



Create Academy

Student Handbook 2018-2019

Mission Statement

Through an arts integrated curriculum anchored in project-based learning, Create Academy will prepare all students for success in college, career, and society by teaching students to collaboratively invent, design, and implement creative solutions that address societal problems and injustices.

2645 N. 24th St.
Phoenix, AZ 85008

(602) 710-1101 (p)
(602) 714-5345 (f)

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Academic Program

1. Arts Integration

The arts are in integral part of the mission of Create Academy, and students will learn through arts integration on a daily basis. Students are taught the academic subject standards using the arts, and students also learn the art form through the studio arts class. The arts are critical to a well-rounded education, and through the arts, students learn not only the art form itself, but also transferable skills such as empathy, communication, and discipline.

Create Academy has adopted the Kennedy Center's definition of arts integration: "Arts Integration is an approach to teaching in which students construct and demonstrate understanding through an art form. Students engage in a creative which connects an art form and another subject area and meets evolving objectives in both."

2. Project-Based Learning

Students will embark on three to four major projects throughout the academic year that incorporate multiple standards across the curriculum. Students will have the opportunity to work collaboratively and showcase their learning to the public in a variety of formats.

3. Social Justice

Create Academy seeks to include all voices in the curriculum, by celebrating and encouraging diverse perspectives. Students will learn to exhibit empathy and inclusiveness.

Core Values

1. Collaboration
2. Creativity
3. Expression
4. Justice
5. Reflection

Assessment, Homework, and Grading

Assessments

Assessment at Create Academy happens regularly through in-class formative assessments. Students will also take diagnostic and benchmark assessments throughout the year. Students will complete the required elements of state mandated testing. Teachers also complete ongoing anecdotal (casual, informative) assessments of their students. The school seeks to have a complete picture of each child's strengths and areas for growth in order to develop an academic plan that optimizes learning.

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Homework

Create Academy generally does not assign homework, however teachers may expect a student to complete unfinished, makeup or special project work outside of the school day. Every student is required to complete a reading log to document his or her nightly independent reading according to the classroom expectations. Families are encouraged to play an active role in independent reading.

To support students in academic growth, Create offers regular after school small group tutoring through the After school Enrichment Program. Contact the school office for more details.

Grading

Report cards and progress reports will each be presented twice yearly. It is anticipated that progress reports will be given after the first and third quarters of the academic year, and report cards will be given after the second and fourth quarters.

Letter grades will be awarded to coincide with academic proficiency in subject areas:

- A = Highly proficient
- B = Proficient
- C = Partially Proficient
- D = Minimally Proficient
- F = Insufficiently Proficient

It will be at the discretion of each individual teacher to award plus (+) or minus (-) grades.

Extracurricular Activities (Clubs)

Create Academy offers a variety of extracurricular activities to our students after school from 2:45-5:30 pm, Monday through Friday. Extended Day care is provided daily for a nominal fee. Afterschool Enrichment Classes (AEP) are offered throughout the year for an additional cost. Scholarships are available for all after school activities.

School Policies and Procedures

Attendance Policy

Create Academy has a rigorous educational program, and it is critical that students are present everyday, except for illness that is contagious and family emergencies (i.e. death, etc.). Since it is impossible to gain the full benefit of any class experience through makeup work, we ask that doctor's visits and similar appointments be scheduled during non-school hours (before 8:00 am or after 2:45 pm, Monday through Friday.. Tardies and early release from school count against a student's attendance record. Three tardies or early releases will count as one absence.

According to ARS 15803 the parent/guardian is responsible for the child's daily attendance and to inform the school of absences in a timely manner. "Absences may be considered excessive when the number of absent

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days exceeds ten percent of the number of required attendance days,” as stated in ARS 15802. All absences, including illness, appointments, vacations, incomplete days, suspension, etc. count as absences. The school will follow procedures set out in this statute for instances of truancy.

Students who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

If a student is absent for the first 10 days of school, or ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may be considered withdrawn from Create Academy. The student may choose to re-enroll if there is available capacity in the school.

Communication with Families

Families are an integral part of our Create Academy community. Students will have a “take home folder,” where important school communication will be shared with families. Please make sure to check this folder daily. This year, Create Academy will also have a school app (available in the iTunes or Google Play store for free) to communicate messages and reminders to families through application notifications.

Please call the front office to schedule an appointment with your child’s teacher at (602) 710-1101.

Disciplinary Policies

Expectations and Rules for student Conduct Standards of Safety and Security

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their and others lives.
5. Help students develop responsibility and character.

The school Board has set forth the rules and expectations addressing student safety and security. Much like the rules that govern our cities, violations of these rules carry penalties, fines and consequences, etc. that are prescribed by law. The purpose of penalties under those federal, state, and local laws is to ensure an orderly and safe society.

The Board sets the standards for safety and security and has set penalties for violation of those standards. These standards address the safety and security of both children and school staff. They are not up for interpretation at the local school level, just as the laws for our state, city, and/or county statues are not up for interpretation or revision by local school administrators.

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Charter Rules

The following is a list of rules established by the Board. The penalties or consequences for violating these rules cannot be excused or changed by local school administrators or staff.

Safety and Security Rules

- Possession, Usage, or Distribution of illegal drugs or alcohol
- Acts or threats of violence
- Possession of weapons
- Possession or use of dangerous articles
- Possession and/or distribution of pornography
- Acts or threats of bullying
- Acts or threats of sexual harassment
- Repeated extreme disrespect towards students or staff

Penalties for Violation of Charter Rules

The following penalties have been established by the Board as defined in A.R.S. section 13105 and A.R.S. 15841: suspension, expulsion, contact with local authorities/criminal charges, restitution, referral to local authorities.

§ First Instance: Minimum – In-School Suspension (2-5 days) and Referral to Substance Abuse or other applicable Counseling; the school reserves the right to impose a longer suspension or expulsion in this instance.

§ Second Instance: Minimum – Expulsion

If at any time a student or parent disagrees with a disciplinary action, a due process hearing may be requested. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

Electronic Devices

Electronic devices, such as cell phones or tablets may not be taken out or used on campus unless specific permission is given by the administration. Students should leave cell phones at home whenever possible. If a student must bring a cell phone to campus per parent request, the cell phone must remain in a backpack or turned into the front office when the student arrives, where it will be locked until the end of the day. If a cell phone is brought into class, it will be confiscated by a staff member and turned into the office. A parent must pick up the cell phone from campus. Create Academy is not responsible for lost, stolen, or damaged electronic devices.

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Dress Code

Create Academy does not have a uniform policy. We expect our students to make good choices about what is appropriate to wear in an elementary school environment. Because our program of instruction is more active and movement based than a typical traditional classroom, students should be dressed in clothing they can move in. Closed toed shoes are highly recommended. This dress code may be updated as needed throughout the year.

Harassment

Create Academy is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Create Academy requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In general, harassment includes communications such as jokes, comments, innuendoes, notes, e-mails, text messages, social media messages, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior might reasonably be viewed as harassment by another person. Therefore, individuals should consider how other individuals might reasonably view their words and actions. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Create Academy.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

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Hours of School Operation

The school day begins at 8:00 a.m. and ends at 2:35 p.m. Breakfast is served between 8:00 and 8:15 am. Students arriving after 8:15 a.m. may not be provided breakfast. Students may be dropped off as early as 7:30 a.m. and be picked up as late as 2:45 unless the child is enrolled in an afterschool program. After school programs do have a limited enrollment so advanced registration is expected.

Late students must check in at the main office before reporting to class. Students leaving early must check in with the main office before leaving, and a parent/guardian must sign out the child in person.

Health Services

Create Academy does not have a school nurse on site. Students must have a permission to treat form signed by a parent/guardian for all travel and for daily attendance at Create Academy. This form must be updated with medications, allergies and emergency info. Any student having health conditions, such as diabetes, asthma, seizures, dietary restrictions, or allergies (especially wasp/bee stings); will need to declare this on the registration paperwork. The school will share information regarding the health condition of students with the necessary school staff, volunteers and trip coordinators to insure the safety of all students. When necessary, a 504 plan will be developed to assist in handling medical conditions appropriately.

Illness:

Contact with a parent/guardian must be made prior to sending an ill student home. Students are expected to call their parents/guardians from the front office when reporting illness. For documentation reasons, students should NEVER use their cell phone to contact parents/guardians regarding illness or injury without first notifying the office and receiving permission.

Immunizations:

Students must present an up to date and completed Certification of Immunization form, as required by State Law, or a statement of exemption. Although the law allows exemptions, the County Health Department may tell us to exclude your child from school if there is an outbreak of disease. It is the responsibility of parents/guardians to insure that all immunization schedules are followed.

Medications:

Whenever possible, the schedule of medication administration should be arranged to allow a student to receive all medication, prescribed and otherwise, at home. If, under exceptional circumstances, it is necessary for a student to take medication during school hours, the medication must be provided to the Create Academy office in accordance with state law:

ORIGINAL BOTTLE: Medication must be in the original bottle showing the student's name and the name of the medication, how often it is taken, amount of dosage, and physician's name and pharmacy information on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school.

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WRITTEN REQUEST: The medication must be accompanied by a written request from the parent that their student should take the medication in school, the dosage given, time of day to give the medication, and specific directions for giving the medication.

PARENT'S' AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM: This needs to be completed for the student on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school for one of these forms.

Promotion Policy

To ensure all stakeholders are regularly aware of student progress and any risk of possible retention, teachers, students, and parents will track student mastery throughout the year using an online learning management system. Parents are invited to attend Academic Parent Teacher Team data meetings, at which time they will be provided with detailed data on their student's academic achievement and have the opportunity to discuss ways to help their student advance towards mastering Learning Goals. All parents will also attend an individual Parent/Teacher conference in October and April to discuss their student's achievement and any possible risk of retention.

Additionally, if, at any time within the school year a student has a Level 1 on 5 or more Learning Goals, a retention meeting will be held with parents, teachers, and school administration to determine if retention is necessary and in the best interests of the student. Though a student would not be retained for one course or subject, Create Academy's commitment to *all standards for all students* will require any Learning Goal measured at a Level 1 proficiency to continue to be addressed and assessed throughout the following school year until mastery has been demonstrated. Ultimately, a team of individuals, including the parent, school administration, and classroom teachers determine decisions regarding retention.

School Breakfast, Lunch and Snack

Eating healthy is critical for students to have the energy to do the hard work required to learn every day. To ensure every child has access to this, the school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts, lunches and after school snacks as well as free milk to eligible students. Students may bring a lunch from home as an alternative to school-provided lunch.

We encourage students to bring healthy snacks such as fruit, vegetables, yogurt, granola bars, etc. Families of students who eat school-provided lunch and have particular dietary restrictions should alert the Office as early in the school year as possible.

Create Academy allows whole-class celebrations for birthdays at the teacher's discretion. Families are able to bring in a whole-class snack that is store-bought. Unfortunately, we are unable to serve home-cooked food on campus for safety and food allergy purposes.

School Supplies

All students must arrive at school with their take-home folder and supplies. The school provides a list at the beginning of the school year of all necessary supplies. If a student is unable to purchase the supplies, please contact the Office.

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School Transportation

Students shall abide by all school rules, which extend to riding the school bus or other school vehicle, and shall obey the directive of drivers. Privileges may be revoked for violations at the discretion of the driver or Create Academy administration. This applies to school vans and any other form of transportation taken for a school-sponsored activity. Disciplinary actions will be taken for any bus issues, even if it is not a Create Academy bus (i.e. city bus).

An adult chaperone must accompany kindergarten students while at the bus stops. Drivers are not permitted to leave kindergarten students unattended at a bus stop in the afternoon, and they may return the kindergartener to school at the end of the bus route. In the event that this occurs, Create Academy may require families to pay a late pickup fee, which may increase with subsequent late pickups, or bus transportation privileges may be revoked.

Family and Community Involvement in Create Academy

We look forward to partnering with parents and families to help our students to achieve their best. Below are parent expectations at Create Academy:

<p>...creating an effective learning environment at home</p>	<ul style="list-style-type: none"> · Set a schedule and structure to support your child's study, completion of homework, and meeting of standards. · Limit TV time and engage your child in fun, educational activities. Keep books and other reading material in your home. · Set aside a reading time each day. · Let your child see that you are committed to lifelong learning by letting him or her see you read.
<p>...learning about and supporting our school's values and programs</p>	<ul style="list-style-type: none"> · Commit to allow your child to participate in all fieldwork and extended trips. · Be familiar with and discuss with your child the content of this handbook. · Attend school events and parent evenings, as you are able. · Support the parent organization of the school in any way you can. · Let a friend or neighbor know about Create Academy. · Attend community gatherings or classes with your child.
<p>...staying informed about your child's progress</p>	<ul style="list-style-type: none"> · Attend your child's student led conferences. · Watch for and review progress reports and report cards. · Attend events where your child's work is publicly exhibited. · Be aware of the expedition being taught and its learning targets. · Read teacher communications and promptly return permission slips and other communications asking for parent response or input. · Communicate regularly with teachers by email.

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Volunteer Opportunities

Parent volunteers both enrich the life of our school and provide vital support for our programming. We appreciate any time you might be able to spend supporting our school. Please note that all classroom volunteers must complete the Create Academy volunteer screening process. Contact the Create Academy office for more information and the necessary paperwork.

School Projects	Parents at our school may lead or help with volunteer projects ranging from classroom help to participation in the governance of the school. Their contribution is key to our school's success. Please contact the office if you are interested in learning more.
Classroom Help	If you would like to help out in the classroom, please contact your child's Advocacy teacher.
Fieldwork and Fieldtrips	We are often in special need of help on fieldwork days. Again, if you are able to volunteer, please contact your child's Advocacy teacher.
Hospitality	There are numerous times when parents are asked to support events by providing food, drink, or related supplies. Please consider helping out if you are able.
Professional Services/ Expertise	On many occasions, a parent's special skill, expertise, experience, collection, etc., can be brought into the classroom or contribute to a school wide project. Please contact the office if you have something that you would be willing to share.

Visitors

Create Academy welcomes visitors to tour our school, observe our classrooms and activities and learn more about arts integration. Students with a sincere desire to attend Create Academy are welcome to visit for one day. All visitors must abide by school, state and Federal laws while on our campus. This includes appropriate dress and behavior. Visitors must register at the office and wear a visible badge at all times. **Visitors who are a disruption to the educational and academic process will be asked to leave.**

Non-Discrimination Policy

Create Academy does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Create Academy also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

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Teacher Resumes:

We would like to inform you that you have the right, by law, to view all Teacher Resumes. We have them housed in the main office, where Mrs. Nydia Perdomo works.

Tax Credit Donations

Your Tax Credit Donation Costs You Nothing
and Enriches the Lives of our students

Create Academy is a K-5 nonprofit charter school that focuses on the arts and social justice in order to prepare students to become community leaders. Please help us continue in our commitment to education by taking advantage of Arizona's education tax credit. Couples can donate up to \$400, and single taxpayers up to \$200 to Create Academy and taxpayers will receive a dollar for dollar TAX CREDIT- you get every dollar back! Your donation will be used to sponsor activities and programs within the school. It truly costs you **nothing**. Simply complete the form below and include it with your donation. Make Checks Payable to Create Academy. Create Academy educates a student population within Central Phoenix with over 95% of the students qualifying for free/reduced lunch. For more information visit our website at www.createacademy.org

Create Academy Tax Credit Donation Form

Names(s) _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

Signature _____

Donation Amount _____ \$200 _____ \$400 _____ Other (please write specific amount)

Mail form to:

Create Academy

2645 N. 24th St.

Phoenix, AZ 85008

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Student Handbook Statement of Understanding

I have received and read a copy of Create Academy's student Handbook. I understand that if I ever have any questions regarding school policies, I can ask a member of the school team for further explanation. Additionally, I understand that my child must adhere to the Acceptable Use policy outlined in this handbook. Failure to adhere to the policy could result in my child losing the privilege of using any technology on campus.

Students, parents/guardians and staff are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of Create Academy policies and the state approved charter. If you have any questions about this, please call 602710-1101.

PLEASE RETURN COMPLETED FORM TO THE OFFICE

I HAVE READ AND AGREE TO THE STANDARDS, GUIDELINES AND EXPECTATIONS OF CREATE ACADEMY, AS OUTLINED IN THE STUDENT HANDBOOK 2016-2017. MY SIGNATURE BELOW AFFIRMS THIS COMMITMENT:

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

If a family has more than one child attending the school, a separate Statement of Understanding must be returned for **each child.*