



PARADIGM HIGH SCHOOL
and
Paradigm Preparatory School

HANDBOOK
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Mission Statement and Vision Statement

MISSION STATEMENT

*Paradigm High School is a wellspring of
Servant-Leaders
who read and think deeply, write concisely, speak profoundly,
and advance the principles of freedom while fulfilling their personal missions
with integrity.*

~*~

VISION STATEMENT

*Founded on the pillars of wisdom, virtue and relevance,
our vision is to support families in educating their scholars
by providing a classical, liberal arts, leadership education.
We inspire learning through mentoring, discussion, service,
developing critical thinking, fostering a constructive culture,
and by applying the great ideas found in original works and other classics.*

The Paradigm Pledge



PARADIGM PLEDGE

I am a Paradigm Patriot.

I am a free soul with the capacity to learn and grow.

I am a scholar and a servant leader.

I have gifts that make me unique and powerful.

I engage in the great conversation of ideas.

I can overcome hard things and persist in my learning no matter how challenging.

I take responsibility for my actions.

I live in gratitude.

I honor the nobility in every person.

I seek the true, the good, and the beautiful.

I accept my shared responsibility to create a free society and a better world.

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PHILOSOPHY AND VISION

Paradigm:

*The lens through which we see; A worldview;
A model or pattern; To set as an example*

Fundamental Principles

- The end of education should not be great test scores or even great careers, but rather great people – people who can:
 - Take part in the great conversation of the ages.
 - Internalize the wisdom, virtue and ability to lead with integrity.
 - Create a free society.
 - While data is valuable to show indicators of scholar progress, actual change toward greatness is not discernable in data format. “What is essential is invisible to the eye.” (Antoine de Saint-Exupery)
 - Paradigm serves the *soul* of the scholar, by inspiring its ennobling through experiences with truth.
- Every person has greatness within them.
 - The Latin root of educate means to “lead” or draw out that which is within. This image stands in contrast to the “empty bucket” view of scholars that some educational systems hold. It assumes that the role of education is to draw forth that which is within.
- The goal of education is the love of truth.
 - This assumption acknowledges truth as the supreme quest and all of us as fellow travelers toward it. Thus, instead of experts, teachers are mentors, inspiring scholars by growing themselves.
- The success of society rides upon the soundness of the home.
 - Parents have the primary responsibility and privilege to educate their children, and the parents’ involvement and encouragement is critical to the success of the child.
 - Neither the government nor the school is able to adequately supplant the home in the educating of children in critical life skills, habits and beliefs.
 - The government’s role is to create a stable societal framework wherein parents can fulfill their role in educating their children.
- The school’s role is to act as a resource and extension to the parents in the education of their children, to provide:
 - Mentors in the various fields of knowledge
 - Resources in curriculum
 - A common gathering place
 - A legal entity in which to entrust and organize the parents’ monies in order to create educational opportunities.
- People learn best in a safe and nurturing culture.

- Paradigm strives to create an environment of love and respect between all people. For optimal growth, scholars need to feel safe physically, emotionally, spiritually and intellectually, and valued for their unique self.
- Common values are fundamental to a learning culture.
 - Paradigm holds to a code of ten common values, and to the national motto “In God we trust”. Scholars may bring their core books and talk about their various beliefs as they pertain to the school discussions. However, no single religion is professed at Paradigm.
- The culture at Paradigm is one of constant growth.
 - There must be no cap on growing. The love of learning is a lifelong pursuit, so each individual should be challenged and inspired to grow.
 - The school itself is a vehicle that will experience constant change as it grows.
- A leadership education is obtained by ennobling the soul through experiences with truth. It is nurtured by shared free inquiry (wisdom), common values (virtue) and human experience (relevance).

Foundational Pillars



Wisdom

Our curriculum is based in original sources, classic books, and learning by discovery and inquiry. The goal is not merely to transfer information, but to teach the scholars how to think. We focus on building logic and reasoning skills and tying them to real-world applications.

Virtue

Virtue is voluntary obedience to truth and moral law. Paradigm High holds to a strict code of conduct, including ten specific values. Scholars, mentors and administrators are expected to model principles of integrity.

Relevance

Knowledge is of little use unless it can be applied. Each class is taught with an eye toward application and relevance to the scholar. Scholars are taught to develop their own individual mission, harness their talents and knowledge and use them to better their communities.

Paradigm High School Values

Civility Refinement of manners, politeness; courtesy; decorum of behavior in the treatment of others; acts of politeness and kindness; gratitude; neat and clean in appearance.

Dignity True honor; nobleness or elevation of mind, consisting in a high sense of propriety, truth and justice; Degree of excellence; Elevation of deportment in manners or behavior.

Integrity Wholeness; entireness; unbroken state; the entire, unimpaired state of anything, particularly of the mind; moral soundness or purity; uprightness; honesty; purity; genuine.

Morality Subject to the moral law and capable of moral actions; conformed to rules of right; virtuous; chaste; purity of body and mind; freedom from obscenity, as in language or conversation.

Optimism Happiness; the opinion that everything in nature is ordered for the best; an inclination to put the most favorable construction upon actions and events or to anticipate the best possible outcome.

Ingenuity The quality or power of ready invention; quickness or acuteness in combining ideas, or in forming new combinations; inspired, inventive, resourceful; having vision.

Discipline Education; instruction; cultivation and improvement; comprehending instruction in arts, sciences, correct sentiments, morals and manners; Due subordination to authority; subjection to laws, rules, order, precepts or regulations.

Honor That estimation or honor in which men hold the distinguished worth or substantial good qualities of others; That deportment or course of action which proceeds from esteem; regard; due attention; consideration.

Public Virtue Charity; Love; benevolence; kindness; that disposition of heart which inclines men to think favorably of their fellow men, and to do them good.

Peace A state of quiet or tranquility; Freedom from disturbance or internal commotion; Quiet of conscience; Harmony; Concord.

Definitions taken from the American Dictionary of the English Language by Noah Webster, 1828.

Scholars, Staff, and Administration contract to uphold these values at Paradigm High School.

Educational Philosophy

Paradigm offers a classical, liberal arts, service leadership education. A “classical” school is based on the *trivium*, which refers to three educational phases. The primary (elementary) grades are foundational in building a solid structure of facts and information upon which a scholar can build. In the middle school years, scholars are taught logic and critical thinking. In high school they should translate their powers of thinking through rhetoric—the art of speaking, communicating, and writing. Paradigm focuses on building the powers of reasoning and logic, communicating those skills through speaking and writing, and applying knowledge through proactive service.

In 1947, Dorothy Sayers, a pioneer in the return to classical education, observed, “although we often succeed in teaching our pupils ‘subjects,’ we fail lamentably on the whole in teaching them how to think. Beyond subject matter, classical education develops those skills that are essential in higher education and throughout life—independent scholarship, critical thinking, logical analysis, and a love for learning.” In a nutshell, Paradigm’s intent is to teach the scholar not **what** to think, but **how** to think. (For further information, see *A Thomas Jefferson Education* by Oliver DeMille).

A “liberal arts” school provides a depth and breadth of knowledge about history and societies. Its purpose is not to train a person to perform a specific task, but rather to prepare him to be a well-rounded, well-educated leader in society. It does this through fostering critical thinking skills through active scholar learning, Socratic discussion, mentoring, and oral and written feedback. As David Garvin observes in *Education For Judgment: The Artistry of Discussion Leadership*:

“For decades, two models of education have coexisted in uneasy peace... these models might be called the teacher-centered and the active learning approaches... The traditional model is based on the idea of teaching as telling. The primary goal is the transfer of information from an expert (the teacher) to novices (the scholars)... but lectures are of only limited value if the goals of education go beyond information transfer. The development of clinical judgment, the formation of critical skills, the shaping of artistic sensibility—such achievements are difficult to nurture through lectures... Scholars must be actively involved in the learning process.”

Bill and Melinda Gates observed in *High Schools of the New Millennium*,

“The high school of today is a mile wide and an inch deep... It is time to rethink the purpose and structure of the American High School... More than ever, the challenges that our young people face require that *all* scholars leave school with an informed point of view, knowledge of the world, a capacity to grapple with complex problems, and a willingness and an ability to engage with people different from themselves... Creating a system of high-quality, small high schools that prepare scholars for the new millennium is perhaps one of the greatest domestic challenges this country faces.”

A leadership education has traditionally been available only to the wealthy or academically gifted. Paradigm High School is unique in that it has deliberately attempted to make this challenging education accessible to all scholars.

Service Leadership Education

Paradigm takes the view that Service Leadership Education—an education which teaches a person wisdom, virtue and relevance—is essential for *all* scholars; however it must ultimately be *chosen* by each scholar, since its fruits come from voluntary growth. It is this education that will help them choose wisely their personal missions; it will help them to retain their freedom and empower statesmen as their leaders, and it will help them to make judicious decisions in whatever venue they pursue. A leader is defined as *a person who seeks to align themselves with truth and influences others toward it*. Since no person has a monopoly on truth, the scholars and mentors alike are learning together, and learning becomes a lifelong pursuit. The essential goal of Service Leadership Education is to prepare and nurture leaders of integrity who are capable of building societies that are free, happy, prosperous and serve all their members.

Some hallmarks of this type of Service Leadership education are:

1. ***Teaching from original works and classic sources.*** This invites the scholar to become a part of the “great conversation” which has been spoken for millennia by the great thinkers of the world. Standing on the shoulders of these giants, and applying the concepts learned through history to the present, scholars acquire the ability to shape the future and preserve freedom.
2. ***Scholar based learning, rather than teacher based learning.*** Scholars at Paradigm are expected to “own” their education, proactively shaping their personal mission and facilitating the learning of their fellow-scholars. Teachers are “mentors” who encourage discussion through shared inquiry, rather than lecture, and act as guides to encourage the scholars to learn “how to think” rather than “what to think”. Scholars are encouraged to reflect on and solidify their own thoughts by writing in “commonplace” books.
3. ***Strong code of conduct.*** Scholars, parents and staff are expected to model a high standard of behavior. Paradigm’s fluid and flexible structure is best suited to a disciplined scholar ready to proactively pursue their education. A scholar who requires a high level of supervision and structure is not yet ready for a leadership education.
4. ***Application.*** Many aspects of essential learning come only through experience and application. Paradigm encourages relevant learning through projects, portfolios, experiential learning, coordinated subjects, apprenticeships, inquiry based learning, etc.
5. ***Mentoring.*** At Paradigm, all the teachers are referred to as “mentors”. This helps to instill the principle that we are all learning together as lifelong learners, and also that scholars are mentored in their personal pursuit of learning. Each scholar receives a core mentor who acts as a resource to him or her for help and encouragement.
6. ***Focus on the love of learning, not grading.*** Assessment is built on projects, portfolios, reasoning papers, oral reviews and other high-order thinking evaluation tools. The central goal of learning is wisdom, not the grade.

7. **Individual Mission.** Paradigm teaches that every person has gifts they need to develop and give to the world. Scholars are encouraged to seek out the ways they might each be of benefit to society and to harness their knowledge, power and talents and apply them toward this end.
8. **Quality work.** Paradigm focuses on learning a few things well, rather than gaining a shallow knowledge of many things. The scholar is allowed to revise his/her work until the finished product is *Quality*.
9. **Leadership expectation.** Scholars are given opportunities for leadership, and they are also taught leadership through core classes.

"It seems to me that education should be aiming at 'Greatness', or as Aristotle termed "great souls". I can't pretend that I know exactly how it will come about, because there are few school models to look at, but I am willing to bring to life those great souls of the past and place them before the eyes of our children so that they can at least see where they are going, and encourage their creativity and dedication to internalize those same qualities and become great leaders and statesmen in every field of endeavor, in the home, the community, the nation and the world."

-A Parent

Accreditation

Paradigm High School is an accredited high school through the AdvancEd Accrediting Agency, according to Utah state law.



Through the accreditation process, Paradigm High School has determined three *Desired Results of Scholar Learning* (DRSLs); they are:

Transformational Thinking - Scholars will gain experiences with truth through various forms of expression and will form their own perspectives through discussion, deep contemplation, and active experimentation.

Transformational Communicating- Scholars will express their thoughts through writing, speaking, and other forms of creative expression.

Transformational Being- Scholars will cultivate a "way of being" in alignment to the truths they discover, which in turn will be reflected in their choices and actions.

ACADEMIC PROGRAM STRUCTURE AND POLICIES

Assessment

Part of the “Paradigm shift” is learning to see education as a lifelong pursuit, as opposed to an institution to “get through and finish,” a life-expanding process rather than a “necessary drudgery.” The goal is to become servant-leaders, rather than merely to complete requirements for a diploma or get a “good grade.” Assessment, then, presents a dilemma in striving to make this shift.

Paradigm has formed an assessment model to reflect the three foundational pillars of the school. **Wisdom** (Academic Mastery), **Relevance** (Ownership) and **Virtue** (Service Leadership).

Scholars receive a grade from 1-4 in each class, a 1 indicating that the scholar did not pass the class. A grade of “4” is equivalent to an A or a 4.0 in a typical assessment model, however the other numbers do not translate directly. Credit is not awarded for any class where the scholar receives a final semester grade is lower than 2. Credit is awarded *only at the end of each semester*.

If a scholar does not demonstrate mastery of at least 70% of the material covered in a course, the scholar may not receive credit for that course and may need to repeat the course or find another way to fulfill missing or incomplete credit. The school counselor is available to meet with families to discuss options.

Quality Work Policy

Scholars receive an “R” for revise, or a “Q” for quality on class assignments. Paradigm strives to create a safe and challenging environment, where the expectation is that scholars will turn work in, receive feedback, revise and submit them again until they accomplish the Quality Work standard. Scholars need to plan on turning work in early, rather than waiting until the due date, so as to have time to revise assignments as needed.

Mastery Projects

To encourage pro-active leadership, the opportunity is also made available for scholars to pursue a Mastery Project. This is done by the scholar creating and presenting a proposal to a panel of mentors, which outlines his/her plan and project. After obtaining approval, the scholar pursues this direction on his/her own time, going above and beyond what is expected in the class. In some circumstances, Mastery Projects may raise the scholar’s evaluation one level in one or more classes. For more information on Mastery Projects, please see the school website—www.paradigmschools.org.

Assessment Rubric

Assessment and grading rubrics can be found in individual mentors’ disclosure forms and on the school website.

Parent Notification

Parents have the right to request and receive information from Paradigm High administration concerning the qualifications of their scholar’s mentors (Utah State Code §1111(h)(6)(A)).

Enrollment

Paradigm is open to any Utah scholar who desires to attend; however, we invite a prospective scholar and his/her parents to carefully review the Paradigm philosophy, mission, goals and methodology to determine whether the scholar is ready for a leadership education.

Scholars are admitted to Paradigm High School by first being selected through a lottery system and then completing and submitting all required registration forms and fees. Priority is given to siblings of current scholars, or former scholars, and children of school founding members. Once admitted, scholars remain enrolled in Paradigm High School by being registered in a *Seminar Class* per semester, (See *Seminar Classes*).

Paradigm may accept out-of-state scholars at administrator's discretion for the current out-of-state tuition fee.

Scholars enrolled in the State Online Education Program (SOEP) may waive certain Paradigm Enrollment requirements as per arrangements made between the family and the school administration.

Transfer Scholars

Parents who choose to transfer their scholar from Paradigm High School to another educational entity must notify the office and/or school registrar of their request. Transfer paperwork must be completed in order for the scholar to transfer to a new school, including all school property returned and applicable fees or fines paid. The parent should notify Paradigm of the scholar's new schooling option so that the proper transfer code is given to USBE (R277-419-9).

Prohibiting Discrimination in the Public Schools

Paradigm High School prohibits discrimination on the basis of race, creed, color, national origin, religion, age, sex, or handicap as cited in Utah State Rule R277-112. Paradigm utilizes data received from parents (i.e. IEP files, medical forms, birth certificate, etc.) or from other recognized entities (i.e. previous schools, government offices, legal offices, medical offices, etc.) to determine class scheduling, behavior expectations, dress code expectations, facilities usage, etc. The School's policy on handling any related issues regarding claims of discrimination, of any kind, is to address every concern individually on a case-by-case basis, in cooperation with families and other parties involved, rather than considering the creation and implementation of school-wide policies to address the needs of one or a few. We work to balance the needs of individuals and the needs of the school.

Military Access - Providing ""directory"" Information to Military Recruiters

Paradigm High School will provide ""directory"" information to military recruiters upon request unless purposely directed by the parents or guardians of individual scholars not to provide this information. Paradigm High School will provide parents an opportunity to deny permission for the release of this information.

Language Services

As reflected in the registration forms, Paradigm desires to communicate to parents/guardians and scholars in their preferred language. We have several administrators and staff members that are fluent in Spanish. If any other language is preferred, please notify the office. Paradigm High School will make efforts to establish communication with non-English speaking parents of

scholars within the school, while encouraging those parents to become more proficient in English. Spanish Translation: *Paradigm quisiera comunicar con los padres y estudiantes en su idioma preferido. Tenemos un administrador en la escuela que habla Español (Sr. Seminario). Si necesita ayuda, por favor notifique la oficina.*

Early Admittance

In order to enroll in Paradigm High School early a scholar must meet ALL of the following:

- 1) must have completed the 8th grade
- 2) enroll at the start of a school year; not after the first day of school
- 3) receive approval from school administration
- 4) meet with a school counselor to complete a waiver and disclosure form.

Choosing Curriculum

Paradigm Curriculum is meant to inspire and to encourage thinking. Thus, sources will be chosen that:

- 1) Contain appropriate content for high school scholars
- 2) Introduce greatness
- 3) Are mainly original source documents and classic works
- 4) Inspire hope and align with school values
- 5) Teach from various points of view, in a liberal arts manner (compare and contrast)
- 6) Include the ideas of the great minds behind the subject matter
- 7) Help scholars move from one level of thinking to the next

Graduation

A scholar officially graduates from Paradigm High School when he or she has earned a high school diploma by completing all graduation requirements set forth by the school and by the state of Utah. (See *State Graduation Requirements* and *Paradigm Graduation Requirements*).

Paradigm however may invite exiting seniors to participate in graduation ceremonies and activities (See *Graduation Ceremony and Participation*).

State Graduation Requirements

In order to receive a Utah state diploma through Paradigm High School, a scholar must obtain 24 specific credits. These are: 4 English, 3 Science, 3 Math, 3 History, 2 Foreign Language, 1.5 Fine Arts, 1.5 PE, 1 CTE, 0.5 Computer Literacy, 0.5 Financial Literacy, 0.5 U.S. Government & Citizenship, 0.5 Health, and 3 Elective credits. Scholars must meet all other graduation requirements and complete a total of 24 required credits for a diploma.

Paradigm Graduation Requirements

In order to receive a Utah state diploma through Paradigm High School, a scholar must obtain 24 specific credits (see *State Graduation Requirements*).

In addition to completing the 24 credits a Paradigm scholar must also complete the following:

- a) complete two credits of a foreign language. (A scholar entering Paradigm in their 12th grade year may waive one Foreign Language credit.)

b) submit, pass, and defend a *senior thesis* in their seminar class. (see *Senior Thesis*)
c) be enrolled in a seminar class every semester the scholar is registered and enrolled at Paradigm.

d) submit all outside credits to the counseling office by the first Friday in May; any other grade changes or credit evaluations must be completed no later than June 25th in order to receive a Utah state diploma through Paradigm High School.

Scholars who are unable to fulfill these requirements will be referred to an adult education high school program to complete their diploma.

Scholars enrolled in the State Online Education Program (SOEP) may waive certain Paradigm Enrollment requirements as per arrangements made between the family and the school administration.

Senior Thesis

All graduating seniors and early graduate candidates must complete, submit, pass, and defend a senior thesis in their seminar class. Thesis topic and progress will be arranged by the seminar mentor/s. The senior thesis is a graduation requirement.

Early Graduation

Scholars and parents considering early graduation must first meet with a school counselor at the start of their graduating year and obtain an *Application for Early Graduation*, discuss the application process, and discuss the scholar's educational plan.

Graduation Ceremony and Participation

Paradigm views education as a lifelong pursuit which does not end at high school graduation. In order to recognize a scholar's progress during his or her high school years and encourage further learning, all exiting seniors may be invited to participate in the graduation ceremony regardless of credits or diploma earned. However, only scholars who have completed all graduation requirements for a high school diploma through Paradigm High School may walk in the traditional cap and gown during the ceremony. The traditional graduation cap and gown is optional for those who qualify to wear one. Early graduates who graduate prior to their senior year may only participate in the graduation ceremony when they have met all graduation requirements. All scholars must be enrolled in Paradigm High School on the day of graduation in order to participate in the graduation ceremony.

Seminar Classes

Paradigm Seminar Classes are uniquely designed to provide "a classical, liberal arts, leadership education" (See *Mission Statement*). *Seminar Classes* are held every other day for two consecutive class periods. During that time scholars will receive instruction and participate in discussions about the classic books they are reading. All Paradigm scholars are required to be enrolled in a seminar class every semester the scholar is registered and enrolled at Paradigm. The classes are multi-disciplinary in nature, and offer multiple credits per year. Many of the credits scholars need in order to graduate will be covered during these classes. Seminar classes are headed by a lead Mentor who coordinates with a team of certified teachers to provide scholars credits which meet the Utah State Standards.

Off Campus Study

Scholars, who choose to enroll in online, concurrent enrollment, or other approved off-campus study courses, while still enrolled at Paradigm High School, will do so in accordance with state laws on Online Education Programs, concurrent enrollment agreements and/or off-campus study agreements. Parents must sign an “Off-Campus Agreement Form” acknowledging that the scholar will leave campus during online course study, concurrent enrollment study or approved off-campus study. Scholars must not be on Paradigm High School campus during school hours when they do not have a scheduled class. Therefore, Paradigm High School will not provide facility use, supervision or technology access for scholars working on online, concurrent enrollment, or approved off-campus courses.

Released Time

Scholars may leave school campus for “Released-time” study. The scholar will be excused from the regular school day at the request of the scholar's parent (*R277-610-1. Definitions*). Parents must complete and submit an “Off-Campus Agreement Form” acknowledging that the scholar will leave campus during “Released-time”. Scholars must not be on Paradigm High School campus during their scheduled “Released-time”.

Other Avenues of Credit

Paradigm accepts transfer credits from other accredited schools, including Utah Electronic High School. Credit may also be awarded for passing test equivalencies.

We also accept documented credits from Private Schools and Home Schools with the following parameters:

- 1) **Course Quality**: Provide evidence that the quality of class was equal to or greater than the quality of the same course at Paradigm. This can be done by providing a course description, objectives and expectations (similar to a course syllabus), texts studied, methods of teaching, methods of assessment, portfolio items, evaluations, tests, etc.
- 2) **Time**: Paradigm uses the Carnegie unit measurement: One credit is equal to 120 hours of study. (60 hours per half credit). Provide an assessment of hours of study and how the assessment was calculated.
- 3) **Evaluation**: Provide examples of the scholar’s work and assessments. (In the absence of adequate documentation, in-school testing may be required). Evaluate the value of the work according to the Paradigm assessment rubric. For each class they should have a level from 1 to 4 for both Academic Mastery and Ownership. Have the evaluator sign the document.
- 4) **Administrative Discretion**: The final decision of whether to accept the class for credit will be determined by a Paradigm administrator. The application for credit may be accepted, sent back for documentation and/or clarification, or rejected.

Parents or scholars wanting to request home school or private school credit must make this request upon enrolling at Paradigm, and provide all documentation by **the Friday before Spring Break**. For more information on receiving home school credits, including a format for

requesting credit and examples of approved courses, please visit the school website:
www.paradigmschools.org.

Grade Changes

In the rare circumstance that a final grade is contested or disputed, a scholar or parent must make their request known in writing and submit it to school administration within one week from the last day of the semester. If the request is approved by the mentor and administration, the grade may then be officially changed within 30 days of the last day of the semester, but not later than 30 days. A scholar may replace a low grade in any Paradigm course by taking that same course over again. The highest grade will be used on the official school transcript. The scholar may replace a semester grade or a full year grade, but not a quarter grade, since Paradigm does not recognize quarters.

Retained Seniors

A scholar requesting to remain enrolled at Paradigm High School beyond 4 years must receive authorization from school administration and meet criteria found in Utah Code R277-419-1:

"Retained senior" means a scholar beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

- (1) sickness;*
- (2) hospitalization;*
- (3) pending court investigation or action or both; or*
- (4) other extenuating circumstances beyond the control of the scholar.*

Academic Progress

Scholars at Paradigm are expected to make annual academic progress towards graduation. Grade levels will be determined by the amount of credits a scholar has earned, and not on a scholar's age or number of years of school.

If scholars are failing several courses, they may be put on academic contracts. If improvements are not made scholars may be asked to withdraw. (See *Accountability Process*)

Plagiarism

Mentors are expected to set and communicate clear expectations regarding plagiarism in their classes and to take time to teach scholars about academic and intellectual integrity. Any scholar who plagiarizes all or a portion of an assignment may lose credit for that assignment and/or the entire class, at the discretion of the mentor, depending on seriousness or frequency of the occurrence/s. Mentors will state their class plagiarism policy in their disclosure forms including accountability steps and opportunities for corrections.

SEP Scholar Education Plans

A plan comprising the flow of classes during a scholar's years at Paradigm will be made and reviewed each school year by the scholar, the guidance counselor, and the parents (if desired). This helps to ensure that the scholar is receiving all of the needed classes for graduation and for a quality educational experience.

Special Education

Paradigm High School provides Special Education services for qualifying scholars. The Special Education office at Paradigm is called the Scholar Academic Support office (SAS). Paradigm does not utilize the term “Special Ed” in internal school business. Paradigm utilizes an “inclusive” support approach, which means that Paradigm does not hold formal separate resource classrooms specifically for scholars with an Individual Education Plan (IEP). IEP teams, comprised of the scholar, parents or legal guardian, SAS staff, Mentors, and school admin will determine IEP details and modifications as per state requirements. The IEP team will also determine when a *Change of Placement* is deemed necessary.

SCHOLAR LIFE

Servant Leadership assumes a choice. It cannot be forced. It must first be desired in order to be attained. The culture that is maintained at Paradigm provides an invitation to make that choice. Thus, making the school environment an effective, positive and value-based learning culture is a high priority. Everyone in the school, including scholars, parents, staff and faculty is expected to exemplify the school values. (See *School Values*) Each scholar and parent signs a code of conduct contract with the school at registration to uphold these values.

School Expectations

Paradigm High School has two overarching school-wide expectations which are

1. Engage yourself in learning
2. Honor and Respect yourself, mentors, peers, time and property.

All school policies support these two broad expectations. The following section contains specific policies and procedures used to maintain:

1. an effective learning culture
2. a safe school location
3. a positive social environment

1) An Effective Learning Culture

Honor

Honor is a Paradigm School Value. (See *School Values*) It denotes more than outward respect; it requires a person to see great value in themselves and in others and to treat themselves and others accordingly. Disrespect in any form, verbal or otherwise, to a person’s self or others is not acceptable and will be subject to the *Accountability Process*. (See *Accountability Process*)

Honor is also the expectation for time and property. Scholars respect time by attending class promptly and by engaging in learning. Disrupting the learning culture by coming to class late, or causing distractions during class time are not honoring others or the environment. Respect for property means that scholars are expected to value our school building and property by

keeping it clean, free from debris, and showing proper care for furniture, walls, equipment, and books. Destruction, defacing or vandalism to school property will be subject to the *Accountability Process*.

Accountability Process

Paradigm is more fluidly structured than many other schools, and the expectation is that people will be responsible and voluntarily adhere to a high standard of conduct. A scholar who requires a great deal of supervision and structure may not be ready for a leadership education, and may need to consider another educational or schooling option.

Our accountability policy includes teaching scholars positive values (See *School Values*), which encourages them to discipline their own minds and actions. Faculty and scholars are all expected to contribute to a positive and peaceful school environment. At Paradigm, we distinguish between 1) behaviors that detract from a peaceful environment specifically in the **classroom** including, but not limited to, being disruptive, sleeping in class, inappropriate use of an electronic device in class, and excessive tardies, and 2) behaviors that are infractions of school-wide commitments including, but not limited to, dress code infractions, PDA, and eating food in unauthorized areas.

When a scholar is not ready for class they will be invited to visit the *Peace Center* (see *Peace Center*)

When a scholar demonstrates a pattern of not being ready for Paradigm, our school Community Specialist or a school administrator will request a parent meeting to discuss a change of placement for the scholar to attend our Paradigm Afterschool Class (see Paradigm Afterschool Class).

The school messenger program and/or a member of our administrative staff will notify parents of any school policy infractions or visits to the Peace Center so that parents are aware. The school messenger program sends automated messages home daily regarding school rule infractions.

Below is a diagram of our school *Accountability Process* and an explanation of the diagram.



Accountability Process

In the *classroom*, when a student is not ready to:

- 1- Engage in learning or to
- 2- Honor self, mentor, peers, time & property or has

Peace Center

Meet with the School Community Specialist and stay in the Peace Center for the remainder of the class period

If classroom behaviors continue to detract from our peaceful school environment

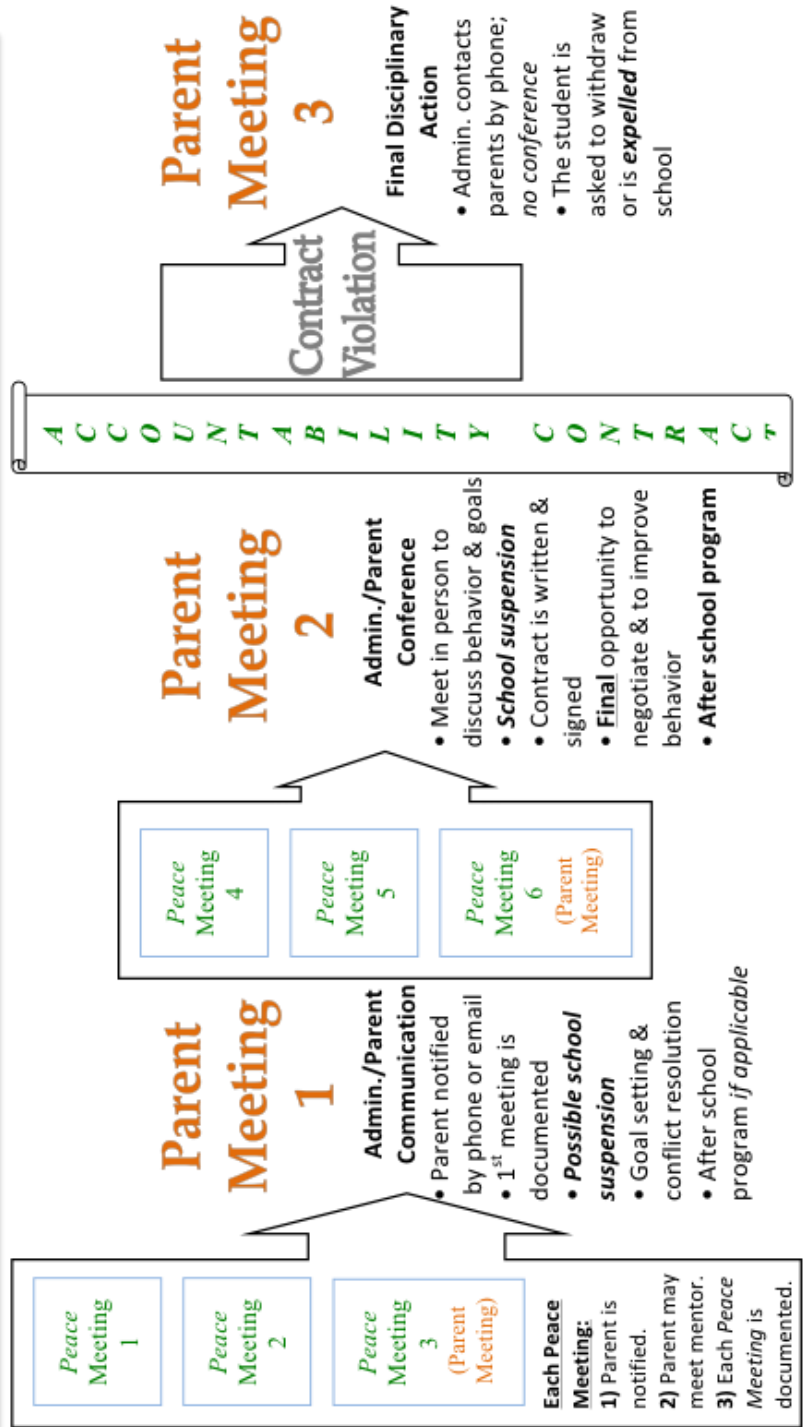
Paradigm After School Program

Other Schooling Options

When a student does not keep school commitments in the following:

- 1) Dress Code violation
- 2) Misuse of a tech. device or school computer
- 3) P.D.A.
- 4) Damages or defaces school property
- 5) Excessive *unexcused* tardies
- 6) Excessive *unexcused* absences in any class

*Leaving campus without proper check-out procedure leads to a **Peace Meeting**.



* The accountability process may be altered or modified at the discretion of school administration.

Peace Center

The Peace Center is a peaceful and quiet place where scholars who are not ready for class can go to prepare to return to class and align with personal greatness by the Community Specialist or School Counselor. When visiting the Peace Center, scholars will meet with our Community Specialist, or School Counselor, or school administrator to discuss a plan to “be ready” to return to class. The Peace Center is available for any scholar who wishes to or who needs to re-center and re-focus toward restoring peace to our environment. If a scholar continues to demonstrate that he or she is not ready for class, the scholar will be invited to attend our Afterschool Class until the scholar is ready to return to regularly scheduled classes.

Mentors do not “send out” or “kick out” scholars in a punitive tone or manner. Instead, mentors meet with the scholar in private, discuss the disruptive or distracting behaviors, review class and school expectations, and offer the Peace Center as one helpful resource for addressing the issue. The mentor must then notify the Peace Center of the scholar’s arrival. The mentor is expected to reach out to the scholar soon after the visit to the Peace Center to set goals for restoring peace in the classroom, follow-up with the Community Specialist or School Counselor who the scholar met with, and communicate with the scholar’s parents about the incident and the resolutions taken.

Paradigm Afterschool Class

The option of a Paradigm Afterschool class will be available after the school day as needed. Scholars who demonstrate readiness for Paradigm will attend our *Afterschool Class* until they are ready as determined by the parent and school administrator. During the Afterschool Class, scholars will work on their schoolwork via e-mail with their mentors or they will work on separate school packets, as determined by the parent and school administrator. The decision to invite a scholar to participate in the Paradigm Afterschool Class will be determined by school administrators working with the scholar and family.

Suspensions and Expulsions

Suspensions and/or expulsions are reserved for Safe School Offenses including, but not limited to: any instance or evidence of drug possession, use, undisclosed knowledge of or party to drug usage, whether tobacco, alcohol or illegal drugs; possession or use of firearms or weapons; striking a staff member or scholar, bullying, etc. (Utah Code 53A-11-904). Law enforcement will be included when needed. A scholar may also be expelled from school for off-campus behavior during school hours or during school events and activities, that may have a negative impact on the school within the school or the external community.

It is Paradigm’s goal is to diminish negative or distracting behavior from our learning culture and environment. This is done by changing the behavior or by removing the scholar from the environment. Paradigm reserves the right to alter or skip steps according to the administrator’s discretion and scholar’s attitude toward change to ensure a safe, clean and productive culture and environment essential to the success of our program. The appeal process may be provided upon request.

Behavior Codes

The following codes will be used in the online attendance system to notify parents of behavior issues:

B	Behavior – Scholar was sent to the office for a <i>Choice Meeting</i> and/or remained in the office for the remainder of the class period
D	Dress Code – Scholar was sent to the office for <i>Choice Meeting</i> for not meeting dress codes requirements and expectations and/or did not change into proper Dress Code attire to return to class.
E	Electronic Device – Scholar was sent to the office for a <i>Choice Meeting</i> for misuse of a school or personal electronic device.
Z	School Suspension – The scholar was suspended from school as a disciplinary action.

Dress Code

A complete description and explanation about the Dress Code can be viewed on the school website: www.paradigmschools.org and at the school Dress Code bulletin board.

Purpose: The purpose of the Dress Code is to provide for the following:

- Foster unity
- Promote good behavior
- Remove distractions from the learning environment
- Encourage modesty
- Safety
- Eliminate cliques formed solely on the basis of clothing and appearance

Dress Code adherence will be checked daily by mentors and administrators. Scholars are expected to remain in Dress Code clothing **at all times while on campus**, including before school and after school unless other permission is obtained from an administrator.

Special Accommodations: Accommodations regarding the Dress Code may be made for scholars and families who: 1) are financially unable to provide the uniform; they may meet with a school administrator to discuss the options available. 2) Medical reasons; scholars must present a doctor's note to a school administrator explaining the necessary modifications to the Dress Code and the length of time the modification must be held.

Dress Code Concerns: Dress Code Concerns: Any Dress Code concerns, petitions, feedback and/or grievances which would affect an **individual** scholar should be discussed with school administration.

Any Dress Code concerns, petitions, feedback and/or grievances which would affect the **entire scholar body** should be included in our parent/scholar surveys at the end of the year. This is the only format set aside for parents and scholars to express concerns and opinions in regards to the Dress Code as it pertains to the whole school.

School Dances and Activities: Modesty is a guiding principle of the Dress Code for all school dances and school activities. No inappropriate or immodest clothing, such as sleeveless, tight-fitting or revealing attire etc. will be allowed at any school event. Dances may have specific dress instructions based on themes (See *Dances*). Mentors or school administrators may also modify dress code depending on specific school activities as determined.

Other School Events or Activities: Special class events: Occasionally a class may have an activity such as a class presentation or mock interview etc. During these occasions, scholars may "dress-up" and change into other non-uniform clothing such as suits or dresses. Clothing must still meet school *Dress Standards.

Trips/Activities: Occasionally a class may have an activity such as an outdoor service project or athletic activity etc. During these occasions, scholars may "dress-down" and change into other non-uniform clothing such as jeans or T-shirts. Clothing must still meet school *Dress Standards.

School Dances: Dances may entail special themed clothing. During these occasions, scholars' clothing must still meet school *Dress Standards.

PE Classes: Scholars are to wear Paradigm issued P.E. clothing for P.E. classes. P.E. Mentors may modify if necessary.

Paradigm Schools Uniform Policy

Dress Standard: Neat, clean and appropriate uniform clothing.

Uniform:

- No holes, tears or stains.
- No lace.
- No sheer or see-through clothing.
- No logos larger than a quarter on any clothing including shoes.
- No revealing of underwear.
- No revealing of shoulders, midribs or chest.
- No tight or form fitting clothing.
- No offensive or inappropriate symbols, wording or designs.

- **Classic Polo Shirts** (Any solid color):

- **Description of Classic Polo Shirts for both Boys and Girls:** Classic Polo Shirts may have one pocket or no pocket. Classic Polo Shirts do not have additional embellishments, such as ruffles, bows, extra pleats etc. Classic Polo Shirts may be long or short sleeve. Polo shirts do not need to be worn tucked-in at school, and **only the top button may be left undone.**

Boys: Polo shirts **must** have 2-3 buttons up to the collar.

Girls: Polo shirts **may** have more than 2-3 buttons up to the collar.



- **Standard Classic Oxford Shirt** (Any Solid Color):

- **Description of Classic Oxford shirts for both Boys and Girls:** Buttons must go up from the bottom of the shirt to the collar. Classic Oxfords have one pocket or no pockets. Classic Oxfords do not have additional embellishments, such as ruffles, bows, extra pleats etc. Only the top button may be left undone when worn at school. Classic Oxford shirts have top-stitching along the buttons on the front of the shirt. No other button blouses will be acceptable. **Necktie: (if worn)** must be worn around the neck under the collar in any color, pattern or design.

Boys: Classic Oxford shirts **must** be worn with a necktie and must be tucked in when worn at school, long-sleeve or short-sleeve.

Girls: Classic Oxford shirts (tucked-in optional and necktie optional) long sleeve, short sleeve or 3/4-length sleeve.



- **Undershirts: (Solid White)** Long or short sleeve.



- **Pants:** School Uniform style (**Khaki and Navy Blue**) (no more than 1%-2% spandex, no cargo pants). Tightness of pants will be determined by tightness below the knee. No tight fitting pants around the ankles.



- **Shorts/Skirts & Capris: (Khaki and Navy Blue)** Boys: shorts. Girls: capris & skirts (skirt length: mid-calf.)



- **Shoes:** Any shoe (**Black or Brown** 'mostly', laces, soles or tips may be white). **NO** Logos larger than a quarter size of a different color. Shoes must be closed toe and closed heel.



- **Socks:** (Any pattern, color or design) nothing inappropriate or offensive.



- **Belts:** (Black or Brown) around waist, through pant belt loops, no large or distracting belt buckles.



- **Sweaters:** Only Paradigm issued sweaters may be worn in the building. Sweaters may be purchased through the school (optional).



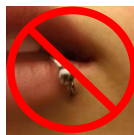
Coats, Jackets and Hoodies: *Only Suit Blazers, Paradigm issued jackets, and Paradigm issued hoodies* may be worn in the school building. The school will provide official Paradigm school hoodies, and make additional school sweaters and school jackets available to purchase. No other coats or jackets may be worn in the building. If brought to school, non-Paradigm coats or jackets must be in a backpack or hung up in the office, a mentor's closet or in an Admin office. (Not carried in hand or on person). Hoods are not to be worn in the building. Non-Paradigm pullover hoodies are not allowed to be worn in the building.

Blazers: Both boys and girls may wear suit Blazers. Blazers are to be in classic cut and styles, not longer than waist length, in solid colors only, with two pockets or no pockets. Blazers are to be worn over polos and oxfords.



Accessories:

- Headwear (Girls): (Any solid color).
- No hats in the building, no scarves.
- Piercings: One pair of earrings for girls, no earrings for boys. No body or facial piercings showing at school.
- No tattoos showing at school.



Hair and Grooming:

- Natural hair colors and patterns: (*hair color that a human being is born with*).
- Styles: No extreme hairstyles (*dictionary definition*). Hair out of the face and eyes. Boy's hair length not past the bottom of the collar.
- Well-groomed and clean, use deodorant if necessary, and facial hair neatly trimmed.

Scholar Dress Code Accountability

Dress Code Checks

- **First** dress code check: **Scholar**
Scholars should conduct their own dress code check at home. Scholars are responsible for understanding the dress code and dressing according to their dress code commitment as they attend school. If anything is unclear, scholars are responsible for making sure they have their questions answered.
- **Second** dress code check: **Parent/Guardian**
Parents are to ensure that scholars are dressed according to the dress code, that they and their scholars have agreed to, when they leave the house or car each school day.
- **Third** Dress Code Check: **School**
Mentors and staff will conduct a formal, school wide-dress code check every day. Mentors and Staff may check for dress code throughout the day in classrooms or hallways, including school events and activities outside of school hours.

Dress Code Infractions

When a scholar is found out of dress code, the scholar will be asked to go to the office where they will receive three options. They may:

- 1) Call home and see if someone could bring them the correct dress code clothing. (NOTE: parents do not *have to* leave home or work to attend to the scholar's dress code need.) Parents should not feel *punished* or *obligated* to come to the school for dress code infractions. Nevertheless, it is one of the options available to scholars.
- 2) Scholars may choose to rent clothing from the school. There is a \$2.00 fee for renting school clothes. We will have well-marked, dress code appropriate clothing available for scholars to rent in order to return to class. At the end of the day the scholar will return the rented clothing to the office and will have \$1.00 returned to them. The other dollar will go towards a laundry fee.
- 3) Remain in the office for the remainder of the day and not attend class.

If the scholar chooses option one or two, they will return to class and not receive a documented dress code infraction on their attendance record (up to 3 times). If the scholar chooses *option three*, the scholar will remain in the office with an in-school suspension for the remainder of the day, the infraction will be documented and count towards their overall school accountability process. Repeated renting of school clothing (more than three times) may also result in the Accountability Process.

All dress code issues are to be addressed privately and with great care and sensitivity to honor the scholar. Mutual respect is appreciated and expected. We do not want scholars to feel publicly shamed or embarrassed. We also choose to uphold our school policies regarding dress code and will send scholars home, arrange parent conferences, issue scholar behavior contracts and/or issue school suspensions or expulsion for *frequent or flagrant willful disobedience, defiance to proper authority, or disruptive behavior...* (Utah Code 53A-11-904)

Attendance Policy

Attendance Policy and Expectations

The desire to be at school and to participate is fundamental to a scholar's success at Paradigm. Since our program is built on a love for learning, we expect scholars to willingly attend school, and to be on time. "Love of Learning" is facilitated at Paradigm through class discussion and class projects, which are completed during class time making it difficult to adequately *make-up* this work. A scholar is marked *absent* when the scholar is not present when attendance is taken at the start of class or when the scholar is more than 15 minutes tardy to a class.

Excused Absences

When a scholar is absent from school, parents are responsible for notifying the school to excuse the absence, within 2 business days. Excused absences may significantly affect class grade due to the missed class time if missed class work is not made-up. Paradigm recognizes an excused absence from school consistent with Utah State Code, Section 53A-11-101(9) which may include:

- (1) illness;
- (2) family death;
- (3) approved school activity;
- (4) excuse consistent with scholar's IEP, Section 504 accommodation plan, or
- (5) a school/school district valid excuse definition

Paradigm may also recognize the parents' discretion as valid excuse for the scholar's absence. Paradigm will also recognize the parent informing the school of their knowledge of the scholar's absence but desire to not excuse the absence. However, parents must check their scholars in or out of school at the front office during school hours, when their scholar will miss part of a school day. Unexcused absences will be subject to the school *Accountability Process*.

Pre-Approved Scheduled Absences

Parents may schedule a scholar's absence for a period of up to ten school days, per school year, by submitting a *Pre-Approved Scheduled Absence Request Form* and at least two days before the absence occurs. (Forms are available at www.paradigmschools.org, or at the Front Office). These absences are considered *excused* absences and will not count towards the *Accountability Process*. The scholar is responsible to make-up any missed class work as arranged with their mentors.

Make-up work for absence

When a scholar is absent from class, the scholar will be responsible for making up the classwork which was missed, often through an alternate assignment. Mentors will disclose in their class syllabus the process for making-up missed work in their individual classes.

Extreme Circumstances

In the case of extreme circumstances, parents and scholars have the responsibility to contact and meet with school administration in order to discuss possible resolutions to the attendance issue. The school will attempt to contact the parent if the parent does not contact the school.

Homebound/Hospital Services Policy

In adherence to the educational program mandated in our school charter, Paradigm High School does not provide instruction for homebound or convalescing scholars at the scholar's home or place of convalescence. In the event that a scholar is not able to attend school for an extended amount of time, the scholar or parent is responsible for notifying school administration in writing about the extenuating circumstances and the estimated length of time that the scholar will not attend school.

Decisions about possible educational services are made at the administration's discretion and are generally considered to be short-term.

Unexcused Absences

When a scholar is absent from school or a class without a valid reason (See *Excused Absences*), the absence is viewed as an *unexcused absence* and will be subject to the *Accountability Process*. Scholars who leave school campus without following proper check out procedure will follow the *Accountability Process*. Scholars are not able to make-up missed work for unexcused absences. For excessive unexcused absences from school or any class, the school administration will contact parents to resolve the matter.

Excessive Unexcused Absences/Truancy Citation

When a scholar misses 5 consecutive days of school (unexcused absences) or has excessive unexcused absences in any class/classes, the school will attempt to notify the parent in order to help resolve the situation. Scholars who have excessive unexcused/truant absences will be subject to any or all of the following sanctions or disciplinary actions:

- Meetings between school officials and parents
- Choice Meetings (see *Accountability Process*)
- Attendance Make-up School
- Referral to juvenile court
- Withheld credit
- Dismissal from school

Truancy citations will be issued to scholars who are habitually truant and after the school has made earnest and persistent efforts to resolve scholar attendance problems (*Utah Code: Section 53A-11-101.7*).

Paradigm High School may refer a scholar to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition

containing the following: documentation of attendance and academic achievement; documentation of school efforts to improve attendance; copies of truancy citations, including all mailing certificates; and scholar background as requested by the prosecuting agency.

Notification of Attendance

Parents will be notified by the school within 24 hours, either by phone or by email, whenever their scholar is absent from class. This notification is a courtesy to the parents, in accordance with our founding policy that Paradigm is “a resource to the parents in the education of their scholars” (See *Founding Principles* and *Mission and Vision Statement*), however the primary responsibility for attendance of scholars lies with the parents. (See the *Utah Compulsory Attendance Law [53A-11-101]*). Parents have the responsibility to make sure that the school is updated with their current phone number and email address, and that they are receiving emails from the school.

Attendance Codes

The following codes will be used in the online attendance system:

X	Absent (marked by mentor)
/	Excused Absence (verified by parent/guardian)
U	Unexcused Absence (changed by attendance secretary after 2 business days)
P	Pre-approved Absence (10 per school year allowed)
T	Tardy
*	Excused Tardy (3 allowed first period by parent/guardian excusal per half-semester)
I	Check-In
O	Check-Out
S	Sluff/Truancy
W	Way Late (more than 15 minutes late without excusal note; unexcused absence)
Z	Suspension

- Scholars are allowed three (3) excused first-period tardies every half-semester. These must be excused by the parent and will be marked with “*” for Excused Tardy on their attendance report.
- Scholars who are more than 15-minutes late to a class without an excusal note will be marked with “W” for Way Late and it will be counted as an unexcused absence.
- Repeated tardies from the end of lunch to 3rd period may result in the loss of off-campus lunch privileges.
- Scholars released from their regular classes to participate in school-approved activities are not considered absent and will be marked with “A” for Activity Excused on their attendance report. The scholar must make up any missed work in the classes missed for these activities.
- Absences that are pre-approved by filling out a *Pre-Approved Scheduled Absence Form* and are approved by school administration will not count toward the absences allowed.

Scholars are allowed ten (10) pre-approved absences and these will be marked with a “P” on their attendance report. The scholar must make up any missed work during these days.

- Absences due to suspensions or confinement in county detention do not need to be made up. However, assignments from each class must be made up according to individual mentors.
- The “make up” of excessive absences in attendance school does not excuse scholars from completing the class work and assignments missed during the absences. Make-up of up the missed work will generally include an alternate assignment given by the mentor or as outlined in their class syllabus.
- Excessive absences may also result in suspension, and/or referral to a Truancy Officer, and/or Juvenile Court for non-compliance with Utah Compulsory Education Law (Utah Code 53A-11-101).
- Class work missed because of a “sluff” or truancy may not be made up. Sluff/truancy must still be made up through *Attendance School*.

Checking In and Out

Once the scholar has been at school, and then needs to leave for any reason, the scholar must check-out through the front office. All check-out requests must be in writing with a parent or guardian signature either prior to or at the time of the check-out. A parent or guardian should contact the school early in the day to schedule a scholar’s check-out. Check-out slips will be available for scholars to pick up in the attendance office and must be picked up during a class break. Scholars who arrive late to school must check-in with the main office. Parent/guardians may come into the school, call, or send excusal in writing to excuse the scholar for their late arrival. Scholars who are 18 years old or older are still required to follow the same check-in and check-out procedures. 18 year olds may be granted special check-in/check-out permission upon parent request and with parent signature by contacting the front desk.

Tardies

Scholars are expected to be to class on time. Paradigm views tardies as a class disruption as well as an attendance problem. Scholars who are tardy to class (excused or unexcused) will not be admitted into class unless they obtain a tardy slip from the office to present to their mentor. The pass does not excuse the tardy, but gives a means for documentation.

Excused Tardies

Sometimes scholars are tardy for first period for reasons beyond their control. Parents may excuse tardies (for first period only) 3 times per every half-semester. After that point, tardies will not be excused and are subject to the *Accountability Process*. Scholars who arrive after 8:00 must still check-in with the Front Office whether or not they have an excuse, in order to receive a tardy slip to be admitted to class.

First period tardies may also be excused for extreme traffic circumstances such as heavy snowfall, highway accidents and road construction. (Please drive safely!)

A mentor or administrator may excuse a tardy for any class period if they determine that it was for a valid reason, or they detained the scholar. Scholars must obtain a written note from the mentor or administrator to present to the front desk, not to the mentor, in order to excuse the tardy.

Unexcused Tardies

When a scholar does not have a valid reason for their tardiness (written note from a parent, mentor or administrator) their tardy is *unexcused*. Three unexcused tardies in one class will be treated as one unexcused absence in that class. Excessive unexcused tardies (3 or more in one class period) are subject to the *Accountability Process* (See *Accountability Process*).

Scholars who are tardy (excused or unexcused) will not be admitted into class unless they bring a tardy slip from the office. The pass does not excuse the tardy, but gives a means for documentation.

If the scholar is more than 15 minutes late for class without an excuse note, the tardy is documented as an absence for that class and will be marked with “W” for Way Late. (See *Attendance*).

2) A Safe & Clean Location

In order to maintain a “constructive culture” (See *Mission and Vision Statement*), Paradigm High School emphasizes a positive, safe and peaceful environment, which is conducive to learning. The following rules, policies and expectations are set in place to provide a safe and clean school culture and environment. While most of these rules apply to behavior and actions exhibited on school property, a scholar may also receive disciplinary action or even be expelled from school for behavior off-campus during school hours or during school events and activities that may have a negative impact on the school, within the school or the external community. Scholars, staff, and parents are expected to report any inappropriate behavior to an administrator.

Disrespect & Bullying

Paradigm does not tolerate any form of disrespect, including bullying, intimidation, extortion, hazing, retaliation, or threats of any kind, while at school. Scholars involved in any of these practices, including incidents that occur off-campus or out of school hours but which still negatively impact to our school or its scholars, or scholars who have undisclosed knowledge of such behavior and are unwilling to cooperate with the school are subject to the school’s *Accountability Process* (See *Accountability Process*) and possible expulsion from school. Paradigm will also notify parents of threats (to commit suicide, bullying, cyber-bullying, harassment, hazing, or retaliation) in accordance with Utah law and code 53G-9-604.

Gang Prevention and Intervention

Paradigm adheres to Utah law and code 53E-3-509 and UT Admin code R277-436 in regards to gang prevention and intervention. The following provisions shall include:

- school faculty and staff shall report suspected gang activities relating to the school and its scholars to a school administrator and law enforcement;

- a scholar who participates in gang activities may be excluded from participation in extracurricular activities as determined by the school administration after consultation with law enforcement;
- gang-related graffiti or damage to school property shall result in parent or guardian notification and appropriate administrative and law enforcement actions, which may include obtaining restitution from those responsible for the damage;
- if a serious gang-related incident, as determined by the school administrator in consultation with local law enforcement, occurs on school property, at school related activities, or on a site that is normally considered to be under school control, notification shall be provided to parents and guardians of scholars in the school:
 - informing them, in general terms, about the incident, but removing all personally identifiable information about scholars from the notice;
 - emphasizing the school's concern for safety; and
 - outlining the action taken at the school regarding the incident.

Inappropriate Language

Paradigm does not tolerate obscene, profane or offensive language or harassment, whether spoken, written, acted out or gestured, whether directed to peers, staff or administrators; it is strictly prohibited, and will be subject to the school's *Accountability Process* (See *Accountability Process*).

Prohibited Substances

Paradigm does not tolerate the use, evidence of use, possession or distribution of drugs, alcohol, or tobacco or drug paraphernalia in dress, appearance or language. Scholars may be **expelled from school immediately** for any of the above reasons, including having knowledge of or being party to the usage of the substances here listed. Scholars and staff are expected to report any related information to an administrator. Law enforcement will be involved as needed.

Food and Drink

Food and drinks are not to be consumed in any classroom or hallway on school campus. Water is acceptable to drink and carry throughout the building except for the library and computer labs. Water must be in a clear, non-colored container. Exceptions due to health reasons must receive approval from a school administrator after presenting a doctor's note. Scholars found violating this expectation will be subject to the Accountability Process. (See Accountability Process)

Weapons & Firearms

Paradigm does not tolerate the use, evidence of, or possession of weapons and fire arms or any object intended to be used as a weapon on school property. Scholars may be **expelled from school immediately** for any of the above reasons, including having knowledge of or being party to weapons at school. Scholars and staff are expected to report any related information to an administrator. Law enforcement will be involved as needed.

Public Displays of Affection

Paradigm maintains a professional learning environment, and scholars are expected to reserve romantic relationships for off-campus hours. No display of romantic relationships is acceptable, including but not limited to kissing, hand-holding, hugging and inappropriate language or touching, etc. Scholars will be subject to the school's *Accountability Process* for such behavior.

Search and Seizure

Paradigm reserves the right to have school administrators search at any time, any property that a scholar brings onto school property, including backpacks, technological devices (including cell phones), vehicles, purses, etc. Prohibited material, paraphernalia, devices or substances will be confiscated immediately. Law enforcement will be involved as needed.

Personal Electronic Devices (including cell phones, audio devices, laptops, e-readers, tablets etc.)

Today's amazing technological devices can help enhance learning in the classroom; they can also pose significant distractions from the learning environment.

Cell phones are not to be seen or heard in class or during scheduled class time.

Mentors will decide appropriate usage of personal electronic devices in their classrooms: time and place for usage. This includes the use of laptops, tablets, e-readers, and cell phones only for educational purposes. If classroom expectations are not met, scholars will be sent to the office to meet with a school administrator. Paradigm High School is not responsible for the loss or damage of any personal items or devices.

Scholars may use electronic devices in hallways or in the lunchroom only during passing periods and their lunchtime.

Inappropriate usage of school or personal electronic devices at school during school hours is a serious offense. Many devices, especially cell phones, have been linked to cheating at school, exchange of pornographic or inappropriate content, and bullying. Such activities are prohibited at Paradigm. Scholars are expected to report any such behavior to an administrator. Law enforcement will be involved as needed. Misuse of an electronic device on a school or personal electronic device may be subject to the *Accountability Process* (see *Accountability Process*). The misuse of a personal electronic devices may also result in the device being held at the school until a parent can come to retrieve it and meet with a school administrator.

Texting at school is not allowed during class time. Parents are expected to support this policy by not calling or texting their scholar during class time and by encouraging their scholar/s to support this rule. If parents or scholars need to communicate, they may use the scholar phone in the office for this purpose, or parents may call and leave a message for the scholar with the Front Office.

Hallways

Scholars are expected to be in their assigned class during their scheduled class time. Other than using the restroom or getting a drink of water, scholars are not to be found wandering in the hallways, congregating with other scholars in the hallways, or visiting or interrupting other classes. Scholars are to visit the front office, if necessary, before school, during passing periods,

during lunchtime, after school, or when called to the office for an appointment, not during class time. Only one scholar may leave class at a time and make sure that the mentor knows they have left class. Each classroom will be supplied with a hall pass to facilitate this expectation.

Classroom Distractions

Other items including toys, musical instruments, games, gadgets, etc. can be a distraction in the school environment when used at the inappropriate time and place. Mentors may approve specific items for class use only; otherwise such items must be put away. Such items may be held in the office.

Computer Acceptable Use Policy

Computer and Internet resources can greatly enhance leadership education. Paradigm High School's Acceptable Use Policy is designed to ensure that network security and integrity are maintained and that scholars understand the responsibility that accompanies the privilege of using computer resources at Paradigm. We strongly encourage parents/guardians to read and discuss this Acceptable Use Policy with their child, as found in school registration materials.

Eligibility

After having signed the Acceptable Use Policy, the scholar may be issued an individual user name and password, required for accessing Paradigm computer resources. Eligibility granted by this agreement will extend for the duration of the scholar's enrollment at Paradigm, provided the scholar adheres to the Acceptable Use Policy. Scholars will be educated about appropriate online behavior; including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response in there required Computer Tech classes.

Acceptable Use

Computer resources are intended for school-related purposes only. Acceptable use is that which is consistent with the standards, policies, codes of conduct, educational objectives and mission statement of Paradigm High School. Prohibited uses are detailed in the *Acceptable Use Policy for Computer Resources* Contract found in school registration materials and the school's website. Paradigm staff maintains the right to inspect scholar files and to monitor computer activity as deemed necessary.

Consequences

The use of Paradigm High School computer resources is a privilege, not a right. This privilege can be suspended or revoked at any time at the discretion of Paradigm staff or the scholar's parent/guardian. The scholar will be disciplined immediately, according to Paradigm Policy, for any major violation of the Acceptable Use Policy, or any applicable local, state, or federal law, and is subject to disciplinary action including revocation of computer resource privileges, suspension or expulsion from school, and /or legal prosecution.

Disclaimer

Paradigm reserves the right to change the Acceptable Use Policy as needed. Paradigm is not responsible for any unauthorized use of Paradigm High School computer resources.

Paradigm cannot guarantee availability or functionality of computer resources, and is not responsible for loss of data due to system failures.

3) A Positive Social Environment

Everyone at Paradigm High School is expected to understand and behave according to the School Values (See *School Values*) during school hours, school events and extra-curricular activities. The following rules, expectations, and policies explain expected behavior.

Scholar Government

The scholar government is made up of elected and selected scholars. The purpose of the scholar government is to plan and carry out scholar activities, be examples of model scholars and lead scholar service efforts in the school. These scholars will work closely with their mentor advisors, school administrators and with parents. A scholar in the scholar government must be in good academic and behavioral standing, meaning he/she must have passed all classes on the last progress report and must not have any behavior or attendance issues.

Positive Language

Leadership language is expected from scholars, parents and staff. This is defined as language that is positive, respectful and elevating. We encourage the usage of strong positive language and not simply the absence of negative language.

Bullying & Disrespect

Paradigm does not tolerate any form of disrespect, including bullying, cyber-bullying, hazing, retaliation, harassment, intimidation, extortion, or threats of any kind on campus, or off campus if it has a negative impact to our school or its scholars, or making false reports of such. Scholars involved in any of these practices or who have undisclosed knowledge of such behavior are subject to the school's *Accountability Process* (See *Accountability Process*) and possible expulsion from school. A member of Paradigm's admin team will notify parents, via phone call or email, when their scholar/s are involved in any related behaviors. Paradigm will assess the prevalence of bullying etc. on campus including location and conditions which may necessitate greater adult supervision or other improvements. Paradigm does not condone retaliation for the reporting of bullying etc. at school and will apply the same consequences for retaliation as for the bullying etc. Paradigm staff will be trained on identifying and addressing bullying etc. situations, including suicide prevention, according to school expectations.

Assemblies

Paradigm holds assemblies regularly, where guest speakers are invited to come and speak to scholars and where scholars are given a platform to display their work and achievements in "Scholar Showcase" assemblies. Scholars are expected to behave respectfully during these assemblies. Any misbehavior during assemblies will be dealt with according to the school's *Accountability Process* (See *Accountability Process* and *Assembly Schedule*).

Personal Agenda

No person is allowed to use the school as a vehicle for his or her personal agenda. There will be one bulletin board at school designated for the advertisement of off-campus events or activities, including community events. Any flyers, petitions, posters, or any other informational

advertisement to be posted on this “Off-Campus Activities” bulletin board, must be approved and initialed by the Director of Scholar Services or another administrator in his/her absence.

Religion and Spirituality at Paradigm

Charter schools are public schools, and as such are not sponsored by, and do not promote any specific religious organization. Paradigm, does however, recognize the spiritual aspect of humanity and the fact that people make their decisions and choose their behavior according to the particular belief system upon which they are founded. Equally important is the recognition that it is impossible to study the great ideas from the millennia of the world without discussing religious and spiritual views. These ideas should be recognized as ideas with impact on society.

As a liberal arts school, Paradigm encourages discussion and comparison of many different topics, which often bring out the scholars’ personal belief systems. We set the ground rules of our discussions to invite the scholars and mentors to respect the different belief systems, and to discuss potentially difficult topics in a respectful and professional manner. Our scholars come from many different religious and cultural backgrounds, and we value the views of each.

Thus, to facilitate great discussions in a classical and liberal arts way, Paradigm does not whitewash references to beliefs or religions out of the curriculum or school and class discussions. Students are free to refer to their core beliefs, their core books and teachings, and are taught to respect others’ beliefs as well. This practice has proven to encourage unity and understanding within the school. Being able to understand and respectfully discuss one’s own and others’ beliefs is one of the hallmarks of the “great conversation.”

Mentors must take care not to promote one faith over another, and to represent ideas from many perspectives (i.e., if you are going to read from the Bible, also read from the Koran and the Torah, etc.) For more information on how the Utah law respects religious expression and heritage in the classroom, read from the Utah Law – 53A:13:101-109

Additionally, Paradigm encourages scholars to write their personal mission statement/s according to their own belief system, to bring and refer to their core books, and to develop their talents and abilities toward contributing to society according to their conscience.

Paradigm also supports, teaches and upholds the constitutional and founding history of the United States, including the Pledge of Allegiance, the National Anthem, and the United States’ motto “In God We Trust”. We use original documents to teach our subjects, including history, which often refer to religion. We discuss the cause and effect of many life factors, including religions. This is in keeping with the Utah law on religious belief in school, which states:

(1) Any instructional activity, performance, or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history, or any other element of the curriculum, including the comparative study of religions, which is designed to achieve secular educational objectives included within the context of a course or activity and conducted in accordance with applicable rules of the state and local boards of education, may be undertaken in the public schools.

(2) No aspect of cultural heritage, political theory, moral theory, or societal value shall be

included within or excluded from public school curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or Supreme Being. ([53A-13 101.1](#). *Maintaining constitutional freedom in the public schools.*)

Scholars are allowed to request for “Release Time” as a part of their school studies, and parents or religious organizations may form groups to teach religious instruction of their choice off-campus. Parents are responsible for transportation to and from this instruction period.

Extra-curricular Activities

Dances

The vision of Paradigm High School to create a “*constructive culture*” (see Mission Statement) includes school dances. We expect scholars to apply principles of leadership and the School Values (see School Values) in the planning, organizing, and attending of school dances.

Scholars are expected to attend school dances modestly dressed and in the prescribed dance attire for each specific dance, i.e. formal dress, semi-casual, etc. **Scholars not dressed appropriately will be asked to leave the dance.** Scholars will also be invited to leave dances for inappropriate, disrespectful or insubordinate behavior. Some dances are planned for Paradigm High School scholars only and some allow for the invitation of a guest. Guests are required to read and sign a “**Dance Guest Request**” form which is considered a contract committing to follow school rules and expectations. The form must be submitted to the Front Office prior to the dance. It is the responsibility of the enrolled scholar to ensure that the guest understands and accepts the School Values. If the standards are not kept at or during the school dance, the guest and enrolled scholar may be asked or required to leave the activity immediately. The “**Dance Guest Request**” form can be obtained online through the school’s website: www.paradigmschools.org, or from the Front Office.

Clubs

Paradigm High School allows scholars the opportunity to form clubs, within defined parameters. Scholars who wish to form a club must first find a mentor who will sponsor the club. The mentor must obtain approval from the front office before formally organizing the club. Clubs may be formed and approved only during the first three weeks of the school year.

Clubs will be approved based on how the club fulfills the mission statement of the school, and how it incorporates the school’s three foundational pillars. All activities sponsored by the club must be in keeping with the School Values. If not, the activity may be canceled by an administrator or mentor, and the club may be given a warning of disbanding, or may be disbanded at once, depending on the severity and/or frequency of the infraction.

Clubs may only be formed on the basis of a school-oriented activity: for example, chess club, a sports club, or a journalist club. No club may be formed on the basis of personal

issues such as sexual orientation, gender, or religion. Clubs will write by-laws outlining their purpose and practices, and how they fulfill the mission of the school as part of the approval process, and have them approved by a school administrator. Clubs may not meet during class time, but may meet before school, during lunch, after school or whenever the sponsoring mentor can arrange meeting times at the school. The sponsoring mentor must be present each time the club meets. Scholars are reminded that they are free to form clubs out of school affiliation on their own.

Sports/Athletics Program

Paradigm High School offers scholars the opportunity to participate in our organized intramural athletic teams. Sports teams are selected by interest and demand from the scholar body, the capabilities of our physical facilities and equipment, and by having a staff member willing to sponsor and coach a team. Fees, additional to the normal scholar fees, may be required to participate in a team to cover costs of equipment and uniforms, rentals or referees etc.

In order to participate on a school sports team, a scholar must be in good academic and behavioral standing, meaning he/she must not have failed any classes on the last progress report, must have no unresolved attendance issues or behavior issues.

School Wide Field Trips

Since our program incorporates hands-on learning, scholars will have the opportunity to participate in field trips throughout the year, both in their individual classes or as part of a school-wide field trip. Often, our school-wide field trips are organized on a first-come first-served basis. We will inform parents about these trips through email and through the school website and calendar: www.paradigmschools.org. Parents may be asked to help transport scholars on field trips. Parents who transport scholars other than their own need to watch the State Required Defensive Driving video, take a short quiz, provide the school with a copy of their license and insurance and complete a background check. More information on this process can be found online through the school website. Scholars may not drive themselves or other scholar passengers to or from field trips. No scholar will be allowed to participate in a field trip without a parent signature.

OPERATIONS

Block Schedule

Paradigm is set up on a traditional yearly schedule. We hold four block classes, 90 minutes each, and a lunch break in the middle of the schoolday. *A Days* are always on Mondays and Wednesdays and *B Days* are always on Tuesdays and Thursdays. Fridays are alternating *A & B Days* and end earlier. Please refer to the calendar on the website for the complete A/B schedule.

Daily School Schedule (Prep School & High School)

High School Schedule:

Regular School Schedule		Modified School Day	
A & B Day		A & B Day (Fridays)	
1 st Per	8:00 – 9:35	1 st Per	8:00 – 9:10
2 nd Per	9:40 – 11:10	2 nd Per	9:15 – 10:20
Lunch	11:10 – 11:50	3 rd Per	10:25 – 11:30
3 rd Per	11:50 – 1:20	4 th Per	11:35 – 12:40
4 th Per	1:25 – 2:55		

Prep School Schedule:

Prep School Bell Schedule			
	A Day (M & W)	B Day (T & Th)	A/B (F)
8:00-9:35 (95 minutes)	A1	B1	Modified Day (65 min. class periods)
9:40-11:10 (90 minutes)	A2	B2	
11:15-12:45 (90 minutes)	A3	B3	
LUNCH 12:45-1:25 (40 min)	Lunch	Lunch	
1:25-2:55 (90 minutes)	A4	B4	

Assembly Schedule:

Assembly Day Schedule	
A & B Day	
1 st Per	8:00 – 9:15
2 nd Per	9:20 – 10:30
Assembly	10:30 – 11:45
Lunch	11:45 – 12:30
3 rd Per	12:30 – 1:40
4 th Per	1:45 – 2:55

Arrival and Dismissal

Scholars may arrive no earlier than one half hour before school begins (7:30 am) and need to leave by one half hour after school ends (3:15 pm) unless other arrangements have been made with a mentor or administrator. Scholars may use the school phone to call their parents if needed. Scholars who remain on campus after 3:15 may be asked to wait for their parents off campus.

School Closures

Paradigm will follow Jordan School District with regard to school closures due to inclement weather or emergencies. If school for Jordan District is cancelled, school at Paradigm will also be cancelled. Parents and scholars may receive this information between 6:00 – 8:00 am on local radio or television stations.

School closures will also be posted by 6:30 am on Jordan School District's website: jordandistrict.org. Since scholars come from all over the valley to Paradigm, parents are ultimately responsible for deciding whether the weather is too dangerous to come to school. Absences due to extreme weather conditions will not be included in the five absences before a loss credit.

Communication

Phone: 801-676-1018 Fax: 801-676-1036
Address: 11577 South 3600 West, South Jordan, UT 84095

The Front Office is open each school day from 7:30 am until 3:30 pm.

The main mode of communication from the school to the families is through email and the school website: www.paradigmschools.org. The parents have the responsibility to make sure that the school has a current email address, they are receiving emails, and to check the website and their email, preferably daily.

Final grades will be posted on the website at the conclusion of each semester.

Parents may call and leave messages for their scholars with the school secretary, but should not call or text scholars on cell phones during school hours.

Parents or scholars may make appointments to speak with any member of the faculty. Mentors are available one half hour before and after school hours every school day. Conferences with administrators may be set up by making an appointment through the secretary.

Email is the preferred method of communication, and email addresses for each staff member and administrator may be found on the website. There is also a message center with voicemail for each administrator, secretary, and mentor which can be reached by dialing the school at 801-676-1018.

Parent Involvement

Parent Concerns

A parent who has a concern related to their own child attending Paradigm High School has the option to take that concern to:

1st –The scholar’s core mentor, who acts as an advocate and resource for the scholar; or the mentor of any class in which the parent has a concern. If the concern is not addressed satisfactorily, or the nature of the concern is confidential, it may be taken to:

2nd – A school administrator. A parent may set up a conference with an administrator through the school Front Office. If, after the conference the parent feels that the concern has still not been satisfactorily addressed, he/she may submit a concern in writing to:

3rd - The Paradigm Governing Board Parent Representative. The representative’s address may be found on the school website: www.paradigmschools.org . Once a concern has been received, it will be addressed at the next board meeting. The governing board will respond in writing to the parent within fourteen days of the board meeting.

Parent Volunteers

Our view that parents have the primary responsibility and privilege to educate their children requires and encourages 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. A list of volunteer opportunities can be found on the school website. Volunteer hours can include help from any family member, not only parents. Volunteer hours can be tracked and recorded through the school website or by email to the school Front Office: office@paradigmhigh.org.

While we prefer parent involvement through volunteering, we also accept monetary contributions to be donated in lieu of volunteer hours, \$15.00 per hour.

Background check

Every adult volunteer who will be in direct association with Paradigm scholars during school events or volunteering at the school is required to have obtain a background check through the Bureau of Criminal Investigation (BCI). Upon approval, volunteers are granted authorization to volunteer at the school. Some examples of volunteering that requires a background check are, but not limited to: providing transportation for school events, substitute teaching, assisting on campus, chaperoning events and activities etc.

Background Check Process

To complete a background check, volunteers must:

1. Obtain paperwork from the school’s main office,
2. Pay the background check fee to Paradigm

3. Visit an authorized live-scan fingerprinting location as directed by the school. Volunteers are responsible to pay for the live scan fingerprints directly to the scan providers.
4. Provide a list of references for the school to call upon, in accordance to *Utah Code 53G-11-410*.

Once all steps have been completed the school director will receive notification from BCI as to whether the background check has been completed and cleared. If cleared, the school will notify the volunteer that he/she may begin volunteering. If not cleared, the school director will meet with the volunteer to determine if the circumstances do not compromise scholar safety and may grant authorization to volunteer.

Clearance

Volunteering may not be authorized if the background check reveals any arrests or convictions of sex offenses, drug-related offenses, alcohol-related offenses, and/or offenses against the person under Title 76, Chapter 5, Offenses Against the Person.

Monitoring

The school will monitor BCI's updates. In the event of a change in clearance due to arrests or convictions the school may immediately suspend authorization for volunteering. Volunteers are responsible for notifying the school of any offenses and arrests that would change their status as approved volunteers, within 48 hours of the incident.

Confidentiality

The school shall ensure that when making final and administrative determinations and actions following any necessary investigations into BCI reporting, all matters will be handled confidentially. Only the school Director will have access to the BCI reporting site and information shared therein. The school director will only discuss BCI findings with the individuals involved only as necessary to protect the safety of our scholars, the school, and its personnel.

Visitors

Visitors are welcome at Paradigm. All visitors (including parents) must sign in at the secretary's desk, and wear a "Visitor" badge while at the school. Parent visitors are welcome at any time, in any class or activity. Parents are expected to model the school values at all times, and not disrupt the learning environment. Other visitors are welcome, but should make an appointment so that the visit is not disruptive.

Scholar Guests "Shadows"

Scholars may have a friend or relative of middle school or high school age attend classes with them on campus ("shadow"). The purpose of this is to introduce prospective scholars to Paradigm prior to enrolling. Permission forms for shadow visits are available in the Front Office or on the website, and must be submitted for approval **one school day prior** to the date they will attend. No scholar may bring a guest without prior permission from the administration. Scholar guests must attend in *full dress code*, follow all school rules, and wear a "Visitor" badge while on campus.

No scholar guests will be allowed the final two weeks of either semester. No former scholars are allowed to shadow.

Lunch

Charter schools do not receive funding for food services. Scholars are invited to bring their lunches with them to school. Paradigm may choose to offer some food options through the scholar store.

Scholars may eat their lunch in the cafeteria or outside on school grounds. There is to be absolutely **no food or drinks** (except water in clear non-colored containers) in the hallways, or in the classroom without prior approval from the mentor.

Scholars in the high school *only* (grades 9-12) may also elect to leave campus and buy a lunch at another location. Paradigm is not responsible for scholars who are off-campus during lunch time. However, any behavior—even off-campus—which reflects poorly on the school will be subject to the *Accountability Process* (See *Accountability Process*).

Health Services

In the case that a scholar feels ill while at school, the scholar will come to the main office. The school or scholar will first attempt to notify the parent or legal guardian; if the parent/legal guardian cannot be reached the school will contact other emergency contacts from the scholar's school record. In cases of health emergencies, the school may also notify emergency personnel, and administer aid in the manner that is deemed by the administration as best for the scholar. The scholar will wait in the scholar health room until the parent or legal guardian is notified to come and check-out the scholar from school. The school has first-aid supplies to assist with minor injuries.

Medication Administration

In order to administer medication, the school needs permission from the scholar's parent or guardian. If your scholar needs medication periodically or consistently, please fill out the medication form found at the secretary's desk, and provide medication marked with the scholar's name and dosage instructions to be kept at the school. Otherwise, medication will only be given on an emergency basis, such as for a bee sting reaction.

Lost Items

Scholars and staff are encouraged to leave valuables at home. Paradigm cannot be responsible for lost or stolen personal items. Any valuables that are found should be turned in to the Front Office. Other items may be found in the lost and found bins. Unclaimed items will be cleaned out periodically.

Transportation

Charter schools do not receive funding for transportation. Scholar transportation is the responsibility of the parents and scholars. Parents are encouraged to form carpools to transport scholars. Paradigm will make available a "carpool list" at request to help in this effort.

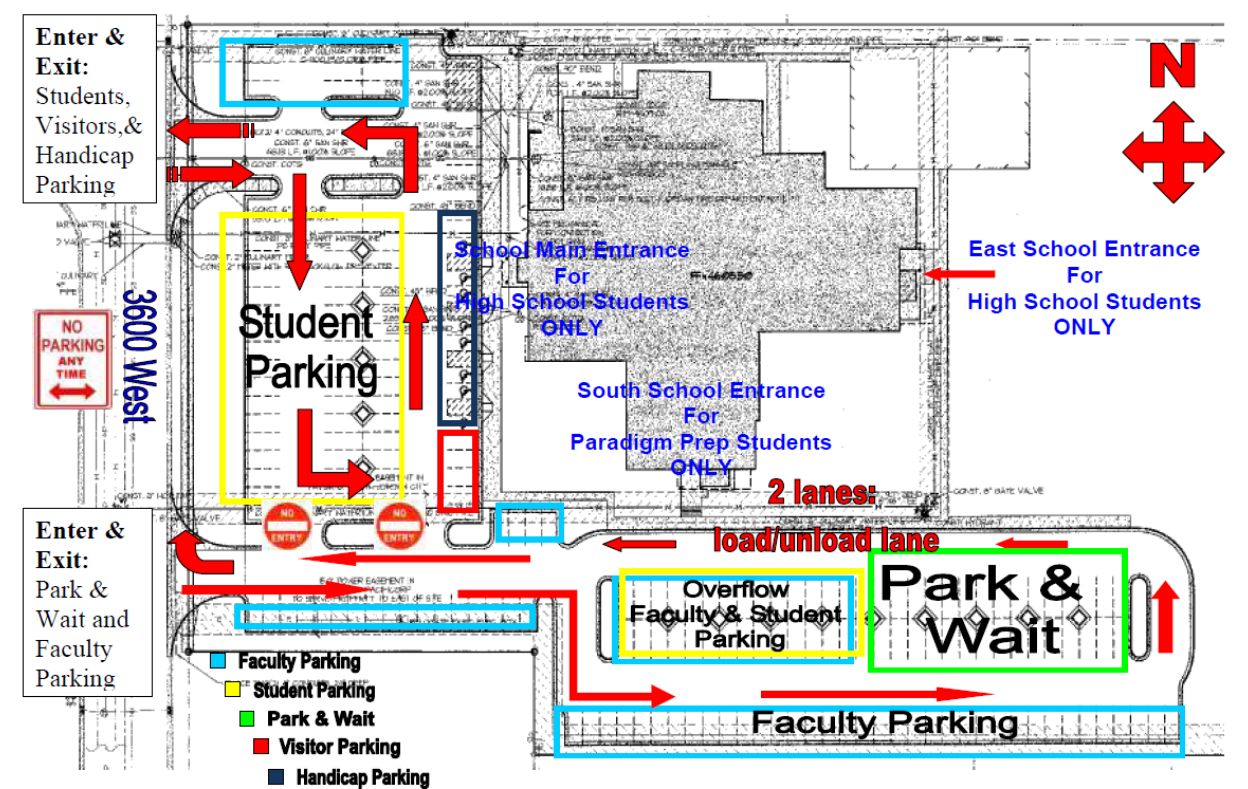
Scholar Parking

Scholars wishing to park at the school must purchase a parking permit from the school (See *Fees Policy*). The parking sticker must be posted in plain view on the rear windshield, and cars must be parked in the stalls designated for scholar parking. If a scholar car becomes a distraction at school, or if the scholar violates any of the driving policies, parking privileges may be revoked immediately.

Scholar Drop-off

Safety is of great concern to the administration at Paradigm. Please drive slowly (no more than 5 miles per hour), and carefully through the parking lot. Pull to the inside lane to drop off, leaving the outside lane to drive through.

School Parking Lot/Traffic Flow



Fees Policy

Like traditional public high schools, charter high schools may require parents and scholars to bear many of the expenses that are considered beyond the ordinary costs of education. Fees may be charged for conveniences such as clubs, travel, extracurricular activities, field trips, or materials and supplies needed for specific courses. Rental fees may be assessed for items such as textbooks, musical instruments, and calculators.

Scholars who have not paid a class fee within three weeks of school will be removed from that class and placed in a class which does not require a fee.

Notification to Families of Fee Waiver Rights

All parents enrolling their child at Paradigm will be given the *School Fees Notice for Families of Students in Grades Seven through Twelve*, the *Fee Waiver Application (Grades 7-12)*, and the *Paradigm Fee Schedule* as required by Utah State Law. Information will be given at registration in August or at the time of the child's enrollment.

Eligibility

A *Fee Waiver Application (Grades 7-12)* may be submitted for those scholars:

- Who are eligible for free school lunch
- Who are in state custody or foster care
- Whose families are not receiving public assistance through FEP
- Who are receiving Supplemental Security Income (SSI)
- Whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administrators

Registration of Scholars Receiving Fee Waiver

Scholars who apply for or receive fee waivers will be allowed to register at the same time and in the same manner as would have been the case if waivers were not involved. School personnel are prohibited from asking those eligible for fee waivers to consent to delayed or time payment plans or IOUs as alternatives to fee waivers.

Community Service in Lieu of Fees

Scholars providing service to the school in lieu of fees must receive at least minimum wage. Assigned tasks will be a fair exchange of time for the fees waived and will be appropriate for the age and ability of the scholar.

Notification of Fee Waiver Status

The *Fee Waiver Decision and Appeal Letter* is used to notify an applicant about the outcome of a request.

Class Fees Subject to Waiver

Fees are waived for eligible scholars if a class is established or approved which requires payment of fees or purchase of materials, special clothing, tickets to events, etc., in order for scholars to participate fully and have the opportunity to acquire all skills and knowledge required for full credit and highest grades.

Confidentiality of Documentation

Information submitted in connection with fee waiver applications, the names of person who have or have not paid fees or made donations or contributions, and the names of persons who have applied for, received, or been denied waivers, are confidential. No school employee may make any statement to any person lacking both a right and a need to know, or post any list, regarding the payment or non-payment of a fee, contribution,

or donation by any scholar, parent, or guardian (other than appropriate recognition given to a person or organization making a major contribution or donation).

Withholding Grades

Neither the school nor any mentor enhances, reduces, or withholds grades or credits, or withholds report cards or diplomas, or other official school records to enforce the payment of fees or donations. Our school pay permit the withholding of official copies of report cards, transcripts, or diplomas under Utah code Section 53A-11-806 if fines or other charges for lost or damaged school property have not been resolved.

Approval Process

Families are required to submit the completed *Fee Waiver Application (Grades 7-12)* along with their most recent three paystubs or the previous year's tax returns. Other documentation, as stated on the *Fee Waiver Application (Grades 7-12)* may also be submitted as proof, depending on how the applicant chooses to qualify.

If a family cannot produce the required documentation, the Director or School Fees Secretary will review documented special circumstances to approve fee waivers if the family does not meet standard guidelines.

The documentation will be reviewed and approved or denied by the Director or School Fees Secretary. The School Fees Secretary will notify the parent of approval or denial status through the *Fee Waiver Decision and Appeal Letter*.

Fee Waiver applications are to be turned in each school year to the School Fees Secretary and are due by October 15th of each year. Applications submitted after that date are subject to approval by the Director.

Miscellaneous Fees

Fines are not fees, and cannot be waived. Fines may be charged for damaged school property, parking tickets, and other such items. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. Charges for class rings, yearbooks, school pictures, monogrammed clothing, and similar items are not fees. They are optional purchases, and are not eligible for fee waivers. Charges for Concurrent Enrollment and Advanced Placement courses, and fees related specifically to college or post-secondary grades or credit are not subject to fee waivers.

Emergency response and Drills

Paradigm High School has implemented an emergency response plan, which is practiced for various emergency scenarios at the school level through during the school year and is presented and reviewed by staff, administrators, scholars, parents, and local safety representatives. This plan includes running several drills throughout the school year – (4) fire drills, (1) earthquake drill, (1) Lock-down or Lock-out Drill (active shooter drill), and (1) gas leak/chemical spill drill; placing evacuation maps and emergency binders (complete with student rosters) in each classroom; emergency supplies placed in each classroom; emergency food storage; and, a reunification site is in place for parents to pick-up their scholars after an emergency and/or evacuation has

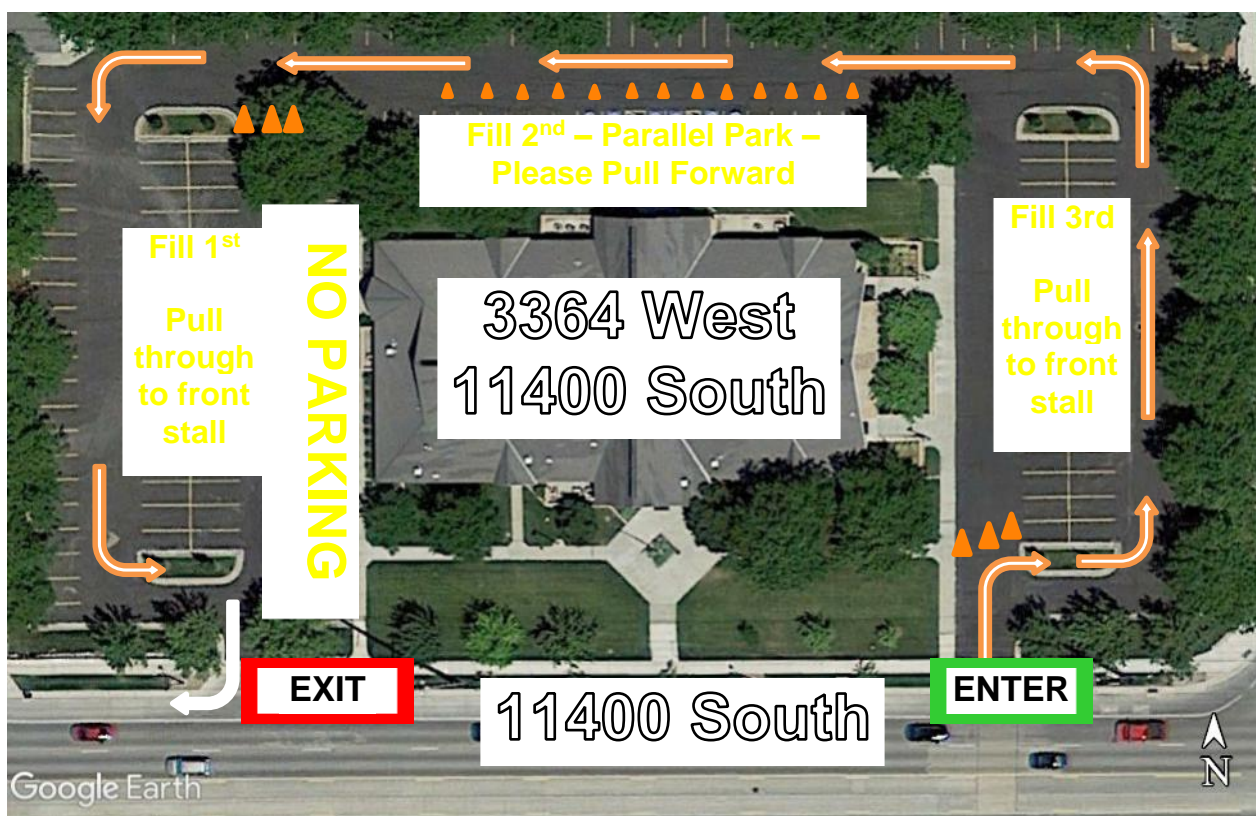
occurred. Local safety representatives (South Jordan Police and Fire) have been notified of this emergency response plan.

Reunification after an Evacuation

In the event of a school evacuation during school hours. All staff and scholars evacuate to an off-campus reunification site where parents will be able to reunite with their scholars in an orderly manner which will help everyone ensure all scholars are safe, accounted for, and reunited with parents or other authorized emergency contacts.

Our evacuation reunification site is the LDS Church located at:
3364 West. 11400 South
South Jordan, UT 84095
(slightly northeast from the school on 11400 south)

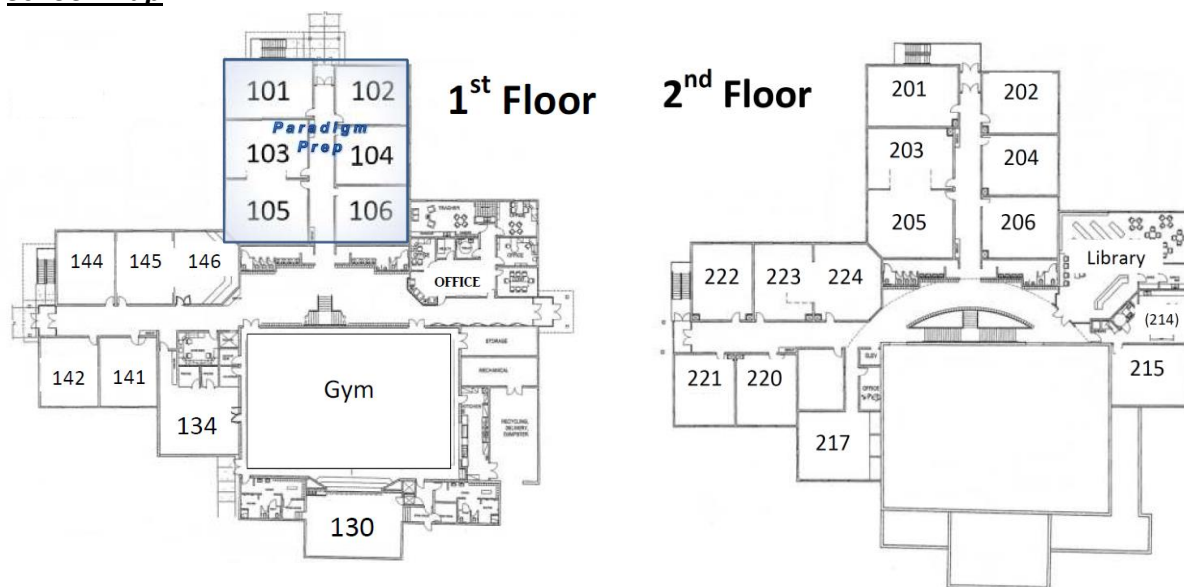
Paradigm may elect to drill our reunification process with parents periodically, yet it is imperative that families be aware and familiar with the school's reunification site and process in order to locate their scholars in the event of an emergency and school evacuation. Emergency and evacuation information will be distributed to families each school year.



Building Face of reunification location:



School Map



Policy-Making and Disclaimer

All school policies are approved by the Paradigm Governing Board. School administration implements and administers school policies. Exceptions to school policies may be permissible at the discretion of the School Director. A waiver of any term or condition of this handbook on a particular occasion shall not be construed as an ongoing waiver of that term or condition.

“Education is the kindling of a flame,
not the filling of a vessel.”
-Socrates