



Student and Family Handbook

2019-2020

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August 26, 2019

Dear PAVE families:

Thank you for being part of the PAVE Community. Our Mission - to prepare Kindergarten to 8th grade students to thrive in the high schools and colleges of their choice, will only be realized through the collective effort of our students, teachers, staff, community partners, *and* families. By choosing to send your child to PAVE as a new family or by returning to PAVE for another year, you have held both your child and your family to a high standard.

Your child will be in school for longer each day and stay in school for more days than their peers. Your child will be expected to behave in a manner that shows self-control and maturity. Your child will be challenged academically with rigorous content and questioning. At times, your child will need additional support to meet the high standards that will be set for them. It's during these times that we will work together with you most closely to ensure your child meets the standards we set for them. We have seen again and again that when our schools and families work together, our children achieve exceptional success.

Please take the time to read this Student and Family Handbook carefully. It provides a lot of important information that you as a family or guardian will need to understand in order to best support your child at PAVE. As always, don't hesitate to reach out to us should you have any questions or concerns. We expect this to be an exciting year and we look forward to working alongside you for your children's success.

Sincerely,

The PAVE Team

THE MISSION OF PAVE

PAVE Academy Charter School (PAVE) prepares Kindergarten to 8th grade students to thrive in competitive high schools and 4-year colleges. PAVE provides students a rigorous academic program and a school community built on the core values of **P**erseverance, **A**chievement, **V**ibrance, and **E**xcellent Character (PAVE Values).

PAVE CORE VALUES

Perseverance: We never lose sight of our aspirations or give up, especially in the face of adversity. Everyday is a new day.

Achievement: We set high aspirations for both today and tomorrow. We understand that achievement is a product of every choice we make at each moment in the day. We build on our successes and failures—brick by brick.

Vibrance: We engage in our passions and celebrate our achievements. We live life with purpose and vigor. Our enthusiasm is evident and we encourage both others and ourselves.

Excellent Character: We hold ourselves to the highest moral standards and are honest and respectful citizens and scholars. Our actions represent our families, our school, our community, and ourselves.



Family Commitment to Excellence

As the family of a PAVE scholar, I fully commit to PAVE by upholding the four core values as outlined below:

Perseverance- I will encourage my child to work hard in all things.

- I understand that every instructional minute counts, and I will make sure my child arrives everyday on time by first period. I will ensure that my child attends every day of school for all required hours. If my scholar is absent, I will send my child with a doctor's note when they return to school.
- I will pick up my scholar on time every day. Monday-Thursday by the dismissal time communicated by my school
- I will attend all family meetings and conferences scheduled for my child.

Achievement- I am committed to the development of my child in becoming a scholar and a lifelong learner.

- I will check their homework every night.
- I will assist my child with homework by **helping**, and not **doing** their homework.
- I will check and sign their reading log every night.
- I will review and sign their Behavior Snapshot and all necessary paperwork each night.

Vibrance- I will encourage my child to have fun at school and to support the development of a love of learning.

- I will encourage my child to actively participate in class.
- I will encourage my child to go on field trips that they are eligible to attend.
- I will ensure that my child comes to school everyday in their uniform and ready to learn.

Excellent Character- I understand that my child and I are members of the PAVE team, and I am committed to supporting the PAVE team. I will do my best to be involved in the school community.

- I will treat all members of the PAVE team with respect. I will model this behavior when at the school and dealing with teachers and staff.
- I will encourage my child to respect their classmates in both words and actions.
- I will hold my child accountable to their actions.
- I will quickly respond to PAVE staff members about serious student health and behavior needs.

I pledge to commit to the above steps to ensure the success of my child. I have read the Student Family Handbook, in its entirety, and I understand PAVE School's Code of Conduct. I commit to ensuring my child adheres to the Code of Conduct, and I will support this school in its efforts to administer the Code of Conduct along with all other expectations communicated in the Student Family Handbook.

Students Name: _____

Family Member Name: _____

Family Member Signature: _____

Date: _____

Family Academic Calendar 2019-2020

Date	Event
Tuesday, August 20	Back to School Night, Elementary School (Grades K-4th)
Wednesday, August 21	Back to School Night, Middle School (Grades 5th-8th)
Monday, August 26	First Day of School for ALL Kindergarten students, ALL 5th Grade students, and NEW students in Grades 6, 7, 8
Tuesday, August 27	First Day of School for all other students (ALL students in Grades 1st-4th & all returning students in Grades 6th-8th)
Monday, August 26 - Friday, August 30	First Week of School - Mon/Tue/Wed/Thur end at 1:45pm; Fri ends at 12:30pm
Monday, September 2	School Closed - Labor Day
Monday, October 14	School Closed - Fall Weekend
Monday, November 25	School Closed - Report Card Conferences for Families*
Tuesday, November 26	School Closed - Staff Professional Development Day
Wednesday, November 27 - Friday, November 29	School Closed - Thanksgiving Break
Monday, December 23 - Friday, January 3rd	School Closed - Winter Break
Monday, January 20	School Closed - Martin Luther King, Jr. Day
Friday, February 7	School Closed - Staff Professional Development Day
Monday, February 17- Friday, February 21	School Closed - Midwinter Break
Monday, March 16	School Closed - Report Card Conferences for Families*
Wednesday-Thursday, March 25-26	ELA New York State Exams
Friday, April 12	School Closed - Good Friday
Tuesday-Wednesday, April 21-22	Math New York State Exams
Monday, April 27 - Friday, May 1	School Closed - Spring Break
Monday, May 25	School Closed - Memorial Day
Friday, June 19	Last Day of School; Report Cards Mailed Home

*Report Card Conferences are mandatory to receive Report Cards

School Hours: Monday-Thursday 7:55am - 4:00pm; Friday 7:55am - 12:30pmDoors open each morning at **7:35am** for breakfast. Students who arrive after **7:55am** are tardy.

For further information, please call our Main Office: 718-858-7813

Hours of Operation

	PAVE Red Hook Brooklyn	Comments
Doors open	7:35am	<i>The school is not responsible for scholars who are dropped off before the identified time. families/guardians are responsible for their children until the school is open.</i>
Breakfast Served	7:35am-7:55am	<i>Students who arrive after designated times will not be served breakfast, unless they arrive late on a school bus</i>
Class begins	7:55am	<i>Scholars arriving after 7:55 am will be marked tardy.</i>
Half Day Cut Off	11:30am	<i>Students must be present in school for at least 4 consecutive hours in order to be present. Students who leave school before 11:30 will be marked absent. Students who arrive after 11:30 will be marked absent.</i>
Dismissal Change Cut Off	2:30pm (Monday-Thursday) 11:30am (Friday & Early Release)	<i>Families requesting dismissal changes must call 1.5 hours before dismissal to allow PAVE time to communicate changes.</i>
Doors Locked	3:30pm-4:00pm (Monday-Thursday) 12:00-12:30pm (Friday & Early Release)	<i>External doors are locked 30 minutes prior to dismissal; families are not permitted to pick up their child during this time.</i>
Dismissal	4:00pm (Monday-Thursday) 12:30pm (Friday & Early Release)	<i>Any scholar picked up early (without medical documentation) will be marked tardy for the day.</i>

Overview of Key Information

Code of Conduct

1. Scholars will focus on learning and never disrupt the learning of others.
2. Scholars will pay attention and complete all assigned work.
3. Scholars will respect and obey all staff members and other adults, and respect fellow Scholars.
4. Scholars will follow all rules, routines, and procedures pertaining to specific areas (cafeteria, hall, etc.)
5. Scholars will respect school property and that of fellow Scholars, staff members, and neighbors.
6. Scholars will cooperate in keeping the school building and premises neat and clean.
7. Scholars will use polite, acceptable, professional, and respectful language at all times.
8. Scholars will be in attendance, punctual, and in proper uniform attire each day.
9. Scholars will not lie, cheat, steal or tolerate those who do.
10. Scholars will follow all state laws and abide by the Commitment to Excellence.

Absences

All absences, excused and unexcused, are considered absences for purposes of PAVE's absence policy. Any day your child does not attend school is considered an absence. Documented student illnesses, a death in the family, or religious holiday (with family/guardian's notes) are all considered absences at PAVE. While a call or note from a family/guardian or doctor explaining the absence is appreciated, the student is still considered (and marked) absent from school. Students must be in school for 4 consecutive hours to be considered present.

Arrival

All students and families should enter the school through the building's designated entrance, only after doors have been opened by a PAVE staff member. Students arriving before the school opens MUST be supervised by a family member or another designated guardian and cannot be "dropped off" or left alone beforehand. Students arriving late (at the time designated per school hours) should report directly to the front office desk to sign in. Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until open hours. At that time, students may enter the building for breakfast.

Dismissal

Unless students depart on school-provided buses, families should arrive for pick up outside the designated entrance no later than the dismissal time. No student will be allowed to leave the school without a designated guardian. Families MUST submit a Pick-Up Authorization form (provided with enrollment packet and as needed for changes) listing the names and information for any individuals, over the age of 18, besides family/guardians, who regularly are authorized to pick up their children. Persons not listed on the release form will not be permitted to pick up the child from school. Students who are in need of extra help to reach mastery may be required to stay for mandatory tutoring after school at the discretion of the Principal.

Early Pick-Up

Students are expected to stay in school until the very end of the day and may not leave before dismissal. Students who are picked up before dismissal will be marked as Early Pick-up which is the equivalent of a tardy and will be reflected on their Report Cards and may jeopardize promotion to the next grade. Students will not be released for early pick-up with less than 30 minutes left in the school day except in cases of extreme emergency. Please do not attempt to pick-up your child early from school in the last 30 minutes of the school day.

Arrange Transportation Before Your Child Leaves Home

Students will not be allowed to call home to check and see if they are being picked up. In addition, please do NOT call teachers in regards to student pick-up. Teachers rarely have access to their phones or emails during the day and will not be able to hear your message. If you need to pick up your child or change your child's transportation for that day you must contact the Main Office or call the front desk 1.5 hours before dismissal.

Uniforms

All students are expected to give proper attention to personal cleanliness and to dress according to the PAVE School uniform code. All students must come to school daily in the complete PAVE uniform. If a student arrives to school out of uniform, families/guardians will be notified and students will not be permitted to attend class until a family member arrives with their complete correct uniform. Students may not change out of the PAVE uniform at any point during the school day. Students must wear the PAVE uniform on all school field trips, unless otherwise stated in writing by the Principal.

Breakfast and Lunch Program

Breakfast and lunch are free to all students. At 7:55 students are marked tardy. Students arriving after breakfast service will not be served. Lunch is served in the middle of the school day. PAVE is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Breakfast will not be served after classes begin with the exception of students who arrive late on the bus.

Healthy Foods Policy

Student nutrition and health is of paramount concern at PAVE. Good nutrition helps the scholars learn and climb the mountain to college! Poor eating habits can adversely affect student performance causing, among other things, a lack of focus, low stamina, and/or behavioral outbursts. Food and beverages of low nutritional value may not be brought into the school for consumption during breakfast, snack time, lunch, and any other time that students have access to food during the school day. Foods of low nutritional value and that therefore should NOT be brought to school include: Chewing gum, candy or shelled nuts/seeds (peanut, sunflower seeds, etc.); Sodas/carbonated beverages; Food and drink containing high sugar or other sweeteners; Foods with high fat/salt serving ratio (e.g.: cookies, chips).

If students bring these foods of low nutritional value to school, the foods will be confiscated and students will not be allowed to eat them and a meal meeting the nutritional standards will be provided to the student at no cost.

Snack for K-8 Students

Snack time at PAVE's Elementary School is used to promote healthier eating habits and is not a treat time. Brain research is quite clear that appropriate fuel for a child's body promotes learning and attention. Please remember that snacks **cannot** be refrigerated or microwaved. PAVE provides a healthy snack every day for scholars. If you are interested in sending your own snack, please ensure that it is a healthy snack.

Backpacks

Rolling backpacks are not allowed at PAVE. Please do not purchase a rolling backpack. All other major school supplies brought from home (water bottles, backpacks, and lunch boxes) must be clearly labeled with names using a permanent marker. Please check backpacks and homework folders daily for communications from the school and/or your child's teacher.

Student Attendance

Attendance/Lateness Policy

Attendance is the first step in promoting academic achievement. In order for students to reach their personal best, they must show up and make their strongest effort at school each and every day. At PAVE, attendance is mandatory. PAVE curriculum is a rigorous one; every day is essential for students to keep pace. Excessive absences will be considered a violation of the Family Commitment to Excellence, and students who miss an excess of 15 days of school or are habitually late to school may not be promoted to the next grade.

Compulsory Attendance Ages

Every family, guardian, or custodian in the state having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every family, guardian, or custodian in the state having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The family, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy. The term "school" is defined to embrace all public schools and any nonpublic schools that have teachers and curricula that are approved by the State Board of Education.

Absences

PAVE takes absences extremely seriously--students should almost NEVER be absent from school. Excused and Unexcused Absences are still considered absences. Any day your child does not attend school is considered an absence. Doctor documented student illness, a death in the family, or religious holiday (with family/guardian's notes) are all considered absences at PAVE. While a call or note from a family/guardian or doctor explaining the absence is appreciated, the student is still considered (and marked) absent from school. Excused Absences include: death of immediate family member; contagious illness with an official doctor's note; religious observation.

Students must be in school for 4 consecutive hours to be considered present.

Families are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons after dismissal or days when school is not in session. In the rare case when a student has a medical appointment during school, they should not be absent for the entire school day. Families are expected to bring students to school (in uniform) before or after scheduled appointments.

If a student misses school due to a contagious disease (ex: chicken pox, pink eye), they may not return to class until they are cleared by a doctor. Extended illnesses require official written notice from the physician; this doctor's note should be brought to the Main Office.

Field trips and class trips are considered an extension of the classroom curriculum and students who choose not to attend will be counted absent. Students who cannot attend the trip for behavioral reasons are expected to attend school and

will be placed in another classroom so they can continue learning.

Work will not be provided in advance of unexcused absences. Any class work, homework, projects, quizzes, or exams missed during a student's absence must be made up when the student returns to school. Teachers will work with students to set deadlines for completion of all work or exams, and may determine that such work receive less than a full grade depending on circumstances and when the work is completed.

Supervision of Students

All students who arrive to school before hours of operation must remain outside of the building supervised by their family/guardian. Students have breakfast in either the cafeteria or their classrooms. Students are not permitted to walk around the school building.

When students remain at the school after hours, they will be supervised and never be left alone without adult supervision. Unless otherwise noted, families attending meetings at the school are responsible for their children's supervision while at school. Students attending an off-site school function with their families are under the supervision of the family.

Arrival

All students and families should enter the school through the building's designated entrance.

Students arriving before the school opens **MUST** be supervised by a family member or another designated guardian and cannot be "dropped off" or left alone beforehand.

Any student arriving after classes begin will be considered late. Students arriving after classes begin should report directly to the front office desk to sign in.

Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until open hours. At that time, students may enter the building for breakfast.

Dismissal

Unless students depart on school-provided buses, families should arrive for pick up outside the designated entrance no later than the dismissal time listed in the School Hours section of this handbook. Families are expected to be punctual in picking up their children. Late pick-up creates hardships for supervising faculty and may result in your child being taken to the local precinct.

No student will be allowed to leave the school without a designated guardian, or permission to walk home as legally permitted in certain grades.

Families **MUST** submit a Pick-Up Authorization form (provided in enrollment packet or as needed) listing the names and information for any individuals, over the age of 18, besides family/guardians, who regularly are authorized to pick up their children. Persons not listed on the release form or who do not have proper ID matched to release form will not be permitted to pick up the child from school

Any student who remains on campus after the dismissal time may be taken to the local police precinct. Families/guardians will be notified if students are not picked up from school at the designated time. A PAVE Administrator will contact the family and others on the Pick-Up Authorization form to have the student retrieved from school. If students are not picked up by the end of business, the student will be escorted to the local police precinct. Families who are habitually late must

meet with a PAVE administrator to solve any issues. The School reserves the right to contact Administration for Children's Services as well.

Early Pick-Up

Students are expected to stay in school until the very end of the day and not leave before dismissal. Students who are picked up before dismissal will be marked as Early Pick-up which is the equivalent of a tardy and will be reflected on their Report Cards and may jeopardize promotion to the next grade.

Early pickups are disruptive to the learning environment. Since PAVE is intently focused on paving the way to college success, release of students prior to the end of the school day without prior notification is not promoted. Please note that early departures will result in the student being marked absent for that entire day if they do not complete at least 4 hours of school in that day.

Requesting early dismissal on a frequent, non-emergency basis is highly disruptive and will be noted as possible truancy and, in extreme circumstances, may require intervention from Administration for Child (ACS). You must call the Office Manager at PAVE's general number to notify the school of an early dismissal.

Students will not be released for early pick-up with less than 30 minutes left in the school day except in cases of extreme emergency. Please do not attempt to pick-up your child early from school in the last 30 minutes of the day. If you must change dismissal plans for your child, please do so before 2:30pm through the main office.

Keeping Track of and Follow Up on Student Absences

PAVE will keep records of all student absences. If a student misses school repeatedly, PAVE staff will contact the student's family/guardian by telephone, writing, or in person. Staff will explain the school's strict attendance policy and request the family's/guardian's strong support in enforcing this policy. A PAVE administrator will follow up with families/guardians about attendance issues.

Consequences/Recognition for Absences

Included in the attendance policy are consequences for absences, both positive and negative.

Perfect Attendance: Students with perfect attendance will be recognized by the school.

Moderate Absenteeism: Students who begin missing days will receive phone calls home. These include robo-calls from the school to ensure the family is notified of the absence, as well as phone meetings with teachers and school culture staff.

Severe Absenteeism: Families with students missing an inordinate amount of school will be required to attend meetings with faculty, leadership and office staff.

Further Absences may result in conversations with the Principal or School Social Worker. The student will be at risk of repeating the grade the following year. An attendance plan may be put into place. At twenty (20) absences, a report will be filed with CPS/ACS for educational neglect.

Attendance – Lateness

PAVE takes tardiness extremely seriously--students should almost NEVER be tardy from school. Students must arrive by the time classes begin, per School Hours. Students arriving after classes begin are considered late. In cases when a school bus arrives late, those students riding the bus are not considered late.

Consequences for Lateness: The following is an outline of consequences for lateness:

No Late Arrivals in a Month – The child and family are congratulated and recognized for being “on time” and for their true commitment to education.

Each Late Arrival/Early Dismissal – Repeated lateness or early dismissal will directly impact promotion decisions. Excessive tardies are disruptive to student learning and families will receive notice of the lateness issue from a PAVE administrator as it is considered a serious issue. At this point, the family/guardian will be called to the school to meet with the a PAVE Administrator. The problem will be discussed and an “On Time” plan will be examined.

Excessive lateness is a truancy problem. Please remember: If a student is absent more than ten times, the student may be at risk of not being promoted to the next grade due to missed academic content. Similarly, if a student is habitually late, they may be at risk of not being promoted to the next grade.

PAVE Administrators may adopt state and school specific policies regarding absences, tardies, and early dismissals. Any policies adopted by PAVE Administrators at a specific school site must be followed for students to be promoted and remain in good standing at PAVE.

Vacations:

In an effort to help families plan vacations and trips, the PAVE school calendar is included earlier in this handbook. Cooperation in not scheduling family trips during school time is greatly appreciated. Absences due to family trips during school time are considered unexcused and students will be penalized for the work missed. Families are strongly encouraged to plan family trips during scheduled holidays; this demonstrates your commitment to PAVE’s mission of excellence in preparing your child for success in college.

Awards:

The purpose of the awards system at PAVE is to recognize those students who participated and/or excelled in various facets of the school program throughout the school year. Awards are given for students/classrooms that demonstrate excellence in both academics and character.

Student Behavior, Code of Conduct, and Disciplinary Measures

PAVE Schools Scholar Code of Conduct

1. Scholars will focus on learning and never disrupt the learning of others.
2. Scholars will pay attention and complete all assigned work.
3. Scholars will respect and obey all staff members and other adults, and respect fellow Scholars.
4. Scholars will follow all rules, routines, and procedures pertaining to specific areas (cafeteria, hall, etc.).
5. Scholars will respect school property and that of fellow Scholars, staff members, and neighbors.
6. Scholars will cooperate in keeping the school building and premises neat and clean.
7. Scholars will use polite, acceptable, professional, and respectful language at all times.
8. Scholars will be in attendance, punctual, and in proper uniform attire each day.
9. Scholars will not lie, cheat, steal or tolerate those who do.
10. Scholars will follow all state laws and abide by the Commitment to Excellence.

Behavior Snapshot

The PAVE Red Hook Elementary School Behavior Snapshot is setup to include the Core Values that will be reinforced by all staff. These Core Values will be reinforced across the entire school day--- at breakfast and lunch, Morning Meeting, Community Meeting and during classroom instruction. Within each of these Core Values, the Snapshot identifies specific observable behaviors that scholars should exhibit as they are showing these Core Values. The purpose of the Snapshot is to effectively communicate with families each night about their scholars day at school. Identifying specific observable behaviors within each of these Core Values will help our scholars and their families better understand which behaviors they must encompass to be successful in school. Families will have space on the Behavior Snapshot to respond to the teacher, thus fostering collaboration between home and school.

Everyday classroom teachers are responsible for ensuring that the Snapshot is completed by the end of the day before scholars are dismissed and families are responsible for reviewing and signing the Behavior Snapshot each day after school.

- Scholars that exhibited all of the Core Values receive a check for those subheadings on their Snapshot
- Scholars who have NOT shown the desired behaviors of our Core Values will have a note (on the Snapshot) that explains how their day went and the Core Values they need to work on for the next day. The note is detailed so the family or guardian can have a clear understanding of the student's behavior.

When reviewing homework each day, the teachers review any notes that the family has written back on the Snapshot.

Safe and Orderly Environment

PAVE Schools is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for our schools can happen. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This rationale is the basis of our discipline policy, which you will find more information about below.

Nondiscrimination and Anti-Harassment Statement

PAVE is committed to providing an environment free from unlawful discrimination and harassment. No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

Public Conduct on School Property

PAVE is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For the purposes of this policy, "public" shall mean all persons when on school property or attending a school function including students, staff, families and other visitors. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, or obstruct the rights of others.
- Disrupt classes, school programs or other school activities.

- Intimidate or harass any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct free movement of any person in any place to which the Code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Violate the prohibition on alcohol, drugs, and other illegal substances.
- Violate the prohibition on tobacco and smoking.
- Violate the prohibition on weapons, firearms and dangerous objects.
- Loiter on school property
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by the Code.
- Violate any federal or state statute, local ordinance, or Board policy while on school property or at a school function.
- Violate the school's online and social media policies

Students who violate this policy shall be subject to penalties contained in the Code of Conduct. A visitor's authorization, if any, to remain on school property or at a school function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be subject to ejection. The Principal or their designee is responsible for enforcing the conduct required by this section of the Code. The School reserves the right to restrict visitor access to the School building for failure to comply with this Policy or school rules. In addition, visitor conduct may be reported to law enforcement at the discretion of school administration.

Disciplinary Actions

Student disciplinary offenses are those actions or inactions that violate the School's Code of Conduct ("Code") or interfere with the delivery of educational services, jeopardize the health, safety, and well being of any member of the school community, or threaten the integrity and stability of the school itself.

- A disciplinary offense may occur while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school that reasonably could affect the school or learning environment, such as conduct on social media. School administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student's misconduct, taking into account the following factors:
 - The student's age and maturity level;
 - The nature and seriousness of the infraction and the circumstances which led to the infraction;
 - The student's previous disciplinary record;
 - The effectiveness of other forms of discipline;
 - Information from families, teachers and/or others, as appropriate;
 - The student's attitude; and other relevant factors.

PAVE is not responsible for omissions in the Code. The School reserves the right to amend the contents and reissue this Code. Final authority on all matters rests with the administration and Board of Trustees when applicable. It is

the responsibility of the student, families/guardian, and staff to review this Code periodically. Should you have any questions regarding the Code, it is your responsibility to bring this to the attention of the school administration.

List of Certain Actionable Offenses:

Disrupting the School Environment

- **Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class. (Note that while students may not be suspended out of school or expelled for tardiness, they may not be promoted to the next grade if too much class time is missed.)
- **Cutting School, Class, Detention, or Mandatory School Events:** Students are required to attend all classes, assigned detention, and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission. When administered detention, students must serve the detention immediately at the school's direction--detentions may not be rescheduled. In addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion. (Note that with respect to cutting school or class, students may not be suspended out of school or expelled. However, they may not be promoted to the next grade if too much class time is missed.)
- **Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus. Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case, students and families are responsible for travel to and from school) suspension and/or other consequences, depending on the circumstances. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.
- **Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building. In addition to other disciplinary consequences, this offense may result in suspension and/or other consequences, depending on the circumstances.
- **Violating the Dress Code:** Families may be called to pick up children who are not properly dressed for school or bring the missing Dress Code items to the school, as students may be suspended or not be permitted to attend class. Violations of the dress code also may result in additional disciplinary consequences.
- **Gum, Food, and Beverages:** Students may not chew gum or eat or drink at unauthorized times or places.
- **Disrupting Class and Preventing Teaching:** PAVE can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not disrupt class. In addition to other disciplinary consequences, this offense may result in suspension and/or other disciplinary consequences, depending on the circumstances. Student tantruming is also not acceptable.
- **Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, paper, pen, pencil, etc.).
- **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
- **Cheating, Plagiarism, and Copying Other's Work:** Cheating or copying the work of others (or allowing other students to copy work) is unacceptable. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Failing to Submit a Required Signature:** Students are required to secure the signature of a family/guardian on homework assignments or school forms when requested.
- **Forgery:** Students may not forge a signature. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

- **Lying to a Staff Member:** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- **Being Disrespectful toward a Staff Member:** A school cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Possession of Inappropriate Property:** Students cannot possess iPods, cell-phones, or other electronic equipment or games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school, this includes any photos or images. Such items will be confiscated. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Gambling:** Gambling or betting is not tolerated. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Misbehaving Inside or Outside of Class:** Misbehavior that violates this Code inside or outside of class (at School and/or on School grounds; participating in a School-sponsored activity; walking to or from School or a School-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from School or a School-sponsored activity) is not permitted. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Inappropriate Texting:** A student may not send, receive or forward pictures, video, or text messages of sexually suggestive nude or nearly nude images through the use of a cell phone or other electronic device or social media. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Physical Harm and Threats

- **Causing Bodily Harm:** Students may not cause physical injury to a student, school employee, or another person. Students are not permitted to harm or attempt to harm a student, school employee, or another person including with a weapon or dangerous object. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Committing Assault or Assault and Battery:** Students may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Fighting or Unwanted Physical Contact:** PAVE students may not fight with other students—from PAVE or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Play Fighting and Threatening:** Play fighting and/or the use of threats threatens the safety of the community. Students may not play fight and/or threaten others. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Setting off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm or make a destructive threat. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch themselves or others inappropriately. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

- **Engaging in intimidating, or bullying behavior, including cyber-bullying:** Bullying is defined as a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students, or an individual student engages in harassment of another student or students who is/are less powerful or perceived to be less powerful. We will investigate any allegations of bullying including, but not limited to, on the basis of sex, race/color/national origin, or disability. Bullying can take many forms, including but not necessarily limited to the following three forms: 1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings); 2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and 3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).
- **Cyber-bullying** takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to “sexting”); pretending to be someone else in order to make that person look bad. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Possession of a Weapon and Other Dangerous Objects

- **Possession or Use of a Firearm:** Students may not possess or use a firearm. In compliance with Gun Free Schools Act, 20 U.S.C. § 7151, the School will expel from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at school, except that the chief administering officer of PAVE may modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing.
- **Possession or Use of a Mock Firearm:** Students may not possess or use a mock firearm. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- **Using or Possessing a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on their property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Arson:** Students may not set a fire. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Possession, Use, or Distribution of Substances

- **Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be delivered to the designated PAVE staff person by a family or guardian with a doctor-signed medication authorization form. Students may not be in possession of prescribed or over-the-counter drugs. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Selling or Distributing Controlled Substances:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance. Nor should they carry paraphernalia related to drugs or alcohol (ex: pill bottles, etc.). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Using, Possessing, Selling or Transferring Tobacco and Nicotine Products:** The use of tobacco is banned. Students may not use or possess cigarettes, e-cigarettes, chewing-tobacco, or other tobacco products. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

Harassment

- **Engaging in harassing behavior.** Students may not engage in any form of harassing behavior. Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to bullying, cyber-bullying, sexting or other conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. In addition, students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Engaging in inappropriate use of social media:** Students may not engage in conduct or communication that may harass or intimidate any members of the school community, or reasonably lead to a disruption of the educational environment. Students must comply with the School's social media policy. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Theft, Vandalism, and Misuse of Property

- **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- **Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. PAVE does not tolerate attempts to access the school's files or other inappropriate uses of technology or the Internet. Students do not have the right to use school computers to access chat rooms or email or to access websites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students must not mistreat other school property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Failure to Comply with School Imposed Consequences

Students must comply with school-imposed consequences. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Repeated Violations of the Code of Conduct

Progressively more serious disciplinary consequences shall be imposed upon any student who repeatedly commits one or more disciplinary offenses.

Potential Disciplinary Measures

The following is a list of possible disciplinary measures that will be taken in response to disciplinary offenses. A scholar who violates the code of conduct will face disciplinary measures. Again, these will vary based on a variety of factors such as age, location, circumstance, time of day, and whether or not it is an ongoing problem. The following list is not exhaustive and additional measures may be taken, depending on the circumstance:

- Loss of privilege

- Parent Contact
- Isolation in classroom (temporary or permanent)
- Sent out of class
- Copying in handwriting
- Demerit/Deductions
- Detention (including Friday detention)
- Work assignment (cleaning, etc.)
- Community service
- In-Class Suspension
- In-School Suspension
- Conference with Administrator
- Referral to Social Worker
- Short-Term Suspension
- Long-Term Suspension
- Expulsion

Definitions

For purposes of this Code:

- **"Short-term suspension"** shall refer to the removal of a student from School for disciplinary reasons for a period of ten or fewer days;
- **"Long-term suspension"** shall refer to the removal of a student from School for disciplinary reasons for a period of more than ten days; and
- **"Expulsion"** shall refer to the permanent removal of a student from School for disciplinary reasons.
- **"School property"** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within and around the School; or within a school bus or other school transportation
- **"Corporal Punishment"** is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any PAVE employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:
 - Protect oneself, another student, teacher or any person from physical injury (e.g., breaking up a physical altercation without using excessive force)
 - Protect the property of the school or others.
 - Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive acts. Examples include running away from school, teachers or administrators or refusing to comply with lower level directives and consequences.

In all cases, the physical force used shall only overcome resistance from the student and be terminated when the student ceases their actions. The amount and type of force used shall be commensurate with the student's age, physical characteristics and disability. PAVE will file all complaints about the use of corporal punishment with the Board for further review.

Short-Term Suspensions

Short-term suspensions may be imposed by the Principal or the Board. If a student commits an offense that calls for short-term suspension (10 days or less), s/he is subject to the following:

- If necessary, the student is immediately removed from class and/or school.
- The student is informed of the charges against them.

- The student is entitled to respond to the charges against them.
- The family/guardian is notified of the imposition of short-term suspension by PAVE in writing. Written notice shall be provided through the student, personal delivery via a PAVE administrator, email, or express mail delivery to the last known address(es) of the families or guardians. Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the families or guardian of their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language of the mode of communication used by the families or guardian if known by PAVE to be other than English.
- The school will schedule a meeting with a family or guardian in order to discuss the infractions and may reduce the penalty based upon mutual understanding resulting from the meeting.

The School shall follow due process procedures consistent with *Goss v. Lopez*, 419 U.S. 565 (1975) relating to short term suspensions.

Long-Term Suspension and Expulsion

The Principal, Board, or designee, may impose a long-term suspension or expulsion.

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary, the student is immediately removed from class and/or school.
- The student is informed of the charges against them.
- Upon determining that a student's action warrants a possible long-term suspension, the Principal shall verbally inform the student that they are being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.
- The family/guardian is notified in writing by PAVE. Written notice shall be provided by personal delivery or express mail delivery to the student's last known address. Where possible, notification also shall be provided by telephone if the School has been provided with a contact telephone number for the family(s) or guardian(s). Such notice shall provide a description of the incident or incidents that resulted in the suspension and shall indicate that a formal hearing will be held on the matter that may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the family(s) or guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The school sets a hearing date
- The student and/or their family/guardian are notified in writing of the: charges and a description of the circumstances that gave rise to the hearing date, time and place of a hearing notice of the right at the hearing to: be represented by legal counsel (at the student's/family's own expense) present evidence and question witnesses
- The School will also attempt to reach the family by phone call to discuss the hearing. In advance of the hearing, Statements and a witness list will be provided to the Student's family/counsel.
- In advance of the hearing, any documents on which the school intends to rely and a witness list will be provided to the Student's family/counsel. If necessary, records will be redacted in accordance with FERPA.
- The Principal, or the designee of the Principal, shall serve as Hearing Officer and preside over the hearing. The Hearing Officer shall, within four school days of the hearing, issue a written decision to the student, the family/guardian, and the school's Board. The decision of the Hearing Officer may be appealed to the School's Board or a committee of the Board. That determination shall be final.
- The hearing shall not exceed two hours in length, unless the Hearing Officer elects to extend that limit. An audio transcript shall be made of the proceedings and a copy of that recording shall be made available to the student upon request.

- Should the student seek to appeal the ruling, they may do so by submitting a request for an appeal.
- A request for an appeal must be received by the School's Board Chair within two weeks of the Hearing Officer's written decision. Upon receipt of such a request, a committee comprised of no less than three trustees who were not involved in the initial hearing will hear the appeal within 30 business days. Each party will have twenty minutes in which to make a statement. The scope of the appeal will be limited to positions and the record established during the first disciplinary hearing. In rendering its decision, the committee may consult the transcript of the disciplinary hearing and any evidence submitted in connection with it. The committee will provide a written ruling within five school days. For matters alleging a violation of law or of the School's charter agreement, submissions of complaints may be made to the school's authorizer and/or the State Department of Education.

Gun Free School Act

Federal and State law require the expulsion from School for a period of not less than one year of a student who is determined to have brought a firearm to the School, or to have possessed a firearm at school, except that the Principal may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

"Weapon," as used in this law means a "firearm," as defined by 18 USC§8921, and includes firearms and explosives. (North Carolina Education Law §3214(3)(d) effectuates this federal law.)

The following are included within this definition:

- Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition.
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device.
- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled

The Principal shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Principal shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

Provision of Services During Removal

The charter school will ensure that alternative educational services are provided to a child who has been suspended or expelled to the extent required by law.

PAVE will provide alternative instruction to students who are suspended. The School will provide alternative instruction to students as soon as practicable: in general, no later than the day after the suspension is effective. Such instruction will be at

a reasonable location and time of the school's choosing. Students who attend alternative instruction will be marked present in attendance records.

Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. A maximum of four hours will be permitted. Except for the brief time it would take for a student to re-enter another public school, PAVE does not have to, but may, provide alternative instruction for expelled students.

Students with Disabilities

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.534—that a disability exists may request to be disciplined in accordance with these provisions. The School shall comply with sections 300.530-300.536 of the Code of Federal Regulations and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

The School shall maintain written records of all suspensions and expulsions of students with a disability including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

Details of the procedures and processes for students with special needs are outlined by the local school district and used to provide special education and related services to eligible children.

These policies are outlined by the North Carolina Department of Instruction, Policies Governing Services for Children with Disabilities and can be accessed through the NCDPI website:

<http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>.

In New York, policies are outlined by the New York State Education Department, on the NYSED website:

<http://www.p12.nysed.gov/specialed/publications/policy/parentguide>

Parent Notification of Disposition of Records concerning children with disabilities who are in educational programs will be maintained for 5 years after the student leaves the education program. At the end of these 5 years, records related to disability will be destroyed. However, families may request a copy of these records from the school their child attended any time within these 5 years.

Provision of Services During Removal for Students with Disabilities

Those students removed for fewer than ten days per academic year will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The School also shall provide additional alternative instruction within the ten days and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals equals ten or more school days during the School year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, School personnel, in consultation with the child's special education teacher, shall make the service determination.

During any removal for drug or weapon offenses pursuant to 34 CFR §300.530(g) services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the Learning Support Coordinator (LSC) or Principal. The School will place students in interim alternative educational settings as appropriate per 34 CFR §300.520(g).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the student to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The LSC will make the service determination.

Due Process

If discipline which would constitute a change in placement is contemplated for any student with an IEP, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the families of the student with a disability shall be notified by the School of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the LSC and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action (subject to LSC's availability).

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

Families may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

If a family requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the family and School agree otherwise.

Compliance with the Child Find Requirements of IDEA

PAVE Schools will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a PAVE schools will be screened by a team of teachers (including both regular and special education teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified special needs of the student. More information may be found at this link:

<http://www.specialeducationguide.com/early-intervention/early-identification-how-the-child-find-program-works/>

Compliance with Data Reporting Requirements of the IDEA

In compliance with 34 CFR §300.645, the School will submit an annual report detailing the number of students with disabilities it serves, the nature of each student's disability, and each student's educational placement and setting. For reports that are the responsibility of the district of residence, the School will make any necessary data available to the district in a timely fashion, which details requirements for the "Charter School Report Card" and includes information relating to students with disabilities.

In compliance with 34 CFR §300.645, the School will submit annually the following reports by the dates noted: (1) PD-1C/4C: Dec. 13 - Count of Students with Disabilities Provided Special Education on December 2 and the Settings in

which Students with Disabilities are provided services; (2) PD-5C: mid-July - Students Exiting Special Education ; (3) PD-6: Feb. 1 - Special Education Personnel; (4) PD-8: mid-July - Students with Disabilities Suspended for Disciplinary Reasons; and (5) SEDCAR-1: Mar. 1 - ASEP Request for IDEA sub allocation.

The special education staff in conjunction with the Principal will be responsible for ensuring the collection, maintenance, and reporting of all data regarding students with disabilities. The reports listed shall be provided to the school district of residence and state, as required.

Students' Right

No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function.

In addition, PAVE reserves the right to discipline students, consistent with the Code of Conduct, who engage in harassment of students off school property under circumstances where such off-campus conduct 1) affects the educative process; 2) actually endangers the health and safety of PAVE students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of PAVE students within the educational system. This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

Rehabilitation Act of 1973 – Section 504 (General Education)

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the school's Learning Support Coordinator who has been designated as the Section 504 Coordinator. The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the Section 504 Coordinator. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs a reasonable accommodation in order to do so, they should contact the school's principal to request an accommodation. In addition, if you suspect that your child has a disability that may qualify their for support under Section 504, you should contact the school's principal to begin the referral process. Upon initiation of the Section 504 referral process, families will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.

Dignity Act Coordinator (DAC)

PAVE designates the Principal as the Dignity Act Coordinator (DAC). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and other employees for consultation and advice.

Reporting and Investigating

Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the DAC. A staff member who witnesses harassment or who receives a report of harassment shall inform the DAC. The DAC

shall investigate the complaint within 48 hours and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the IAL to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.

Material incidents of discrimination and harassment on school grounds or at a school function will be reported to the State Education Department as required by law.

No Retaliation

The Board and PAVE prohibit any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and Charter School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Student Transportation

Transportation Access

PAVE will provide transportation to students who live within city limits. However, the right to free transportation is also dependent on the student's good behavior while waiting for and riding on the school bus. Students must abide by all rules, regulations and policies of PAVE, which are currently in effect and may be amended at any time in the future.

Bus Rules and Regulations

- Students must promptly obey the bus driver who has complete authority on the bus at all times.
- Student "bus monitors" or chaperones must be obeyed at all times.
- Students must enter and exit the bus in a quiet and orderly manner.
- Students must be seated before the bus leaves the bus stop.
- Students must be seated until the bus comes to a complete stop at the designated bus stop.
- No food or drink is allowed on the bus (this includes candy).
- Unruly conduct of any sort is unacceptable.

Families (or a designated caregiver) must be on time at the bus stop to pick up their child or have a designated family authorized to pick up their child. **Students who are not retrieved at the bus stop will be returned to the school once the bus driver completes their original route. Families will be contacted immediately to retrieve their child from the school.**

All rules, regulations, and policies stated in PAVE Student/Family Handbook are in effect on the school bus. Failure to comply with bus rules and regulations will result in the loss of privilege to ride the bus. Contact the PAVE Office Manager for more information and the related transportation forms.

Arrange Transportation Before Your Child Leaves Home

Students will not be allowed to call home to check and see if they are being picked up. In addition, please do NOT call teachers in regards to student pick-up. Teachers rarely have access to their phones or emails during the day and will not be able to hear your message.

If you need to pick up your child or change your child's transportation for that day please contact the Main Office by the cutoff time noted on page 8 of this manual.

Poor Bus Behavior

Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats with seatbelts fastened, sit silently, and follow all directions given by the bus driver. Students who behave poorly or do not follow directions on the bus compromise the safety of themselves and others. Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.

Bus Suspensions

Riding the bus is a privilege. Students will be suspended from the bus for the following infractions: fighting, jumping, screaming, throwing objects, being out of the seat, general behavior that puts the driver or other students at risk.

Bus is Late

Students are not marked “tardy” if their school bus arrives at school late. School buses will drop students off at the school before classes begin in the morning, and at school designated bus stops within an hour and a half in the afternoon. If you have any questions, comments, or concerns, please contact the transportation vendor contracted.

Transportation Accommodations

Special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP). Bussing needs and feasibility of transportation will be solely determined by the student’s specific education plan and the transportation vendor.

Denial of Bus Transportation

PAVE considers the school bus to be an extension of the classroom. That means that PAVE has the same standards of behavior on the school bus. Students who violate the discipline code while on the bus may be disciplined and may be denied transportation, either for the remainder of the year or for a temporary suspension. The student is expected to come to school on the days when they are not allowed on the bus, unless the student has also been suspended from school.

Student Pick-Up

Families Guardians or their designees may pick students up directly from school at dismissal time from designated pick-up location. Families are not allowed to go to the classroom to dismiss their students before the regular dismissal time, as this is very disruptive to class.

Walkers

Families who have elected to have their child walk to and from school should notify the school accordingly. Please contact the Office Manager, and your child’s teacher to ensure the validity of the request to have your student walk home.

Change of Address

Please contact the main office and ask to speak to the Office Manager to complete a transportation change form. PAVE will submit your completed form with your new address to the transportation department in order for your child to receive a new transportation assignment. Depending on the new address and its proximity to the school, your child’s transportation options may change. It is the responsibility of the family/guardian to notify the school in writing of any changes of address (including email), phone numbers, or medical information during the school year. This is extremely important in case of an emergency. **Please note, we only make transportation updates on the first Monday of each month unless the scholar is moving to an already existing stop.**

Families Not Allowed on Bus

Please note that families are not allowed to get on the school bus or van to confront the driver or any student. If families have a problem with the school bus driver or a student, they should inform the Office Manager of the situation. School administration will then conduct an investigation into your complaint.

Uniform Expectations

Uniforms

All students are expected to give proper attention to personal cleanliness and to dress according to the PAVE School's uniform code. Students and their families have the primary responsibility for acceptable student dress and appearance. Teachers and staff will exemplify and reinforce acceptable student dress and help students develop an understanding of the appropriate appearance of scholars as they PAVE their way to success in college. All students must come to school daily in the complete PAVE uniform. The school reserves the right to keep the student out of class until a family member arrives with their complete correct uniform.

Students may not change out of the PAVE uniform at any point during the school day. Students must wear the PAVE uniform on all school field trips, unless otherwise stated in writing by a PAVE administrator. Specific uniform requirements for each school year are communicated to families by school administration and the uniform vendor at the beginning of each school year.

Elementary School

Uniform shirts purchased by any other vendor besides the school's vendor will not be accepted

- Short Sleeve Polo in Light Blue
(Must have embroidered PAVE logo)
- Long Sleeve Polo in Light Blue
(Must have embroidered PAVE logo)

Sweaters/Jackets only solid Navy Blue sweaters or sweatshirts them may be worn during school. All other jackets, sweaters, and sweatshirts that do not fit this criteria must be removed before entering classes but may be worn during school sanctioned outdoor activities and at the time of dismissal.

Solid Navy Bottoms Bottoms may be purchased from any vendor. ONLY uniform top is required to be purchased from a designated vendor.

- Plain Front Blended Chino Pants in Navy.
- Elastic Waist Chino Pants in Navy
- A-line Skirt in Navy
- Long Chino Skort in Navy

NOTE: Pants may not have cargo pockets on the side, elastic bottoms, or any designs or markings. Pants must be plain in appearance and design. Final determinations regarding if pants meet criteria are up to the Principal or their designate.

Middle School

Uniform shirts purchased by any other vendor besides the school's vendor will not be accepted.

- Short Sleeve Polo in Navy Blue
(Must have embroidered PAVE Logo)
- Long Sleeve Polo in Navy Blue
(Must have embroidered PAVE Logo)

Sweaters/Jackets Only solid navy blue sweaters or sweatshirts may be worn during school. All jackets, sweaters, and sweatshirts that do not fit this criteria must be removed before entering classes but may be worn during school sanctioned outdoor activities and at the time of dismissal.

Solid Khaki Bottoms. Bottoms may be purchased from any vendor. ONLY uniform top is required to be purchased from a designated vendor.

- Plain Front Blended Chino Pants Plain in Khaki
- Elastic Waist Chino Pants in Khaki
- A-line Skirt in Khaki
- Long Chino Skort in Khaki

NOTE: Pants may not have cargo pockets on the side, elastic bottoms, or any designs or markings. Pants must be plain in appearance and design. Final determinations regarding if pants meet criteria are up to the Principal or their designate.

Shoes

Students may wear any soft-bottomed sneaker that is not distracting. Students may not wear shoes with wheels or lights and may not wear boots during the school day, although snow or rain boots can be worn to and from school and during outdoor recess. Students must wear socks, and if the socks are visible, then they must be plain black, white, gray, or navy. **Students may not wear sandals.** Please buy sneakers that have non-marking soles as students will be utilizing gym floors during the day.

Hats, Bandanas, Wave Caps, Earrings, Chains, and Braids

Once students enter the school building, the wearing of hats, bandanas, or wave caps, unless for religious observation, is not permitted. Hats, bandanas, or wave caps worn inside the school building will be confiscated. If earrings are worn, they must be simple studs only (no large, hoop, or dangling earrings). Chains must be worn underneath students' shirts at all times. Jackets, overcoats, or any clothing tied around the waist or neck is not permitted. Students may not wear disruptive jewelry, such as talking or beeping watches. Rings can interfere with young students learning proper handwriting so students may not wear rings in the primary grades.

Purchasing Uniforms

School uniform shirts are available for purchase through the uniform vendor as communicated by school administration. Please purchase your uniforms early because they often sell out in the weeks before school starts.

Change of Clothes

To ensure that your child is comfortable throughout their school day, all PAVE Scholars (Kindergarten through 2nd grade and of older students with a record of bathroom accidents) must leave a change of clothing in school in case of an accident. This change of clothes should include: uniform pants, uniform shirt, socks, and all appropriate undergarments. All clothing must be labeled with your child's first name & last name initial (ex: Joshua H.) Clothing should be stored in a plastic 2-gallon bag, labeled with your child's full name & class. Please make sure your children are capable of cleaning and changing themselves in case of an emergency. PAVE reserves the right to call families in an event of an emergency. PAVE staff and families cannot enter the student restrooms and will not be able to assist your child in cleaning or changing should an accident occur. If a child has an accident and does not have a change of clothes, that child will be required to sit in the office until someone can bring a change of clothes for the student. Families must watch and return clothes loaned to their scholars for accidents.

Other Logos

No logos, emblems, markings, designs, or insignias of any kind with the exception of PAVE logos are allowed on shirts, pants, belts, sneakers or socks.

Other Uniform Requirements	All uniforms should be labeled with student name for easy identification.
<p>Fit: Clothing must be clean and fit appropriately. Shirts must be tucked in at all times. Excessively baggy or long (un-hemmed) pants, shirts, etc. are not allowed.</p> <p>Jewelry: PAVE students do not wear jewelry. Large earrings, multiple chains or rings, and lots of bracelets distract from the uniform and learning environment. In addition, such items can get lost or stolen. If a student chooses to wear jewelry, it must be modest. Students may wear only one necklace, and it must be tucked neatly under their uniform shirt. If a student wears jewelry that a PAVE staff member considers excessive, then the student will be asked to remove it or a PAVE administrator shall hold it for family pick-up.</p>	<p>Head Coverings: Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation.</p> <p>Hats: Students are not allowed to wear baseball hats, scarves, and bandanas in the building. Small clips or bands for the hair are permitted.</p> <p>Jackets: Students may not wear jackets inside the school building. If you are worried about your student being cold inside the building, they should wear a navy sweater consistent with the uniform policy.</p> <p>Rain Boots: May be worn to school, but must be changed into solid black uniform sneakers after arrival.</p> <p>Tights: Girls may wear tights but they must be navy blue or they will be considered out of uniform.</p> <p>Undershirts: It is preferred that students wear long sleeve shirts on cold days but in the case that you want your child with an undershirt, long johns or long underwear it must be solid white or navy blue.</p>

It is important to follow the uniform guidelines closely. Adhering to school policies teaches children respect and fosters a sense of responsibility. After a reminder to correct uniform violations, families will be called to correct the clothing violation immediately.

Uniform Infractions

PAVE reserves the right to hold a student from class and may enforce any school consequences as deemed necessary. Multiple infractions may be subject to further disciplinary action. Infractions must be corrected immediately as students are checked for their uniforms upon their arrival to school.

School Food

Healthy Food Policy

PAVE is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Breakfast will not be served after classes begin with the exception of students who arrive late on the bus.

Through the State and National Dietary Guidelines, PAVE provides both breakfast and lunch, which are consistent with the current Dietary Guidelines of America published by the United States Department of Agriculture. All families may be required to complete a form that enables the school to participate in the free or reduced-price meal program. A variety of daily food choices are available for students during their regularly scheduled dining period. Families need to notify PAVE's Office Manager of any food allergies or sensitivities that their child has regarding meals.

Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, please send in nutritious foods that conform with the school's Healthy Food Policy. Please do not let your child bring unhealthy drinks (Ex: sodas, Kool-Aid, and other juices heavy in sugar) or unhealthy snacks to school. Candy, gum, sunflower seeds and soda are not allowed at school for any reason. Please understand that these items will be confiscated and not returned. If you choose to send lunch, the entire lunch must be in one bag or a container labeled with the student's name and class.

If students bring these foods of low nutritional value to school, the foods will be confiscated and students will not be allowed to eat them and a meal meeting the nutritional standards will be provided to the student at no cost.

Snack

Snack time at PAVE is used to promote healthier eating habits and is not a treat time. Brain research is quite clear that appropriate fuel for a child's body promotes learning and attention. Please remember that snacks **cannot** be refrigerated or microwaved. PAVE provides a healthy snack every day for scholars. If you are interested in sending your own snack, please consult the guidelines below. Please note that peanuts and/or peanut products are NOT permitted, as this can be life threatening for children with peanut allergies.

The following is the approved list of snacks for PAVE:

<ul style="list-style-type: none">● Fresh fruits (apples, oranges, grapes, bananas)● Mini individual fruit cups● Fruit Leather or Fruit Roll-ups (* No Artificial)● Pepperidge Farm "Cheese Fish"● Graham Crackers● Barnum's Animal Crackers● Fruit Snacks or Dried Fruits (* No Artificial)● Mini Fruit Juices (not drinks; no Kool-Aid)● Crackers (*NO peanut butter allowed due to allergies)	<ul style="list-style-type: none">● Mini Applesauce snack packs● Raisins (Individual boxes)● Gingerbread Cookies/Baked Gingerbread● Soft Oatmeal Cookies● Flavored Rice Cakes● Granola Bars or Fruit "Breakfast Bars" (any flavor)● Mini Banana or Blueberry Muffins● Saltine or Town House Crackers● Carrot Sticks or Mini Carrots
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Student Health and Safety

Health Information

State Law requires that students be up to date on immunizations and have had a physical in the past year to enter school. Immunizations and physicals must be recorded on State Department of Education forms. Students who do not receive immunizations due to religious beliefs must have an Exemption Immunization Form completed and issued by a State Public Health provider to enter school.

Student Illness

When a student becomes ill at school, families will be called and asked to pick up their child. Children who are ill should be kept home. Children with the following symptoms are considered ill:

Diarrhea**

Fever**

Vomiting**

Green mucus discharge

Pink Eye

Sore throat/swollen glands

Bed bug bites

Lice and Ringworm***

**Diarrhea, fever and/or vomiting require a 24-hour symptom free period prior to returning to school.

***If your child is sent home with lice or nits, they may return to school when the condition has been treated by the recommended shampooing and removal of all nits.

A student suspected of having pink eye will be sent home and asked to visit a doctor for evaluation prior to returning to school. Once antibiotic treatment has begun for pink eye, the child may return to school. Viral pink eye does not require antibiotics, but a note from the child's physician is required to return to school.

Health Policies

PAVE works with the Department of Health to provide the health services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the family(s) or guardian(s) are notified immediately.

If a student requires medication of any kind (including Tylenol, aspirin, allergy relief, and asthma inhalers), the student's family/guardian must submit an Authorization to Dispense Medication form and must give the medication in the original container to the Front Office Manager. No medication may be taken to/in the classroom. The family/guardian of any student who is required to carry an asthma inhaler on their person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the inhaler with their and a second inhaler that is kept with the Office Manager or School Nurse.

PAVE abides by all State immunization requirements. Each new student must have a certificate of immunization at the time of registration or no later than the mandated reporting period from the start of school. Families/guardians must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Families seeking to waive the immunization requirement should submit an exemption request to the Front Office Manager. The Operations Director will review the request and will advise the Principal, who will make the final decision on whether to grant the waiver request. Failure to submit the required documents could result in a suspension from school until documents are turned in.

Medication & Other Services

Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have.

Student medications should be given at home, either prior to, or after school hours, if at all possible. There are students, however, who may need to take medication in the school setting; those who take medication routinely, those who need medication during the recovery from an illness, or possibly the student who may need medication on an “as needed” basis. If your child requires medication during school hours, the designated staff trained to administer medication will assist by administering medication.

The properly completed paperwork with a family’s signature must accompany **any** medication to be given, prescription, or over-the-counter. This includes cough medicines, cold remedies, eye drops, inhalers, antacids, etc. This form remains at the school and is valid for the entire school year. Forms and medications are to be brought to the Main Office. The form may also be completed by the physician and faxed to the school. Families can get a copy of this form by calling or stopping by the school. Families are responsible for ensuring that the school has up to date paperwork and are responsible for ensuring that the school has medication that has not expired.

Certified school staff/faculty may, under rare exceptions, administer medication to supervise and assist self-directed students with the taking of their own oral, topical, and inhalant medication. All student medicines will be kept in a locked cabinet. The Office Manager/Operations Director/School Nurse will keep a detailed log of all medicines that are administered.

In the event a student has a known life-threatening allergy, an emergency injection using an EpiPen may be needed in an extreme emergency. A physician’s Authorization Form must be completed with directions for use of the EpiPen. The EpiPen will go with the student when the student leaves the building for a school activity or field trip. Families of students that have EpiPens are highly encouraged to accompany the class when their child is off school grounds. If an EpiPen is administered, 911 will be called immediately and families notified.

Smoke Free Environment

PAVE maintains a smoke-free environment. By law there is no smoking within 20 feet of the school property line, in or near the school playground or in any of the local public parks.

Emergencies

PAVE has robust protocols in place designed specifically to deal with emergency or crisis events, including: Medical emergencies, severe weather, fire, acts of violence and community disasters. For all emergencies the school Safety Warden will assume command and act accordingly. For more information about the school’s safety plans, please ask a PAVE administrator.

Fire Drills

PAVE is required to conduct one fire drill per month throughout the school year. It is imperative that students understand the seriousness of the fire drills and behave accordingly. Talking, failing to follow an adult’s directions, or otherwise acting inappropriately during a fire drill will result in disciplinary action and a phone call home.

Inclement Weather and School Closings

In case of severe weather that would cause the school to close, please listen to the local radio and/or TV stations for up to date school closure information. PAVE will be closed for inclement weather including natural disasters when the Local District Public School System is closed. Any exception to this will be announced over local media and the PAVE robocall system.

Faculty and Staff Qualifications

To ensure students are being cared for appropriately and safely, PAVE meets state certification requirements and requires teachers to possess a minimum of a four-year college degree. All are highly qualified under the provision of No Child Left Behind. All staff has undergone a formal background check.

Use of Technology

Computer and Internet Policy

PAVE takes reasonable precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet websites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher.

Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. There should be no expectation of privacy for files stored on school file servers; students have no right to privacy when using PAVE technology. PAVE has the right to monitor all Internet traffic and electronic communication and to retrieve and review any data composed, sent, received or stored on the PAVE network.

Student use of email is not allowed in the Elementary School. Student use of chat and user groups is not allowed without approval from the supervising teacher. The school reserves the right to search student chat's and user groups.

Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of Internet sources without proper citation constitutes plagiarism. (Will be applicable to students in grades three and up). Downloading from the Internet without approval from the supervising teacher is not allowed. Students may not use school computers to access private Internet providers.

Cellphones

According to PAVE policy, students are not allowed to use school phones or cellphones in school or on school field trips. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and returned at the end of the day to either the student or the family. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. If improper use of the cellular phone is discovered during school hours, disciplinary action may be taken. This 24-hour service with voicemail will accept your messages for members of the PAVE Staff.

Our telephone system with voicemail will accept your messages for members of the PAVE Staff. However, PAVE cannot guarantee that messages will actually reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events. If you need to get a message to your child's teacher, please call the Main Office number and leave a message on his or her voicemail. Teachers check their messages once a day after school. They will return your call within 24 hours. If they do not, please call the Principal to ensure that your issue is addressed.

Social Media Policy

Introduction/Purpose

Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing students to succeed in their educational and career endeavors. PAVE is committed to ensuring that anyone who utilizes social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. PAVE strives to create professional social media environments that mirror the academically supportive environments of our schools. These Social Media Guidelines ("Guidelines") provide guidance regarding recommended practices for social media communication between PAVE employees, between PAVE employees and PAVE students and between PAVE students. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address recommended practices for use of personal social media by PAVE staff. Further, these Guidelines provide context for students regarding the appropriate use of social media and how student 'off-campus' conduct within social media can impact the learning environment and result in disciplinary consequences.

Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Tumblr, Vine, Wanelo, Kik Messenger, Ooovoo, YouTube, Google+, and Flickr.

- Professional social media is a work-related social media activity that is either school-based or non-school-based.
- Employee Personal social media use is a non work-related social media activity (e.g., a PAVE employee establishing a Facebook page or a Twitter account for their own personal use).
- School Sanctioned social media use is a PAVE sponsored website or other media activity controlled by PAVE.
- Student Personal social media use is non school sanctioned social media activity

Employee Professional Social Media Use

PAVE employees who decide to engage in professional social media activities will maintain separate professional and personal email addresses. As such, PAVE employees should not use their personal email address for professional social media activities. The professional social media presence should utilize a professional email address and should be completely separate from any personal social media presence maintained by the PAVE employee. Regular and continuous use of a personal email address for professional purposes, including social media use, will result in PAVE considering the email address, and the corresponding use of that address, as a professional account. This may result in PAVE or outside agencies requiring access to personal email accounts in accordance with applicable law.

- Guidance Regarding Professional Social Media Sites

- o PAVE employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in PAVE professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site;
- o PAVE employees should use privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, PAVE employees should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized and to routinely check to ensure their privacy settings are appropriate;
- o Professional social media communication should be in compliance with existing regulations, PAVE policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language;
- o No personally identifiable student information may be posted by PAVE employees on professional social media sites, including student photographs, without the consent of the students' families; and
- o PAVE students who participate in professional social media sites may be required to obtain permission before posting photographs featuring other students.
- **Monitoring and Maintenance of Professional Social Media Sites**
 - o Employees using professional social media have no expectation of privacy with regard to their use of such media. PAVE will regularly monitor professional social media sites to protect the school community.
 - o PAVE supervisors and the Board of Trustees reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to these Guidelines;
 - o When establishing and utilizing professional social media sites, employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade within a school) or a public network (for example, anyone within the school or a larger group within the PAVE community can participate). It is a recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.
 - o PAVE requires that all social media sites involving PAVE students be school-sponsored and approved in advance.

Student Personal Social Media Use

- **Communication with PAVE Employees**
 - o In order to maintain a professional and appropriate relationship with teaching staff and other PAVE, currently enrolled students should not communicate with employees through PAVE personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the PAVE student should notify their family or School principal of the contact as soon as possible.
- **Guidance Regarding Personal Social Media Sites**
 - o PAVE students should exercise caution and behave responsibly when using personal social media sites.
 - o PAVE students should be mindful of their behavior on social media and should conduct themselves with respect for themselves and others in the community.
 - o PAVE students are prohibited from engaging in action that may negatively affect the learning environment including cyber-bullying. Cyber-bullying takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including email, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate

students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to “sexting”); and/or pretending to be someone else in order to make that person look bad.

Applicability of PAVE Policies and Other Laws

- These Guidelines provide guidance intended to supplement, not supersede, existing PAVE policies. Users of professional social media sites are responsible for complying with all applicable federal, state and local laws, including, but not limited to the Children’s Online Privacy Protection Act (COPPA) (<http://business.ftc.gov/privacy-and-security/children%E2%80%99s-privacy>), Family Educational Rights and Privacy Act (FERPA) (<http://www2.ed.gov/policy/gen/guid/fpco/index.html>), and intellectual property laws.
- These Guidelines are not designed to serve as a code of conduct for employee social media use. However, all existing PAVE policies, regulations and laws that cover employee conduct may be applicable in the social media environment.
- Student conduct on social media may result in disciplinary consequences at PAVE in accordance with the School’s Code of Conduct when the conduct reasonably could affect the School or the learning environment.
- PAVE employees who are mandated reporters are required to abide by the same reporting responsibilities in a social media context.

This policy is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact a PAVE administrator. As these Guidelines address rapidly changing technology, PAVE will regularly revisit these Guidelines and will update them as needed.

Student Possessions

School Supplies

Rolling backpacks are not allowed at PAVE. Please do not purchase a rolling backpack since these can be dangerous when used on staircases. Also, these book bags are often too heavy for small children.

All other major school supplies brought from home (water bottles, backpacks, and lunch boxes) must be clearly labeled with names using a permanent marker. Please check backpacks and homework folders daily for communications from the school and/or your child's teacher.

Toys and other non-academic related items are not permitted at school. Individual classes may however allow for sharing times that relate to the curriculum, in this event, teachers will send advance notice home via homework folders.

Student Personal Belongings

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions; these items include, but are not limited to, game cards (Yu-gi-oh Cards, Pokémon Cards, etc.), trading cards (baseball cards, football cards, etc.), portable electronic games, toys, and portable electronic devices. Cell phones may be brought to school but must remain in the off mode and must remain in student backpacks at all times. PAVE is not liable for lost/stolen/broken phone and any costs associated.

Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a family/guardian and will be subject to consequences. In addition, the School may, at its discretion, require a student to present a cell phone for inspection to ensure it is not being used inappropriately. Any student bringing a cell phone or other electronic communication device does so without the expectation of privacy regarding the phone or device. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Toys and other non-academic related items are not permitted at school. Individual classes may however allow for sharing times that relate to the curriculum, in this event, teachers will send advance notice home via homework folders.

Student Search and Seizure Policy

A student and/or the student's belongings may be searched by a PAVE staff member if the staff member has a reasonable suspicion that a search of that student and/or the student's belongings will result in evidence that the student violated the law or a school rule. The school reserves the right to remove items revealed in a search, which are prohibited on school property or those, which may be used to disrupt or interfere with the educational process. This includes accessing a cell phone that is brought to school. Legal items removed will be returned to families who come to the school and request them, but will not be retained beyond the end of the school year. Illegal items will not be returned and may be turned over to law enforcement.

All school-related property always remains under the control of PAVE and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place nor keep in a locker, desk or other school-related property any article or material which is of a non-school nature and may cause or contribute to the disruption of the mission of the school. The following rules will apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

School authorities will make an individual search of a student's locker, desk, or other school-related property only when there is reasonable suspicion that a student is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.

Searches shall be conducted under the authorization of the Principal or their designee. School authorities may remove items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process.

Searches of an individual will be made upon reasonable suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present. Searches of students and school property may be conducted on school grounds or whenever the student is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

Student Responsibility

PAVE emphasizes respect for the rights of others and their possessions. Borrowing and lending (paper, pencils and other supplies) are permissible, but students are continually reminded to be accountable and prepared. Damaging another student's property or taking another's possession violates a person's rights. It is understood that any damages or losses, whether it be accidental or not, will be acknowledged and reimbursement will be made by the individual family involved. This includes the borrowing (and returning) of books from classroom libraries.

Lost and Found

Lost and found boxes are maintained in PAVE's Main Office. At the end of each trimester, unclaimed articles will be donated. The school invites families/guardians to check the lost and found box when items are missing. **Please write all names on shoes, bags, and clothing to assist us in returning missing property.** It is the responsibility of families and students to keep track of all student articles. PAVE is not responsible for lost items.

Family Involvement

Standards for School/Family Relationship

The family involvement programs should include, but not be limited to the following standards:

- Standard 1 - Welcoming all families into the school community. Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- Standard 2 - Communicating effectively. Families and school staff engage in regular, meaningful communication about student learning.
- Standard 3 - Supporting student success. Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- Standard 4 - Speaking up for every child. Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- Standard 5 - Sharing power. Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices and programs.
- Standard 6 - Collaborating with community. Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Ongoing Communication

PAVE encourages a close working relationship between families and teachers. PAVE will make every effort to communicate your child's daily activities to you both verbally, through email and family-teacher journals if necessary. Texting for school-related purposes is permitted between families and staff, but please reserve such texting for informal logistical purposes--important concerns and questions should be discussed in person. PAVE appreciates families sharing with us any situation in your child's life that could influence his or her progress or daily behavior at PAVE. The school will host Back to School Night for all families to meet formally with the entire school faculty & staff. Parent-Faculty conferences will be scheduled in the late fall, mid winter and spring. Check the school calendar and/or website for exact dates and times. Either the teacher or the family may request a conference at any other time. It is strongly recommended that conferences be scheduled after dismissal. Early morning conferences often conflict with responsibilities and duties within the classroom. Families should not try to discuss their child with a teacher when they are supervising other students.

Additionally, impromptu conversations with a teacher may disrupt the planned schedule for the class. General families' meetings are not appropriate times to discuss individual students with teachers. Families who wish to visit the classroom are to make an appointment and check in at the office upon arrival. It is extremely important for families to discuss any classroom concerns with the teacher involved first. Once the family has had a conference with the teacher, a PAVE administrator is available to discuss and help families with individual and family concerns. Faculty email addresses will be distributed to families at the beginning of the year. You may call the school office and leave a voice message for the teacher to call you. The teacher will return your call within 48 hours. To promote the image of PAVE, to ensure accuracy, and to protect student confidentiality, all communication with the media regarding PAVE should be referred to PAVE School's Managing Director and/or the Board of Directors.

Visiting Classes

Our school has an open door policy that allows families to request time to sit in on class during the school year any time after the first few weeks of school, with reason and with the approval of a PAVE administrator. During the beginning of school, it is critical for students to transition into their new setting, and family presence in the classroom can slow this process. After the open house, PAVE encourages families to set up a time with the teachers and administrative staff to come into the classroom and see the amazing teachers and students at work. Families are not allowed to visit classrooms or conduct

teacher meetings without obtaining authorization. Families may also be required to have a PAVE administrator attend the visit with them. PAVE administrators may set school specific parameters for classroom visitation that must be followed.

When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Families who are disruptive to the educational process will be asked to leave and may be restricted from visiting the School in the future. Upon arrival families must sign in at the office and wait there for a staff member before proceeding to any other area in the school facility. All visitors must abide by all school rules while at the school. Visitors may not discipline students; teachers and school personnel will be responsible for following the school's disciplinary procedures.

Parent Conferences

Parent-teacher conferences are a crucial component of PAVE's educational program. Families are expected to attend conferences after each of the first two report cards are sent home and at other times as requested by the classroom teacher or principal. Parent conference days are scheduled for Report Card Nights at the end of each trimester. Families should plan on attending a 15-minute conference during that school day or at a prearranged time before or after school during that week.

Parent Advisory Board

In addition to supporting their child and learning more about the school program, families/guardians have the opportunity to contribute to the school via the school's Parent Advisory Board. Please contact the Main Office for contact information for the Parent Advisory Board.

PAVE believes that a child's education is a responsibility shared by the school and the family. Families, families, schools and communities working as partners can promote increased student achievement and positive attitudes about self and school. PAVE supports the development, implementation and regular evaluation of a comprehensive family involvement program to involve families at all grade levels in a variety of roles. In addition to school-based programs for family involvement, the Board supports the involvement of families and families through participation in advisory councils, PAB, and other ad-hoc advisory groups to assist the administration and Board in policy and program development.

Community Meetings

PAVE supports scholar's emotional growth by celebrating their achievements. One of the ways PAVE celebrates students is by holding weekly Community Meetings. The Community Meeting is a regularly scheduled time when students and faculty come together to explore and examine morals, values, ethics, and PAVE's core values in the school community.

Community Meeting Expectations

Students should be seated on the floor and legs should be crisscrossed. Hands should be folded in front. Students should sit in an upright, respectful position –SHARP Position. Students should sit quietly and be respectful of others.

Classroom Placement Requests

Classroom placement for each school year is a cooperative effort between teachers and administration. It is important to remember that the classroom teacher knows the students well and is sensitive to individual needs. The following criteria are used for placement: academic performance; boy/girl ratio; and social compatibility. Your child's best interests are at the forefront of this decision. It is important that trust be placed in the school. PAVE will make classroom placement decisions in all cases.

Child Abuse and Mandated Reporter Status

Under State law, school employees are “mandated reporters” of suspected child abuse, meaning that they are legally required to report suspected child abuse, maltreatment, or neglect, when they have reasonable cause to suspect that such abuse, maltreatment, or neglects has occurred or is occurring.

You can also find more information on the website of the North Carolina Division of Social Services website, at the following URL: <http://www.ncdhhs.gov/dss/cps/about.htm>.

In New York, you can find more information on the website of the New York Central State Register for Child Abuse & Maltreatment at: <http://ocfs.ny.gov/main/cps/default.asp>.

Concerns

We need your support. As you know, PAVE is a very demanding school, with high expectations for academics and behavior. Families, teachers, and administrators are working hard to help your child PAVE their way to college. We are all part of your child’s team – if you and your child work with us, we can all succeed.

PAVE welcomes conversations of concern and understands that as families, you have very strong feelings about issues concerning your child. If you have a concern about a school policy, academic grade, discipline, or anything else, we ask that you take some time to reflect on it. If however, there is still concern after considering PAVE’s goals for your child, please contact the school. We only ask that you try to deal with any issue respectfully. In return, we promise to take you and your concern seriously. We encourage you to address your concerns with the appropriate staff member at PAVE by telephone. All faculty & staff members are committed to responding within 48 hours to family/guardian concerns. Concerns can also be addressed to the Principal or the Dean of Students and Families.

Addressing Informal Concerns

The chain of command for families is as follows: Classroom Teachers; Principal; the Network Leadership Team; the Board of Directors. Please address your concerns with the classroom teachers first. This is the level where most issues are resolved. It is inappropriate to discuss concerns with a volunteer or other family. The classroom teachers are ultimately responsible for your child’s well being at the school. All meetings with school staff must be scheduled.

If an issue is not resolved within 48 hours or satisfactorily, please contact the Principal or Dean of Students to discuss the matter further. Issues not handled satisfactorily by a PAVE administrator, may be presented in writing to the PAVE Board of Directors.

Submitting Formal Complaints

All formal complaints from staff, families and other sources, should be handled in the following way. The general process for individuals to bring a concern to the Board of Directors is as follows:

- All formal complaints should be directed to the Principal in writing. As practicable, the Principal will address the complaint within 4 school days.
- If the complaint is not resolved to the satisfaction of the complaining party by the Principal, the complaining party should ask in writing that the Principal, pass along the formal complaint to the Board of Directors.
- The Principal will provide the formal complaint to the Board of Trustees within 48 hours.
- A representative of the Board of Directors will send a written acknowledgement of receipt of complaint to the complaining party within 5 business days of receiving such complaint.
- The Board of Trustees will investigate the concern and respond to the complaining party in writing with their findings and decision within 30 business days, or as practicable, from receipt of the formal complaint.

Other Forms of Family Communication

- **The PAVE Website:** The web address is www.paveschools.org. Please visit the website monthly for upcoming activities and events.
- **Volunteerism:** PAVE families are encouraged to volunteer. The Parent Advisory Board assists the school with organizing a strong volunteer group. Volunteers are vital to the overall success of the school. Please contact the Parent Advisory Board Volunteer Coordinator to find areas of need and interest. You may serve as a classroom aide, field trip chaperone, or creative consultant for the many assemblies or programs throughout the school year. PAVE enjoys an abundance of talent, both in PAVE students and families. The joys and benefits of volunteerism are priceless!
- **FERPA: ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights & Privacy Act of 1974 and implementing regulations (“FERPA”) is a Federal law designed to protect the privacy of a student’s education records.

The School recognizes the need to safeguard the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by the Individuals with Disabilities Education Act (“IDEA”)) in accordance with FERPA as well as the IDEA and its implementing regulations.

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. “Educational agency”, for purposes of this notice, means PAVE. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information (“PII”) is confidential information that includes, but is not limited to, the student’s name, name of families and other family members, the address of the student or student’s family, and personal information or personal characteristics that would make the student’s identity easily traceable.
- Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honor roll, recognition lists, awards received, and the most recent previous educational agency or institution attended.
- FERPA affords families and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. “Parent(s)” for purposes of this notice means a family of a student and includes a natural family, a guardian, or an individual acting as a family in the absence of a family in the absence of a family or guardian. They are: Families have the right to inspect and review a child’s education record. PAVE will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Plan “IEP” or any due process hearing, but in no case more than forty five (45) days after the request has been made.

Requests should be submitted in writing, indicating the records the families wish to inspect, to the Principal. Families have the right to a response from PAVE to reasonable requests for explanations and interpretations of the records. Families have the right to request copies of the records. While PAVE cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the families from exercising their right to inspect and review the records. Families have the right to appoint a representative to inspect and review their child’s records. PAVE must receive a signed, dated and written consent from a family that specifically states a representative may inspect and

review their child's records. Such release must be sent to the Principal or designee and must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made and the time period that the release is in effect. If any education record contains information on more than one child, families have the right only to inspect and review the information relating to their child.

If families think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. PAVE will decide whether to amend the record and will notify the families in writing of its decision.

If PAVE refuses to amend a record, it will notify the families of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the families or eligible student when notified of the right to a hearing.

The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Families have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from student's education records, without consent of the family or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

"Consent" means: the family (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a family or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without family consent. Families have the right to refuse to let an agency designate any or all of the above information as directory information. Families are required to submit written notification to the Principal, by September 30th or within two weeks after enrolling at PAVE if later than September 30th, if they do not want the school to release Directory information.

The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for:

- School administrators, teachers, support staff, and other school officials which have a legitimate educational interest
- Persons or organizations with whom the school has outsourced services or functions and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)

- Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and as long as a proper records release request is received by the sending school
- Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction
- Accrediting organizations to carry out accrediting functions
- Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the family of the order or subpoena
- Appropriate parties in a health or safety emergency

Families have a right to file a complaint with the U.S. Department of Education concerning alleged failures by PAVE to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Families are also encouraged to contact the Principal to discuss any concerns regarding FERPA.

Handbook Dissemination

PAVE will distribute the handbook to families at before school begins each year. PAVE will also make the Handbook available at other times in the Main Office upon request. PAVE will provide all current teachers and other staff members with a copy of the handbook and a copy of any amendments to the Handbook as soon as practicable after adoption.

Academic Approach

Educational Philosophy

PAVE recognizes that the acquisition of early literacy and numeracy skills in a highly structured setting in Kindergarten through the 3rd grade years is a critical component of the school's academic program, while continued growth through rich content knowledge are necessary in all grade levels. PAVE ensures strong foundational skills as well as deep content understanding in the core subjects: English language arts (ELA) and Mathematics. PAVE has developed a comprehensive approach to embedding language and literacy into every part of the school day to extend and deepen each student's learning.

PAVE's Academic program follows the PAVE mission with a philosophy of providing an atmosphere to nurture the development of the whole child; there is more to education than the core content areas. It is designed to enhance all areas of development including cognitive, social, emotional, and physical growth. For this reason PAVE ensures that all students have social opportunities throughout the school day, including recess, lunch, snack/ break, and electives/ specials classes in addition to the community building that happens weekly. PAVE strives to provide a stimulating environment in which each child can reach his or her maximum potential both socially and academically. This approach, with high academic and social expectations, plus an appreciation of their inherent love of learning will best equip children for a successful school experience and beyond.

As PAVE is considered a college-prep program for scholars, academic content expands and supports students' explicit and implicit Character Education. PAVE faculty support children to be able to resolve conflicts, engage in positive and proactive communication, and become contributing members of the PAVE community. As a community based school, PAVE recognizes the community is an essential partner that ensures the success of PAVE students as well as the success of the school.

Academic Grouping

Students in PAVE classroom are placed into heterogeneous groups for the majority of their academic instruction. Teacher to student ratios are maximized through co-teaching and/or intervention strategies to best support the needs of all students in the classroom. Small group instruction and intervention are not used as replacement services for the grade-level curriculum, but rather as supplementary supports as needed. The following criteria are used to determine placement of students in their core classrooms:

- Academic performance
- Testing results (teacher generated, nationally normed tests, and/or standardized tests)
- Teacher recommendation
- Input from the Learning Specialist and Learning Support Coordinator
- Input from the Principal for incoming students.

Assessment and Standardized Testing

PAVE employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Faculty work to ensure that assessments are not stressful times for students; rather, they are presented as opportunities to show off all that students have learned. Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results of assessments in ELA and math are shared with families through the report cards that are distributed three times each year at the end of each trimester, while other assessments may be used as internal measures and data collection.

PAVE has a three trimester grading system with interim progress reports issued half way through each trimester. Final grades are entered on the student's permanent record.

Field Trips

Classes will be taking field trips as an integral part of their studies. Each time a trip is planned, families will be notified in advance, describing the trip, date and time involved and the mode of transportation. Permission for each trip must be signed and returned before the student can leave on a trip. Field trips are an extension of the curriculum and are chosen to enrich the students' learning experience or promote exposure outside of PAVE's school walls.

Parent volunteers are asked to chaperone field trips. Chaperones must read and be familiar with the Field Trip requirements as follows:

- All chaperones (families, guardians or other family members) must be at least 21 years of age or older
- Unauthorized stops during trips are prohibited (i.e.: fast food restaurants, personal errands, etc.)
- Providing food and drinks during travel is unnecessary and is not permitted. It is insensitive to others and therefore, unacceptable to purchase food, drinks, or souvenirs for students on field trips
- Any inappropriate behavior must be reported to the classroom teachers promptly
- Use of cell phones is limited to emergencies only
- Chaperones must stay with the assigned students for the duration of the field trip – being cautious that students are always in your sight
- If for some reason your group returns to school without the teacher: Please supervise your group of students until their teacher returns to the classroom
- Smoking on trips or in front of students is not permitted
- Siblings are not permitted to attend field trips

Homework Responsibilities

The success of the homework program depends upon the cooperative efforts of students, families and teachers.

Families:

- Provide a consistently quiet place for your child to study and complete assignments
- Make sure the needed materials are available
- Show a genuine interest in your child's homework
- Be a monitor. Watch for signs of frustration. Provide guidance
- Be a motivator. Encourage your child to develop increased independence
- Encourage responsibility for making up assignments missed due to absence
- Supervise, review, and sign documents required by teachers or school administration.

Students:

- Develop a positive attitude toward learning
- Your homework assignment is part of your learning experience. Treat homework as an opportunity to enrich and extend your skills, knowledge and interests
- Ask questions in class when you do not understand or are not sure of an assignment
- Know your assignment. Write it down
- Do your assignments on time or before they are due
- Make up work missed due to absence
- Bring your homework and books to school daily.

Purpose Of Homework

- To enrich and extend school experiences
- To develop good study habits and organizational techniques
- To provide opportunities for students to complete objectives missed due to absences from the classroom
- To complete work not completed at school
- To practice and drill on work recently learned
- To build responsibility, excellent character, and perseverance.

Families should not be doing their child's homework. All homework is expected to be completed promptly and with the highest degree of quality. Please contact your child's teacher if your child's homework time varies greatly from this schedule. Homework must be completed in full and in accordance with PAVE's high standards for hard work and professional presentation.

Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. Students need to read in school and at home each day. We expect that all PAVE students READ at home every night, weekends and during any vacations from school. Families/guardians should make sure to supervise their child in reading at least 20 minutes every night including Saturday and Sunday. (Expect that some teachers will ask for additional reading time at home; this will be communicated as homework from classroom teachers.) It would be especially helpful to ask your child to read out loud and to stop occasionally to have your child summarize what they have just read and to answer simple comprehension questions. Please do not sign your child's independent reading log if you have not actually seen or listened to them read. Students may be tempted to cut corners; please don't skip this requirement. Encourage your child to READ: There are no shortcuts.

Homework Folders

All students are provided a PAVE Homework Folder with "in" and "out" compartments. Homework Folders are designed to teach students essential organizational skills. All assigned homework must be completed and in the folder. Parental support for homework is vital to ensure success in school. In addition to in-school consequences such as missed recess or specials periods, families will be contacted by phone or progress report and in Middle School students who neglect homework assignments will be required to stay after school to complete missed homework. A conference may be held to develop strategies to build good study habits. Incomplete class work/and or homework assignments will be reflected on interim and trimester progress reports, as homework is recorded in gradebooks.

Make-Up Homework

Students have the same number of days to complete and return assignments as they were absent. (i.e.: Johnny was absent 3 days due to illness; he now has 3 days to make up his homework and return it for credit).

Special Education

There are many supports that make up the Special Education Services at PAVE Academy. These supports include Integrated Co-Teaching, Special Education Support Services, Counseling, and other related services that are supported on-site through outside organizations. PAVE works in conjunction with the local special education agencies and the Department of Education to provide an accurate and robust Individualized Educational Plan for all scholars who require special services through IDEA and other state and local laws. If you are unsure if your child receives services or would like to determine if your child is eligible for related intervention services, please contact your child's teachers or the Learning Support Coordinator.

Under the Individuals with Disabilities Education Act (IDEA), all school districts are required to locate, identify, and evaluate all children with disabilities, regardless of the severity of their disability. If a family suspects their child may have a disability and is in need of special education or related services, the family may initiate an IDEA evaluation by contacting the Learning Support Coordinator.

Small Group Instruction

At PAVE we believe that all scholars need individualized support to best meet full academic potential. All PAVE students will receive small group instructional support by teachers in all of PAVE's educational departments. The Principal, the Leadership Team, as well as the Learning Support Coordinator, in consultation with the teacher and families, will determine if additional support, which may include individualized and/or small group instruction from a special education teacher, is required.

Recess

Recess is a vital part of a child's day as it helps develop gross motor skills, social skills, and allows the brain to refocus and recharge, thus increasing academic learning and ability to learn through positive play. Environmental education and outdoor play contribute to a child's health and overall development. Students will have recess built into their daily schedule around lunchtime. Recess will take place outside as weather permits. Additionally, to enhance PAVE's curriculum, classrooms may take walking excursions to local parks, fire stations, businesses, etc. Students need to be dressed appropriately (outerwear according to weather) in order to participate in outdoor play.

Scholar Performance, Grading and Reporting

This document is separated into three distinct sections that all speak to how scholars are performing. The sections are as follows:

- **Scholar Performance:** This section highlights the various performance levels, main assessments administered at PAVE and where we expect scholars to perform at various points during the year.
- **Reporting:** This section describes the timelines and protocols for generating and distributing report cards and progress reports at PAVE.
- **Grading:** This section gives the guidelines for grading and requirements for grade books at PAVE.

All of these systems and guidelines support the consistent communication of scholar performance and the high standards for academic achievement at PAVE.

Scholar Performance

At PAVE, performance and assessment data are reported in a variety of ways (raw scores, some as percentages, letters, and others as percentiles), PAVE employs the use of a color-coded, performance scale to be able to reasonably compare assessment results and to gauge whether or not a child is truly proficient.

Performance levels are as follows:

Performance Level	Description	Color
4	Advanced Proficient	Blue
3	Proficient	Green
2	Approaching Proficiency	Yellow
1	Not Meeting Standards	Red

Fountas & Pinnell (F&P BAS)

The Fountas and Pinnell Benchmark Assessment System (F & P BAS) is a diagnostic reading assessment designed for grades kindergarten through 8th grade. This assessment is required in grades K-8th grade. The assessment is administered on a one to one assessment and the teacher prompts students to read and answer questions and records the students reading behaviors and skill level. The assessment is designed to give teachers a detailed look at reading behaviors and skill level so they can teach more effectively. When looking at performance the F & P assessment is useful as it is “benchmarked” developmentally so that students should be reaching certain benchmarks by certain times throughout each grade.

This assessment is meant to be used as a formative system that directly impacts instructional practices in core instructional times during the school day; additionally, it can be used to form big-picture goals.

** F&P “scores” (levels) will not appear on the scholar’s report card, but will be an indicator for teachers and leaders on progress made in reading . Please use this table as reference only for a scholar’s benchmarked performance throughout the school year.*

Independent Reading Level Expectations

	Beginning of Year: September	Middle of Year: January	End of Year: June
Grade K	AA	B	D
	N/A	A	C
	N/A	AA and below	B and below
Grade 1	D	G	J
	C	F	H/I
	B and below	E and below	G and below
Grade 2	J	K	M
	H/I	J	L
	G and below	I and below	K and below
Grade 3	M	N	P
	L	M	O
	K and Below	L and below	N and below
Grade 4	P	Q	S
	O	P	R
	N and Below	O and below	Q and below
Grade 5	S	U	V
	R	T	U
	N/O/P/Q	P/Q/R/S	Q/R/S/T
	M and Below	O and Below	P and Below
Grade 6	V	W	X
	U	V	W
	Q/R/S/T	R/S/T/U	T/U/V
	P and Below	Q and Below	S and Below
Grade 7	X	Y	Y
	W	N/A	N/A
	T/U/V	W/X	W/X
	S and Below	V and Below	V and Below
Grade 8	Y	Z	Z
	W/X	Y	Y
	V and Below	X and Below	X and Below

On grade level	Approaching grade level	Below grade level	2+ Below grade level (5-8 only)
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Interim Assessments (IAs)

Interim Assessments are criterion-referenced assessments that aim to take a snapshot of performance in time across various grade levels. The interim assessments set benchmarks for performance and assess a variety of skills (that have been covered at a variety of levels) and spirals to include more skills throughout the year. Interim Assessments will be analyzed by teachers and used to inform instructional practices as well as to set a standard and level of rigor for work expected according to the CCSS at each grade level. Interim assessments are conducted as a whole class and scored by percent correct.

- The IA grade will not appear on scholar report cards.
- The scoring for IAs aligns with the scoring parameters for the State Test and differs from our PAVE grading expectations.

Grades K-8	1	2	3	4
Percent	0-55%	56-74%	75-89%	90-100%

Scholar Grades

Every trimester scholars receive report cards that aggregate their performance into a “grade.” See below for more information about grading. Scholar grades are reported 6 times annually, with progress reports sent halfway through the trimester and report cards sent each (at the end of each trimester). School leaders may decide to send home grades more often to maintain consistent communication with families. All reporting of scholar grades should follow the guidelines below.

Grades K-4 – grades are reported on a 1-4 scale.

Grades K-4	1	2	3	4
Percent	0-55%	56-74%	75-89%	90-100%

Grades 5-8 – grades are reported as a letter grade.

Letter Grade	GPA	Cutoff %	Grade Value
A+	4.00	97	100
A	4.00	94	96
A-	3.667	90	93
B+	3.333	87	89
B	3	84	86
B-	2.667	80	83
C+	2.333	77	79
C	2	74	76
C-	1.667	70	73
D+	1.333	67	69
D	1	64	66
D-	0.667	60	63

* At the end of the school year, performance from all 3 trimesters is aggregated to determine a “Final Grade.” The final grade is translated into a Grade Point Average (GPA). For details about the GPA scale, see last page of this document.

New York ONLY – NY State Tests

The New York State Testing Program consists of several high-stakes tests; namely one in English Language Arts and another in Mathematics. Additionally, Science exams are conducted in grades 4 and 8. All assessments are criterion referenced and students are expected to meet very specific benchmarks for performance on these assessments as they are summative in nature and aligned to CCSS in ELA and Math. Scores are reported as performance levels (1-4) that are based on scale scores derived annually by the Department of Education based on cuts from raw scores. Scale scores and their corresponding performance levels vary from year to year. The test is administered to our 3rd-8th grade scholars.

Exams in ELA and Math are scored off site, which the Science exams have historically required a team of teachers to contribute to scoring in-house.

Grades 3-8	1	2	3	4
Performance Levels	Not Meeting Standards	Approaching Proficiency	Proficient	Advanced Proficient

Scholar Grades and Reporting

Regular reporting of scholar achievement is essential in ensuring that teachers, families and scholars are aware of their performance and are able to make necessary adjustments and ensure progress. Grades are reported six times annually, with progress reports sent halfway through the trimester and report cards sent at the end of each trimester. The grades are an aggregate of the scholar’s performance. School leaders may decide to send home progress monitoring grades more often. All reporting of scholar grades follow the guidelines above.

Family-Teacher Conferences are held at the end of trimester 1 and 2. Additional conferences may be requested during progress reports. In addition to these reports, for students who are performing below grade level, promotion in doubt letters are sent home one time per year (or more if determined necessary by school leadership teams).

Progress Reports:

The following information is present on progress reports:

- Basic student information
- Days absent and days present
- Average of ELA and Math grades in each trimester for grades K-8.
- Average of Science and History grades in each trimester for grades 5-8 only.

Report Cards:

The following information is present on report cards:

- Basic student information
- Days absent and days present
- Grades for each subject area, based on teacher gradebooks

In addition, teachers are expected to make comments regarding student performance, based on the following guidelines:

Elementary School - Grades K-4:

- A grade and comment for each of the following subjects
 - Reading, Writing, Math, Science, Character Education (RH only), All Specials and homework

Middle School - Grades 5-8:

- In addition to a grade, a comment must also be provided for any scholar scoring below 70%.

Promotion

PAVE Red Hook Scholars will be promoted or retained on the recommendation of the classroom teachers, as well as the consultation of the grade level team, school leadership team and the principal.

This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classroom
- Social/developmental characteristics
- Other pertinent data

Scholar retention is recommended when considered in the best interest of the scholar. Retention may be considered at any grade level. The decision to retain should be based on sufficient data gathered over time with the intention of placing the child in the grade level and educational program where they will ultimately be the most successful.

Scholars qualifying for Special Education will also receive consideration on a case-by-case basis in a manner consistent with the Individualized Education Plan (IEP).

Scholars may be retained in their grade at the end of the year for one of, or combination of the following factors:

- Failure to meet academic standards of readiness for the next grade: Example: Scholars who fail (earn below 70%) in a core subject (Math, Reading, Writing, Science, History/Social Studies) or who are reading below grade level, may be retained. Students who fail either the reading or math standardized test at the end of the year may be retained as well.
- Failure to meet adequate standards of attendance and lateness: Example: Scholars who miss more than 10 days of school may be retained.
- Failure to meet behavioral standards of readiness for the next grade level: Example: Scholars whose behavior has not shown adequate growth or improvement, or is not at a sufficient level, may be retained.

Any scholar at risk of retention (for whom their promotion is in doubt) will receive a Promotion in Doubt letter communicated with Report Card #2.

- Promotion in Doubt Notification is shared with family during Report Card #2 conferences
- Retention Decision is made in June by School based on student's progress
- Retention Meeting with family to discuss progress and the final retention decision. Family receives letter notifying them that their student is being retained for the next school year at this meeting.

Grading

Ensuring that scholars are on track to be college and career ready means that they will receive grades from the time they are in kindergarten through the time that they are in eighth grade.

Grades are derived from a variety of exit tickets, assessments and homework. Grades should be entered into gradebook. Each subject, the requirements for the number of assessments and assignments as well as the weights for each type of assignment or assessment are outlined below; separated as Elementary and Middle School Grading Requirement

Elementary School – Grades K-4 Grading Requirements:

All grades should be entered based on points. Teachers should clarify any grading questions with their principals.

Grades are reported in the following subjects:

- o English Language Arts
- o Math
- o Character Education
- o Physical Education
- o Music
- o Art

Grades K-4 Reading:

- Exit Tickets/Classwork:
 - o 4-7 assignments entered per unit
- Quizzes:
 - o Reading: 2-3 per unit

Components of Grade	Weight
Quizzes	50%
Exit Tickets/Classwork	50%
Total	100%

Grades K-4 Math:

- Exit Tickets/Classwork:
 - o 4-7 assignments entered per unit
- Quizzes:
 - o 6-8 problem solving quizzes per trimester
- Tests:
 - o 1 per unit

Components of Grade	Weight
Tests	30%
Problem Solving Quizzes	20%
Exit Tickets/Classwork	50%
Total	100%

Grades K-4 Writing:

- Unit Performance Assessment
- Unit Performance Tasks

Components of Grade	Weight
Unit Performance Assessment	60%
Unit Performance Tasks	40%
Total	100%

Grades K-4 Science:

- 1 Classwork Item/Week

- 1 Test/Unit

Components of Grade	Weight
Tests	50%
Exit Tickets/Classwork	50%
Total	100%

Grades K-4 Specials:

- Classwork: 3 per unit (may use participation rubric/grade)
- Tests/Performance Task (Optional - ILT determined)

Components of Grade	Weight
Performance	50%
Participation	50%
Total	100%

Grades K-4 Character Education:

Character education is an important part of our program. It is graded and reported. Students will receive a 1-4 score for each of the Core Values daily. Core Values are measured by each subheading (Ex. Perseverance encompasses Best Effort and Taking Initiative). Receiving a 4 for a Core Value means that the scholar always exhibits that Core Value. Receiving a 1 for a Core Value means the scholar rarely or occasionally exhibits that Core Value.

Core Values			
<i>Perseverance</i>	<i>Achievement</i>	<i>Vibrance</i>	<i>Excellent Character</i>
Best Effort	Complete Homework	Not Giving Up	Following Directions
Taking Initiative	High Quality Work	Celebrating Others	Be Kind

Grades K-4 Homework:

Homework is graded by completion.

Rubric	1	2	3	4
Performance Levels	Not Meeting Standards	Approaching Proficiency	Proficient	Advanced Proficient
	The scholar is inconsistent in completing and turning in homework (less than 80% turn in rate and less than	Homework is mostly done and complete (80% or above turn in rate) and is complete most times (80% of homework turned in is complete).	Almost always hands in homework (90% turn in rate), homework is almost always complete (90% of homework turned in is complete).	Homework is always in on time, assignments are never missed and scholars always turn in complete homework.

	80% completion rate).			
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Middle School – Grades 5-8 Grading Requirements:

Grades are reported in ALL subject areas with only one exception:

- Enrichment/Intervention blocks do not REQUIRE a grade.
 - However, comments or a grade in the form of: “Unsatisfactory,” “Satisfactory,” or “Exemplary” can be recorded

Middle School – Grades 5-8 Grading Guideline for all academic content areas:

Components of Grade	Weight
Classwork	15%
Homework	15%
Tests/Projects	40%
Quizzes/Exit Tickets	30%
Total	100%

**Note: Teachers may have more grades in your gradebook, but only the above are required.*

Organizational Information

Governance

PAVE is a non-profit corporation and has, or will apply, for 501 (c)(3) status. The school is governed by a Board of Trustees whose purpose is to oversee the operation of the school with its stated mission. Specifically, reassessing and modifying these policies, carrying out a continuous evaluation of the school, and overseeing the fiscal health of the school. The administration of the school policies is the responsibility of the Principal and Director of Operations, who consults regularly with the Board of Trustees and attends all meetings of the Board as an ex-officio member. Trustee nominations are submitted to the Governance Committee of the Board that recommends future trustees in accordance with the Board of Trustees Bylaws.

PAVE complies with all provisions of the Open Meetings Law. Meetings are open to family members and other members of the public. Minutes from the meetings will be available to the public at the school upon request within two weeks of a regular meeting and one week of an executive session. PAVE’s full Open Meetings Policy is available upon request from the Principal.

School Records

The school administration is in charge of student records. Families wishing to examine a child’s record should submit a request in writing to the Main Office. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it.
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied; or

- Denying the request in writing.

PAVE complies with the Freedom of Information Law. Freedom of Information records requests are addressed under the school's Freedom of Information Policy. PAVE also has policies in place to comply with all provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Please see the Annual Notice of Rights of FERPA found at the end of this Handbook for more information.

PAVE also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the School's student records. PAVE shall arrange to provide translations of this notice to non-English speaking families in their native language.