

Primary Years Academy of International Education **STUDENT/PARENT**



HANDBOOK 2021-2022

1540 N. Lincoln Street Stockton, CA 95204

Phone: 209-933-7355

<http://www.stocktonusd.net/PYA>

Office hours 7:30 a.m. to 3:00 p.m.

For after-hours emergencies, contact SUSD Police 933-7085

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Dear Primary Years Academy Families,

Welcome to the 2021-2022 school year!

I hope your families continue to remain safe and healthy. Thank you so much for all of your understanding and appreciations as you have adjusted to Distance Learning and Hybrid instruction. I am extremely appreciative of our students, parents, and staff for their positivity, flexibility, and resiliency during these adjustments. It is a pleasure to continue to serve as principal of Primary Years Academy. We welcome your continued support and positive energy as we rebuild partnerships with you during this new school year.



Our dedicated and devoted staff have been planning and preparing for students arrival. Staff is focused on elements of highly effective IB instruction and bridging the gaps between unfinished and new learning. We continue to present best practices around instruction, health, and safety in all classrooms. Our goal is to provide continuous educational opportunities for students whether in class, hybrid instruction, or through distance learning. We strive to eliminate as much stress as feasibly possible for parents, students, and teachers. While it is our responsibility to continue to educate our students, we compassionately acknowledge the variety of difficulties that may arise. In these “new normal” times, PYA will continue the tradition of delivering high quality instruction.

Our goals remain consistent. PYA will focus on building an equitable education for all, positive relationships, focus on student voice and choice, and ensuring that all students learn the IB learner profile traits to become global citizens.

To help achieve these goals, it is important to have frequent discussions at home about these goals. This will help to support our work with students at school. PYA Staff will make every effort to communicate with parents regarding student expectations and upcoming events. We are excited to begin this year with you.

Change has led to many new and positive results. The staff of Primary Years Academy will continue to work to ensure our students are safe and to meet the socio-emotional needs of all students. Please feel free to contact PYA Staff with any questions, concerns, or needs. I look forward to a wonderful school year.

Warm regards,

Dr. Simone S. Martinez, Principal
Primary Years Academy

SCHOOL PARENT AND FAMILY ENGAGEMENT COMPACT



Primary Years Academy of International Education

1540 N. Lincoln Street, Stockton CA 95204

(209) 933-7355 • Fax: 941-4580

2021-2022



WHAT IS A SCHOOL-PARENT COMPACT?

A School-Parent Compact is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective Compacts:

- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Link to goals of the school improvement plan and focus on student learning skills
- Describe opportunities for parents to volunteer, observe, and participate in the classroom
- Describe how teachers will help students develop those skills using high-quality curriculum & instruction

ACTIVITIES TO BUILD PARTNERSHIPS

PYA values parent participation and input. Fifteen hours of volunteer service /participation is required of each family. Parents have the opportunity to fulfill this requirement and more in the following ways:

- Attending the Back to School picnic at the start of the school year
- Volunteering in the classrooms: This includes: listening to students read, helping students with projects, helping teachers prepare projects, and chaperoning field trips.
- Assist Teachers: Parents help by making copies and performing other related tasks for teachers.
- Work at Home: Many parents volunteer their time while at home, preparing materials needed in the classroom, or translating newsletters into Spanish
- Participation in Family Nights, IB parent meetings, Specialty School recruitment days, field trips and PTA events
- Participation in School committees such as School Site Council (SSC), English Learner Advisory Committee(ELAC) and PTA

COMMUNICATION ABOUT STUDENT LEARNING

Parents are kept up-to-date on their students' progress and get regular tips on home learning in variety of ways, including: trimester report cards and progress reports, parent/teacher communication through student planners and/or phone calls, emails or other tech-based system, classroom newsletters, student-led conferences at least twice a year, parent-teacher conferences when requested by the teacher or parent, required signatures on assessments and assignments, and in IB newsletters. IB parent meetings are held monthly and provide parents with information on IB curriculum and assessments, and provide tips on home learning. Parents have the opportunity to observe in classrooms. Parents are also invited to the classroom when their child presents their IB projects to the class. Family Nights are held at least 4 times per year and involve parents in our IB, ELA, math, science and the arts curriculum. Student Study Team meetings are arranged for students struggling with academics or behavior. At all of these, parents are consulted about which communication strategies that work best for them. Parents are surveyed annually to provide information about their concerns or satisfaction with the school's program and communication.

JOINTLY DEVELOPED

When PYA was founded in 2010, a team of school staff and parents formed to develop the compact, school handbook and school plan. The compact and handbook and school plan are reviewed and updated annually in SSC/ELAC meetings which are held after school, at PTA meetings, which are held in the evenings, and by faculty at faculty, leadership and staff meetings. It is published in the annual handbook distributed at registration or the first day of school. Parents are invited to complete yearly surveys (EL parent survey and parent survey) which inform staff of their satisfaction or concerns with school communication and their child's education. The results of these surveys are analyzed at the SSC/ELAC meetings, and recommendations for changes are discussed and made.

DISTRICT & SCHOOL GOALS

1. Every child by the end of 3rd grade will read and comprehend at the proficient level.
2. Every child by the end of 9th grade will demonstrate mastery of Algebra concepts and application.
3. Every child by the end of 12th grade will graduate and be college, career and community ready.
4. At PYA, all students learn what it means to be an internationally-minded person through lessons and projects taught and assigned, within six trans-disciplinary IB Units of Inquiry each year.

SCHOOL'S COMMITMENT

- Teachers will arrive every day by 7:45 am.
- We will maintain professional standards for appearance and a positive attitude.
- Staff is committed to providing a high quality curriculum that incorporates a rigorous IB curriculum and will do whatever it takes for every student to become proficient in both the International Baccalaureate (IB) concepts and philosophy, as well as the California Common Core State Standards (CCSS).
- Staff will participate in ongoing professional development to ensure we are providing a high quality curriculum.
- Teachers, parents, principal and support staff will communicate, and work collaboratively to meet student needs.
- Staff will be responsive to students and parents, and listen to any concerns they might have.
- Staff will protect the safety, interests and rights of all individuals in the classroom and school.
- Communication is provided in Spanish and will be provided in the families' mother tongue, if different, upon request.

PARENT'S COMMITMENT

- We will ensure that our child is on time and at school daily from 8:00 a.m. until dismissal.
- We will help our child and do whatever it takes for him/her to learn and succeed in school.
- We will:
 - check our child's homework and school projects every night
 - read with him/her every night
 - provide 15 hours of volunteer/participation hours per year.
- We know that we have the opportunity to observe the classroom when scheduled with the school and/or classroom teacher.
- We will be responsive to our child and the school regarding any concerns that we or they might have. If our child is going to miss school, we will notify the PYA office. We will carefully read all the documents that the school sends home to us hard copy or electronically.
- We will ensure that our child wears the PYA uniform and follows the PYA dress code daily.
- We understand that our child must follow SUSD and PYA rules in order to protect the safety, interests and rights of all individuals in the classroom. We are responsible for the behavior and actions of our child. We will read the PYA Handbook.
- We understand that failure to adhere to these commitments can cause our child to lose various PYA privileges and can cause our child to be returned to his/her home school.

STUDENT'S COMMITMENT

- I will get enough sleep, eat breakfast, and be in line for morning announcements by 8:00 a.m. every day.
- I will wear a PYA uniform and follow the PYA dress code.
- I will demonstrate the attributes of the IB Learner Profile as I work, think, and behave. I will do whatever it takes for me to learn.
- I will complete all my homework every night. I will talk to my teacher if I have a problem with the homework or school, and I will raise my hand and ask questions in class if I do not understand something.
- I will be responsive to my parents, teachers and staff regarding any concerns they might have. If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will always behave in a manner which protects the safety, interests and rights of all individuals in the classroom and school. I will always **SOAR**: be **Safe**, be **Observant**, **Act** responsibly and be **Respectful**.
- I am responsible for my own behavior and I will follow my teacher's directions.
- I understand that failure to adhere to these commitments can cause me to lose various PYA privileges, and could cause me to return to my home school.

Primary Years Academy of International Education/ International Baccalaureate Organization Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Primary Years Academy Mission Statement



Empowering compassionate global thinkers.
Ask questions.
Take action.

Primary Years Academy Vision Statement

In harmony with SUSD and IB philosophies, Primary Years Academy develops active, caring, and inquiring lifelong learners who help create a better and more peaceful world through intercultural understanding and respect.

2021-2022 Student Calendar

The new school year will begin on Monday, August 2, 2021. We will be returning to a full in-person reopening. We want to thank all of you for your tenacity and resilience through these trying times. We look forward to an exciting 2021-2022 school year. In following with California Department of Public Health (CDPH), teachers, students and staff will be required to wear masks indoors. However, outdoors masks are optional.

New Family Orientation Meeting: This meeting is mandatory for all families and will be held August 2, 2021 at 4:00 PM via Zoom. If unable to attend at this time, please reschedule with Mrs. Lee, our IB Coordinator.

Topic: Title I Parent Meeting

Time: Aug 2, 2021 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84253179723?pwd=Um9zRUFpeHNGejNZNmJFUjF3OGlnZz09>

Meeting ID: 842 5317 9723

Passcode: 303188

Back to School Nights/Grade Level Orientation Schedule:

Date	*4:00-5:00 PM	*5:00-6:00 PM
Tuesday, August 3, 2021	Kinder	1 st
Thursday, August 5, 2021	3 rd	4 th
Friday, August 6, 2021	2 nd	5 th

***In-person or virtual to be determined. More information to come**

August 2, 2021	First Day of School
September 6, 2021	Labor Day Holiday
September 27, 2021	No School
October 4-8, 2021	Fall Break
October 18, 2021	No School
November 11, 2021	Veteran's Day Holiday
November 22-26, 2021	Thanksgiving Break
December 20, 2021- January 3, 2022	Winter Break
January 17, 2022	Martin Luther King Jr.'s Day Observed
January 31, 2022	No School
February 14, 2022	Lincoln's Day Observed
February 21, 2022	President's Day Observed
March 14-18, 2022	Spring Break
May 26, 2022	Last Day of School

School Hours

Monday-Friday	8:00 am- 2:00 pm
Breakfast	7:30-7:55 am
Kinder, 1st and 2nd Recess	9:10-9:25 am
3rd, 4th and 5th Recess	9:30-9:45 am
Lunch/Recess	10:40-11:25 am
Dismissal	2:00 pm
Office Hours	7:30 am-3:00pm
Phone	209-933-7355

Staff List

Principal: Dr. Simone Martinez simonemartinez@stocktonusd.net

IB Coordinator: Hina Lee hlee@stocktonusd.net

Admin Assistant: Beatrice Ramirez bramirez@stocktonusd.net

School Support Tech: Alicia Miranda amiranda@stocktonusd.net

Kindergarten: Edith Brayshaw ebrayshaw@stocktonusd.net

Kindergarten: Madeline Tath mtath@stocktonusd.net

1st grade: Graciela Matty gortiz@stocktonusd.net

1st grade: Gene Schafer gschafer@stocktonusd.net

2nd grade: Merrily Moore mamoore@stocktonusd.net

2nd grade: Terri Richter trichter@stocktonusd.net

3rd grade: Connie Holman clholman@stocktonusd.net

3rd grade: Suzanne Horace shorace@stocktonusd.net

3rd grade: Natalie Rodriguez nrodriguez@stocktonusd.net

4th grade: Donna Mittelstedt dmittelstedt@stocktonusd.net

4th grade: Reina Gonzales reinagonzales@stocktonusd.net

5th grade: Erika Pollard epollard@stocktonusd.net

5th grade: Mandy Ponte mponte@stocktonusd.net

Spanish Teacher: Juan C. Zapata JCZapata@stocktonusd.net

Music Teacher: Matthew Hackett Mhackett@stocktonusd.net

Counselor: Dr. Shannon Baker-Lopez sbakerlopez@stocktonusd.net

STEP-Up Jose Luis Rodriguez-Mendoza JLMendoza@stocktonusd.net

You can also call our main office to contact one of our staff at 209-933-7355.

School Arrival and Dismissal Procedures

Because of the safety hazard created by so many cars arriving for student drop-off or pick-up, **the parking lot will be closed to all vehicles, except those who qualify for handicapped parking** placards or plates and school staff. **Supervision of students begins at 7:30 a.m.** for breakfast. **PYA has suspended Morning Mile until further notice.** In the morning, students may be dropped off at the walk-in gate on Lincoln Street after 7:30 a.m. They will proceed up the sidewalk to the gate to enter school. At dismissal, parents must walk up to PYA gate near the office to pick up their child at 2:00 p.m. Parents must park in *legal* spaces on the street or in the lots across the street. Please do not double park in the street. Please use the crosswalks on Lincoln St., Harding Way or Walnut St. to cross the street with your child.

Upon arrival to campus, whether by car, bicycle, or walking, students will be greeted and checked for having a mask in place and for general wellness. If students do not have a mask upon arrival, they will be provided with a disposable mask before entering campus. Staff members will be provided masks to give to all students who arrive on campus without a mask.

Before and After School Supervision

Students must be picked up at 2:00 p.m. unless they are participants in the STEP-UP Program. Student supervision begins at 7:30 a.m. and ends at 2:00 pm. Students must arrive before 8:00 a.m. and enter school through the main office. They are to go directly to the cafeteria, where they will be supervised by Noon/Yard Duty Staff. Free universal breakfast is served **from 7:30 – 7:55 a.m.** PYA has a Campus Safety Assistant on staff to assist with student supervision before school and during recesses and lunch. Noon/yard duty supervisors will supervise breakfast, lunch and lunch recesses.

STEP-UP After School Program

STEP UP, our **after school program** is provided for students from 2:00-6:00 p.m. Monday through Friday. STEP-UP is a district program operated under a grant. Students with a **need for academic interventions** are eligible and invited to attend pending available space. If any spaces remain, they go to siblings of students in the program, or families on the waitlist, based on attendance records and grade level. Contact the STEP-UP facilitator, Jose Luis Rodriguez- Mendoza at JLMendoza@stocktonusd.net or 209-933-7355 extension 3049.

Emergency Contact Information

If your child is severely injured, becomes ill (fever or throwing up), or needs a clean set of clothes at school, we will make every effort to contact parents. Please be sure that your emergency contact information on each child's Student Emergency Card is filled out completely and accurately. Also make sure that it is on file in the school office so we may reach you at home or work. The emergency card should also list the names and numbers of at least three people we can call if we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. **Please update the emergency card information in the office and in the STEP-UP program if applicable, as changes occur.**

Illness

To protect the health of your child and other students, we expect children to be picked up from school if they have a fever, rash, live head lice, or communicable disease symptoms. Please notify the school if your child has been diagnosed with a communicable disease, and keep the student home until fully recovered. A doctor's release may be necessary. Please check with the office staff or school nurse.

Homework – After or During an Illness

If your child is out for an illness, they will have an extra day after they return to complete any homework that they missed. Teachers need 24 hours' notice to put together a packet of missed homework if you request it while the child is out sick.

Medications

Before any medication (including over-the-counter medication, herbal treatments, **throat lozenges, and cough drops**) can be administered to students, the school office must have the following:

- **A signed & completed *Medications Dispensed In School* form which can be obtained in the school office. A new form is needed every year.**
- The current prescription container from the pharmacy or original packaging for over-the-counter medications (every year). **Parents must deliver these to the office.**
- **Students may keep inhalers with them if the doctor has indicated permission on the above form.**
- All medications must be picked up at the end of the school year

Attendance Policy

Students are expected to attend all classes, every day. A parent must notify the office if the student is absent, tardy or leaving early. If a student is sick, parents are asked to call or visit the office or send a note to school with their child if the student is responsible enough to deliver it. You may contact the school at: 209-933-7355.

Absences will be considered excused for the following reasons:

- Personal illness
- Doctor or dental appointments for the child (please attempt to schedule these after school)
- Death in the immediate family (1 day if held in CA; up to 3 days if out-of state)
- Funeral attendance with parent permission
- Observation of a holiday or ceremony of his/her religion
- Appearance in court (student)
- To spend time with an immediate family member who is an active duty member of the armed services and has been called to deploy to a combat zone or is on leave from deployment.

Student absences are considered unexcused if the parent does not contact the office.

Absences and Excuses

Continued enrollment in PYA is contingent on good attendance and other factors (see SUSD Specialty School Due Process on page 22 for more information). Please make every effort to get your child to school every day and on time. Research shows that good attendance improves academic achievement.

Method of Verification

When a student who has been absent returns to school he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012, 5 CCR 306). Absence verification must be submitted to the designated school site official **within five school days** from the last day of absence using one of the following methods:

1. Written note, fax, and email or voice mail from the parent/guardian or other party having legal right to verify absence reasons.
2. Conversation, in person or by telephone, between verifying school employee and the student's parent/guardian or other party having legal right to verify absence reasons.
3. Physician's verification provided by parent/guardian or other party having legal right to verify absence reasons.
 - a. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of the appointments but may contact medical office to confirm the time of the appointment.
 - b. When **a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician.**
4. Visit to the student's home by District or school official or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
5. Verification by school or public health nurse.

Truancy

Students shall be classified as truant if absent from school without a valid excuse three full days or corresponding number of periods in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260) **The parent/guardian of a student classified as a truant shall be notified by the school and/or the SUSD Child Welfare and Attendance Office.**

Coming Late or Leaving School Early

If your child arrives to school after 8:00 a.m., they must check in at the office and be issued a *Late Admit Slip* to give to his/her teacher. **Students who receive tardy slips are not eligible for Perfect Attendance awards that month or quarter.**

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the office. Parents must check in at the school office when picking up their child before dismissal. You will be issued a *Permit to Leave Slip* for your child to leave school early. **To prevent disruption in the classroom, we will call your child from class to meet you in the office.** The following guidelines will apply:

- Leaving early will be determined *excused or unexcused* by the same criteria used for attendance.
- Children will be released only to the people listed on the emergency card, or
- Written permission from parent/guardian will be required for children to be released to someone not on the registration card.
- Identification will be required if the person is not known to the staff
- Teachers may release a child to an adult only after receiving notification from the principal or office staff

- No child will be permitted to leave school alone during school hours. A parent/guardian or authorized adult must pick up the child inside the school.

Please schedule your child's appointments during non-school hours. Because class participation is an integral part of students' learning experiences, it is important to be at school on time and to stay until dismissal.

Child Nutrition & Food Service Policy

Water

We encourage students to drink water throughout the day. Your child is permitted to bring a water bottle to school for use in the classroom. There are water stations available for students to refill their water bottles. Only plain, clear water is permitted to be consumed in class. Any other drinks sent from home must be consumed in the cafeteria at lunch time only. Soda and sugary drinks and snacks are discouraged. Caffeinated energy drinks (e.g. Red Bull) are not permitted.

Food & Food Service

We ask **all parents** to complete the LCFF **Parent Income Form** that is sent home each year even if you believe that you won't qualify for free or reduced lunch or even if your child will be bringing lunch from home. **School funding, as well as school's *Free and Reduced Lunch* status, hinges on the information provided in the form, and the number of forms received.**

Students may not eat food in the classrooms unless authorized by the teacher. Students may not eat food or drinks on the playground. Water fountains are available for use.

State law prohibits students from taking school food items out of the cafeteria at breakfast and lunch, **and prohibits non-students (parents, younger siblings, etc.) from eating school food or drink items, even if they are left over from the student's meal.** Parents may not pick up or carry their child's tray in the cafeteria.

Please remind your child that sharing **food and drink with classmates is a health risk and is not permitted.** For this reason, please send only snack-sized bags or baggies of chips, cookies, etc. with your child.

Please do not pack chips, puffs, or spicy powders which are colored red or orange. The dye ruins classroom books, computer keyboards, and students' papers. Thank You.

Classroom Celebrations

Student birthdays may be celebrated during the last five minutes of school. Please do not bring pizza or sheet cakes or drinks. Store bought treats are no allowed at this time.

Please do not send or bring balloons, flowers, toys, or stuffed animals for your child's birthday, or on any holiday or award assembly, as this disrupts the classroom and school, and may cause allergic reactions in some students.

Small class celebrations may occur at various times throughout the year, such as the end of the quarter. Please check your teacher's newsletters for information. When celebrating specific holidays, Primary Years Academy will respect the beliefs of all our families. Please contact your child's classroom teacher if you would like to share information regarding your family's beliefs.

Lost and Found

Please mark your child's name on all personal items such as sweaters, hats, gloves, coats, lunch containers, and book bags. Check for lost items in our lost and found barrel in the cafeteria. Items not claimed are periodically donated to charity.

Electronic Devices

Personal electronic devices, such as cell phones, personal music players, and personal game systems are not allowed at school. Additionally, their use is generally prohibited during school-sponsored events, such as field trips, sporting events, and after school clubs. For a variety of reasons, these devices are not conducive to a social school community atmosphere.

Primary Years Academy is not responsible for the loss, theft, or damage of cell phones, or other electronic devices or toys that a child may have brought to school.

Uniform Complaint Procedure

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of students and parents who would like to contribute in a positive way. They may first approach appropriate teachers/staff members directly to discuss concerns and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion or concern to the school administration. Parents have the right to file a Uniform Complaint if they feel a concern has not been resolved.

Uniform Complaint Procedures (Board Policy 1312.3) can be located on the Stockton Unified School District website: <http://www.stocktonusd.net>. This information is also distributed annually in the "Welcome Back" packets on the first day of school. The information can be found in the white booklet titled "*Legal Requirements & Your Rights in Regard to Student Records, Student Health, and Related Matters*".

Student Records

Parents or guardians have the right to review records maintained by Primary Years Academy for their child. Please call the office for an appointment with the Principal. Student record information will not be released except:

- By written consent of parent or guardian
- When information is used, with parent or guardian consent, in the school directory
- Under circumstances as permitted by the Family Education and Privacy Act of 1974

Visiting the School

Primary Years Academy will continue to operate as a closed campus for the safety of our students and staff. **Visiting and volunteering on campus is suspended until further notice.**

When visitors and volunteers are permitted to return to campus the following procedures will remain in place.

Parents are encouraged to visit our school and their child's classroom, **except during testing**. Appointments for short classroom visits are not necessary, but it is required that all visitors to the school

check in at the front office, **and** to obtain a Visitor ID badge prior to going to their child's classroom. Visitors must understand that this is not the time to have a teacher conference or otherwise disrupt the class. You may call the school and schedule an appointment for a conference with your child's teacher. **Only those who have been cleared (fingerprinting and TB tested) by the SUSD District Police Department may volunteer or interact with students in the classrooms or on field trips.**

Primary Years Academy is committed to assuring our campus remains parent/guardian friendly. We want our parents/guardians to feel welcomed and part of our PYA Community. We value you and we are asking for your continued support of our school as an educational institution that strives for academic success and achievement. However, while our primary focus is on academic goals, our first priority is the **safety** of your student(s).

Our campus utilizes a security verification system known as The Sentry System. PYA follows a series of safety precautions along this system that is used to verify that all non-Stockton Unified School District personnel on PYA's campus have completed Stockton Unified School District's volunteer screening process. The Sentry Program works in partnership with the Be A Mentor program to provide a secure system of identity verification for volunteers entering the PYA campus. This process will ensure that volunteers security clearances are current and approved for projects within our school.

Once cleared as Volunteer, an SUSD volunteer, a badge will be issued. SUSD Volunteer badges must be visible while on campus. Upon gaining access, the SUSD Volunteer will be asked to swipe their own driver's license or state issued ID through The Sentry System to verify clearance. Upon clearance, the Volunteer will receive a printed badge for the current day.

To keep all children safe please keep in mind the following safety procedures:

- All school access gates will continue to be locked before, during, and after school.
- Only PYA students and SUSD volunteers will be allowed beyond the front office.
- All SUSD volunteers will need to check in using The Sentry System by swiping a driver's license or state ID and obtaining a print badge for the current day.
 - Entry will not be granted for the following if you are not a SUSD registered volunteer; walking student(s) to the cafeteria, playground, or class.
 - A visitor's badge can be printed for the occasional guest or family member accompanying a cleared SUSD volunteer.
 - For guests, if you are only dropping off a student we advise you to leave them in the front office and wait by the front gate.
 - For guests/visitors who have not completed the SUSD Volunteer process, Administration encourages you to become a volunteer for SUSD and register with the Be A Mentor program. Please see the office for information.
 - All are invited to stay for Morning Meeting by listening at the front gate
- During special performances, special activities, and awards during the school day, parents will be invited and a badge for the day will be printed whether you are a volunteer or not.
- School dismissal will occur as usual.

Volunteers

PYA requires 15 hours of volunteer service per family (Volunteer hours in person are suspended until further notice. Please consult with teacher for activities that can be done at home). Research has shown that parent involvement is crucial to a child's success in school. We welcome, encourage, and

appreciate the effort and support of all the parents who give their time to our school. ****All volunteers must apply to “Be A Mentor” (<https://www.beamentor.org/stockton>) and sign up for “Unsupervised School Events” to be fingerprinted by SUSD police and have a clear TB screening every 4 years before volunteering in the school (please see the front office for the appropriate form).** After meeting the fingerprinting and TB requirements, volunteers must make arrangements with the teacher at least 24 hours before coming in to volunteer in the class. In this way, the teacher can prepare work for the volunteer. Volunteer opportunities at Primary Years Academy include, but are not limited to:

- Classrooms: This includes classroom visits, listening to students read, helping students with projects, or helping teachers prepare projects.
- Office work: Parents help in the office by making copies and performing other office- related tasks.
- Work at Home: Many parents volunteer their time while at home, preparing materials needed in the classroom, translating materials into Spanish or other languages, etc.
- Participation in IB or district Parent Meetings, Family Nights, concerts, and PTA events
- School committees **such as SSC, ELAC, and PTA** and district committees: PAC and DELPAC
- School clean-up days

Check the weekly newsletter and bulletin board in the office, or ask in the front office about additional opportunities.

School Assessments

Parents will be informed of their child’s progress in school by periodic report cards, which include academic report card, a learner profile report card, and/or a conference. Some teachers set up electronic apps such as DoJo to communicate daily. Parents are encouraged to email and/or make an appointment to meet with their child’s teacher if there are any concerns. If concerns continue, a meeting with the Principal or a Student Study Team meeting will be scheduled.

Primary Years Academy has an inquiry and project based focus in instruction and assessment. Students will complete portfolios, presentations, writing assessments, hands-on activities and research projects that will be assessed and analyzed by teachers. Kindergarten students will have diagnostic testing at the beginning of the school year.

All K- 5th grade students will take the iReady assessment in English Language Arts and Math, as part of the new curriculum. Students in grades 3-5 will take the CASSPP- California standards test in April/May. Information is provided to parents prior to and after testing.

Weekly Newsletter

Each week, a school newsletter is sent home via **Peachjar**. The newsletter includes dates of interest, information about upcoming events, notes from the principal, and other miscellaneous topics relating to our school. It is a quick and easy way to keep in touch with what is happening at Primary Years Academy. The newsletter is also posted on the school’s web page which can be accessed through the district’s webpage or at <http://www.stocktonusd.net/PYA> . Teachers will send home classroom newsletters at regular intervals. Parents are encouraged to call or email their child’s teacher regarding any questions they may have.

Discipline Philosophy and Practice: Positive Behavior Support

Primary Years Academy is built on the principle of integrity: **“Do the right thing because it’s the right thing to do, even if nobody else is watching.”** Teachers have written the expectations listed below, for behavior inside the classrooms, cafeteria, hallways and on the playground. They instruct the students in the school-wide expectations for behavior in and outside of the classroom. **Parents, please review these with your child throughout the year.** We encourage students to report unsafe or bullying behaviors to an adult in charge.

PYA has adopted the acronym SOAR as a reminder of behavioral expectations.

Safe Observant Act responsibly Respect

Classroom and Library Expectations

Goals: The classroom and library will be safe, respectful places of learning

Behavioral Expectations

Be Safe

- Follow all classroom rules, procedures and routines
- Keep hands, feet and objects to self
- Walk from one area to another
- Keep your feet on the floor
- Keep the legs of your chair and desk on the floor

Be Observant

- Watch out for objects on the floor and opening doors
- Stay within your own personal space
- Listen for the teacher’s cues

Accept Responsibility

- Use a hall pass when leaving the classroom with permission during class time
- Take proper care of the school property inside and outside of the classroom.

Be Respectful

- Use inside voices
- Keep hands, feet, and objects to yourself
- Respect school property and the property of others
- Display Learner Profile skills at all times
- Display good manners at all times
- Listen attentively while others are talking
- Refrain from harmful comments, gossip and rumors

Playground

Goal: Students will play safely in all games and on all equipment.

Behavioral Expectations

Be Safe

- Keep hands and feet to yourself: rough play, tag games, dodge ball, and football are not allowed
- Kicking balls high in the air or against a wall, or other students, etc., is not allowed
- Use only school/teacher equipment and approved games on playground. (no toys or balls from home are permitted)
- Use equipment properly; no running, and one way only on slides and monkey bars
- Only use the bark box area that is assigned to your grade level
- Be aware of others when using any playground equipment
- “Freeze” when the bell rings and walk to the class line when the following signals are given: one whistle – grades K/1, two whistles- grades 2/3, three whistles -grades 4/5
- Face forward and walk in a straight line when crossing the yard or moving to and from recess

Be Observant

- Be aware of all games and activities around you
- Follow staff instruction
- Watch out for moving equipment (flying balls, jump ropes, etc.)
- Report any unsafe equipment or playground conditions
- Pay attention to the bells and whistles
- Keep playground free from litter
- Report bathroom issues to an adult
- Report any injury, inappropriate play or bullying to an adult

Accept Responsibility

- Stay in designated play areas only
- Follow all playground and game rules.
- Follow instructions from all staff
- Return to designated play area after using restroom and drinking fountain
- Hold balls after the bell rings and return all equipment when lining up

Be Respectful

- Play fairly and include everyone
- Respect others. Wait your turn
- Respect classroom doors and walls (quiet area, no knocking, etc.)
- Keep school areas clean and graffiti free

Cafeteria

Goal: The lunch line and lunch area will be a safe and clean environment where people interact with courtesy and respect.

Behavioral Expectations

Be Safe

- Walk throughout the cafeteria
- Touch only your food items and do not share food
- Sit with your feet on the floor, bottom on the bench, facing the table
- Keep hands and feet to yourself
- Stay in your seat until given permission to leave

Be Observant

- Choose all lunch items before being seated

- Sit with your class at the assigned table
- Be aware of others while walking to your table
- If food/paper drops on the floor, pick it up
- If there is a spill, tell the staff.

Accept Responsibility

- Enter and remain in ABC order, and in a single file line
- Only take what you can eat
- Report spills to an adult, and help clean it up
- Raise a quiet hand for assistance
- Consume all food/drink in the cafeteria
- When dismissed, clean your area and throw away your trash
- Use time wisely (eat)
- Make use of the bathroom during lunch recess

Be Respectful

- Use quiet voices
- Be courteous to others
- Use good manners
- Wait patiently with your class

Restrooms

Goal: The restrooms will be kept clean, and will be used in a safe and appropriate manner.

Behavioral Expectations

Be Safe

- Open restroom doors slowly
- Wash hands before leaving
- Keep floors dry and free from litter
- Keep feet on the floor and off toilet seats and sinks

Be Observant

- Report flooding or vandalism
- Report lack of supplies
- Report bullying

Accept Responsibility

- Use a hall pass during class time
- Keep restrooms clean and graffiti free
- Reduce toilet paper usage
- Flush toilet after use
- Return to class or playground promptly
- Try to use the restrooms during your recess only

Be Respectful

- Give others privacy
- Knock on stall door before entering
- Use quiet voices
- Treat people with respect
- Wait your turn to use the sink
- Keep restroom areas clean and graffiti free

Hallways

Goals: The indoor and outdoor hallways will be used to get from one place to another in a safe and orderly manner

Behavioral Expectations

Be Safe

- Stay outside the yellow lines that are painted around outside doors
- Walk from one area to another

- Walk facing forward in a single file line

Be Observant

- Be aware of the person ahead of you
- Watch out for flying balls in the outdoor hallways
- Watch out for poles and opening doors

Accept Responsibility

- Use a hall pass when leaving the classroom during class time
- Get where you are going promptly

Be Respectful

- Walk quietly
- Keep hands, feet, and objects to yourself
- Respect school property

SUSD Specialty School Due Process

As a specialty school, permission to remain at Primary Years Academy is based on satisfactory attendance, behavior, pupil effort and available space (SUSD Board policy 5111.3). In order to insure that all students are accorded due process in the implementation of the policy noted above, the following guidelines and benchmarks are used:

1. **Behavior-** 3 days of suspension= behavior contract or behavior support plan
6 days of suspension= return to school of neighborhood attendance
2. **Attendance-** 3 days unexcused absences= truancy letter 1, attendance contract and Monitor student's weekly attendance
2 truancy letters (6 total days unexcused absences) = return to school of neighborhood attendance
3. **Academics-** Lack of effort on class work and/or homework leading to failing report card grades (grade of "1," or "F") twice in one academic year = Return to school of neighborhood attendance

At the start of each year, students, parents, and staff sign the PYA contract (compact), which is attached, which states the expected behaviors for members of the Primary Years Academy community. Student behavior is observed and recorded regularly by all staff members. Staff watches for behavior and attitudes that exemplify the profile of an IB learner. Students are offered the opportunity to learn and practice appropriate behavior. Parent conferences, phone calls, emails, and Student Study Team meetings are an important part of the family and school efforts to help students succeed.

Primary Years Academy will maintain proper records for the student and will communicate with the home about concerns via Student Study Team meetings, parent conferences, letters, etc., and provide documentation of the site's efforts to improve the student's behavior, attendance, or academics. The sharing of this policy and the possibility that the magnet agreement may be revoked will also be documented and provided to the parents.

If there is no improvement, at least two weeks prior to the end of an instructional cycle, the principal will send a letter to the parent of the student stating the grounds for revocation and the effective date of the revocation. The student will return to their school of neighborhood attendance at the end of the instructional cycle (trimester/quarter breaks or end of the year).

Students who regularly strive for success as an IB learner are rewarded with good grades, interesting inquiries, and the opportunity for extended learning activities. Students who regularly choose not to strive for success as an IB learner will earn lower grades, fewer opportunities for working with classmates, and lose the opportunities for extended learning activities.

All students deserve an educational environment which serves to encourage and challenge them. Students, who are unable or unwilling to follow the Primary Years Academy philosophy and rules, will return to their home schools.

State of California Law Regarding School Safety

It is the policy of the State Board of Education to ensure that all students enrolled in public schools in California have the right to safe schools. The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.

Harassment and Bullying

Harassment and bullying are violations of state and federal law. The SUSD Board prohibits any form of bullying or harassment in our schools (see Board Policy 5145.40). It can take the form of verbal or physical threats/harassment or conduct of a racial or sexual nature. Examples of harassment include, but are not limited to, bullying, cyber-bullying, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms, starting or spreading demeaning rumors about the life of another individual. Such behavior will not be tolerated at Primary Years Academy. Consequences are determined by the SUSD Guidelines for Suspension/Expulsion. School staff receives training each year on the recognition of, and prevention of harassment and bullying. PYA's school counselor will present lessons on bullying in each classrooms several times each year.

The CDC has released a definition on bullying: "The Centers for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated."

Drug/Alcohol/Tobacco Policy

Drug-Free School Policy

Primary Years Academy will take strong disciplinary action towards any student who uses or sells drugs.

Smoking

State of California law prevents anyone from smoking on school premises. Please extinguish cigarettes, cigars, and pipes before entering the parking lot/driveway. California bill AB846 bans smoking within 20 feet of a public building. **School Safety** Each year PYA faculty and staff, ELAC (English Learner Advisory Committee), and School Site Council reviews the school's safety plan. The faculty and staff discuss emergency scenarios and participate with students in emergency drills such as lockdowns, fire, earthquake, and evacuation. The school's Safety Plan is available in the office.

2021-2022 Parent and Family Engagement Policy

Primary Years Academy has jointly developed with and distributed to parents of participating students the following written Parent and Family Engagement Policy. The policy has been agreed to by parents of Title I students and describes the means for carrying out the parent and family engagement requirements

Involvement of Parents in the Title I Program

Primary Years Academy carries out the following legal requirements in the manner described below:

- 1) Convene an annual meeting to inform parents of participating students of the requirements of Title I and their rights to be involved.
At our Title I meeting we discuss:
 - a. *Title I program, goals, services, budget expenditures*
 - b. *Parents rights under Title I*
 - c. *Parent involvement at our school Title I Parent Policy and School-Parent Compact*
 - d. *School Plan for Student Achievement (SPSA), School Site Council (SSC) and school achievement results*
 - e. *Parent and Family Engagement Policy and School-Parent Compact*

- 2) Offer a flexible number of meetings virtually or in-person
 - a. *PYA holds an annual Back to School Night*
 - b. *Regularly scheduled School Site Council Meetings*
 - c. *Monthly IB Parent Meetings*
 - d. *Quarterly English Learner Advisory Committee (ELAC) Meetings*
 - e. *PTA meetings and events*
 - f. *Quarterly Family Nights, concerts etc.*

- 3) Involving parents of PYA students in an organized, ongoing, and timely way in the planning, review, and improvement of its Title I programs and Title I parental involvement policy.
 - *Parents are invited to attend School Site Council and ELAC meetings at which Title I programs are discussed.*
 - *Parents are also invited to volunteers virtually or in-person (when permitted).*
 - *Parents can choose from various activities to earn volunteer hours.*

- 4) Provides parents of participating students with timely information about Title I programs. *Parents receive information through the Parent Weekly Newsletter-the **Falcon Flyer**, School Messenger phone calls, PYA website, Back to School Night, Student Progress Reports, English Language Appraisal Team Meetings (ELAT) and Student Study Teams (SST).*

- 5) Provides parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet.
Parents receive an explanation of the curriculum, academic assessments and proficiency levels during Back to School Night, during student conferences and during SST's, and ELAT as well as at SSC, ELAC and

IB Parent meetings. California state assessment (SBAC) and ELPAC results are mailed to parents by the District office.

- 6) Provide parents of participating students, if requested, with opportunities for regular meetings, to participate in decisions relating to the education of their children.
Parents are invited to attend IB informational meetings, SST's, ELAT, School Site Council and /ELAC meetings.

7. If the School Plan for Student Achievement is not satisfactory to parents of Title I students, parents may submit comments on the Plan.
Parents are invited to attend SSC meetings to share comments on the School Plan for Student Achievement.

Shared Responsibilities: School-Parent Compact

Primary Years Academy has jointly developed with and distributed to parents of participating students, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students reach proficiency on the California content standards. The compact describes the following items in addition to items added by parents of Title I students.

- 1) The school's responsibility to provide high quality IB curriculum and instruction
- 2) The parent's responsibility to support their children's learning.
- 3) The importance of ongoing communication between parents and teachers through at a minimum, reports on student progress, and access to staff for student conferences, and SST's. Parents are encouraged to volunteer and participate in, and observe the educational program.

Building Capacity for Involvement

Primary Years Academy engages parents of participating students in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists parents in understanding academic content, achievement standards, and assessments. Trains parents on how to monitor and improve the achievement of students.
Every parent is invited to attend the Back to School night at the beginning of the school year, monthly School Site Council, quarterly ELAC Meetings, and IB meetings/coffee hours. Parents may request a conference with their child's teacher. When needed, an SST is held to discuss the academics and/or discipline of the student. The school partners with the PTA to provide a Back to School Picnic and at least four Family Nights (e.g. literacy, math, science, art, music, etc.).
2. Provides materials and training to help parents work with their children to improve their children's achievement.
All parents are invited to attend Back to School night. Weekly newsletters are sent electronically. These newsletters inform parents of upcoming events. Parents will be informed of at home access to learning websites, i-Ready My Pathway, Sum Dog, Starfall, Khan Academy, etc.
3. Educates staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.

During SSC, ELAC and parent meetings parents provide the principal with lists of ways parents can contribute and be an equal partner with staff in the education of their students.

4. Coordinates and integrates parental involvement with other programs, including the PTA, and conducts activities that encourage and support parents in more fully participating in the education of their children.
PYA provides activities such as Family Nights in partnership with the PTA. Monthly Parent Coffee hours and IB Parent Meetings, and presentations. A teacher-liaison and principal are members of the PTA board and all teachers are encouraged to join and attend the Association meeting.
5. Distributes information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
Parents are invited to Back to School Night. Newsletters are sent home to parents weekly with Spanish translation of English text. A parent coffee connection is being set up for monthly IB meetings. A Parent Teacher Association is active at PYA. Messages are sent home through the Parent Link phone service. When possible, written information is translated into Spanish.
6. Provides support for parental involvement activities requested by parents.
A monthly IB Parent meeting/coffee hour is a venue for the dissemination of information about our IB program and student learning. An active PTA has been in operation since the school was founded and provides opportunities for parents to support the school. Weekly newsletters are sent home every Friday, and are posted on the PYA website. Some teachers use electronic communications such as emails, text and applications such as Dojo to communicate with parents. Messages and reminders are sent home via the School Messenger phone service.
7. Parents can access the following items on the school website; [http: www.stocktonusd.net/PYA](http://www.stocktonusd.net/PYA) : School newsletters in English and Spanish, Program of Inquiry, Parent Handbook, Staff email addresses, school website, and teacher webpages.

Accessibility

Primary Years Academy, to the extent possible, provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports in a format and, to the extent practicable, in a language that parents of participating students understand. Participation in parent activities will either be in-person or available on a virtual platform.

2021-2022 Uniform Policy

Overview

Students at Primary Years Academy will wear uniforms daily. Administrators, teachers, and staff shall not discipline students for non-uniform compliance, unless it has been deemed to cause a disruption by appropriate and more than one school staff. Students will not be removed from class as a consequence for their attire, and staff will use reasonable efforts to avoid shaming students in front of other students. Student attire enforcement will not create disparities in class time or increase marginalization of any group. No student shall be referred to as a “distraction” due to their attire. No student will be disproportionately affected by dress code enforcement because of gender, gender identity, gender expression, race, body size, or body maturity. This policy is discussed and approved by parents and teachers each year at School Site Council, ELAC, Faculty and PTA meetings.

Uniforms have been chosen because a great deal of research shows:

According to school-reported statistics and the School Administrator, the uniforms on campuses have reduced tardiness, suspensions, and discipline referrals among students (Chen, G., 2008). In addition, with uniformity present across all students, the instance of school pride has increased. Outsiders who do not belong on campus are easily identified and are able to be removed quickly from school grounds. School uniforms can have the added benefit of students becoming “more self-confident and self-disciplined, less judgmental of other students, and better able to resist peer pressure (Baltasar, R., 2016). Uniforms allow students to focus on academics rather than on what to wear.

SCHOOL UNIFORM	
Shirts and Dresses	<p><i>colors: light blue, dark blue, white, tan, or khaki</i></p> <ul style="list-style-type: none"> • Must be solid colors (all white or all blue, etc.) • Must be collared with sleeves • Undershirts that extend past the uniform shirt must be uniform color • Dresses over shirts or on their own must be uniform color • PYA Falcon-Wear shirts are acceptable
Jackets/Coats and Sweaters/Sweatshirts	<p><i>colors: light blue, dark blue, white, black, tan, or khaki</i></p> <ul style="list-style-type: none"> • Must be solid colors (all white or all blue, etc.) • Logos should be less than 2 inches in diameter • Uniform attire must be worn under outerwear. • PYA Falcon-Wear sweatshirts, jackets, and coats are acceptable
Bottoms -Pants -Shorts -Skorts -skirts	<p><i>colors: dark blue, tan, khaki, or plain blue jeans</i></p> <ul style="list-style-type: none"> • Must be solid colors (all khaki or all blue, etc.) • Jeans must have no rips, shreds, or embroidered designs. • Leggings in uniform color may be worn under skirts, skorts, or dresses. • Pants should be well-fitted. Sweatpants are not permitted. • Bottoms should be mid-thigh or longer.
Shoes	<p><i>Athletic shoes must be worn daily</i></p> <ul style="list-style-type: none"> • Students will be involved in physical fitness activities

	<ul style="list-style-type: none"> • Shoes should cover the whole foot to ensure safety • Heels, uncushioned bottoms, and wheels are unsafe • Footwear and/or laces may not be red
Accessories and Hair	<ul style="list-style-type: none"> • Excessive hair, nails, make-up, jewelry, piercings, and tattoos may be a distraction to learning and will be evaluated on an individual basis. • The goal is to emphasize learning and parents will be contacted if they present a distraction. • Head coverings such as hats/caps/beanies are permitted on the playground for protection from the weather elements. • Head coverings must be worn appropriately. • Professional sports hats or caps are not permitted per district policy

Note:

- No red attire or accessories are permitted as per the SUSD dress code
- Professional sports attire and accessories are not permitted as per SUSD dress code
- Occasionally, we will announce **free dress-days or spirit-days** when uniforms are not required; however, the district policies on acceptable dress will be enforced (refer to the district code book).

Operation School Bell

The Assistance League of Stockton provides free uniform items to students in grades K-3 when assistance is needed. Please ask the office staff for the forms.

DRESS CODE WARNINGS	
1st time:	The student will be warned and a notice will be sent home. Parents will be called to bring a change of clothing.
2nd time:	The student will be warned and a second notice will be sent home. Parents will be called to bring a change of clothing.
3rd time:	The student will be warned, parents will be called, and a third notice will be written and the parent(s) will be called in for a meeting.

Note:

Students will not be pulled out of class for dress code for uniform violations. Students will not be sent home to get a change of clothes unless they can leave and return without missing class time. No staff will require a student to wear an item of clothing provided by the school. Certain body parts must be covered for ALL STUDENTS. Students may not wear attire that intentionally shows private parts, presents a health or safety hazard, and/or would contribute to a hostile or intimidating school environment.

School Picture Day Dress Requirements

Fall Picture Day – School uniforms are required

Fall Picture Make-Up Day – School uniforms are required

Spring Picture Day – Free dress in accordance with Stockton Unified dress code policy

2021-2022 Academic Integrity Policy

International Baccalaureate Programme Standards and Practices

Standard B1: Leadership and Structure

The school's leadership and administrative structures ensure the implementation of the IB Programme(s).

- B1.5 The school develops and implements policies and procedures that support the programme(s).

Standard C3: Teaching and Learning

- C3.2 Teaching and learning engages students as inquirers and thinkers.
- C3.4 Teaching and learning promotes the understanding and practices of academic honesty.
- C3.5 Teaching and learning supports students to become actively responsible for their own learning.

International Baccalaureate Organization Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Primary Years Academy Mission Statement

Empowering passionate global thinkers. Ask questions. Take action.

Primary Years Academy Vision Statement

In harmony with SUSD and IB philosophies, Primary Years Academy develops active, caring, and inquiring lifelong learners who help create a better and more peaceful world through intercultural understanding and respect.

Academic Integrity Policy

Primary Years Academy's Academic Integrity Policy ensures that our school's procedures and practices are transparent, fair, and consistent. It describes the rights and responsibilities of all members of our school community so that all stakeholders understand what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.

What is Academic Integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work (International Baccalaureate Organization (UK) Ltd, 2019, p. 3).

At Primary Years Academy academic integrity goes beyond this policy, it is part of our schools "ethical culture". It is a philosophy that we embrace and foster throughout the

entire school community, so students will continue to adhere to this principle throughout their future lives.

We encourage our students to authentically express themselves. Students are taught to essential media literacy skills that allow them to identify and cite from creditable sources.

How Academic Integrity Relates to the Learner Profile Traits Role of PYA Staff /Ways to Promote Academic Integrity

Primary Years Academy promotes principled lifelong learners. When students are engaged in inquiry, working on assignments/assessments, using technology or reflecting on their learning, students must demonstrate principled behavior and integrity.

Role of Staff (Including teachers, Students Support Services, Administration, and Support Personnel):

- Communicate appropriate ways to collaborate with each assignment
- Teach a recognized citation convention for written and non-written work
- Demonstrate and model academic integrity in presentations
- Assure that students understand that when they submit an assignment or assessment they are representing their own work
- Communicate to students, parents, counselors, administrators, about concerns and academic dishonesty
- Involve students in reflection/discussion in the instance of academic misconduct
- Support the Academic Integrity Policy and investigate all reports of academic dishonesty
- Ensure that all staff, students, and parents understand definition, responsibilities, and consequences.

Role of the Student

Students should:

- Confirm understanding of the Academic Integrity Policy each year
- Report academic dishonesty to a trusted member of the school staff
- Produce authentic work
- Ask for guidance when unsure

Role of Parents, Guardians, and/or Outside Support

- Read, understand, and sign the Academic Integrity Policy.
- Encourage their child to practice academic integrity.
- Cultivate a culture of academic integrity at home and in school.
- Address any concerns of academic dishonesty with their child and school personnel.

Academic Integrity and Technology

Technology is used to facilitate learning and to support district technology programs. Technology is also used as a means of communication among all members of the PYA community. The use of Chromebooks, tablets, and mobile devices provide access to information for research and collaboration among learners. The school and district provides a 1:1 ratio of Chromebooks in grades K-5. PYA recognizes that students have the ability to use their personal devices to access sites that have been deemed appropriate in a school setting. All PYA staff models positive and appropriate digital interactions and engage in teaching students the ethics of technology through the district Cyber Safety curriculum. Staff and students are expected to model positive behaviors when using all digital platforms.

Academic Misconduct

IB defines academic misconduct as:

deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as **academic misconduct**.

Definitions and Examples of Academic Misconduct

Plagiarism: “The practice of taking someone else's work or ideas and passing them off as one's own either intentionally or unwittingly without proper, clear, and explicit acknowledgement.”

Examples:

- Representing the work of others as your own
- Non-original work that is not cited
- Copying from a textbook, book, media, or presentation
- Failure to identify your sources
- Using online language translators unless explicitly allowed

Collusion: “Supporting academic dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another.”

Examples:

- Helping someone cheat
- Allowing your work to be copied
- Unequal collaborative work
- Sharing information about an assessment

“Collusion is to be contrasted with collaboration, which we define as “multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines.” It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.”

Duplication of work: “the presentation of the same work for different assignments”

Unfair Practice: “Any other behavior that gives an unfair advantage to a student or that affects the results of another student.”

Examples:

- Sharing passwords
- Using unauthorized materials
- Disclosing information about an assessment
- Altering grades
- Impersonating another person
- Misconduct during testing times

If a student puts their name on any assignment, it is the understanding of school’s staff that they are acknowledging original ownership when submitting the work.

Consequences of Academic Misconduct

Primary Years Academy is concerned with the development of the whole student. Each student is unique and academic misconduct is handled on an individual student case. When academic misconduct occurs, incidents will be addressed by the teacher with the student. When appropriate, administration, teachers, students, and parents will become involved. Parents will be notified of all infractions. Age-appropriate consequences will be administered according to SUSD and site discipline policies. A student who demonstrates a pattern of difficulty respecting academic integrity, the students will be supported with interventions as part of our Positive Behavior Interventions and Support (PBIS) program.

Preventing Academic Misconduct

In order to prevent academic misconduct, Primary Years Academy will promote best practices by teaching students the skills needed to honestly complete and turn in original work. This will be accomplished by teaching the learner profile traits, direct teaching and coaching in research skills. Students in 5th grade will be taught to cite their work and acknowledge sources when completing research projects. Students will be guided in collaborative techniques when working in groups allowing all members to contribute equally and equitably.