

SUEWONG MCFADDEN ACADEMY

Student & Family
Handbook



SUEWONG MCFADDEN ACADEMY

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SUEWONG MCFADDEN ACADEMY

Welcome to SMA!

Dear SMA Families and Students,

Welcome to Suewong McFadden Academy! We are delighted to have you join our school community and embark on an exciting educational journey together. This handbook serves as a guide to our policies, programs, and resources, designed to ensure a positive and enriching experience for all.

At SMA, we are committed to providing a high-quality education that nurtures the whole child—academically, socially, and emotionally. Our dedicated team of educators, staff, and administrators is here to support you every step of the way.

We encourage you to familiarize yourself with the contents of this handbook and reach out if you have any questions or need assistance. Together, we will create a thriving learning environment where every student can flourish and succeed.

Warm regards,

Director, Suewong McFadden Academy



SUEWONG MCFADDEN ACADEMY

Welcome to SMA!

This handbook sets forth the policies and procedures that are necessary to make the most of your SMA experience. Please note that these policies and procedures are subject to change at SMA's sole discretion, at any time, as the program evolves and as applicable laws and regulations change. Please do not hesitate to reach out to your SMA's Director with any questions.

Our Motto

English: Opportunities are Limitless

Italian: Le Opportunità Sono Illimitate

Our Mission

At SMA, we strive to reimagine education by ensuring that every child has access to high-quality learning experiences where they can thrive academically, emotionally, and creatively. Through a rigorous enrichment-based curriculum, core academic support, and hands-on STEAM and vocational programs, we empower learners to embrace their unique strengths, explore their passions, and develop real-world skills that enable them to make meaningful contributions to their communities and the world.

Our Vision

Our vision at SMA is to build a diverse and inclusive learning community where students are empowered to embrace their unique strengths and develop real-world skills. Guided by our core values of empathy, integrity, and respect, we foster an engaging educational environment that integrates core academics, STEAM learning, vocational skills, and family enrichment programs to support lifelong success.

Core Values

Integrity

Creativity

Collaboration

Equity

Excellence

Diversity

Life Long
Learner

Empowerment

Hours & Attendance

Unless otherwise stated, Sue Wong McFadden Academy is open Monday through Thursday from, **8:00 A.M. to 3:00 P.M.** and operate consistent with the published local calendars on the SMA website.

Students are not permitted to remain at SMA after closing time. SMA is not responsible for the care or supervision of students beyond program closing time.

Before School Care

Before School Care will operate from 6:45am to 8:00am

After School Care

After School Care will operate from 3:30pm to 6:00pm

Tutoring Program

MMLA Tutoring will operate from 3:30pm to 6:00pm



SUEWONG MCFADDEN ACADEMY

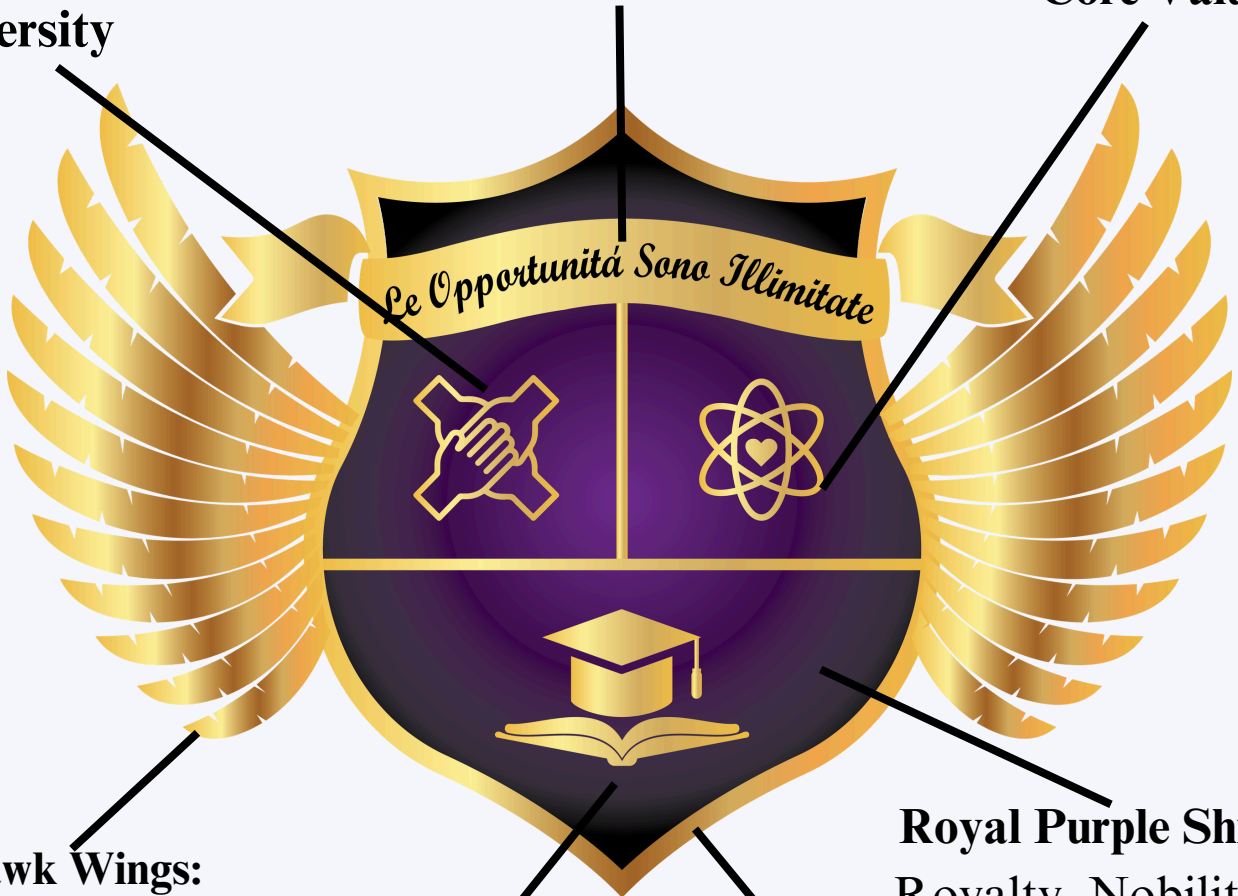
SMA Logo Symbolism

Italian Words:

Opportunities are Limitless

Core Values

Diversity



Hawk Wings:
Courage, Freedom, &
Strength

**Academic
Excellence**

Gold Outline:
High-Quality, Prestige, and
Illumination

Royal Purple Shield:
Royalty, Nobility, &
Ambition



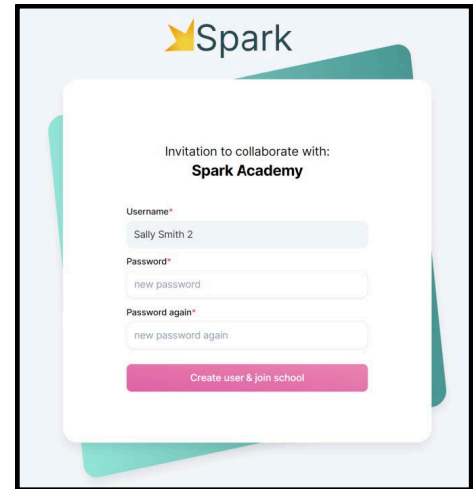
SUEWONG MCFADDEN ACADEMY

SPARK School Informational System



In addition to these exciting new experiences, some changes are happening behind the scenes at **Sue Wong McFadden Academy**. This year we are using Spark, a new software system to help us better manage school, classroom, and student information.

Spark is a secure, easy-to-use online system that brings important school information and tools together in one place. We expect this to save school leaders and teachers time and make it easier to get a complete view of what's happening with each student's learning. Additionally, Spark is more affordable than other school management systems so that we can free up more of our budget for other school needs.



SMA Class Dojo Community



In addition to these exciting new experiences, some changes are happening behind the scenes at **Sue Wong McFadden Academy**. This year we are using Alma, a new software system to help us better manage school, classroom, and student information.

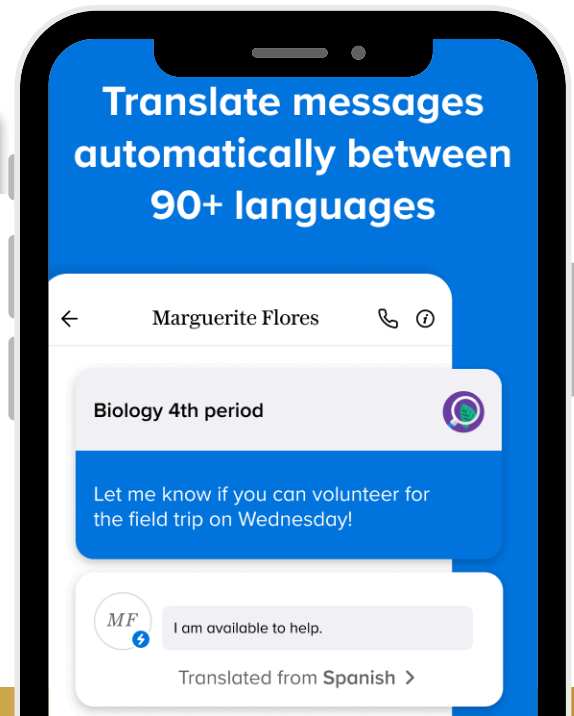
Alma is a secure, easy-to-use online system that brings important school information and tools together in one place. We expect this to save school leaders and teachers time and make it easier to get a complete view of what's happening with each student's learning. Additionally, Alma is more affordable than other school management systems so that we can free up more of our budget for other school needs.

SMA REMIND ME App



In addition to these exciting new experiences, some changes are happening behind the scenes at **Sue Wong McFadden Academy**. This year we are using Alma, a new software system to help us better manage school, classroom, and student information.

Alma is a secure, easy-to-use online system that brings important school information and tools together in one place. We expect this to save school leaders and teachers time and make it easier to get a complete view of what's happening with each student's learning. Additionally, Alma is more affordable than other school management systems so that we can free up more of our budget for other school needs.





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Welcome to Suewong McFadden Academy

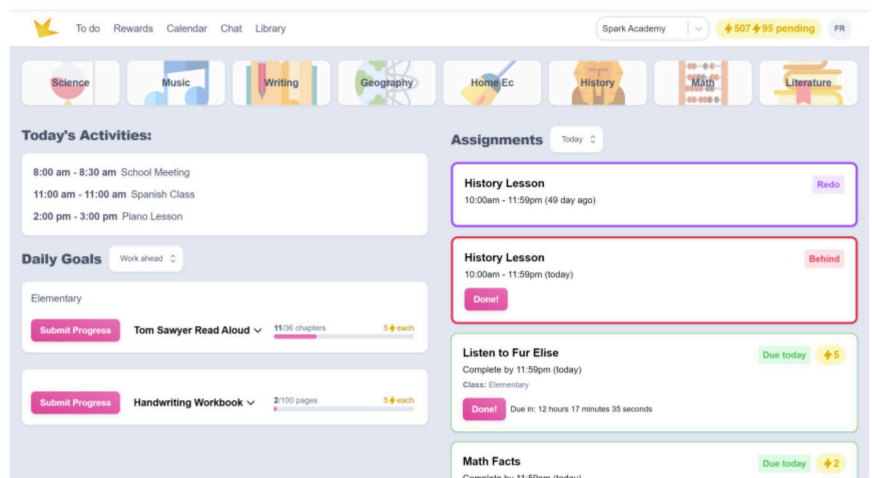
We're thrilled to have your family with us this year! To help everything run smoothly, we'd like to introduce you to **Spark School Software** — the platform we use for assignments, communication, billing, attendance, activities, and more.

Here's how to set up your Spark portals:

Student Portal Setup

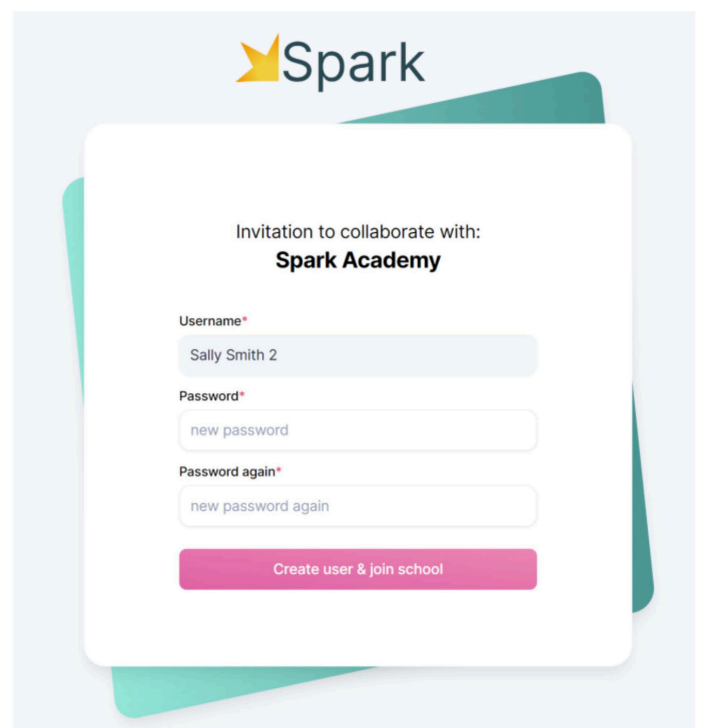
Each student has a personal Student Portal where they'll:

- ✓ View and submit assignments
- ✓ Message teachers (and you) securely
- ✓ Stay updated on school events



Steps:

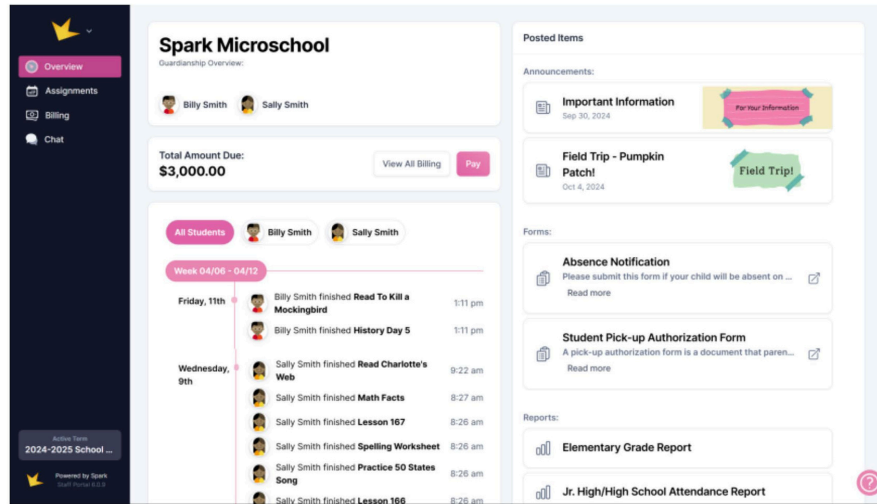
1. Check your email for an invitation titled **Student Invitation** from Spark. (If you don't see it, check your spam folder or contact us to resend it.)
2. Click **Join School** in the email.
3. Use your student's email as the username, create a password, and click **Create user & join school**.
4. Bookmark the login page or visit www.sparkyourschool.com and click **Log In** anytime to access the portal.



Guardian Portal Setup

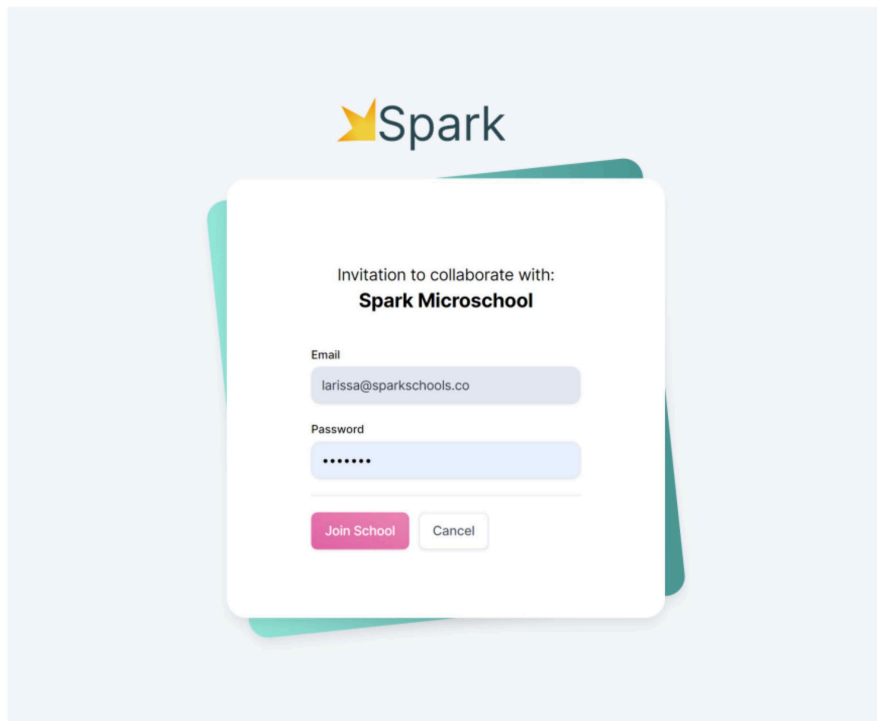
The Guardian Portal lets you:

- ✓ Track your student's assignments and progress
- ✓ Message teachers and students
- ✓ View school events, announcements, reports, and files
- ✓ View and pay invoices



Steps:

1. Look for the email titled **Student Guardianship Assigned** from Spark. (Check spam if needed or ask us to resend it.)
2. Click **Go to Guardian Portal**.
3. Use your email as the username, create a password, and click **Create user & join school**.
4. Bookmark the login page or visit www.sparkyourschool.com and click **Log In** for easy access.



If you run into any trouble, let us know right away! We want everyone set up before we dive in.

Here's a quick video tutorial to walk you through the process: [▶ Watch the video](#)

Thanks for being part of *Suewong McFadden Academy* — we're excited to learn and grow together this year!

Warm Regards,

Suewong McFadden

Director Suewong McFadden Academ



SUEWONG MCFADDEN ACADEMY

Tuition & Fees Breakdown

SMA Enrollment Fee | \$300 per child

Quarterly & Monthly Plan

Quarter 1 July-September	\$1,780 per child
Quarter 2 October-December	\$1,780 per child
Quarter 3 January-March	\$1,780 per child
Quarter 4 April-June	\$1,780 per child

10-month Plan
\$730
per month

Quarterly & Monthly Tuition Due on the 10th of each Month

Empowerment Scholarship Account available through the AZ Department of Education

[General Information](#)

[Access the ESA Portal](#)

[Download ESA Handbook](#)

Before School Care | 6:45am-8:00am

Household Size	Daily Rates	Weekly Rates	Monthly Rates
1 Student	\$10	\$40	\$160
2 Student	\$20	\$80	\$320
3 Student	\$30	\$120	\$480

After School Care | 3:30pm-5:30pm

Household Size	Daily Rates	Weekly Rates	Monthly Rates
1 Student	\$15	\$60	\$200
2 Student	\$25	\$100	\$350
3 Student	\$30	\$120	\$400

Before & After Care Program Only

Household Size	Daily Rates	Weekly Rates	Monthly Rates
1 Student	\$20	\$80	\$320
2 Student	\$30	\$120	\$480
3 Student	\$40	\$160	\$640



SUEWONG MCFADDEN ACADEMY

Enrollment Plans

Sue Wong McFadden Academy offers flexible enrollment plans for families.

Monthly

\$730 per child

Quarterly

\$1780 per child

Annually

\$7000-7,300 per child

One Semester Commitment

Sue Wong McFadden Academy requires a one-semester commitment from enrolled families. After this commitment period, families may withdraw from the program at any time, for any reason, with thirty (30) days' written

Refund

At Sue Wong McFadden Academy, our policy is to charge the annual, monthly, or quarterly payment fee regardless of student attendance, in line with our commitment to providing consistent educational resources and support. Therefore, no credits, prorated discounts, makeup days, or refunds are provided for sick days, vacation days, calendar holidays, calendar professional development days, half-days, or other missed days.

Late Payments & Tuition Enforcement

- Tuition payments are due on the 10th of each month. If payment is not received by the due date, a \$25 late fee will be applied immediately.
- Failure to pay tuition by the 11th will result in a formal payment notice.
- If tuition remains unpaid by the 15th, the student's enrollment will be suspended until the balance is paid in full.
- If tuition is not received by the end of the month, the student's enrollment will be permanently terminated, and SMA reserves the right to pursue collection efforts.
- SMA is not responsible for ESA deadlines, and ESA policies do not override SMA tuition policies. Parents are required to manage their ESA funds to meet SMA tuition deadlines.



SUEWONG MCFADDEN ACADEMY

Payment Schedule & Options

Sue Wong McFadden Academy has a flexible payment option for families that are paying out-of-pocket and/or using scholarship funds to pay for tuition

Out-of-Pocket Payment Schedule		Empowerment Scholarship Funds (ESA) Payment Schedule	
SMA Enrollment (New Members)		\$300	
July	\$730	Quarter 1	\$1780
August	\$730		
September	\$730		
October	\$730	Quarter 2	\$1780
November	\$730		
Decemeber	\$730		
January	\$730	Quarter 3	\$1780
February	\$730		
March	\$730		
April	\$730	Quarter 4	\$1780
May	\$730		
June	\$730		



SUEWONG MCFADDEN ACADEMY

Referral Discount

At Suewong McFadden Academy, we believe that great educational experiences are even better when shared. That's why we're excited to offer our SMA Referral Discount Program. For every new family you refer who enrolls a student, you'll receive a 10% discount on your next month's tuition. Plus, the referred family will also get a 10% discount on their first month. It's our way of saying thank you for helping our community grow and ensuring more students have access to a high-quality, personalized education.

Start spreading the word today, and let's enrich more lives together! For more details, visit www.thesmacademy.org or contact our admissions office.

Join us in making a difference one referral at a time!

Referral Name	Has Enrolled in SMA	Enrollment Fees	Tuition Fees
1 Family Referral	Yes	----	10% Off
2 Family Referral	Yes	\$300 Waived	10% Off
3 Family Referral	Yes	\$300 Waived	10% Off
4 Family Referral	Yes	\$300 Waived	10% Off
5 Family Referral	Yes	\$300 Waived	10% Off



SUEWONG MCFADDEN ACADEMY

Newsletters

SMA Admin will send out a bi-weekly newsletters providing news, events, and announcements, including photos of your child's experience at SMA using the following platforms Alma Start, Class Dojo, and Remind Me.

This includes daily to weekly highlights, reminders, and upcoming events.



Student Absences

Student absences are very important to us at SMA. Ensure students are exceeding academically we have enforced the following absence policy:

Quarter 1 Aug-Sept	Quarter 2 Oct-Dec	Quarter 3 Jan-Mar	Quarter 4 Apr-May
5 days	5 days	5 days	5 days

Total Days: **20 days**

Changes to Billing or Enrollment

Changes to Billing or Enrollment

Families may update their payment method in the Alma Start Student & Parent Portal Account. You can access the Portal Account through SMA Homepage:

Parent Portal



Student Portal





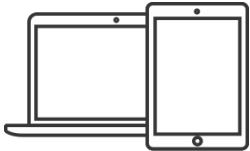
ClassDojo

SMA Founding Class's Student Login Poster




Student instructions:

1



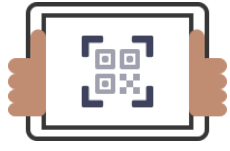
Download the ClassDojo app, or go to www.classdojo.com from a computer.

2



Enter as a student.

3



Scan the QR code above.

OR:



Class Text Code

[Change Sign in method](#)



Students can sign in with this code for the next 3 hours. They won't need a new code as long as they don't log out.

Student instructions:

1. Open ClassDojo app or website: dojo.me
2. Click "Enter Text Code", OR tap "I'm a student" on the app
3. Enter the text code to sign in

Sign up for important updates from Miss McFadden.

Get information for **Suewong McFadden Academy** right on your phone—not on handouts.

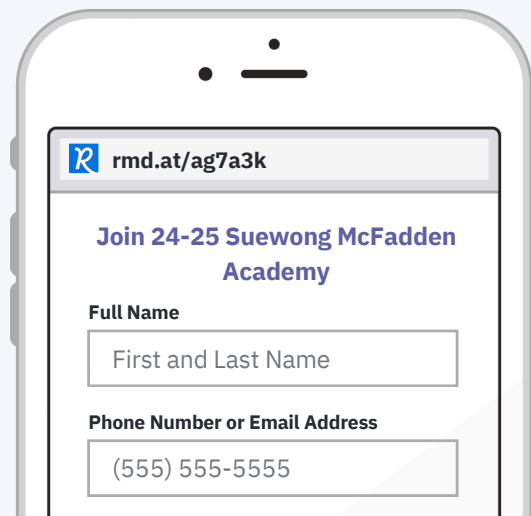
Pick a way to receive messages for **24-25 Suewong McFadden Academy**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/ag7a3k

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message **@ag7a3k** to the number **81010**.

If you're having trouble with **81010**, try texting **@ag7a3k** to **(510) 478-9062**.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/ag7a3k on a desktop computer to sign up for email notifications.





SUEWONG MCFADDEN ACADEMY

SMA's Learning Model

SMA's innovative learning model is designed to meet the unique needs of every student, ensuring that each child receives the support and challenge they need to thrive academically.

Upon enrollment, students will undergo a comprehensive diagnostic assessment to identify their individual strengths and areas for growth. Based on the results of this assessment, students will be placed into "combo classes" that combine multiple grade levels to facilitate targeted instruction and accelerate learning.

For example, incoming Kindergarten students will initially be placed in a dedicated Kindergarten class. However, those who demonstrate proficiency at or above 85% of the Kindergarten curriculum will have the opportunity to join a Kindergarten and first grade combo class. In this combined setting, students will receive personalized instruction that builds upon their existing skills while introducing them to concepts from the next grade level. This allows them to progress at an accelerated pace and bridge any gaps in their learning.

This approach continues throughout the elementary grades, with students moving into combo classes that align with their demonstrated proficiency levels. By offering a combination of targeted support and accelerated learning opportunities, SMA ensures that all students receive a customized education experience tailored to their individual needs.

Integration:

Liberal Arts

Visual Arts

Project-Based
Learning

Cultural Studies

Science/Stem

Dual Classes:



Partnerships:

KaiPod Catalyst Program

National Microschool
Center

Outschool

Microschool America



SUEWONG MCFADDEN ACADEMY



MobyMax

What is Moby Max?

Moby Max is an innovative online platform that provides personalized learning experiences across a variety of subjects, including Math, Science, Language Arts, and more. Designed to adapt to each student's individual learning level, Moby Max fills learning gaps through targeted, interactive lessons and activities.

Key Features of Moby Max:

- **Personalized Learning Paths:** Customized to meet the specific needs and pace of each student, ensuring they grasp concepts fully before advancing.
- **Comprehensive Curriculum Coverage:** Extensive content across key academic subjects, enhancing traditional classroom learning.
- **Interactive Learning Modules:** Engaging, game-based modules that make learning fun and interactive, helping to retain more information and develop a love for learning.
- **Real-Time Progress Monitoring:** Allows teachers and parents to track student progress in real time, providing insights into strengths and areas for improvement.

Benefits for Your Child:

Enhanced Engagement: Interactive content keeps students engaged and motivated to learn.

Improved Academic Performance: Targeted lessons improve understanding and retention, leading to better academic performance.

Support for Diverse Learning Styles: Moby Max's adaptive learning technologies cater to different learning styles, helping all students succeed.

Getting Started with Moby Max:

Your child will receive a unique login to access Moby Max, which can be used both at school and at home. This seamless integration ensures that learning doesn't have to stop at the school doors and can continue anywhere your child has internet access.

Stay Connected:

We encourage parents to engage with their child's learning journey through Moby Max by regularly checking their progress on the platform. For any questions or assistance, please contact **Sue Wong McFadden** at info@thesmacademy.org



SUEWONG MCFADDEN ACADEMY

Code of Conduct

Sue Wong McFadden Academy (SMA) follows the **Arizona Code of Conduct**, ensuring a safe, respectful, and productive learning environment for all students. The key components of our Code of Conduct include:

- **Respect:** All students, staff, and visitors must treat each other with respect and dignity. This includes using polite language, listening to others, and valuing diverse perspectives.
- **Integrity:** Honesty and integrity are expected in all academic and social interactions. Cheating, plagiarism, and dishonesty are not tolerated.
- **Safety:** Students must adhere to all safety rules and guidelines, including the prohibition of bullying, harassment, physical violence, and bringing prohibited items to school.
- **Responsibility:** Students are responsible for their actions and must follow school rules, complete assignments, and attend classes regularly. This includes taking care of school property and respecting the property of others.
- **Conflict Resolution:** Students are encouraged to resolve conflicts peacefully and seek help from a teacher or administrator if needed.

Consequences for Violations:

- **Minor Infractions:** Handled through restorative practices, including verbal warnings, discussions with the teacher, and parent notifications.
- **Major Infractions:** May result in detention, loss of privileges, parent conferences, suspension, or expulsion, depending on the severity and frequency of the behavior.

Reporting and Addressing Issues:

- **Anonymous Reporting:** Students and parents can report concerns anonymously through a designated school email or suggestion box.
- **Investigation Process:** All reports of misconduct are taken seriously and investigated promptly by school administration.
- **Support Services:** Counseling and mediation services are available to support students in resolving conflicts and addressing behavioral issues.



SUEWONG MCFADDEN ACADEMY

Non-Discriminatory Policy

Sue Wong McFadden Academy is committed to providing an inclusive and welcoming environment for all students, staff, and families. We do not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status. Our policy includes:

- **Equal Opportunity:** Ensuring equal access to all programs, activities, and services.
- **Harassment Prevention:** Prohibiting any form of harassment, including verbal, physical, and cyberbullying.
- **Reasonable Accommodations:** Providing necessary accommodations for students with disabilities to ensure their full participation in school activities.
- **Cultural Competency:** Promoting cultural awareness and sensitivity through curriculum and staff training.

Grievance Procedures:

- **Filing a Complaint:** Students or parents can file a discrimination complaint with the school director verbally or in writing.
- **Investigation:** The complaint will be promptly investigated, maintaining confidentiality to the extent possible.
- **Resolution:** The school will take appropriate action to resolve the complaint, which may include mediation, disciplinary action against the perpetrator, or policy changes.
- **Appeals:** If the complainant is not satisfied with the resolution, they can appeal to the school board or an external agency.



SUEWONG MCFADDEN ACADEMY

Anti-Bullying Policy

Sue Wong McFadden Academy (SMA) is committed to providing a safe and supportive environment where all students can learn and thrive. Bullying of any kind—whether physical, verbal, emotional, or cyberbullying—will not be tolerated.

Definition of Bullying

Bullying is defined as any intentional, repeated, aggressive behavior by a student or group of students that causes harm or discomfort to another student. This includes, but is not limited to:

- **Physical Bullying:** Hitting, pushing, tripping, or any form of physical aggression.
- **Verbal Bullying:** Teasing, name-calling, threats, or other harmful language.
- **Emotional Bullying:** Spreading rumors, exclusion from groups, or other actions intended to hurt someone's feelings.
- **Cyberbullying:** Using electronic means, such as social media, text messages, or emails, to harass or intimidate others.

Reporting Bullying

Students, parents, and staff are encouraged to report any incidents of bullying to the school administration immediately. Reports can be made verbally or in writing and can be submitted anonymously if preferred.

Investigation Process

All reports of bullying will be taken seriously and investigated promptly. The investigation will involve interviews with the students involved, witnesses, and staff members as necessary. The school will maintain confidentiality to the extent possible while conducting a thorough investigation.

Consequences for Bullying

Consequences for students found to be engaging in bullying behavior may include:

- **Warning:** A verbal or written warning for minor incidents.
- **Parent Notification:** Parents/guardians of all students involved will be informed of the incident.
- **Behavioral Interventions:** Counseling, mediation, or other restorative practices.
- **Disciplinary Action:** Detention, suspension, or expulsion for severe or repeated incidents.

Support for Victims

SMA is committed to supporting students who have been victims of bullying. This support may include counseling services, peer support programs, and creating a safety plan to prevent further incidents.
Prevention

SMA will implement educational programs and activities aimed at preventing bullying. These may include:

- **Classroom Lessons:** On empathy, respect, and the effects of bullying.
- **School-Wide Campaigns:** Promoting kindness and inclusivity.
- **Staff Training:** Ensuring that all staff members are equipped to recognize and address bullying.

By fostering a culture of respect and understanding, Sue Wong McFadden Academy strives to create a safe and nurturing environment for all students.



SUEWONG MCFADDEN ACADEMY

Healthy & Safety Policies

Although SMA does not have a dedicated school nurse, we have established protocols to ensure the health and safety of our students:

- **Supervision:** Students are supervised at all times during school hours, including during breaks and recess.
- **First Aid:** Staff members are trained in basic first aid and CPR. First aid kits are available in multiple locations throughout the school.
- **Illness Policy:** If a student feels unwell, they will be sent to the administrative office where they can rest and be monitored. Parents will be contacted to pick up their child if necessary. Students with contagious illnesses must stay home until they are no longer infectious.
- **Emergency Procedures:** In case of an emergency, such as fire or natural disaster, the school has established evacuation and lockdown procedures. Regular drills are conducted to ensure everyone is familiar with these procedures.
- **Hygiene Practices:** Students are encouraged to practice good hygiene, including regular handwashing. Hand sanitizers are available in classrooms and common areas.
- **Medication Administration:** Parents must provide written consent and instructions for any medication their child needs during school hours. Only trained staff members are allowed to administer medication.



SUEWONG MCFADDEN ACADEMY

SMA Pick-Up/Drop Off Protocol

Authorized Pick-Up/Drop Off

- **Designated Parent or Guardian:** Students must be dropped off and picked up by a designated parent or guardian listed on the *Student's Authorization Pick-Up/Drop Off List*.
- **Emergency Contacts:** If a person on the emergency contact list will be picking up the student, they must present an official identification card upon pick-up.
- **Unauthorized Individuals:** Students will not be released to anyone not registered or added to the emergency authorization list. This ensures the safety and security of all students.

Procedures

1. Morning Drop-Off:

- Drop-off time is between **7:45 am and 8:00 am**.
- Parents/guardians must accompany their child to the designated drop-off area.
- A staff member will greet the student and check them in.
- **MMLA BSAC Program:** Unless enrolled in the *Miss McFadden Learning Academy (MMLA) Before School and After School Care (BSAC) program*, which starts at 6:45 am and runs until 8:00 am.

2. Afternoon Pick-Up:

- Pick-up time is from **3:00 pm to 3:30 pm**.
- Parents/guardians must arrive on time and wait in the designated pick-up area.
- A staff member will call the student and verify the identity of the person picking up the student.
- **MMLA BSAC Program:** The after-school program is from **3:30 pm to 6:00 pm**.

3. Late Pick-Up Fee:

- If you are running late, please notify the school as soon as possible.
- **Parents will be charged \$1.00 per minute after 3:30 PM for late pickups, with a maximum late fee of \$30.00 per day. Repeated late pickups may result in additional administrative action.**
- *Families should communicate with the academy as soon as possible if they anticipate being late for pick-up. In the event that a child remains at Suewong McFadden Academy after 6:00 P.M. and staff cannot reach the family or authorized individual, the Department of Child Safety may be contacted.*
- *Families who are consistently late may be subject to dismissal from Suewong McFadden Academy. Additionally, please note that late fees will not apply if the child is enrolled in Afterschool Care or Tutoring provided by Miss McFadden Learning Academy, which begins at 3:30 P.M.*

4. Changes to Pick-Up Arrangements:

- Any changes to pick-up arrangements must be communicated to the school office in writing or via email by 12:00 pm on the day of the change.
- Only individuals listed on the Student's Authorization Pick-Up/Drop Off List or emergency contact list will be allowed to pick up the student.



SUEWONG MCFADDEN ACADEMY

OUTSCHOOL

Extracurricular & Academic Services

At SMA, we believe in providing students with a variety of extracurricular activities to enhance their learning experience and foster personal growth. We offer the following:

Outschool: Through our partnership with Outschool, students have access to a wide range of virtual classes and activities that cater to diverse interests, including arts, sciences, and physical education.

Local Partnerships: We collaborate with local organizations like the Boys & Girls Club to offer additional extracurricular activities, including sports, arts and crafts, and community service projects.

After-School Programs: In addition to academic enrichment, our after-school programs provide students with opportunities to explore new hobbies, develop social skills, and build lasting friendships.

Homework Policy

To support student learning and family involvement, each combo class at SMA will have a designated homework folder and/or binder. This system ensures that students and families have access to the necessary resources and assignments. The homework policy includes:

- **Homework Folders/Binders:** Each student will receive a folder or binder to organize their homework and important notices.
- **Assignment Tracking:** Teachers will ensure that all homework assignments are clearly communicated and recorded in the homework folders/binders.
- **Parental Involvement:** Parents are encouraged to review the homework folders/binders regularly and support their child in completing assignments on time.
- **Resource Materials:** Folders/binders will also contain general resources and tips for students and families to assist with homework and study habits.

By implementing these policies and procedures, Suewong McFadden Academy aims to create a supportive and enriching educational environment where every student can thrive.



SUEWONG MCFADDEN ACADEMY

Formal Discipline Program

At **Sue Wong McFadden Academy (SMA)**, we believe in creating a positive and respectful learning environment that encourages students to take responsibility for their actions. Our discipline program is designed to support students' growth and development while maintaining a safe and productive school environment.

Discipline Framework

1. Positive Behavior Reinforcement (Class Dojo)

- Class Dojo is used to track and encourage positive behavior in the classroom. Students earn points for displaying behaviors aligned with our core values, such as respect, responsibility, and kindness.
- Teachers use Class Dojo to provide immediate feedback to students and communicate with parents about their child's behavior. Parents can monitor their child's progress through the Class Dojo app.

2. Behavioral Expectations

- SMA sets clear behavioral expectations for all students. These expectations include respect for others, responsibility for actions, and adherence to school rules.
- Expectations are communicated to students at the beginning of the school year and reinforced regularly through classroom activities and discussions.

3. Tiered Discipline Approach:

- **Tier 1:** Classroom Management: Minor infractions are managed by the classroom teacher using strategies such as redirection, verbal warnings, and loss of Class Dojo points.
- **Tier 2:** Targeted Interventions: For repeated or more serious infractions, teachers may implement targeted interventions, such as behavior contracts or small group counseling sessions. Parents will be notified, and behavior will be documented in SPARK SIS.
- **Tier 3:** Administrative Intervention: Severe or ongoing behavior issues will result in administrative intervention. This may include in-school suspension, out-of-school suspension, or other disciplinary actions as deemed appropriate. All incidents at this level will be formally documented in SPARK SIS.



SUEWONG MCFADDEN ACADEMY

Formal Discipline Program

4. Documentation and Communication

- All disciplinary actions beyond minor classroom management are documented in SMA system. This system allows teachers and administrators to track behavioral patterns, maintain records, and communicate with parents effectively.
- Parents will receive notifications and updates on their child's disciplinary status through email. In cases requiring administrative intervention, a formal discipline report will be shared with the parents, outlining the incident, actions taken, and next steps.

5. Restorative Practices

- SMA integrates restorative practices into the discipline program, encouraging students to reflect on their actions and make amends. This may include conflict resolution meetings, apologies, or community service within the school.
- Restorative practices are designed to help students understand the impact of their behavior and take responsibility for repairing any harm caused.

6. Parental Involvement

- Parents are encouraged to be active participants in their child's behavioral development. Communication through Class Dojo and SPARK ensures that parents are kept informed of both positive behaviors and areas needing improvement.
- In cases of repeated infractions or serious incidents, parents may be asked to attend meetings with teachers and administrators to develop a behavior improvement plan.

7. Appeals Process

- If a parent disagrees with a disciplinary decision, they have the right to appeal. The appeal must be submitted in writing to the school administration within five business days of the disciplinary action.
- The administration will review the appeal, meet with the involved parties, and make a final decision regarding the disciplinary action.



SUEWONG MCFADDEN ACADEMY

Zero Tolerance Policy

At **Suewong McFadden Academy (SMA)**, we are committed to maintaining a safe, respectful, and nurturing environment for all students, staff, and visitors. To ensure this, SMA enforces a Zero Tolerance Policy for behaviors that compromise the safety and well-being of our school community.

Zero Tolerance for Violence and Aggression:

- **Physical Violence:** Any act of physical aggression, including fighting, hitting, or any form of physical harm towards another student, staff member, or visitor, is strictly prohibited.
- **Verbal Threats:** Threatening language, whether spoken, written, or communicated electronically, that intends to cause harm or fear is not tolerated.
- **Bullying and Harassment:** All forms of bullying, harassment, and intimidation, including cyberbullying, are prohibited. This includes behaviors that target others based on race, gender, religion, disability, or any other protected status.

Zero Tolerance for Weapons and Dangerous Items:

- **Weapons:** The possession, use, or distribution of weapons, including firearms, knives, or any object intended to cause harm, is strictly forbidden on school property or at school-related events.
- **Dangerous Items:** Any item that could potentially cause harm, such as fireworks, explosives, or other hazardous materials, is not permitted.

Zero Tolerance for Drugs and Alcohol:

- **Drugs:** The possession, use, distribution, or sale of illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited on school property or at school-sponsored events.
- **Alcohol:** The possession, use, or distribution of alcohol on school grounds or at school-related activities is forbidden.



SUEWONG MCFADDEN ACADEMY

Zero Tolerance Policy

Consequences of Violating the Zero Tolerance Policy

- **Immediate Action:** Any student found in violation of the Zero Tolerance Policy will face immediate disciplinary action, which may include suspension, expulsion, or referral to law enforcement, depending on the severity of the offense.
- **Parental Notification:** Parents or guardians will be notified immediately if their child is involved in any incident that violates this policy.
- **Documentation:** All violations of the Zero Tolerance Policy will be documented in SPARK SIS, and a formal disciplinary report will be maintained in the student's record.



SUEWONG MCFADDEN ACADEMY

Visitor & Volunteer Policies

At **Sue Wong McFadden Academy (SMA)**, we prioritize the safety and security of our students, staff, and visitors. To ensure a secure environment, we have established the following Visitor Policy for anyone who wishes to come onto school premises.

General Visitor Guidelines

Check-In Procedure:

- All visitors must check in at the school office upon arrival, regardless of the nature or duration of their visit.
- Visitors are required to present a valid government-issued photo ID at check-in. The ID will be scanned or logged, and the visitor will be issued a visitor's badge, which must be worn at all times while on school premises.

Brief Visits:

- For brief visits, such as dropping off or picking up items, attending a meeting, or observing a class, visitors must follow the standard check-in procedure.
- Visitors are expected to remain in designated areas and must not disrupt classroom activities or school operations.

Volunteer Visitors

Volunteer Registration:

- Individuals wishing to volunteer at SMA must complete the Volunteer Forms available on the SMA website prior to their visit. This includes background checks and any additional information required to ensure the safety of our students.
- Once approved, volunteers must also check in at the school office and receive a volunteer badge for each visit.

Volunteer Guidelines:

- Volunteers must adhere to the school's Code of Conduct and maintain a professional and respectful demeanor at all times.
- Volunteers are expected to follow all instructions provided by school staff and must not engage in activities outside their designated volunteer duties.



SUEWONG MCFADDEN ACADEMY

Visitor & Volunteer Policy

Important Safety Precautions

- **Restricted Access:**

- Certain areas of the school may be restricted to visitors. Visitors must remain in designated public or authorized areas unless accompanied by a staff member.
- Access to classrooms during instructional time is limited to minimize disruptions and ensure student focus.
-

- **Emergency Procedures:**

- In the event of an emergency, visitors are required to follow the instructions of school staff and adhere to all safety protocols, including evacuation or lockdown procedures.
- Visitors should familiarize themselves with the location of exits, first aid kits, and other safety equipment.

- **Prohibited Items:**

- Visitors are prohibited from bringing any weapons, dangerous items, or illegal substances onto school premises. Violation of this policy will result in immediate removal from the premises and possible legal action.

Departure

- **Check-Out Procedure:**

- Upon completion of their visit, all visitors must return to the school office to check out and return their visitor's badge.
- The check-out process ensures that the school maintains an accurate record of all individuals on campus at any given time.

Enforcement and Compliance

- **Compliance:**

- SMA reserves the right to deny access to any visitor who does not comply with the Visitor Policy or who poses a potential threat to the safety and well-being of the school community.
- Non-compliance with this policy may result in immediate removal from the premises and, if necessary, involvement of law enforcement.



SUEWONG MCFADDEN ACADEMY

Field Trip Policy

Purpose

At Sue Wong McFadden Academy (SMA), field trips are an essential component of our micro-school experience. They are designed to be seamlessly integrated into our daily curriculum, providing students with hands-on, real-world learning opportunities that enhance their understanding of academic subjects and cultural experiences. Field trips at SMA are not just occasional events but a regular and intentional part of our educational approach, aiming to connect classroom learning with the outside world.

Planning and Integration

1. Curriculum Integration:

- Field trips are carefully planned to align with the current curriculum and cultural themes being explored in the classroom. These experiences are designed to deepen students' understanding of academic subjects and cultural perspectives.
- Each trip is intended to provide practical, experiential learning that complements and enhances classroom instruction.

2. Parental Involvement:

- Parents are encouraged to participate in the planning process by suggesting field trip ideas that align with our educational goals and cultural experiences.
- Written consent from a parent or guardian is required for each student participating in a field trip. Consent forms will include detailed information about the trip's purpose, location, date, time, transportation, and any associated costs.

3. Chaperones:

- A flexible and personalized approach is taken with chaperones, who may include teachers, parents, and community members. The ratio of chaperones to students will vary depending on the nature of the trip but will ensure adequate supervision and safety.

Transportation and Safety

1. Transportation:

- Transportation options will vary based on the location and nature of the field trip. This may include walking, public transportation, or arranged vehicles. The goal is to choose methods that enhance the educational experience.
- Safety is a top priority, and all transportation methods will be vetted for safety and reliability.



SUEWONG MCFADDEN ACADEMY

Field Trip Policy

2. Safety Guidelines:

- Students are expected to adhere to safety guidelines during all field trips. Chaperones will be responsible for ensuring that students follow these guidelines, which may include staying with the group, listening to instructions, and respecting the environment.
- A first aid kit and a list of emergency contacts will be available on every trip. Chaperones will be briefed on emergency procedures before departure.

Student Participation and Behavior

1. Participation:

- Given that field trips are integrated into the curriculum, all students are expected to participate unless there is a valid reason for absence. Alternative activities will be provided for those unable to attend.
- Field trips are designed to be inclusive, accommodating all students, including those with special needs.

2. Behavior Expectations:

- Students are ambassadors of SMA during field trips and are expected to exhibit respectful and responsible behavior. Any conduct that disrupts the learning experience or compromises safety may result in disciplinary action, including potential exclusion from future trips.

Costs and Financial Assistance

1. Cost Considerations:

- While many field trips are designed to be low-cost or free, some may involve additional expenses for transportation, entry fees, or special activities. These costs will be communicated to parents in advance.
- SMA is committed to ensuring that all students can participate in field trips, regardless of financial circumstances. Financial assistance may be available for families who need support.

2. Payment and Contributions:

- Payments for field trips must be made by the due date specified in the consent form. Parents may also contribute to a general field trip fund to help cover costs for students in need.

3. Field Trip Payment Compliance:

- Students whose field trip fees are not paid in full by the assigned due date may not be permitted to attend the trip. Late or unpaid field trip balances are non-refundable if missed.



SUEWONG MCFADDEN ACADEMY

Field Trip Policy

Cultural and Social Integration

1. Cultural Experiences:

- Field trips at SMA are designed to expose students to diverse cultural experiences, helping them to develop a global perspective and appreciation for different traditions and ways of life.
- These experiences are not just educational but are intended to foster social connections and personal growth, aligning with SMA's mission to nurture well-rounded individuals.

2. Social Events:

- In addition to educational field trips, SMA integrates social events into the curriculum. These events are opportunities for students to engage with their peers, build relationships, and apply their learning in real-world contexts.

Emergency Procedures

1. Emergency Contact Information:

- A list of emergency contacts for each student, including medical information, will be carried by the trip leader.
- In the event of an emergency, parents or guardians will be contacted immediately.

2. First Aid:

- A first aid kit will be available during all field trips, and at least one chaperone will be trained in basic first aid and CPR.



SUEWONG MCFADDEN ACADEMY

Termination Clause for SMA

At Suewong McFadden Academy (SMA), we value the commitment of our families to the educational journey of their students. To maintain the operational efficiency of the school, we have established the following termination policy for families who wish to withdraw their student without providing the required 30-day written notice.

Termination Policy

1. **One-Semester Commitment:**

- Upon enrollment, families commit to a minimum of one semester at SMA. This commitment ensures that we can adequately plan for staffing, resources, and other operational needs.

2. **Early Withdrawal Notice:**

- If a family chooses to withdraw their student with or without providing 30 days' written notice, they will be subject to a Termination Fee of \$350. This fee is necessary to cover the disruption to the school's planning and resources.

3. **Reversal Fee:**

- In addition to the Termination Fee, a Reversal Fee of \$150 will be applied. This fee covers administrative costs associated with adjusting tuition payments, contracts, and other financial commitments that are affected by the early withdrawal.

4. **Total Fees for Early Withdrawal:**

- The total cost for early withdrawal without the required notice will be \$500, consisting of the \$350 Termination Fee and the \$150 Reversal Fee. These fees are non-negotiable and will be added to any outstanding balances or charged directly to the family.

By adhering to this Termination Clause, families help ensure that SMA can continue to operate smoothly and provide high-quality education to all students. We appreciate your understanding and cooperation in this matter.



SUEWONG MCFADDEN ACADEMY

Dispute Resolution Clause

- Any disputes arising out of or relating to this agreement—including, but not limited to, tuition, withdrawal policies, or SMA operations—shall first be addressed through informal resolution efforts between the parties.
- If informal efforts fail, SMA reserves the right to pursue one or more of the following remedies at its discretion:
 1. **Engage in private mediation with a mutually agreed-upon mediator;**
 2. **File a claim in small claims court in the State of Arizona;**

Small Claims Court Limit:

For claims pursued in small claims court, SMA will adhere to the maximum limit allowed under Arizona law, which is currently \$3,500. Claims exceeding this amount may be pursued through civil court or another appropriate legal venue.

3. **Refer the outstanding balance to a licensed collections agency for recovery.**
- SMA is not obligated to utilize arbitration forums such as AAA or JAMS. Parents waive the right to bring class-action claims against SMA. Any legal proceedings shall be conducted in the State of Arizona under Arizona law.
 - In any dispute where legal action is taken, the prevailing party shall be entitled to recover reasonable attorney's fees, costs, and collection expenses.

Nonpayment Penalties & Collection Process

- Students with a past-due balance exceeding 30 days will be subject to enrollment termination without refund.
- If non-payment continues, SMA reserves the right to engage a collection agency, and legal actions. The parent will be responsible for all associated collection fees.
- SMA reserves the right to charge the credit card on file for outstanding balances.
- A reinstatement fee of \$100 per student will apply if a terminated student is re-enrolled due to nonpayment suspension.
- Tuition obligations remain in effect even in the event of a dispute. Parents may not withhold tuition payments while arbitration or mediation is pending.



SUEWONG MCFADDEN ACADEMY

SMA Emergency Closures & Academy Discretion

- SMA reserves the right to close temporarily for health, safety, or operational emergencies.
- Emergency closures do not exempt tuition obligations.
- Parents **agree not to withhold tuition due to emergency closures.**

Alternative Learning During Emergency Closures:

- In the event of an emergency closure lasting more than three (3) consecutive school days, SMA will provide alternative learning opportunities. These may include virtual instruction, independent assignments, take-home learning packets, or other educational activities to ensure continuity of learning.

Family Handbook Acknowledgment & Contract Enforcement

- The SMA Family Handbook is an enforceable part of this contract alongside the enrollment agreement.
- By signing the enrollment agreement, the parent acknowledges that they have read, understand, and agree to abide by the SMA Family Handbook, as well as, the enrollment agreement.
- Parents may be required to sign a separate acknowledgment form stating they have received and reviewed the Family Handbook.
- The Family Handbook shall be subject to annual updates, and parents will be notified of any policy changes.



SUEWONG MCFADDEN ACADEMY



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