

Page Academy

Newport Mesa Campus

2019-2020



Parent & Student Handbook

Please Read This Handbook Carefully, And Keep It For Future Reference.

Table of Contents

| | Pages |
|---|---------|
| President’s Message..... | 3 |
| Our Mission | 4 |
| Our Objectives | 4 |
| Enrollment Process | 5 |
| Value Statement..... | 6 |
| School Hours..... | 7 |
| Before and After Care Programs..... | 7 |
| Signing In and Out..... | 7 |
| Morning Arrival..... | 7 |
| Tardiness..... | 8 |
| Afternoon Departure | 8 |
| School Absence..... | 8 & 9 |
| Traffic and Parking Policies..... | 9 |
| Emergency Cards..... | 9 |
| Health & Safety..... | 10 |
| Curriculum and Supplies..... | 10 |
| Homework..... | 10 |
| Deficiencies and Conferences..... | 11 |
| Extra-Curricular Activities..... | 11 |
| Testing..... | 11 |
| Newsletters..... | 11 |
| Lunches and Snacks..... | 11 & 12 |
| Nap Time Routines | 12 |
| Lost and Found | 12 |
| Field Trips..... | 12 & 13 |
| Money | 13 |
| Tuition..... | 13 |
| Page Academy Dress Code..... | 14 |
| Uniform Information Regulations..... | 14 |
| Uniforms | 14 & 15 |
| Personal Appearance..... | 15 |
| Emergency Procedures / Fire and Earthquake Drills..... | 15 |
| Fire | 15 |
| Earthquake | 15 |
| Student’s Right to Free Speech..... | 16 |
| Student Responsibilities..... | 16 & 17 |
| Student Rules | 17 |
| Playground Rules..... | 18 |
| Discipline and Expulsion Policy..... | 18 |
| Policy for Bullying Prevention | 18 & 19 |
| Licensing..... | 19 |
| Reporting Child Abuse..... | 20 |
| AHERA..... | 20 |
| Parent and Student Acknowledgment of Understanding..... | 21 |

President's Message

Dear Parents and Students:

Welcome to the new school year at Page Academy. The essence of our school is founded in the collective commitment of parents, students, faculty, staff, and administrators toward the quality of the educational process, both during the academic part of our school day and throughout the extracurricular programs we offer.

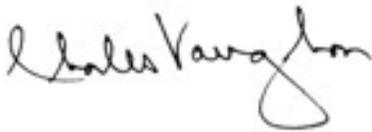
With the commencement of a new school year comes excitement and high expectations for each and every person involved in the educational process. Our dedicated teachers look forward to sharing the wealth of knowledge that is accessible by so many different avenues in our world today. Our school works hard to make each day an exciting and safe place for you to come. Our administrators are there to help in every aspect of school life. Our students look toward not only academic accomplishments but also the pursuance of our motto "***Growth with Honor.***"

We have common sense rules and expectations that we believe improve the quality of life at Page and benefit everyone. This handbook will be reviewed with all students during the first week of school. Should you have any questions or suggestions please do not hesitate to contact your Director.

Together in a committed partnership, parents, faculty, and staff strive to make a difference in each child's life as we ***teach and guide every step of the way.***

Welcome and best wishes for an exciting and productive year!

Sincerely,
Charles J. Vaughan

A handwritten signature in cursive script that reads "Charles Vaughan". The signature is written in dark ink and is positioned below the typed name.

President

Our Mission

Page Academy promotes a positive learning environment and personalized approach that sets the stage for extraordinary learning experiences. This nurturing environment develops life-long learners who are engaged, knowledgeable, self-reflective and self-directed.

For over 100-years, Page Academy's innovative learning community has inspired students to achieve academic and personal excellence, providing them with strong educational roots that stand the test of time. Page Academy engages hearts and minds, enabling students to achieve more than they think possible, and to confidently take an active role in this ever-changing world.

Our Objectives

- To promote the incentives for scholarship, leadership, and citizenship through individual attention.
- To give our students an active learning environment.
- To build strong character.
- To develop global citizens.
- To teach our students using the latest technologies and best practices.
- To properly acquaint students with our nation's past, its historic setting, and its place in the world; as well as to develop love, honor and integrity for our land.

Page Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, and athletic and other school administered programs.

Enrollment Process

1. Tour of the school and program.
2. Application forms completed.
3. Application fee submitted.
4. Kindergarten through Eighth grade: Individual admission evaluation, including assessment and observation in the classroom setting by the faculty.
5. School transcripts and recommendation forms reviewed by the Admissions Committee.
6. Acceptance or denial via email, mail, or telephone correspondence.
7. Enrollment information packet completed with the non-refundable enrollment fee.
8. Copy of birth certificate, current physical, and certificate of immunization forms due prior to the first day of attendance.
9. Uniform fitting for transitional kindergarten through eighth grade, prior to first day of attendance.

Value Statement

We are grateful for the privilege of working together with you. We believe that with you and your family, we have a unique opportunity to encourage the growth in both the educational and character development of your child. Through this partnership and as your interest in the school deepens, your child will also become more interested in his/her lessons as well as other school activities. It is when parents and teachers share in a strong partnership that the development of a well-rounded child occurs. May your child's experience with us be a happy, meaningful and enriching one. We believe that these values reflect our philosophy of "*Growth with Honor.*"

Our Values:

To respect the rights, feelings, and property of others.

To be responsible for ones own actions.

To work hard, be on time for school, and complete all work to the best of your ability and in a timely manner.

To develop a feeling of community and in the recognition of those less fortunate than ourselves.

To take pride in our school, community, state, and nation.

School Hours

Page Academy is open from 6:30 a.m. until 6:30 p.m. Classes for our early childhood students begin at 9:00 am. Morning Assembly for students in elementary and middle school students begins at 8:25 a.m. Transitional Kindergarten through eighth grade classes begin at 8:30 a.m. and end at 3:30 p.m. It is very important to be at school on time each morning as all school announcements are made at morning assembly only and classes begin promptly afterwards.

Before and After Care Programs

If you drop off or pick up your transitional kindergarten through grade eighth child before or after the scheduled arrival or departure times, please make arrangements for your child to be enrolled in the elementary before/after care programs. Before care is available starting at 6:30 a.m.

As part of the after-care program, study hall is available for the students in second through eighth grades from 4:00 – 5:00 p.m., Monday through Friday. In addition to study hall there are a variety of activities that are offered during the after-school program. Students will have a choice of activities in which to participate and in accordance with their grade level.

The school closes promptly at 6:30 p.m. Any parents picking up their child after 6:30 p.m. will be assessed an additional fee for the late pick up. This fee is to be paid directly to the teacher on duty that evening at the time of picking up the child.

Signing In and Out

Children enrolled in our Infant and Toddler program must be signed in and out in the child's individual classroom and early childhood children must be signed in and out in the main corridor, by the parent, guardian, or other authorized person.

For the safety of your child, please fill out the "Non-Parent/Guardian Pick-Up Form" should someone other than the primary parent and/or guardian be picking up your child. Please note that Page Academy is enforcing this security policy. It would be most helpful if you would include the person's name and driver's license number. The person must produce picture identification. **No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian, picture identification and appropriate dismissal pass. There will be no exceptions to this policy.**

Morning Arrival

All students are to be **signed in** upon arrival and **signed out** when picked up. This is for the safety of your child. Please cooperate with this California State Regulation.

Elementary and Middle School students that arrive before 8:00 a.m. need to be dropped off at the downstairs computer lab.

Tardiness

If a student is tardy for his first period class he/she must have an admittance slip from the office signed by an office staff. Students will wait in the office until the teacher has given the ok for the student to be admitted to class.

A tardy is only excused in case of student illness. Car trouble, parental obligations and unreliability of public transportation are not excuses for tardiness.

A discipline notice will be issued for every five (5) tardies for school or class.

Afternoon Departure

Early Childhood students are to be picked up from the preschool classrooms or the playground and are to be signed out on the **sign in/out sheets**.

Transitional kindergarten through eighth grade children are dismissed from their classrooms at 3:30 p.m. and are sent to the playground/snack area. After 4:00 p.m. students in second through eighth grades will be in study hall in the library until 5:00 p.m. Students in transitional kindergarten and first grades will be in an afterschool classroom. After 5:00 p.m. all students are to be picked up from the downstairs computer lab and are to be signed out on the sign in/out sheets. Children staying after 4:00 p.m. must be signed up for the after-school care program.

The school closes promptly at 6:30 p.m. Parents picking up their child after 6:30 p.m. will be assessed an additional fee for the late pick up. This fee is to be paid directly to the teacher on duty that evening at the time of picking up the child. The cost is \$1.00 per minute per student.

For your child's safety please fill out the "Non-Parent/Guardian Pick-Up" form should someone other than the primary parent and/or guardian be picking up your child. It would be helpful if you would include the person's driver's license number. This person must produce picture identification to staff in order to receive a dismissal pass to pick up your child. No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian, picture identification and appropriate dismissal pass. There will be no exceptions to this policy.

School Absence

Legal absences for any day or portion of a day which are recognized by the State of California are:

- a. illness of the student, medical or dental appointment
- b. court appearance
- c. quarantine
- d. funeral

Appointments that interfere with class hours should not be made except for in real emergencies, never on a regular basis. Off-campus permits are issued for medical appointments and family emergencies. Frequent absences or tardiness is sufficient cause for refusal or academic credit.

It is the student's responsibility to ensure that his/her parent or guardian telephones the school on the first day of absence, before 9:00 a.m., and before first period on the first day of the student's return. A written note from the parents or guardian indicating the reason and date of absence must be given to the office. This is required even though the parent or guardian has made a previous phone call. Failure to present a note may result in the student being given an unexcused absence.

Twenty (20) days of absence in the academic year may make the student ineligible for course credits and/or promotions. Hospitalization of prolonged illness may be cause for exception to the rule. In case of disciplinary suspension, the student's absence will be considered unexcused.

Students who leave the school during the day for any reason must receive permission from the office.

No student will be sent home before the close of the school day unless the parent or guardian has been previously notified.

A request to be absent for any reason other than illness or emergencies should be made in writing to the office.

If a student is ill and expected to be absent for five or more days, the parent must contact the school to arrange homework assignments.

When there is an excused absence, the student will have 24-hours for every day missed, to complete make-up work. Make-up tests should be completed during this time, as well.

Unexcused absences will result in an "F" for the day.

Traffic and Parking Policies

Throughout the year, please observe Orange County and Page traffic policies at school. On special days, such as Spring Program and Graduation, we kindly ask that you do not double park in our parking lots. We will call a towing company and your vehicle will be towed at your expense.

Emergency Cards

A primary tool that we use for information regarding your child is the Page Academy Emergency Card. The card must be completed upon enrollment, at the beginning of each school year, or when the information has been modified. This system is used to contact parents or persons listed in case of emergency. It is essential that employment, address, phone numbers, and emergency contacts, are updated as frequently as necessary to keep the information as accurate as possible. The reverse side of the emergency card gives the school permission to administer Tylenol to your child as well as the name of your child's doctor. Students with allergies will be given a pink emergency card. Please list the type of allergy on the card and possible reactions. Students with pickup restrictions will be given a yellow emergency card.

Health and Safety

Please do not send your child to school when he/she is ill. Page Academy cannot provide care for children who are sick. If your child becomes ill while at school the office will contact you to pick up your child. Children are very uncomfortable when they are ill at school. You, family members, or your designee will need to make arrangements to pick up your child as quickly as possible. We will have your child resting in the office until your arrival. Please arrange a system with family members who can be notified in case an emergency or sickness arises.

Children need to be “fever-free,” without the use of fever reducing medication, for at least 24 hours before returning to school. If your child is prescribed medication, such as an antibiotic for infection, he/she must have been on the medication for at least 24 hours prior to returning to school.

Children needing any kind of medication while at school must check into the office with their parents on the morning of their return. The office must have the Doctor’s prescription and the medicine contained in the original container in order to dispense any prescribed medication per California law. A medication slip needs to be filled out in the office. Both the medication and slip will remain in the office for proper disbursement at the time indicated by the physician. Whenever necessary, the office may request a written doctor’s note verifying that the child is healthy and able to return to school.

When your child is in your care on our campus during drop off, pick up or during special events, please do not allow them to climb or play anywhere that is not a designated playground. Children are not allowed on the playground unless a staff member is present. This is for liability purposes. While on the playground the children must listen to the teacher on duty even if you are present.

Curriculum and Supplies

As a convenience to the parents, Page Academy has arranged for books, workbooks, and supplies to be delivered to the campus for junior kindergarten through eighth grade. This allows for uniformity and consistency with the school’s program. The curriculum fee must be paid by check, money order, Visa, MasterCard or Discover prior to the beginning of the school year in August. Curriculum fees are refundable at 50% upon issue of materials, with a decrease of 10% per month thereafter should your child leave the school. Books will not be issued until Curriculum fees are paid.

Homework

Homework will be given regularly to students according to the following homework schedule issued by each teacher. This schedule serves as a guide for parents, better enabling them to oversee their child’s homework activities. There may, however, be occasions when a teacher does not assign homework according to the schedule. If special events (a field trip, a holiday, standardized testing, etc.) occur during a specific week, the monthly calendar will contain an announcement that no homework will be assigned in any subjects that week.

Deficiencies and Conferences

All parents are required to attend first quarter parent teacher conferences in order to receive your child's report card. Parents may request an appointment for a conference either following each additional grading period, or whenever the parent or teacher deems it necessary. Deficiency notices are sent home to students who are earning a C+ or lower in a particular subject area, or are not working to the student's potential, at the mid-quarter point.

Extra-Curricular Activities

There are many different extra-curricular activities offered for our Page Academy students. Programs such as, dance, tennis, golf, robotics, and soccer are some choices for your children. Information on how and when to sign-up for these activities will be provided at **Back to School Night** and through notices that will go home with your child. Any further information will be provided directly from the teachers and/or the office staff.

Testing

Standardized Testing will be administered to the transitional kindergarten through eighth grade students each spring. It takes approximately four to six weeks after the testing period for final scores to be returned to the school. Each family will receive their child's results at graduation. School administrators will be available to discuss any questions you have regarding the testing process or results.

Newsletters

Around the first of each month, a newsletter of events will be emailed to the email address we have on file. The monthly newsletter is the primary source of communicating to parents in regard to school events, field trips, and general information. There are also bulletin boards around the campus where information and updates are posted. Please check these boards regularly as a reminder of upcoming and special events.

Lunches and Snacks

It is important that your child receives a well-balanced lunch each and every day to enhance the educational and developmental processes.

All food and beverage items must be provided by the parent or guardian for children in our infant, crawler, and toddler programs. Each item must have the child's name and date on it, per California State regulations. Please help us in following these guidelines by labeling your child's food each day.

For students ages two and up, hot lunch is provided through Cater Tots. Cater Tots sources high-quality ingredients and infuses healthy options into kid-appealing meals, while procuring locally sourced organic items, when available. All meals are prepared fresh each day locally, and are transported in warming cabinets to ensure meals are hot when served. Cater Tots allows you to place orders for a day, a week, or even a month, advance. A simple log-in site, with an easy-to-read menu, no service charge, and easy credit card payment system. Go to www.catertots.com and use code PAGE47 to place an

order by credit card. All orders must be placed prior to 9 a.m. the business day prior to service.

As an alternative to Cater Tots, you may also choose to send lunch with your child. Please be sure that lunches and snacks are well balanced and packed in an insulated lunch box. (Please do not send snacks or lunches in paper bags.) Lunch boxes are to be taken home on a daily basis.

Two small snacks are provided to children in our Early Childhood Center, ages two and up. We ask parents in our elementary and middle school programs to provide your child two healthy snacks with beverages everyday. As part of the school program two snack periods are incorporated within the day for them. We ask for your cooperation in observing the Page Academy policy of no candy, gum, or carbonated drinks. This is in keeping with Page's philosophy of encouraging children to eat nutritious foods that help them learn and grow. Gum is not allowed on campus at any time.

Eating must be done at lunch and snack times **only**. You must sit down while eating. Food may be eaten only at the tables in the eating area and is not to be eaten on the playground or inside the classrooms. (On rainy days only; you may eat snack and lunch inside). **Always pick up your trash** and help your friends to do the same. If you should spill your food, please clean it up. **Do not trade food or ask others for their food.**

Nap Time Routines

Children in our infant and crawler program will nap based on the needs of each individual child. Once the child is napping only once a day, he or she will move to our toddler program.

Each child in the early childhood center is required to have a rest period during the day. Kindergarten children will also take a nap after lunch. Children are to keep an extra change of clothes, a blanket, a sheet and a small pillow. All of these items should be labeled with your child's name. Please take the nap belongings home each weekend for laundering and return them the following school day.

Lost and Found

All lost and found items are stored in the game room and cleared out on a monthly basis. Small items such as watches, glasses, etc. or items of value are kept in the office. It is important that your child's complete name is on each item of clothing and/or items brought to school. Page Academy is not responsible for lost clothing or items. On the first day of each month items in the lost and found box shall be donated to a local charity.

Field Trips

The children have an opportunity to attend field trips once a month during the school year as well as during the summer session. Parents are notified in advance of each field trip and its cost in the monthly newsletter. The cost of the field trip includes admission, transportation, and lunch. Please drop off payment (check or money order, no cash) by the deadline date to sign up your child. Many of our field trips have limited capacity so it is important to return the payment no later than the due date listed to guarantee your child's reservation. All reservations are taken on first-come first-serve basis until the

field trip has reached capacity. All students must wear the Page Academy tee shirt on all field trips for identification purposes. Parents and chaperones may not drive students to the location of the field trip. Students must be in good standing in order to attend field trips.

Money

When your child must bring money to school, we ask that you place it in a sealed envelope. Please label the envelope with your child's name and the purpose for the money such as field trip, book fair, lunch, etc.

Tuition

In order to ensure your child's enrollment at Page, an initial non-refundable enrollment fee is due upon acceptance into the program. A non-refundable re-enrollment fee is billed to your account in March.

Page Academy offers a variety of payment option plans for tuition. Junior kindergarten through eighth grade tuition is for the academic school year from the first day of school in August through the last day of school in June (eleven payments). Pre-school tuition is due on a monthly basis. The tuition for June is expected in its entirety, as the school must maintain a complete staff to accommodate the students. July tuition may be pro-rated only when arrangements have been made with the school office. Tuition is payable in accordance with the admission policy.

All tuition payments are due on the first of each month and no later than the tenth of each month. Holidays and/or illness are not deductible. A student with delinquent tuition after the fifteenth of the month, and not having presented a post-dated check for payment no later than the twentieth of the same month, will not be allowed to return to school until the entire account balance is satisfied subject to space availability. EasyDraft, Checks, Money Orders, Visa, Discover and MasterCard are available options for payment. Should your payment be returned to the school, there is a charge of \$25.00. If a second payment is returned, the school will ask to be paid by money order for subsequent payments. **Cash will not be accepted for tuition payments.**

Parents of students in junior kindergarten through eighth grade are encouraged to participate in the Annual Tuition Assurance Plan. Without the purchase of this plan if your child should leave during the school year for any reason, you are financially responsible for the year's tuition. This fee will be billed to your account in June for the upcoming school year. This will assure the year's financial obligation in the event of any interruption in education. The Annual Tuition Assurance fee is non-refundable. Pre-school students leaving the school must give a thirty-day written notice on the Page Academy withdrawal form.

Page Academy Dress Code

All transitional kindergarten through eighth grade students are required to wear Page Academy uniforms. Page has a dress code designed to promote focused study habits, encourage neatness, provide safety, and avoid competition. Parental cooperation and participation is needed to provide guidance for your children to meet this prerequisite. Parents will be notified if a student is improperly dressed and will be asked to bring approved uniform clothing to school.

Uniform Information Regulations

Shorts: Khaki uniform shorts (no extra zippers, cargo pockets, flaps or external stitching around pockets). Shorts need to be worn at the waist and be no shorter than fingertip length and at or above the knee, not worn at the hips.

Slacks: Khaki uniform slacks (no extra zippers, cargo pockets, flaps or external stitching around pockets). Slacks need to be worn at the waist not at the hips and not dragging on the ground. Slacks are to be worn in cold weather only.

Belts: All students are required to wear a belt unless they are wearing a jumper or skirt.

Shirts: Page uniform shirt tucked in at all times. A white short sleeve Tee shirt may be worn underneath. A white turtleneck sweater may be worn underneath in cold weather.

Socks: Students must wear socks. They may be white, black, khaki, or hunter green only. Girls may wear white, black, or hunter green tights or leggings in cold weather.

Shoes: Tennis shoes or soft-soled shoes only. Absolutely no open-toed shoes or slip on shoes.

Tee Shirts: All students MUST wear a Page tee shirt on all field trips.

Hats: Only Page Academy hats are permitted while outside.

Outerwear: Only Page sweatshirt or sweater may be worn in the classroom.

Uniforms

On academic, non-enrichment days, students are required to wear their Page Academy uniforms as stated above. (No substitutions.) Both boys and girls wear Page forest green collared polo shirts. Girls may also wear the white Page Academy collared polo shirt. Boys may choose to wear either the boy's khaki walking shorts or pants. Girls may choose to wear either a uniform blouse with the green plaid school jumper or the green or white Page Academy polo shirt with the girl's khaki walking shorts.

When cooler weather exists only white or hunter green turtlenecks may be worn under the polo shirts or white blouses when needed. White, black or hunter green tights or leggings should be worn under jumpers. They should be a tailored, khaki dress slacks. Jeans are never permitted on uniform days. Page offers a sweatshirt or sweater for outerwear options. If wearing any other outerwear, it must be removed while in the classroom so the uniform is visible. No inappropriate slogans or sayings on outerwear are permitted.

Students are to wear rubber-soled, closed-toe shoes, athletic shoes, or sneakers at all times. Sandals and open-toe shoes are not permitted due to the active program our children participate in on a daily basis.

All clothing must be neat, with no patches or holes. Replacement uniforms may be purchased throughout the school year. Please contact the office for a uniform fitting

appointment. Each student is required to purchase a Page tee shirt. All students must wear the Page Academy tee shirt on all field trips.

Page Academy PE clothes must be worn by students in third through eighth grades. Students must dress out in PE clothes for PE class.

**Students who choose not to adhere to the dress code may be disciplined in the following manner:

- First** Parent will be called to bring the appropriate clothing to school.
- Second** Parent will be called to take the student home for the day.

Page Academy is not responsible for any lost clothing, so please label all your child's clothing with his/her complete name and in indelible ink.

Personal Appearance

All students may not alter their hair color unless it is to a natural color.

Female students may wear ONLY post / stud earrings. Absolutely no hoops or dangling earrings. Male students are not permitted to wear earrings and their hair must be one length not touching the top of their collar.

Jewelry must be limited to one thin chain and watch. Beaded / woven necklaces are not permitted. Black nail polish, body piercing, tattoos, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted.

Emergency Procedures

Fire and Earthquake Drills

All students and staff will participate in monthly drills in preparation of the unlikely event of a severe natural event. Students will follow the teacher's directions for evacuating the building according to the escape routes posted in the classroom.

Fire

Students shall walk single file to their designated meeting place on campus. The students will move away from the building, stop a safe distance determined by the teacher, and face away from the buildings. Each teacher will take attendance to verify that those students in attendance on that day in that class are present or accounted for. The teacher will then notify the administrator in charge. All persons, children, visitors, and staff **must** exit the building during a fire drill or an actual event to ensure the safety of all children and staff.

Earthquake

Should an earthquake occur while students and staff are on campus staff will implement the emergency procedures described herein. Students will duck and cover, listen for teacher instructions and proceed to their designated evacuation point. The school contains some of the safest buildings in our immediate area. If it becomes necessary for your child to be picked up, you will be notified immediately by SchoolCast.

Student's Right To Free Speech

Page is cognizant and respectful of a Student's right to free speech pursuant to the first Amendment to the United States Constitution as well as Article I, Section 2 of the California Constitution. Students do not shed their constitutionally protected rights to freedom of speech or expression by enrollment at Page. However, Page, Parents and Students all agree that "Student Speech" (defined herein as "all communications by a Student in connection with and as part of the school and education curriculum and its related and/or sponsored activities, and includes without limitation internet communications when reasonably aimed at the specific audience of Page, its Students, and/or its personnel") can be subject to disciplinary action if it includes: (1) fighting words; (2) speech that incites others to imminent lawless action; (3) obscenity; (4) defamatory speech; (5) true threats; and (6) speech which materially disrupts class work or creates substantial disorder to the class or the school ("Prohibited Student Speech").

In order for Page to maintain order and to discipline when necessary to assure a safe school environment that is conducive to learning, a balance is needed between the free speech rights of Students and the preservation of the educational process. Accordingly, Page will not tolerate Prohibited Student Speech. Any Student found to engage in Prohibited Student Speech will be subject to disciplinary consequences, including but not limited to suspension and/or expulsion.

Student Responsibilities

Responsibilities are things we do for ourselves and things we do for the good of others. The following are important responsibilities:

To Come To School: You must come to school unless you are sick.

Be On Time For School And Class: If you are late in the morning, you will miss things you need to know. If you are late to your daily classes, the teacher will have to take time away from the other students to bring you up-to-date.

Complete All School And Homework: Learning to read or do mathematics is like learning to ride a bike. It is important to practice what you learn so you can master the subject. Some things have to be done over and over before they are learned. You need to keep trying even if you find the subject very hard for you.

Take Care Of School Property: If something belongs to everyone, everyone must help to take care of it. All students should respect the rights and property of others. If you purposely destroy something, you or your parents will be responsible for replacing it. You may also be given a disciplinary consequence for your actions.

Help Make School A Good Place To Be: A school is a place where good things happen to people. You make new friends, you are treated with respect, and you learn things that will help you the rest of your life. It is one of your responsibilities to help make school a good place for everyone.

Adhere To The School Discipline Policy: If you refuse to do what you have been told, or refuse to follow the rules, you are being disobedient. While you are at school, the

classroom, in the building, on the yard, you are expected to respect the people who work at the school and follow their directions.

If a rule has been broken, you will not be disciplined without a chance to tell your side of the story.

Student Rules

Respect the rights and feelings of other people around you. Be kind, considerate, and please keep your hands and/or feet to yourself. Absolutely no physical aggression and/or inappropriate language will be tolerated on campus. Continued fighting and use of improper language may result in disciplinary consequences.

Soft or inside voices must always be used in classrooms and hallways.

Be responsible for your belongings. Do not take anything that does not belong to you. If you find something that is not yours, you must turn it into the teacher or the office immediately. Be responsible for your locker, backpack, and lunch box. Do not go into anyone else's locker. It is important that your name is on all your belongings so that you and other students know that your materials and clothing belong to you.

Plagiarism and cheating will not be tolerated. Any student who is caught plagiarizing or cheating will have serious consequences up to and including expulsion.

Electronics And Toys are not allowed at school. iPads, DSs, and video games, etc.... are not permitted on campus. Skateboards and roller skates are not allowed. Games and toys may be brought to school on designated days. Page Academy is not responsible for any games or toys lost while at school. Weapon toys (such as: play guns, knives, etc...) are not allowed at school.

Cell Phones: Cell phones must be in the silent position and remain in the student's locker at all times, while on campus. Students in transitional kindergarten through fifth grades, who bring a cell phone to school, may not use it at any time, unless it is an emergency situation. Students in sixth through eighth grades must ask permission to use their cell phone, and calls and texts must be made from the office. Any student who is caught talking, texting, playing games, or going online with their cell phone will have it taken away. A parent must come to pick-up the cell phone once it is taken away.

The Internet must be used appropriately during school hours and for curriculum related activities only. All students will learn about internet safety and sign an internet contract.

Bathrooms should be left tidy. Please put all paper towels in the trashcans. No playing is allowed at any time in the bathrooms. Please flush the toilets and always keep stall doors closed. Never slam or hang from the stall doors. It is important for everyone's health that each person washes his/her hands after using the bathroom.

The Kitchen is for faculty and school personnel. Students are not permitted in the kitchen area.

Playground Rules

Playgrounds are designated for certain age groups. Please play on your playground. You must ask permission to leave the play areas or classrooms. The teacher will then give you a pass with your destination on it. You may not wander around the school and you must get permission before coming to the office.

No hard balls or wooden/metal bats are allowed at school.

*Only one person at a time may swing. Do not jump from the swings. There is no running or playing behind or in front of the swings.

*We do not climb on the trees, the fences, tables or on the flag pole platform.

*When a teacher calls the group to leave the playground, you must stop what you are doing immediately, listen for directions, and then move quickly to line up.

*Only preschoolers and prekindergartners are permitted on the tricycles and wagons.

These rules are for your own safety. They will also help guide you in becoming a wiser person. With your cooperation, Page Academy can be a wonderful, fun place not only for learning new and exciting things, but also for making and keeping friends. Let us all work together and make our school the absolute best it can be!

Discipline and Expulsion Policy

Page Academy believes that the best discipline is self-discipline. As part of the Character Development Program, Page Academy's Staff guide children in the development of the tools needed to use self-control in their daily lives. The staff uses positive reinforcement, redirection, and problem-solving techniques to reinforce positive growth skills; and, if needed, the removal of privileges. Page Academy does not use corporal punishment. Should unacceptable behavior persist the parents will receive verbal and/or written notification. If the inappropriate behavior persists, the child's parents will be notified and a meeting with an administrator to discuss an appropriate plan of behavior modification will be scheduled and held. In the rare instance that a student continues to engage in unacceptable behavior, Page Academy may exercise its right and the child may be suspended or expelled. As in all disciplinary actions all involved parties will have an opportunity to be heard and explain the situation precipitating the misconduct.

Policy for Bullying Prevention

Page Academy believes that all students have a right to a safe and healthy school environment. The Page Academy school district, individual campuses, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Page Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words, actions, texts, or through an electronic application. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling both in person or through cyber-bullying; social isolation or manipulation.

Page Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a

bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on and off school grounds.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. Page Academy's Student Code of Conduct is to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to a teacher or the principal.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal directly. Page Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Licensing

Page Academy is licensed by the State of California, Department of Social Services.

As a condition of the Child Care License the California Department of Social Services Community Care Licensing Division has the right to interview children and/or staff and inspect and audit child care center records; and to observe the physical condition of the child(ren) including conditions that could indicate abuse, neglect, or inappropriate placement without prior consent.

Child Abuse Reporting

In accordance with Title 22 Regulation Section 101212 (d)(1)(D), upon the occurrence of any suspected physical or psychological abuse of any child during the operation of the child car center, a report shall be made directly to a Child Protective Agency such as the Child Abuse Hotline at (800) 540-4000 and the California Department of Social Services Community Care Licensing Division, 100 Corporate Center Dr., Suite 200B, MS 29-15, Monterey Park, CA. 91754, Tel (323) 981-3350, Fax (323) 981-3355. The report shall be made by telephone or fax within the Child Protective Agency's next working day and during its normal business hours. A written report containing the information specified in CCR, Title 22. Sec. 101212 (d)(2), shall be submitted within seven (7) days following the occurrence of the incident.

AHERA

Page Academy together with public and private buildings, including but not limited to public and parochial schools, has been on a continuous and diligent effort to see that our schools comply with AHERA. The Asbestos Emergency Response Act, which became the law of the land on October 30, 1987.

Any small amount of Asbestos in our schools which has had the slightest possibility of becoming a *friable asbestos has long since been removed from our facilities. For a complete record of our management plan with this regard, you may consult your school office to review its entire text.

Let us assure you, as always, that we at Page pride ourselves in having a safe and clean environment for our children.

*FRIABLE: Asbestos material which may become crumbled, pulverized or reduced to powder by hand pressure.

**ACADEMIC AND RECREATIONAL PROGRAMS ARE SUBJECT TO CHANGE
WHEN, IN OUR OPINION; THE INTERESTS OF THE CHILDREN WILL BEST BE
SERVED**

PARENT AND STUDENT ACKNOWLEDGMENT OF UNDERSTANDING

I ACKNOWLEDGE THAT I HAVE READ THE PAGE ACADEMY HANDBOOK WHICH IS AVAILABLE ON THE WEBSITE AT www.pageacademyca.com. IF THE WEBSITE IS NOT AVAILABLE TO ME I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY FROM THE SCHOOL OFFICE. I UNDERSTAND IT IS MY RESPONSIBILITY TO READ AND UNDERSTAND ITS CONTENTS AND SHOULD I HAVE ANY QUESTIONS, I WILL CONTACT THE DIRECTOR FOR CLARIFICATION. I AGREE TO ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES SET OUT IN THE PARENT/STUDENT HANDBOOK.

STUDENT NAME (Please Print)

PARENT

DATE

DIRECTOR

DATE

UPON COMPLETION OF THIS ACKNOWLEDGMENT SHEET, PLEASE SIGN AND RETURN IT TO THE DIRECTOR'S OFFICE AS SOON AS POSSIBLE.