



P H O E N I X  
**M O D E R N**  
A L E A R N I N G C O M M U N I T Y

# **FAMILY HANDBOOK**

## **2024-2025**

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As a condition of enrollment at Phoenix Modern, all learners and their parent(s)/guardian(s) accept the provisions set forth in the current Family Handbook and agree to comply with all current and future school regulations.

## **FAST FACTS**

Address: 200 East Mitchell Drive, Phoenix, AZ 85012

Website: [www.phoenixmodern.org](http://www.phoenixmodern.org)

Phone: (480) 779-3117

### **Administration:**

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*Per A.R.S. 15-183(F), all educational and teaching background and experience for staff*

members at Phoenix Modern is available for inspection on request of parents and guardians of pupils enrolled at the charter school. For requests, please email [charles@phoenixmodern.org](mailto:charles@phoenixmodern.org).

## MISSION

Our mission is to support a diverse community of learners aged 5 to 14, fostering the skills, mindset, and character needed for positive, healthy, and productive engagement in the world.

## VISION

We imagine a community of learners driven by an innate sense of wonder, where children experience joy and loving relationships, and the learning approach is designed to support a lifetime of growth.

## VALUES

At Phoenix Modern, we design an environment based on the values of wonder, love, joy, and growth.

Wonder	Love	Joy	Growth
We create learning experiences that foster curiosity and exploration through open-ended materials and self-correcting manipulatives, nurturing children's innate wonder and encouraging them to ask questions and find beauty in their world.	We nurture positive, loving relationships by respecting and valuing each child as an individual, providing opportunities for self-expression, and encouraging peer connections through community circles and social interactions.	We inspire lifelong learning through joyful experiences, including play, social and emotional learning, hands-on projects, and personalized instruction, making learning both engaging and memorable.	We view learning as a continuous process and assess development holistically, capturing a child's knowledge, skills, and personal growth at any given moment, guided by neuroscience research showing our brains' lifelong malleability.

## DOCUMENTING + CAPTURING LEARNING

We document and capture learner's growth continuously over time, rather than assigning fixed grades to learners' progress. This approach, inspired by both Reggio Emilia and Montessori schools, allows us to capture snapshots of a child at a moment in time. These snapshots do not label the child but help us paint a picture of their academic, social, and emotional development in that very moment, allowing us to design thoughtful experiences to foster their growth.

We collect evidence of a learner's progress through the following methods:

- **Observation:** Notes, photos, and videos documenting day-to-day activities and interactions.
- **Artifacts of Work:** Physical and digital examples of learners' work and projects.
- **Exhibitions of Learning:** Presentations and showcases where learners demonstrate their knowledge and skills.
- **Reports from Digital Learning Programs:** Data and feedback from personalized learning platforms.
- **Formal Reading Assessment:** Amira, Lexia and curriculum based assessments.
- **Nationally Norm-Referenced Assessment:** NWEA MAP Assessment for Growth to track academic progress.
- **Annual State Assessment:** AASA (3rd grade and up) azSCI (5th grade Science) and AZELLA (English Language Learners) to measure achievement against state benchmarks.

### Badge Tracker + Student Portfolio

We use a badge tracker and student portfolios to further document and celebrate each learner's journey. The badge tracker records the mastery of specific skills and accomplishments, while the portfolio provides a comprehensive, evolving record of a learner's work, reflections, and growth over time. This system not only showcases achievements but also helps learners set goals and reflect on their learning paths, reinforcing our commitment to fostering self-directed, lifelong learners.

## COMMUNICATION

At Phoenix Modern, we support families with clear and regular communication through the following methods:

- **Bloomz Communication Platform:** The primary mode for messages from guides, school directors, and announcements. Families should check the app daily and enable push notifications.
- **Communicating with Guides:** Send all questions and general messages to guides via Bloomz. Guides send weekly newsletters on what is happening at the studio level.
- **Bi Weekly Newsletters:** Sent through Bloomz with updates on school-wide events and initiatives.
- **Digital Calendar:** Accessible through Bloomz for the most up-to-date information.
- **Expressing Concerns:** Email the relevant guide and copy the school director for any concerns related to your child.
- **Emergency Alert Messages:** Sent through Bloomz.
- **Email and Phone Calls:** Occasional communication via email or phone; ensure contact information is always up to date.
- **Community Circle Gatherings:** Monthly opportunities for caregivers to meet with school directors and engage in discussions about our shared educational journey.

## DAILY SCHEDULE

The following is a sample of the day in the life of a Phoenix Modern learner:

Sample Schedule	
7:30-8:25	Play & Greeting
8:30-8:50	Launch
8:50-10:10	Specials with snack and recess
10:10-11:20	Literacy
11:20-11:40	Lunch
11:40-12:10	Recess/Free Choice
12:10-1:20	Math
1:20-2:30	Quest/ Writing
2:30-3:00	Flex Time
3:00-3:10	Studio Maintenance
3:10-3:30	Closing
3:30-4:00	Dismissal

### School Hours

- Monday through Thursday: 8:30 AM – 3:30 PM
- Friday: 8:30 AM – 1:00 PM

### Aftercare Collaboration

**Phoenix Modern partners with the Boys & Girls Club for aftercare services. Please note:**

- Phoenix Modern has aftercare on Fridays only from 1:00-3:00 exclusively for B&G Club registered learners.
- A learner left in the building after 4:00 PM Monday through Thursday or 1:30 PM on Friday will incur a \$50 fee billed to the caregiver. If this occurs three times, a meeting will be scheduled to discuss appropriate actions.
- Off-campus aftercare is available through the Boys and Girls Club, which includes transportation from Phoenix Modern. Learn more at [Boys and Girls Club - Warner and Shirley Gabel Branch](#).

**Drop-off + Pick-Up Times**

- Monday to Thursday:
  - Drop-off: 7:30 AM - 8:30 AM
  - Pick-up: 3:30 PM - 4:00 PM
- Friday (Early Release):
  - Pick-up: 1:00 PM - 1:30 PM

**Drop-off Procedure:**

- Drive through the one-directional parking lot and proceed to the back (north) gate.
- Only the learner should exit the vehicle. A staff member will greet your learner at the car.

**Pick-Up Procedure:**

- Download the Pikmykid app and complete the registration process if you haven't already.
- Upon arrival, announce your arrival through the app. Your child will be escorted to your vehicle.
- Please remain in your vehicle while on campus.

**Early Pick-Up Procedure:**

For pick-up outside the regularly scheduled times:

- Park and ring the doorbell at the main front entrance.
- A staff member will greet you and notify your child that you have arrived

\*To maintain efficient traffic flow, please keep conversation brief with staff or other families. If you need to speak with your child's guide or have questions, please schedule a time via Bloomz or call our front office at (480) 779-3117.



## VISITOR POLICY

We welcome visitors interested in learning more about our unique educational environment. Tours and observations can be scheduled by appointment. Prospective parents or community members can sign up for a meeting or tour via the link provided or email us at [discover@phoenixmodern.org](mailto:discover@phoenixmodern.org) to express interest.

Current parents are encouraged to observe their child's studio, provided they give at least 24 hours' notice. Observations should be scheduled directly with the child's guide and under twenty minutes in length. They are recommended to take place after October break, allowing learners to settle into their routines. Observing after the studio has established a pattern offers a clearer view of the typical studio environment.

All visitors must sign in at the front desk and obtain a visitor badge upon arrival. For parents interested in enrolling at Phoenix Modern, please refer to our admissions link for more information.

## DRESS CODE

At Phoenix Modern, we prioritize active learning experiences for our learners. Here are our guidelines for dress attire:

- **Footwear:** Please ensure all learners wear closed-toed shoes to campus. Sandals with a back strap are acceptable, but flip flops are not permitted. Sneakers are required on Health & Wellness days. If your child needs assistance with tying shoes, please double-knot them or choose shoes with velcro closures.
- **Shorts, Skirts, + Dresses:** We ask that shorts, skirts, and dresses be fingertip length. Tops should cover the midsection and have straps/sleeves. For dresses and skirts, encourage your child to wear shorts underneath. Attire that is too short may restrict participation in activities that require sitting or active movement. We aim to maintain a modest, safe, clean, and healthy environment for all learners.

Our dress code policy aims to create a positive and inclusive learning environment where all learners feel safe and focused. Clothing should not include any personal statements or messages that could be interpreted as divisive or controversial.

## CELL PHONE + PERSONAL ELECTRONICS POLICY

At Phoenix Modern, we prioritize a focused and distraction-free learning environment for all learners. Cell phones and personal electronics are not permitted on school premises during school hours. Learners are expected to leave these devices at home.

- **Exceptional Circumstances:** In cases where a learner requires a cell phone or personal device for safety, communication, or learning purposes, parents/guardians must request permission from the school administration and their learner's guide.
- **Procedures for Exceptional Circumstances:**
  - **Request Submission:** Parents/guardians must submit a written request stating the reason for needing the device and its duration of use before the start of the school day.
  - **Approval Process:** Each request will be reviewed on a case-by-case basis. Valid reasons include medical emergencies, family communication, or special situations.
  - **Temporary Storage:** Approved devices must be securely stored with designated staff and retrieved by the learner at the end of the school day.
- **Consequences for Violations:**
  - **First Violation:** If a learner is found with a cell phone or personal electronic device without authorization, the device will be confiscated and held by the school administration. Parents/guardians will be notified, and the device can be collected at the end of the school day.
  - **Subsequent Violations:** Repeat violations may lead to escalating consequences, including family meetings and other disciplinary actions.

We believe that adhering to this policy fosters a more focused and enriching learning environment at Phoenix Modern. Your cooperation and understanding are greatly appreciated.

### Personal Property

To ensure the safety and security of learners, staff, and the school community, Phoenix Modern reserves the right to inspect any items brought onto the school premises, including packages, parcels, purses, and bags. Please note that there is no expectation of privacy regarding items brought onto school grounds.

## LUNCH, WATER, SNACKS + ALLERGIES

At Phoenix Modern, we prioritize health and safety through our lunch, water, snacks, and allergy policies:

- **Snacks + Water Bottles:** All learners are expected to bring a healthy snack and a refillable water bottle daily. Each studio is equipped with water filling stations. Please ensure water bottles are filled before arriving at school.
- **Snack Time:** Each morning, learners will have dedicated time to enjoy a healthy snack. Please pack snacks accordingly.
- **Lunch Options:** Learners may bring their own lunch or participate in our catered lunch program, which requires advance ordering through [Boonli](#). Please note, there are no refrigeration or cooking facilities available for personal lunches.
- **Catered Lunch Cost:** The cost for catered lunch is \$5 per day. Families eligible for free or reduced-price lunch based on income levels can inquire with our Operations Director, Charles, at [charles@phoenixmodern.org](mailto:charles@phoenixmodern.org).
- **No Candy Policy:** To maintain a productive learning environment, we do not allow candy or gum at school. Please ensure these items remain at home.
- **Food Sharing:** We discourage food sharing among learners to prevent allergen exposure and cross-contamination.
- **Nut and Seed-Free Campus:** Phoenix Modern is a nut and seed-free campus due to severe allergies that can be life-threatening. Please refrain from bringing any nuts, seeds, or nut/seed products to school. Sunflower seeds and sunflower butter are the only exceptions.

For more information on food allergies and how to support our efforts, please contact us or refer to resources provided by the **Arizona Department of Health Services: [Food Allergies Resource Guide](#)**. We appreciate your cooperation in maintaining a safe and inclusive environment for all learners at Phoenix Modern.

### Birthday Celebrations

At Phoenix Modern School, we celebrate birthdays in a way that respects the well-being and inclusivity of all learners:

- **Coordination:** Coordinate your child's birthday celebration with their Learner's Guide at least 24 hours in advance.
- **Timing:** Birthday celebrations will occur during designated free choice times or the last 15 minutes of the school day to minimize disruption to the learning environment.
- **Special Activities:** You are welcome to bring in goodie bags to pass out. Consider donations to the studio like books or games for facilitated group activities.

- **Inclusivity + Sensitivity:** Embrace the diversity of our learners by choosing non-food celebrations or activities that promote kindness, creativity, or teamwork. This ensures that every learner feels included and valued during birthday celebrations.

For any questions or assistance, please contact your child's guide directly.

## ATTENDANCE

At Phoenix Modern, regular attendance is crucial for each learner's educational journey. Please schedule all appointments outside of school hours whenever possible.

- **Reporting Absences:** If your child will be absent, please notify us by calling 480-779-3117 or emailing [attendance@phoenixmodern.org](mailto:attendance@phoenixmodern.org). Leave a message with your child's name, their guide's name, and the reason for the absence. Please reserve this line for non-emergency messages only.
- **Tardy Policy:** Learners are considered tardy if they arrive after the first 60 minutes of the school day (after 8:30 AM). An adult must sign them in at the front office upon arrival.
- **Attendance Requirements:** Arizona law mandates that learners attend school at least 90% of the school year. An absence is defined as a minimum of 60 minutes missed per day. Excessive absences, whether excused or unverified, may lead to disciplinary action or expulsion.
- **Excused Absences:** Pursuant to A.R.S. § 15-901(A)(1), excused absences include illness, doctor appointments, bereavement, family emergencies, family vacation (with prior notification), and religious purposes. Please notify the school in advance or at the time of absence for it to be excused per A.R.S. § 15-807(B).
- **Unexcused Absences:** Pursuant to A.R.S. § 15-806(A), absences not falling under the excused categories are considered unexcused. Learners absent for ten consecutive school days, except for excused absences, may be withdrawn from the school.

Thank you for your cooperation in ensuring consistent attendance and supporting your child's educational progress at Phoenix Modern.

## **BEHAVIOR SYSTEMS + DISCIPLINE POLICIES**

At Phoenix Modern, our approach to behavior support and discipline is grounded in fostering a safe, orderly, and productive learning environment through teaching, modeling, and strategic interventions. We view discipline as an opportunity to teach and reinforce expected behaviors, ensuring all learners can thrive socially, emotionally, and academically. We emphasize clear expectations communicated and modeled throughout the school year, supported by collaborative efforts with parents to uphold a positive community atmosphere.

Our discipline plan involves a structured process of identifying behavior, gathering data, setting goals, and implementing interventions ranging from preventative measures to tiered responses. The disciplinary framework includes proactive strategies like reteaching expectations, nonverbal redirection, and positive reinforcement to maintain focus on learning and encourage responsible behavior. For more challenging behaviors, such as defiance or repeated high magnitude disruptions, escalating interventions may include behavior contracts, parental involvement, and if necessary, referrals to support staff or administrators for further action. We categorize behaviors into three tiers based on severity, ensuring that appropriate responses align with the seriousness of the infraction. This comprehensive approach aims not only to address misconduct effectively but also to promote a supportive environment where every learner can succeed.

### **Guardrails**

We hold clear guardrails agreements that must be kept by all learners in order to remain in the community.

1. I will not cause physical or emotional harm to myself or others.
2. I will not distract the learning environment.
3. I will not cause any damage to school property.

### **Egregious Physical Harm or Damage to Property**

Serious physical harm or intentional damage to school property results in immediate consequences, including possible suspension for the remainder of the day or the following day. Further suspension may be warranted based on severity. For property damage, the learner or their parents must cover repair costs.

### **Substance Misuse + Abuse**

Phoenix Modern enforces a zero-tolerance policy on substance misuse and abuse, on or off-campus. Violations will result in immediate consequences.

**Off-Campus Behaviors**

Community standards apply both on and off-campus. The school will address off-campus or online incidents involving harm or substance misuse with families according to school policies and guidelines.

## ZERO TOLERANCE, NO WEAPONS POLICY

In order to maintain a secure and conducive learning environment, we have established a zero tolerance, no weapons policy. This policy aims to ensure that all individuals within our school premises are free from the threat of weapons-related incidents. We seek the cooperation of every member of our school community to adhere to this policy and contribute to the overall safety of our school.

### Policy Statement

- **Prohibition of Weapons:** Phoenix Modern strictly prohibits the possession, use, distribution, or display of any weapons on school property, during school-sponsored events, and while learners are under school authority off-campus.
- **Definition of Weapons:** For the purposes of this policy, "weapons" include but are not limited to firearms, knives, explosives, sharp objects, objects used to inflict harm, and any item that can be used to threaten or cause harm to others.
- **Search + Confiscation:** School officials, including guides, administrators, and other personnel, reserve the right to search any individual, including learners, staff, and visitors, if there is reasonable suspicion that they may be in possession of a weapon. Any weapons discovered will be confiscated, and appropriate actions will be taken as outlined in this policy.

### Reporting + Consequences

- **Learners:** Any learner found in violation of this policy will face immediate disciplinary action, including but not limited to suspension or expulsion, as determined by the severity of the offense and in accordance with school policies and state law. Law enforcement may also be involved if necessary.
- **Staff:** Any staff member found to be in possession of a weapon on school property or during school-sponsored events will face disciplinary action, up to and including termination of employment, and may also be subject to legal consequences.
- **Visitors:** Visitors found in possession of weapons on school premises will be asked to leave immediately. Law enforcement may be contacted, and appropriate legal actions will be taken.
- **Confidential Reporting:** We encourage learners, staff, and parents to report any knowledge or suspicion of weapons on school property. Reports can be made to school directors or through this anonymous reporting system <https://forms.gle/dyucZvphfYp95sLE7>

## HEALTH POLICIES

### Health Forms

Before the first day of school, parents must provide a copy of their child's immunization records and any other relevant health records to the Operations Director via email, mail, or hand-delivery.

### First Aid

Phoenix Modern studios and common spaces are equipped with first aid supplies. All staff members are certified in first aid and CPR. Staff assume responsibility for providing immediate care, including CPR if necessary, and will notify the child's primary caregiver in all instances of first aid administration.

### Medication

Learners are not allowed to carry medicine into the school. Parents must provide medication and written instructions to a guide or staff member in the original pharmacy container labeled with the learner's name, dosage details, and any refrigeration requirements. Cough drops are okay to be kept in a backpack.

### Illness Policy

Learners showing symptoms such as:

- Fever of 100° F +
- Diarrhea
- Vomiting
- Severe cough
- Unusual yellow color to skin or eyes
- Stiff neck or headache with other symptoms
- Difficult breathing or wheezing
- Severe pain

Learners must be symptom-free for 24 hours before returning to school to prevent further spread of illness.

Please report illnesses to our absence email address [attendance@phoenixmodern.org](mailto:attendance@phoenixmodern.org).



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Your Rights Under FERPA (Family Educational Rights and Privacy Act)

At Phoenix Modern, we are committed to protecting your child's privacy. FERPA is a federal law that gives you specific rights regarding your child's education records:

- You have the right to review your child's records within 45 days of making a written request.
- You may request corrections to records you believe are inaccurate or misleading.
- Your written consent is generally required before we share personally identifiable information, with a few exceptions (such as for school officials or in emergencies).
- Some basic "directory information" (like name, grade level, or awards) may be shared publicly unless you opt out in writing within 30 days of notice.
- You may file a complaint with the U.S. Department of Education if you believe your rights have been violated.

We share a full FERPA policy each year and are happy to provide a copy upon request. Questions? Contact our School Director.

## TECHNOLOGY AGREEMENTS

Phoenix Modern provides school-owned Chromebooks and school-managed online accounts to enrolled learners for educational purposes. These Chromebooks are the property of Phoenix Modern and must be returned to the cart and plugged in at the end of each day. Learners are responsible for the safe and appropriate use of the Chromebooks, adhering to the following expectations:

- **Educational Use:** Chromebooks are strictly for educational purposes, not entertainment.
- **Care + Responsibility:** Learners are responsible for their care and appropriate use at all times.
- **Internet + Personalization:** Learners will follow established internet agreements and will not personalize Chromebooks with non-removable stickers or labels.
- **Reporting Issues:** Malfunctions, damage, or loss must be reported immediately to a guide or the Director of Operations.

- **Software + Updates:** Learners will not attempt to load software or modify operating systems without permission. Chromebooks will be managed by school staff for updates and maintenance.
- **Individual Use:** Only the assigned learner(s) will use the Chromebook. Passwords must not be shared, and the learner is responsible for all accessed or transmitted material.
- **Return + Liability:** Chromebooks must be returned in good condition at the end of the use period, upon disenrollment, transfer, or upon request by school staff. Learners and parents are financially liable for willful or negligent damage, loss, or theft. Repair costs vary, with full replacement costing \$200 and a charger replacement costing \$30. All financial obligations must be settled before the end of the school year.

## **INTERNET USE POLICY**

Upon enrolling at Phoenix Modern, parents acknowledge that learners will use the Internet for educational purposes. While the school uses filters to block inappropriate content, learners are responsible for avoiding such material. Misuse of the Internet may lead to suspension of privileges, and caregivers cannot hold the school accountable for unsuitable materials accessed by learners.

The Internet contains material that is inappropriate for school purposes. Although the school will maintain restrictive filters to help block inappropriate sites, learners are responsible for not accessing such material. Such unacceptable use of the network may result in the suspension of all privileges. Caregivers shall not hold Phoenix Modern accountable for unsuitable materials acquired by the learner through Internet usage for school.

### **Technology Misuse**

Failure to uphold the Chromebook Agreements and/or Internet Use Policy may result in one or more of the following and will depend on the frequency and severity of incidents involving Chromebooks and other technology-related violations:

- Parents contacted
- Meet with School Director
- Loss of use of Chromebook
- Conference with parents and school admin team