



PARADIGM SCHOOLS

11577 South 3600 West, South Jordan, UT 84095

www.paradigmschools.org (p) 801-676-1018 (f) 801-676-1036

Dear Paradigm Families,

We are very excited to start another school year! Below you will find instructions for your scholar's online registration for the 2019-20 school year.

When registering, we encourage you and your scholar to refer to the **Paradigm Schools Handbook** for all procedures and policies.

If you are new to Paradigm this year please remember to bring your scholar's official birth certificate and immunization records to the office as soon as possible. If you have any questions feel free to call us at 801-676-1018.

Thank you,
The Paradigm Administration

Paradigm Schools

2019-20 Registration

Please carefully complete each step for every scholar that will be attending Paradigm this year.

Step 1:	Complete the required Online Registration Form: → Please fill out the following online form for each child attending Paradigm this year: <u>Online Registration Form 2019-20</u>
Step 2:	Complete the following APPLICABLE online forms: → To sign up for volunteer opportunities, please complete this form: <u>Paradigm Volunteer Sign-Up 2019-20</u> → To order a High School yearbook, please visit Jostens: <u>Jostens.com</u> → All Prep School Scholars will receive a prep school yearbook. (This will be included in the prep school registration fees and there is no need to order). → If your scholar is a Senior this year, please complete this form: <u>Senior Yearbook Page 2019-20</u>
Step 3:	Print, sign & bring any of the following APPLICABLE documents to the office: → If your scholar turns 18 during the school year, click below: <u>18 Year Old Check In/Out Form 2019-20</u> → If your scholar needs to take any medication (including over the counter medications) at school, click below: <u>Medication Authorization Form</u>

Step 4:**Pay Required Registration Fees**

→ To view the 2019-20 Fee Schedule please click below:

[2019-20 Paradigm Fee Schedule](#)

→ To visit our online payment system, please click below:

[Paradigm Online Payments](#)

→ To apply for a fee waiver, please print and complete the following form and bring it to the office with the required documentation:

[Fee Waiver Application Grades 7-12](#)

Step 5:**Request your scholar's class schedule**

→ To request your scholar's class schedule please click below:

[2019-20 Schedule Request](#)

*** Parents, please remember that class schedules will not be created until ALL of the above registration steps have been completed.**

If you have any questions, please call the office at 801-676-1018 or email us at office@paradigmhigh.org

**Thank you,
Paradigm Schools**

Paying School Fees

What fees do I need to pay?

Required Fees (or fee waiver applications) need to be paid in order to create your scholar's class schedule. Required fees for the school year can be found on our [Fee Schedule](#). If you still owe fees from last year, please pay those as well. If you have any questions, please contact the office at 801-676-1018.

Class Fees

Class Fees will be assessed approximately two weeks into the school year. Please refer to the Fee Schedule for more information.

Paying Online

Parents can now make school fee payments online using a debit/credit card or echeck. There will be a convenience fee for using this system. Credit/debit cards will incur a 3% plus \$.50 fee (\$1.50 minimum) and e-checks will incur a \$.49 fee. To access our online payment system, go to paradigmschools.org and click on "[Payments](#)".

Paying at the School

Parents who do not wish to pay online can pay at the school during our summer office hours with cash, check or card. Credit/debit cards will incur a 3% plus \$.50 fee (\$1.50 minimum) and e-checks will incur a \$.49 fee.

Parents can also pay for scholar parking permits, extracurricular fees for high school scholars, and additional Paradigm clothing options. Parents can pay for Class Fees after August 30th when schedule changes have concluded.

Paradigm Clothing and Dress Code

Provided School Clothing

Paradigm will be providing every scholar with an official Paradigm Hoodie this year! The Paradigm Hoodie will have a unique design for the 2019-2020 school year. Samples are available to try on in our main office during summer office hours. Please make sure you order the correct size as there will be no returns or exchanges.

Optional School Clothing

Parents can also choose to purchase a v-neck pullover sweater, v-neck cardigan with pockets, ladies cardigan, pique jacket, or the Paradigm Letterman jacket. These additional clothing items are completely optional and there is no requirement for parents to purchase them. These clothing items will only be available to purchase until August 30th. Paradigm sweaters and jackets will have the school logo embroidered on the left chest. Parents can choose to pay an extra \$5.00 to have their scholar's name embroidered on the sweaters or jackets (not available for hoodies). Sample sizes are available for all items in the main office.

Paradigm Letterman Jackets

Paradigm Letterman Jackets are a great way to show off your school spirit! These jackets may be purchased by all scholars. Letterman jackets are all one material (65% cotton, 35% polyester, no leather sleeves) and are navy with white trim stripes and gray sleeves. Paradigm High School is sewn onto the back in applique lettering along with a block "P" on the front left chest. Parents can choose to have their scholar's jacket custom made with their name and graduation year embroidered underneath the front pockets. Scholars can also choose to have any clubs or groups they are associated with embroidered on the back for an additional fee. These jackets are completely optional and there is no requirement for parents to purchase them.

Paradigm Dress Code

Please make sure you read the scholar handbook for the full school uniform and dress code policy. The full [Dress Code/School Uniform Policy](#) is also available on our school website.

PE Uniforms

All scholars are required to purchase PE Uniforms to be worn during general PE classes. Proper footwear must also be worn. Please see fee schedule for pricing.

Check-in and Check-out Procedures

As a courtesy to our mentors and scholars, we have implemented the following procedure for checking-in and out scholars:

1- We ask that you schedule doctor/dentist/etc. appointments before or after school. Scholars receive the bulk of their learning in the classroom and an alternative assignment may be given if a scholar has an excused absence for class.

2- If you need to *check-in* your scholar, you may call the front office at 801-676-1018, send your scholar with a note, fax a note to 801-676-1036, or e-mail us at office@paradigmhigh.org. You may also come in and sign the Check-In/Out Sheet in the office. Your scholar will be required to get a late pass from the office before they go to class.

3- If you need to *check-out* your scholar, you may send them with a note, send an email to office@paradigmhigh.org, or fax 801-676-1036. You may also come in and sign the Check-In/Out Sheet in the main office. **All checkouts MUST be in writing from the parent/guardian or designated emergency contacts. Over-the-phone checkouts are not allowed.** Improper check-outs from scholars will be subject to the Accountability Process.

4- Scholars who are 18 or older must still adhere to our check-out policy unless you give them written permission (required only once) to check themselves out. If you would like to do this, please fill out the "18 or Older Check-In/Out" form for us to keep on file for the school year. Scholars who have permission to do this must still check-in/out with the front office or they will be marked with an unexcused absence.

5- For all school field trips, a permission slip that has been filled out from the sponsoring mentor must be submitted in order for your scholar to attend the activity. We will NOT allow over-the-phone permission or a written note as means of releasing your scholar. This form is available on our website.

**We ask that all parents and scholars follow these procedures so there are as few interruptions as possible.
Thank you for your cooperation!**

Parking Permits

(High School Scholars Only)

Parking Permits for the 2019-20 school year may be purchased for \$10.00 in the main office. Paradigm High School reserves the right to prohibit a scholar from parking on school grounds if any violations are committed per our Scholar Parking Policy. Scholars must complete the Scholar Driving Policy and Parking Permit form, bring their driver's license and insurance card to the front office, and pay the \$10.00 fee in order to obtain a parking permit.

Lunch Program

(Paradigm Charter School does not provide a lunch program)

- High School scholars (9th-12th grade) should bring a lunch from home each day or they are allowed to go off-campus during lunch.
- Preparatory School scholars (7th & 8th grade) are required to stay on campus during lunch. Scholars may eat in the lunch room or outside.

Eating in hallways or classrooms is not allowed. Several microwaves are available to heat up lunches. The "Hole in the Wall", (our school store located in the lunchroom) will be open to all scholars again this year! Lunch items, snacks and drinks will be available for purchase during lunch for a reasonable cost.

Driver's Education

Paradigm High School does not offer a driver's education course, but the Wright Driving School is a private business that offers their services to our school and the community. Classes are held here at Paradigm several times a year. Tuition for driver's education must be paid directly to Wright Driving School. Paradigm cannot take payment for Driver's Ed. To sign up please contact The Wright Driving School at (801)209-2328 or visit wrightdrivingschool.com.

Parent Volunteer Opportunities

- Our view is that parents have the primary responsibility and privilege to educate their children and we encourage strong parental involvement. This involvement is vital to the success of any scholar's education, and also the success of any charter school.
- **Every family is expected to volunteer at least 4 hours per month or 30 hours per year to help the school.** Volunteer hours can include help from any family member, not only parents.
- Please visit our school website to sign-up for volunteer opportunities. Volunteer hours can be recorded through the school website (Volunteer Hours Log). Please contact the office for information.

Donations for Volunteer Hours

While parent involvement for volunteer hours is always preferred, parents can also donate items to go toward their volunteer hours.

Items we are **ALWAYS** in need of:

- **Kleenex Tissues**
- **Clorox Wipes**
- **First-Aid Kits**
- **Band-Aids**
- **Hand Sanitizer**
- **Expo Markers**

If you would like to donate any of these items, please bring them to the office and we will distribute them evenly. Every \$15.00 spent on donated items counts toward 1 volunteer hour. Monetary donations are also accepted (1 hour = \$15.00)

Thank you for your support!

Volunteering at Paradigm

Paradigm's school-wide policy is that parents who wish to volunteer at the school in any capacity where there will be interaction or association with scholars MUST have completed the school's clearance process, including the state's criminal background check and a release and reference check authorization. This will help to ensure the safety of all scholars and staff.

If you are a parent who completed and passed a criminal background check for Paradigm since 2015, there is no need for you to complete this again. Please contact Mallory Woodbury to find out if you are already approved - mwoodbury@paradigmschools.org

This clearance process first requires you to have a criminal background check done with fingerprinting through the Utah Bureau of Criminal Identification department. These background checks must be accessible by Paradigm through BCI's database. This means that clearance given to Paradigm on paper from other entities will no longer be accepted. These criminal background checks are done through constant monitoring and they don't expire, so you will only have to have this process done once while your scholar attends Paradigm. Criminal background checks cost \$33.25 (payable to Paradigm). Fingerprints cost around \$25.00 at Jordan School District. Parents may count 6 volunteer hours for payment of these fees.

The second part of the process includes a release and reference check authorization. You will be required to give four references for Paradigm to call upon. This sheet will be given to you at the time you fill out the criminal background check paperwork.

Examples of volunteering that will require a background check include driving or chaperoning for school field trips, helping with the scholar store during lunch, helping in the classroom, office, or school library, and chaperoning for school dances or activities. There are many other volunteer opportunities that do not involve interaction with scholars and therefore no background check is needed.

Fingerprinting at Paradigm

On Monday, August 5th from 9am-3pm and Friday, September 13th from 9 am to 3 pm, parents can have their fingerprints done at the school at no cost (savings of about \$25.00). You will just need to pay for the background check which is \$33.25. These are the only times we will have the LiveScan machine at our school this year, so we hope you'll take advantage of this opportunity! You must have an appointment in order to have your fingerprints taken that day. Please use one of the links below for an appointment*:

[August 5th LiveScan Fingerprinting Day Sign-up](#)

[September 13th LiveScan Fingerprinting Day Sign-up](#)

*Please be aware that because fingerprinting can be a tedious process, appointment times are approximate. We will do our best to stay on schedule.

Parent Drivers and Substitutes

Parent drivers are always needed for our school field trips! In order to be a driver, **all parents and staff** must complete a criminal background check including fingerprints as well as provide the school with a driver's license, insurance card, and driving record.

If you are interested in becoming a parent driver, please contact the office for background check paperwork.

We are also looking for substitutes for the 2019-20 school year. We ask that substitutes have completed at least a 4-year college degree and be at least 21-years-old. Substitutes must also pass a criminal background check. The background check fees are not reimbursable. Parents may substitute for their volunteer hours or can be paid hourly. Substitutes are paid \$12.00/hour. Please contact our main office for more information.

Here are some easy ways to support your child's school!



Amazon Smile is a great way to support Paradigm while doing your everyday online shopping through Amazon. Go to smile.amazon.com every time you want to shop at Amazon and choose "Paradigm High School" for your charitable organization. We will receive 0.5% on all eligible purchases made through Amazon Smile!



Simply make a purchase of qualifying school supplies through Office Depot/Office Max online and provide Paradigm's ID number at checkout (70214919).

We will receive 5% back in credits for free supplies!

Use your Rewards Card and help us grow!



Visit SmithsCommunityRewards.com and sign-in to your online account (or create an account). Choose Paradigm High School for your non-profit organization (#34400)

We will receive a donation from Smith's just from you using your rewards card



Cafe Zupas Nights are a great way to support our school! Visit The District Location on [Sep 24th](#) or [Apr 28th](#) and Zupas will make a donation when you mention Paradigm!



Chick-Fil-A Spirit Nights are another great way to support our school!

If you visit the District Location on [Oct 7th](#) or [Feb 24th](#)

Chick-Fil-A will make a donation when you mention Paradigm!

Paradigm Schools Bell Schedule

2019-20

High School

Monday - Thursday		
	A Day (Mon/Wed)	B Day (Tues/Thurs)
8:00-9:35	A1	B1
9:40-11:10	A2	B2
11:10-11:50	LUNCH	LUNCH
11:50-1:20	A3	B3
1:25-2:55	A4	B4

Modified School Day Schedule (High School and Prep School A&B Day Fridays)	
8:00-9:10	A/B1
9:15-10:20	A/B2
10:25-11:30	A/B3
11:35-12:40	A/B4

High School Assembly Schedule (Monday-Thursday)	
8:00-9:15	A/B1
9:20-10:30	A/B2
10:30-11:45	Assembly
11:45-12:30	Lunch
12:30-1:40	A/B3
1:45-2:55	A/B4

Friday Assembly Schedule	
8:00-8:50	A/B1
8:55-9:45	A/B2
9:50-10:40	A/B3
10:45-11:35	A/B4
11:40-12:40	Assembly

Prep School

Monday - Thursday		
	A Day (Mon/Wed)	B Day (Tues/Thurs)
8:00-9:35	A1	B1
9:40-11:10	A2	B2
11:15-12:00	A3	B3
12:00-12:35	LUNCH	LUNCH
12:35-1:20	A3	B3
1:25-2:55	A4	B4

Modified School Day Schedule (High School and Prep School A&B Day Fridays)	
8:00-9:10	A/B1
9:15-10:20	A/B2
10:25-11:30	A/B3
11:35-12:40	A/B4

Prep School Assembly Schedule (Monday-Thursday)	
8:00-9:15	A/B1
9:20-10:30	A/B2
10:30-11:45	Assembly
11:50-1:00	A/B3
1:00-1:45	Lunch
1:45-2:55	A/B4

Friday Assembly Schedule	
8:00-8:50	A/B1
8:55-9:45	A/B2
9:50-10:40	A/B3
10:45-11:35	A/B4
11:40-12:40	Assembly

Important Upcoming Dates

Monday, July 8th	Registration Packet will be emailed
Wednesday, July 31st	Registration Forms and Fees Due
Monday, August 5th	LiveScan Fingerprinting Day
Friday, August 16th	Jump Start Day 8:00 am-12:40 pm (for New Scholars and Freshmen)
Monday, August 19th	First Day of School (8:00 am-2:55 pm)
Friday, August 23rd	<ul style="list-style-type: none">• Friday Schedule (8:00-12:40 pm)• Welcome Back Social at 6pm
Thursday, August 29th	Back to School Parent Night (There will be a brief parent meeting at 6:30 pm followed by an opportunity to meet your scholar's mentors)
Monday, September 2nd	NO SCHOOL for Labor Day
Tuesday, September 3rd	Picture Day (All scholars must have picture taken for the yearbook and ID cards.)
Friday, September 13th	LiveScan Fingerprinting Day
Monday, October 7th	Picture Retake Day

For future announcements:

- Visit our school website at **www.ParadigmSchools.org** and click on the Announcements link at the top of the page.
- Download our school app **[HERE](#)** or search ParadigmHS in the App Store or Google Play Store.

Follow us on Social Media!

Facebook - **www.facebook.com/paradigmschools**

Twitter - **@paradigmschool**

Instagram - **@paradigm_schools**

Paradigm Office Hours

Summer 2019

June 3rd-21st	Monday-Friday 9am-3pm
June 24th-28th	Monday-Friday 9am-1pm
July 1st-5th	Closed
July 8th-18th	Monday-Thursday 9am-1pm
July 22nd-23rd	Monday-Tuesday 9am-1pm
July 24th-26th	Closed
July 29th-August 15th	Monday-Friday 9am-3pm
Regular Office Hours Resume August 16th	Monday-Thursday 7:30-3:30 Friday 7:30 -1:30

**If you have any questions please call us at 801-676-1018
or email us at office@paradigmhigh.org.**

Thank you!