move, harm, destroy or deface any school owned hardware.

h) I will not attempt to repair or deface any school owned Technology Resources without prior written approval.

2018-2019 Student and Parent Signature Page

I have reviewed the Student Handbook and I agree to abide by the procedures set within.

Student _____ Parent _____

I have reviewed the Discipline Matrix and I agree to behave appropriately at PFFS.

Student _____ Parent _____

I have reviewed the Electronic User Agreement and I agree to abide by the procedures set within.

Student _____ Parent _____