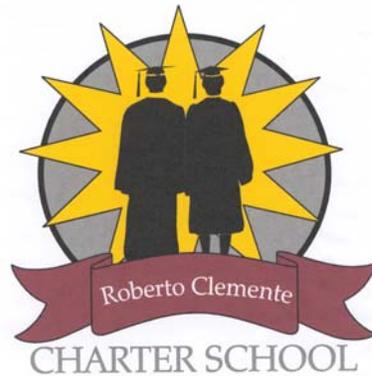


The Roberto Clemente Charter School

Prepare To Live the Dream! College: It's what we do!

2013 - 2014

Student/Parent Handbook



136 S. 4th Street
Allentown, PA 18102
610-439-5181

Dr. Samuel Polanco
President Board of Trustees
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Principal

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General Information

Mission

Roberto Clemente Charter School is a neighborhood school that was founded in 1999 by the Hispanic American Organization. Roberto Clemente is a small learning community school that inspires and educates students to maximize their success. We provide students with a rigorous academic foundation using a holistic approach. We challenge students to excel and to acquire the knowledge and skills they will need to be successful in college, secondary level of study, and as life-long learners.

Community Spirit

At Roberto Clemente our goal is to create a climate conducive to teaching and learning that embraces a multicultural perspective. We want to build a culture that is caring, respectful, supportive and welcoming and has high expectations.

School of Choice

Since Roberto Clemente Charter School is a school of choice, enrolled students and their parents/guardians are required to adhere strictly to the rules and regulations as described in this Handbook. This handbook has been prepared, written and approved by the school administrators, school staff, HASA, and the School Board. Violations of the school rules and regulations may lead to grave consequences including dismissal. In order to avoid unnecessary arguments with school administrators regarding the school's discipline policies, parents/guardians and students should read the Student and Parent Handbook thoroughly prior to enrollment with Roberto Clemente Charter School.

Vision: Future State? What We Envision- An Early College Model Program

- **Parents** who work cooperatively with the school; support the school's rules, policies and expectations; provide the time and support at home for their child's academic work; promptly inform the teacher/school of any pertinent medical, family, home and learning problems, and ensure that their child attends school daily, on time, in uniform and ready to learn.
- **Students** who are responsible; abide by all rules and expectations of behavior; treat adults, other students, school property, and others with respect; participate in class, complete and turn in class work and homework; are highly motivated; engage in meaningful activities; are able to work independently and in groups, and engage in the social and political world.
- **A Professional Community** that uses reflective dialogue; develops relationships among teachers and are mentors and advisors for students; has professional collaborations; shares norms and values where professionals meet to identify what they have in common; and has a collective focus on students learning where the priority is placed on activities that promote student growth.
- **A School Community** in which Students, Teachers, Administrators, Parents and Community Members are all learners; share common values, ideas and commitments; and embrace a multicultural perspective and a collaborative approach with local resources to maximize student success.
- **Curriculum & Instruction** that provides for small classroom size; individualized instruction; academic rigor with an emphasis in standards-based learning; emphasis in reading and writing across content areas; proper assessments to verify progress; lively discussions and critical thinking; relevant, real-world context; active problem finding and problem solving; national best practices, and character development and increased social skills.
- **A Climate** which is safe and supportive; welcoming and caring; collaborative; exciting; multicultural; filled with school pride; respectful; and high in its expectations.



Objectives

Roberto Clemente Charter School is committed to the education of the whole person with the following objectives:

1. To instill a strong sense of responsibility towards themselves and society.
2. To challenge students to pose a positive attitude and to conduct themselves with dignity, respect and responsibility.
3. To address student's emotional and social growth by providing individual and group counseling that develop self-esteem and appropriate socialization skills.
4. To offer a well rounded curriculum that utilizes technology, so that students may meet the challenges of a global community with a solid educational foundation.
5. To prepare students to be successful in college, secondary level of study, and as life-long learners.
6. To provide students with opportunities to develop critical thinking, independence of thought, and a life-long love for learning.
7. To equip students with knowledge and skills to make successful choices for their futures and life careers.
8. To offer opportunities for community service and experiences wherein students will learn to be sensitive and caring toward others.
9. To promote character development, respect for others, and self respect.
10. To encourage respect and appreciation of the individual differences among students and their cultural and linguistic backgrounds.
11. To encourage respect for every student's right to learn and every teacher's right to teach.
12. To nurture developing skills as well as foster the discovery of hidden talents and leadership potential.
13. To meet the needs and interest of the students through innovation and technology.
14. To energize school spirit by offering extracurricular activities.

Academics

Student Grading

How students are evaluated in each class depends upon a number of factors determined by the course, the curriculum, and teacher requirements.

Grades will be posted as follows:

Grade point average scale

- A 90+
- B 80-89
- C 70-79
- D 60-69
- F 59 and below
- P Pass *
- F Fail
- I Incomplete

*Is for credit only and does not effect GPA

- Incomplete- will be granted only with administrative approval for medical absences or personal emergency. All work must be completed within the designated time.
- Students that receive a “D” on any particular marking period, must participate in mandatory tutoring program

Students will be graded using a number of assessment tools as developed by each classroom teacher.

Report cards are issued quarterly. Progress reports will be sent between report periods. A student who fails English, math, social studies, or science will be required to attend the extended school day tutoring program and/or



the summer program. Each case will be evaluated in a case-by-case basis. Failure to attend and pass summer school courses will delay the student's graduation.

A grade is the result of the teacher's professional evaluation of the student's performance including attendance and employability skills. Each grade reflects all the facets of the learning process and becomes a positive force in the

student's motivation. It is arrived through continuous individualized evaluation, using stated educational objectives.

Employability skills are defined as the following:

- **punctuality**
- **active participation**
- **quality of work**
- **homework**
- **overall attitude**

Students receiving a D or an F may be required to attend summer school.

Homework Policy

Students are required to complete all teacher assigned homework. Students are also required to make up all missed assignments due to an excused absence. Students must check with their teachers to schedule a time to make up the work.

If a student fails to make up any assigned work, it will be recorded as a zero unless a valid excuse is provided.

Marking Period Dates

First Marking Period.....	September 3 – November 6
Second Marking Period.....	November 7 – January 29
Third Marking Period.....	January 30 – April 7
Fourth Marking Period.....	April 8 – June 13

Student Progress Reports and Report Cards

Progress reports inform parents of a student's academic progress at the midpoint of each marking period. Parent/teacher conference will be scheduled after the issuance of progress reports.

Report cards are a record of student academic achievement. Report cards are issued to students quarterly, report cards are mailed to parents/guardians as well. It is important that the parents and/or guardian review and discuss the student's reports with their teachers, guidance counselor, or principal.

Report cards include a section where on a quarterly basis RCCS staff may inform parents/guardians of their child's progress toward the Multidisciplinary Project.

The Multidisciplinary Project (MDP) is defined as a project that includes an essay, a power point presentation, a student generated visual and a presentation to staff. Each section will be judged by trained staff and all students are to achieve a rating of advanced and/or proficient to move on to the next grade. Students who do not complete the Multidisciplinary Project will be required to attend the Summer School Program.



Special Education

Special education classes are available at the Roberto Clemente Charter School. Teachers or parents who feel a child is exceptional and in need of a special program may request an evaluation. (Request forms will be available at the school). It is the responsibility of the parent to inform the school if an IEP exists.

The school follows the inclusion model for Special Education students. If you need more information about the Special Education Program please call RCCS at (610)-439-5181.

English Language Learners

The English Language Learners (ELL) program is available at the Roberto Clemente Charter School. Teachers or parents who feel a student may benefit from this program may request an evaluation.

Graduation Requirements

In order to graduate, students must meet the following requirements:

- Attainment of 23 academic credits as per Roberto Clemente Charter School graduation requirements
- Proficient/Advance score in math, reading, and writing on the PSSA or the alternatives which include:
 - o Demonstrate proficiency in English and Math through the 4Sight Achievement Test
 - o Retake the PSSA in the senior year and demonstrate proficiency in the content areas where proficiency was not previously attained
 - o Take the SAT and score at least 900 as a combined total of the verbal and mathematics sections
 - o Obtain a senior year grade point average (GPA) of at least 2.50
- Successful completion of the graduation project
- Completion of 25 hours of community service
- 90% attendance rate for the full senior year
- Payment of all outstanding debts

Summer School Policies

Grading System

Students required to attend summer school to repeat courses will received a numerical grade computed from the previous grade and the summer program grade. A numerical average will be computed for each course by adding the grade point value from each grading period (academic year and summer program) and dividing it by two. The grade can only increase by one grade.

Policies for Failed / D courses and changing grades

Students who receive either a failure in a core subject area (below 60%) or a D average will be required to attend the summer school program. Students are required to attend 90% with no exceptions being made for vacation or casual absences. Teachers will inform parents that their child may be in need of summer school by the first week of the fourth marking period.

The changing of grades following summer school is dependent upon the student's attendance and academic performance. Student who fails a course during the summer program will be required to retake the class during the academic year (see Absences and Incompletes below).

Absences and Incompletes

Summer school is mandatory for all students who receive below a 70% average. Students who do not show up for the summer program as well as those who stop attending or who are dismissed by the administration because of behavioral issues will be required to repeat the course. This policy also applies to students who have a failing average in a core class at the end of the summer session

Offered Courses

Every effort will be made to offer students the courses they need during the summer program. Failed courses will take priority over those courses in which a student received a D average. Students who fail three or more core academic subjects will be retained for the upcoming academic year. Any student who fails to earn a C average in a core subject area during the summer must participate in the after school tutoring program during the following academic year.

Summer School Dress-Code

No uniform is required; however students should wear appropriate attire based on the school handbook. The dress down rules applies for Summer School.

Pupil Services

Guidance Services

Each student will work with a guidance counselor who will assist him or her with academic issues and social concerns. The guidance counselor can also help students with study skills, career and college planning, coping with personal problems and post- high school planning.

The guidance counselor will be available by appointment during school hours. Requests for appointments are taken by the school secretary.

Student Assistance Program

There is a **SAP** team at RCCS which provides assistance to students who have academic and/or social needs.

Student Services

Each student will work with a school student support staff member who will assist him or her with attendance issues. The student support staff member will also be in constant communication with parents in order to assist them with concerns. The student support staff member will organize and oversee all student activities. The student support staff member will be available by appointment during school hours. Requests for appointments are taken by the school receptionist.

Health Services

The health room, staffed with RCCS personnel, will be available as needed. There is a part-time registered nurse from the Allentown School District on-site weekly. Students will be excused from classes to fulfill state health requirements, such as vision and hearing screenings.

Students who become ill during the school day should first inform their teacher and ask for a pass to go to the health room. If it is necessary to send a student home, the parent/guardian will be contacted by the school secretary, and the parent will need to pick up the student immediately. If the school is unable to locate the parent/guardian, then it will attempt to contact individuals on the emergency contact list. If RCCS is unable to

contact an individual, then the student will either remain in the nurse's station or will return to class. Students who are not deemed excessively ill are encouraged to return to class.

Health Requirements

Immunization "No immunizations, No admittance to school". All students entering are required to have immunization records and physical examination records.

Medication

If your child must take Tylenol, Maalox, Tums during the school day, it is necessary to have a permission to administer medication on file. If prescribed medication must be given at school it must be personally delivered by the parent and accompanied by a written permission to administer medication that includes name of the medication and instruction for its administration (time and dosage).

If a student is unable to participate in gym class for an extended period of time, an excuse from the doctor is required. A doctor must also give permission for a student who has a known physical defect to participate in gym.

Dental Hygienist

Dental exams are performed on students at RCCS by a dental hygienist from the Allentown School District.

Emergency Phone Numbers

It is extremely important that the school has a record of phone numbers to reach parents/guardians in the event of an illness or injury to your child during the school day. Update these numbers as needed by sending a note to the main office. The school is not responsible for updating phone numbers and addresses for students. Parents should keep the school updated with all the pertinent information in case of an emergency.

Home and School Association

The HASA is an active and ongoing organization at the Roberto Clemente Charter School whose primary objectives include:

1. Promoting a closer relationship between the home and the school in order that parents and teachers may cooperate effectively in the training of the child.
2. Uniting efforts that will secure for every child the highest advantages in physical, mental, and social education.
3. Assist in fund raising activities and special events.

*All raised funds must be deposited in the appropriate and designated account(s). The appropriate and designated account is determined and authorized by RCCS administration.

Please call (610) 439-5181 and get involved.

Public Input

Any parent, resident or community group shall have the right to present a request, suggestion or opinion concerning the school and/or the programs offered. The public's voice will be considered with the purpose of improving education for the students at RCCS. The Board has a duty to protect its staff from unnecessary harassment and maintain a safe and instructional environment for the students. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate and constructive input from the public.

Any input of the public shall be first considered by direct discussion of an informal type among the interested parties. The Principal/CEO shall be the first contact between the public and the school. It is only when such informal meetings are not successful that more formal procedures will be employed.

The CEO/Principal shall prepare formal procedures for public input. These procedures shall be included in the Student/Parent Handbook and also made known to residents and community members.

Volunteers in School

The Board encourages volunteers to participate in school-related activities, including those pertaining to curriculum and instruction. The CEO/Principal may recruit an interested parent to serve as a Volunteer Coordinator or Parent Liaison. Working in conjunction with such an individual and/or with the school's Home and School Association the Principal will assign and oversee volunteer activities in the classroom/school. Such activities may include tutoring, clerical/office assistance, monitoring students, etc. Volunteers will not have access to any confidential materials.

The Board also encourages volunteers to contribute their time and talent to organizing extracurricular activities and assisting classroom teachers with such activities as field trips and community outreach projects.

Volunteers shall receive at least three hours of training, and follow all policies and procedures associated with and defined by the Board and the school. If an activity occurs that is not in keeping with the policies and procedures of the Board and the school, the CEO/Principal has the right to relieve the volunteer of his/her responsibilities. All parents and visitors who engage in any type of volunteer activity involving the students must secure the appropriate clearances.

Volunteers who participate in regular and recurring activities must be fingerprinted (for federal and state clearance), have current Child Abuse and State Police Clearances, and pass a TB test. Parents/Guardians/Relative with a criminal record and/or child abuse record may not complete volunteer hours on school property. Please call the school to make other arrangements.

School Procedures, Policies and Regulations

Attendance

Regular school attendance is vital to academic success. A student who is absent frequently will not be able to achieve his/her potential ability because of missed work. Therefore, all RCCS pupils are expected to report to school daily unless they have a legal excuse. In cases of excessive absences (as determined by school administrators), a doctor's excuse may be required for future absences. Failure to provide a doctor's excuse will result in an illegal absence.

Legal or excused absences and late arrivals are defined as the following:

- Illness of student
- Death in the family of student
- Court summons
- Physical incapacity of the student
- Impassable roads between the student's home and the school
- Religious holidays of the student's faith requiring absence from school
- Educational trips with prior approval
- Suspension of the student

Illegal or unexcused absences and late arrivals are defined as the following:



- Trips not approved by the office
- Absence from or late arrival to school with the parent’s consent for reasons other than those considered excusable
- Absence or late arrival for which no legal excuse has been returned within three school days

Roberto Clemente Charter School will attempt to contact student’s parents when a student is absent. An outreach worker will make home visits if a student develops a pattern of absenteeism.

Students who are absent with a legal excuse will be permitted to make up any work that was missed. It is the student’s responsibility to make up any assignments within a reasonable amount of time. Students who are illegally absent, or absent without an excuse, from school will not be permitted to make up any work missed on the day of the absence.

When a student accumulates three to five illegal days of absence, the parents are issued a first notice of accumulation of illegal absences from the school.

“Official Notice of Unexcused Absences” will be issued on the tenth day of unexcused absence and mailed or delivered to the student’s place of residence.

Unexcused absences after the tenth day of unexcused absence, and after receipt of the “Official Notice of Unexcused Absences,” will be eligible for prosecution for truancy by the district court in which the school is located. After an initial prosecution or after receipt of “Official Notice of Unexcused Absences” from any school or school year, each additional day of unexcused absence is eligible for prosecution.

If a student’s attendance does not improve after home contacts and prosecution, consideration will be given to dropping the student from our rolls. Any student who is absent illegally or unexcused for ten (10) consecutive days will be immediately dropped from the schools rolls.

Attendance in each class and to school, separately, is necessary for any student to pass his/her classes in each marking period. Students are required to have at least 80% attendance in every class to pass each marking period. In addition students are required to maintain at least 80% attendance for the full year in order to be promoted into the next grade level. Seniors are required to maintain at least a 90% attendance for the full year in order to graduate.

Students are expected to arrive at school at the appropriate time each day. Students who do not arrive on time to school will be subject to prosecution for truancy due to accumulation of missed time at school.

Students must be present at least four hours in a school day to have the day count as a full day of school.

If your child must be absent for any reason, we ask that you do two things:

1. Call the school (610-439-5181) between 7:30 a.m. and 8:00 a.m. on the morning of the absence. If the absence continues for more than one day, it is necessary to call every day unless specifically requested not to. If we do not receive a call identifying the reason for an absence, we will attempt to contact the parent/guardian at home or at work to verify the absence.

- If your child is absent one to three days, then a written note is needed with a detailed reason of your child’s absence. The note **must** indicate your child’s name, the date(s) of the absence and the reason for the absence. This note **must** have the parent/guardian signature. If the illness continues for more than 3 days, it is necessary to have a doctor’s note detailing the reason for the absence. Certain circumstances may warrant a doctor’s note before a student will be allowed to return to school.

Important: It is the responsibility of the student and parent to provide a written excuse within 3 school days of returning to school – whether or not you called in the absence. This is required by Pennsylvania School Law. If no written excuse is provided, the absence will be considered illegal. It will prevent the student from being on the honor roll for that rating period. An illegal absence is an extremely serious offense. After 3 days of illegal



absence, parents are required to attend a conference to discuss the absences and to discuss measures to prevent future illegal absences. Additional days of illegal absence may result in hearings before a magistrate, fines, and possible arrests. Once an illegal absence is recorded, we will not make changes. RCCS works with the Allentown School District in the monitoring of each student's attendance record.

Act 29 extensively revised provisions for truancy. The law establishes a \$300.00 fine for truancy placed on parents and requires them to pay court costs or be sentenced to completing a parenting education program. Both the truant child and parents must appear at a hearing before the District Magistrate.

Leaving School without Permission

Students are not permitted to leave the school building under any circumstances without permission. Students who leave the school and wish to come back on the same day will not be permitted to re-enter the school. Every attempt will be made to contact the parent or guardian of record to notify them that the student has left school. Students who leave school without permission will be subject to immediate suspension

Dismissal for Appointments

Occasionally, it is necessary to schedule an appointment (doctor, dentist, orthodontist, etc.) for your child during the school day. When this happens, please send a note (**24 hours in advance if possible**) to school with your child specifying the date of the appointment and the time you want your child to be released.

All appointments for students (example: doctor, dentist, probation officer, social security office, etc.) should be scheduled before or after school. In the event that a student must schedule a medical appointment during school hours, a doctor's or parent note will be required to count the absence as legal/excused. Doctor's notes will also be required for extended illness absences and for student's who have had more than 10 illness absences during the school year.

1. If the appointment is early in the morning and your child will not report to school until after the appointment, send the note to school the day before. By doing so, teachers can be informed that the student will be arriving late and a lunch can be ordered for the student that day.
2. For appointments later in the day requiring an early dismissal, a note should be sent to the main office by 8:00 a.m. on the day of the appointment.

All students who need to leave the school before dismissal time must be signed out and picked up by a parent or guardian. If a person other than the parent or guardian will pick up the student, this person must be included in the emergency contact list and must present ID at the time of signing out the student.

RCCS does not allow early dismissal as a privilege.

School Tardiness

All RCCS students are expected to report to their homerooms no later than 8:00 a.m. Any student who is not seated in homeroom by 8:00 a.m. is considered tardy. If a student is tardy a detention will be issued. If a student arrives at school later than 9:00 a.m., a parent or legal guardian must accompany this student in order for the student to be admitted to school.

If a student is going to be late to school, a written note is required specifying the reason for the delay. Students that arrive late to school must report to the front desk to receive a late pass in order to be admitted to class.

If your child is going to be late to school, please call prior to 8:10 a.m. in order for a lunch to be ordered.

UNEXCUSED TARDINESS TO SCHOOL = DETENTION

Students arriving to school at 8:00am, or later, without a legal parent/doctor excuse will be written up to serve detention by the Attendance Officer.

4TH ACCUMULATED UNEXCUSED TARDY = 1 HOUR DETENTION

5TH & PLUS DAYS ACCUMULATED UNEXCUSED TARDY

- WILL NOT BE ALLOWED IN WITHOUT PARENT NOTE/DOCTOR NOTE

Students will be allowed 1 day to serve their detention time. This allows for accommodations to be made in case a student has other obligations after school. Please communicate with the Attendance Officer if detention time cannot be served after school so that other accommodations can be provided. The 3 days counted will begin with the day the student arrives late to school. Students who submit a valid written excuse from their guardian explaining why they were late to school within the 3 days given will not have to serve detention. If the student fails to submit a written excuse within the 3 days allowed then the student must serve detention after school one day out of the 3 days allowed. Detention will be served with the Attendance Officer after school from 3:15pm to 4pm Monday - Thursday. The Attendance Officer will notify the parent/guardian after the 1st detention is served to remind the guardian of the 5th & PLUS rule. Students who return home due to a 5th unexcused tardy and do not return to school the same day with a written excuse will be counted illegally/unexcused absent. Illegal absences will be used for truancy violation and prosecution.

TARDINESS TO CLASS

Students will be allowed 2-minutes to arrive to their class during school hours. Tardiness to class will be handled as follows:

Class Tardiness

- 0 – 3 minutes late – student will have class consequences as outlined in the teacher’s classroom management plan
- 4 minutes - will require a classroom report. After three classroom reports (including at least one parent contact) an office referral will be submitted.
- Above 5 minutes late will be consider cutting class (level 2 violation)

School tardiness will be handled according to the procedures outlined in the student/parent handbook

*Please be aware that there will be a 7:57 bell to alert students of the homeroom bell at 8:00 am.

Family or Voluntary Trips

To avoid interruption of your child’s educational program, we recommend that you schedule trips during the summer months or during holiday vacations when schools are closed.

1. Trips requiring fewer than 3 days of absence – send a note to your child’s homeroom teacher in advance of the trip. Specify the nature of the trip and the dates that your child will be absent.

2. Trips requiring 3 or more school days of absence – a request for excused absence must be completed by a parent/guardian in the main office in advance of the trip.

Prior to the student leaving on the trip, the principal *must* approve the student’s absence. If the student is failing, the trip will not be approved unless it is a family emergency and it is fewer than 4 days.



Please note that the parent/guardian assumes all responsibility for make-up work or failure due to an extended absence. It is the student's responsibility to obtain a list of assignments from his/her teachers.

If a student does not hand in his/her assignments upon return, it may result in an incomplete grade for the semester. Receiving an "I" would mean the student will need to take summer classes. Please note that any financial expense will be the parent's responsibility. If a student does not take the necessary course he/she will not pass to the next grade.

Transfer/withdrawal from RCCS

If your child will be transferring from Roberto Clemente Charter School to another school, a parent/guardian must notify the school with a minimum of two-day notice. The parent needs to come to the office and sign a withdrawal consent form. The student will have to go to all of his/her teachers, return books and any other instructional materials, and pay any outstanding debts. When this has been done a copy of the withdrawal consent will be given to the student to take to his/her new school. School officials will then request records from RCCS.

Library Rules and Regulations

Library Computer Use

1. No Facebook, MySpace, or any other social networking sites.
2. No Proxy sites.
3. No email without the permission of the instructor.
4. No online chatting.
5. The computer's task bar must be visible at all times.
6. Any teacher may request that any students leave a site at any time, without justification.
7. No games without permission.
8. All problems must be reported to the teacher.
9. Computer is for school-related projects only.
10. All other computer rules as outlined in the RCCS handbook apply.

Library Rules

1. No food, drinks, candy, or gum are allowed in the library.
2. No materials may leave the library unless they are checked out or signed out by a staff member.
3. A staff member must be present in order for students to use the library.
4. Book must be put back in the correct location. Use a placeholder, if necessary.
5. Keep noise to a minimum.
6. Only one verbal warning will be given for any infraction.
7. After one warning, the student(s) will be removed from the library.
8. After three removals, the students will lose his/her library privileges for the remainder of the quarter or at least four weeks.
9. If a student loses his or her library privileges twice; he/she may not use the library for the remainder of the year.
10. All other RCCS rules apply.

Library Book Rules

1. Books are checked out for two weeks.
2. Books may be renewed once.
3. Any late book will be charged a fine of \$0.25 per day until the book is returned.
4. Student who damage or misplace books will be charged the cost of the book.
5. No report cards or transcripts will be issued to a student with an outstanding balance.



Cafeteria Rules and Procedures

The Roberto Clemente Charter School will have four lunch periods and one breakfast period. The following are the procedures and guidelines while in the cafeteria:

A morning breakfast will be provided from 7:30 a.m. to 7:55 a.m.

Students may purchase a breakfast or school lunch at the school price.

1. Upon entering the cafeteria students are to sit down at a table.
2. Once the students are seated and quiet, they will be called to get their lunch.
3. Students must line up quietly to get their lunches and return to their tables to eat.
4. Students are responsible for disposing all of their trash in their lunch area. This will be supervised by the cafeteria monitor. Dismissal will occur after everything is cleaned up and the teacher or monitor dismisses the students.
5. Please be considerate of others. Quiet conversation will be permitted. However, loud, boisterous behavior will not be tolerated.
6. Inappropriate behavior will be addressed according to the disciplinary guideless.
7. Only two (2) students at a time can leave the lunchroom to go to the restroom. They must sign a bathroom log before going to the restroom.
8. ***No food or drink is permitted outside the cafeteria***
9. Students may not order food from outside sources or have parents bring lunches during the lunch period. Students may bring lunch to school in the morning, store lunch in the cafeteria's refrigerator if perishable, and heat it in the cafeteria microwave.
10. Only seniors will be allowed to order food on Fridays as a privilege. This privilege must not interfere with the instructional time.
11. Book bags, hand bags, backpacks and/or jackets, coats, or any piece of clothing that is not part of the school uniform, will not be allowed in the cafeteria. Students must place these items in their lockers before entering the cafeteria. No exceptions.

Computer System Guidelines

The Roberto Clemente Charter School will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response.

Students using the computers at the Roberto Clemente Charter School must follow the guidelines as described below:

1. No unauthorized entry into a file, either to read or change information.
2. No Facebook, MySpace, or any other social networking sites.
3. No downloading of any files from the Internet or disk not provided by your teacher
4. No unauthorized transfer of files.

5. No unauthorized use, destruction of or tampering with another individual's or school's computer.
6. No use of computers or computer facilities to send, creates, or gain access to obscene, abusive, or threatening information (including the Internet).
7. No chat rooms, e-mail, or instant messaging.
8. No games without permission
9. No theft of equipment.
10. No duplication, selling, trading, or serial loading of software or manuals with a copyright.
11. No attempting to break into a system, security code, number or password.
12. No passing security information to others.
13. No attempting to bypass any computer related rule, procedure, security measure or common sense courtesy.
14. No attempting to insert a non-school, personal disk into the drive of any computer unless a competent authority has granted permission.
15. No food or drink of any kind (including chewing gum) is ever allowed in the computer room.
16. All laptop computers must remain in the classroom where the computer cart/chest is. Students and teachers will not be allowed to move laptops without the cart/chest.
17. All laptop computers must be returned to the computer cart/chest, be plugged in for recharging after use, and at the end of the school day teachers are responsible for returning all chests/carts to the IT department office.
18. Computer and A/V equipment schedule and sign out will be managed by the IT department.

Students who violate the computer ethics or enter unauthorized areas will be subject to disciplinary action. Student discipline for computer violations may range from detention or suspension to expulsion.

Internet / Network Acceptable Use Policy

The Roberto Clemente Charter School will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.

A. Educational Purpose

- a) The network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
- b) The Network has not been established as a public access service or a public forum. Roberto Clemente Charter School (RCCS) has the right to place reasonable restrictions on the material accessed or posted through the system. All staff and



students are expected to follow the rules set forth in the school's student conduct regulations and the law in the use of the Network.

- c) The Network / Internet may not be used for commercial purposes. This means it may not be used to offer, provide, or purchase products or services through the Network unless it is approved by a school administrator for educational purposes.
- d) The Network / Internet may not be used for political lobbying. Nevertheless, the system may be used to communicate with elected representatives as needed and approved by a school administrator.

B. Student Internet Access

- 1. Students will have access to the Internet under their teacher's direct supervision using a network student account.
- 2. Students may obtain an individual account with the approval of their parent and the school.
- 3. The student and the parent must sign an Account Agreement to be granted an individual student account on the Network. This Agreement must be renewed on an annual basis. Parents may withdraw their approval at any time.

C. Unacceptable Uses

1. Personal Safety

- a) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
- b) Student users will agree not to meet with someone they have met online without their parent's approval and participation.
- c) Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a) Users shall not attempt to gain unauthorized access to the RCCS main computer Network system or to any other computer system through the RCCS system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account. Further, users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."
- b) Users shall not attempt to subvert Network security, impair the functionality of the Network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment.
- c) Users shall not use the Network system to engage in any other illegal act, such as arranging for a drug sale, purchasing alcohol for a minor, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security Violations

- a) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except that supervisors and/or teachers may require users to provide their passwords.
- b) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator. No users are authorized to look/solve for security problems, because this may be construed as an illegal attempt to gain access.
- c) RCCS must install and maintain anti-virus software on each workstation. Updates, typically referred to as "virus definitions," should be updated as the manufacturer recommends. Such installation and maintenance will be performed by the IT Department.

4. Inappropriate Language

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.
- c) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.
- d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or aggravates another person. If a user is told by a person to stop sending him/her messages, they must stop. However, nothing in this paragraph shall prohibit supervisory use of e-mail in connection with school activities and employment.
- f) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Privacy Violations

- a) Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
- b) Users should not post private information about another person.

6. Respecting Resource Limits.

- a) Users will use the system only for educational and professional activities. Staff may not use the Internet for personal use during working hours, except that they may engage in incidental use during their duty-free time.
- b) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- c) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unsolicited message to many people, except that an unsolicited message sent by a supervisor, relating to work activity does not constitute spamming.



- d) Users will limit the size of their stored data to a school-identified storage limit. The system will notify users when they are approaching the limit and users will not be able to store more data once they have exceeded the defined limit.
- e) Users will not send e-mail containing commercial links unless the link is predominantly instructional in nature.

7. Plagiarism and Copyright Infringement

- a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Access to Inappropriate Material

- a) Users will not use RCCS' Network system to access material that is profane or obscene (e.g., pornography).
- b) User will not use RCCS' Network system to access material that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). For students, a special exception may be made if the purpose is to conduct research related to a specific academic activity, as prescribed by the teacher, and is approved in writing by both the teacher and the parent. School employees may access the above material only in the context of legitimate research related to academic content and is approved by the employee's supervisor.
- c) If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by the school. This will protect users against an allegation that they have intentionally violated the Internet Acceptable Use Policy.

9. Other

- a) Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives unless it is approved by a school administrator for educational purposes.
- b) Users will not use the Internet to conduct for-profit business activities or to engage in religious activities. Users are also prohibited from engaging in any non-governmental-related fund raising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes. RCCS is not responsible for this or any other commercial activity users engage in.

D. Your Rights

1. Free Speech

- a) Your right to free speech, as set forth in the student conduct regulations, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the RCCS may restrict your speech for valid educational reasons.

2. Search and Seizure

- a) You should expect only limited privacy in the contents of your personal files on the school network system and records of your on-line activity. The situation is similar to the rights you have in the privacy of your locker.



- b) Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy, the student conduct regulations, or the law.
- c) An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the district student conduct regulations or the law. The investigation will be reasonable and related to the suspected violation.
- d) Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a) RCCS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
- b) In the event there is a claim that you have violated this policy or the student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the student conduct regulations.
- c) If the violation also involves a violation of other provisions of the student conduct regulations it will be handled in a manner described in the district student conduct regulations. Additional restrictions may be placed on your use of your Internet account.

E. School Web Page

1. The building principal will designate a School Web Publisher, responsible for managing the school Web page and monitoring class, teacher, student, and extracurricular web pages subject to district procedures. All official material originating from the school must be consistent with the style and content guidelines developed by the School Web Publisher and approved through a process established by the School Web Publisher.

F. E-mail Policy

Email Acceptable Use Guidelines

“Acceptable” e-mail activities are those that conform to the purpose, goals, and mission of the Roberto Clemente Charter School (RCCS) and to each user's job duties and responsibilities. Users shall have no right to privacy while using the RCCS’ internet or e-mail system. E-mail may not be used for personal purposes during working hours, except that users may engage in minimal e-mail activities for personal purposes, such as family correspondence, if the use does not diminish the employee's productivity, work product, or ability to perform services for RCCS.

“Unacceptable” use is defined generally as activities using RCCS’ hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of the RCCS and to each user's job duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable uses:

1. Opening unknown e-mail attachments or introducing computer worms or viruses. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources (degradation of system/network performance).
2. Using e-mail services for private commercial or business transactions and any activity meant to foster personal gain.
3. Using your RCCS e-mail address to subscribe to websites or other internet services that do not conform to your RCCS duties and responsibilities.
4. Conducting non-RCCS fund raising or public relations activities such as solicitation for religious and political causes or not-for-profit activities.



5. Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
6. Attempting to subvert network security, impair functionality of the Network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
7. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.
8. Revealing, publicizing, using, or reproducing confidential or proprietary information regarding the RCCS including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships.
Users should contact their supervisors about questionable e-mail usage.

Users may be subject to limitations on their use of e-mail as determined by their supervisor. RCCS reserves the right to examine any/all e-mail or Internet correspondence for security and/or network management purposes.

This e-mail Acceptable Use (EAU) applies to all RCCS employees, temporary employees, consultants, contractors, and anyone given access to e-mail via any RCCS electronic device, network, or e-mail service owned, provided or maintained by RCCS. The acceptable uses are an integral part of the RCCS Internet Acceptable Use Policy.

Users should call RCCS' IT Department if they experience any problems with opening documents; believe they may have a computer virus, or encounter questionable material or potential threats to the RCCS' internet or e-mail system.

G. Limitation of Liability

Roberto Clemente Charter School (RCCS) makes no guarantee that the functions or the services provided by or through the RCCS system will be error-free or without defect. RCCS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. RCCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. RCCS will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm to the system as a result of student intentional misuse.

Activities Guidelines

1. All school rules are in effect during any dance, after school program or field trip. In order to attend an activity, the student must be present during the school day.
2. If a school dance is scheduled, students must dress appropriately and conduct themselves as if it were a regular school day.
3. There is to be no loitering outside the building after the dance and students are not permitted to leave the dance and come back later. **Parents must pick up students within 15 minutes at the end of the dance or the police will be called.**
4. When on a field trip, the same rules apply as if the student were in school.

Dress Code Rationale

Dress code is the unwritten, but understood by most members of the society, rules of clothing as an aspect of human physical appearance. Clothing like other aspects of human physical appearance has social significance. The dress code has built in rules or signals indicating the message being given by a person's clothing and how it is worn. Clothes convey social messages.



Roberto Clemente Charter School (RCCS) is committed to preparing our students for the professional/working environment after they graduate from high school and college. As a result of this vision, the RCCS' school Board has established a dress code that must be observed by students and staff. This dress code includes a school uniform and dress down rules for certain days declared as dress down days. A business casual dress is the standard for this dress code.

Not all casual clothing is suitable for the professional/work place. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

Dress Code

The dress guidelines are designed to provide students, faculty, and the administration the most conducive working environment. The school uniform must be worn to school. Listed are the uniform requirements for all boys and girls.

GIRLS

- *Skirt (**No shorter than knee length**)
- *White dress shirt (long or short sleeve)
- * **ONLY NOVEMBER 1ST TO MARCH 15TH**
Baggie khaki pants/**no tight pants**
(ABSOLUTELY NO SIDE POCKETS)
- *Navy Blue crosstie (girl tie)
- *Black belt with a small buckle
- *Pantyhose or Bobbie socks in navy blue, black, or white (NO SWEAT SOCKS)
- *Navy Blue jacket with logo or Cardigan with logo
- *Black dress shoes (**Heels no higher than 1 inch and no color designs or color sole**)
- * Optional: purse (less than 6x12)

BOYS

- *Khaki pants (ABSOLUTELY NO SIDE POCKETS)
- *White dress shirt (long or short sleeve)
- *Navy Blue Solid tie
- *Navy Blue jacket with logo
- *Black dress shoes (no color designs or color sole)
- * Black belt with a small buckle

All students must wear their uniform in order to enter the building. *Student will be sent home for uniform violations!*

Girls may wear small earrings (only one pair). (**Hoops must be less than the size of a U.S. nickel.** No large hoops are permitted). Nails must be short. Only one bracelet allowed per arm, one necklace and one ring per hand

Boys must wear khaki dress pants at the waist line with a belt. Only one bracelet allowed per arm, one necklace and one ring per hand. **Boys are not allowed to wear earrings. Boys may not cover / wear earrings while in the school.**

All students need to maintain clean hair. It may not follow extreme fashion trends such as spiking, Mohawk, or afros or any other fashion considered extreme by RCCS. It must be kept neatly and appropriately trimmed.

It is not permissible for any student to have facial piercing. (I.e. no nose, tongue, lip, eyebrow, or any other facial piercing is allowed). No clear or transparent facial piercing is allowed. No other clothing can be worn over the school uniform during school hours. Students are not allowed to have their hair dyed in



extravagant or unnatural colors such as neon, or any other color considered extravagant by RCCS. Visible tattoos are prohibited.

Students must maintain and wear their school uniform at all times. A student may remove his/her blazer in the classroom once he/she has been given permission by the classroom teacher. No student will be allowed to be in the hallway without his/her blazer and complete uniform. Students may use the RCCS cardigan under their blazer. It is mandatory to wear a tie at all times.

GYM UNIFORM

RCCS Navy Blue T-shirt with printed logo (a blue, white, black, gray shirt may be worn under the sweatshirt)

RCCS navy blue sweatshirt with embroidered logo

Navy blue sweat pants

Navy Blue shorts (thigh-length, not shorter). **Short may be worn only to play sports inside the gym.**

No cut-off, side pockets, designs, stripes or zippered shorts permitted

Sneakers (with non-marking sole and tied laces—no open sneakers)

NO JEWELRY OR EARRINGS MAY BE WORN DURING GYM CLASS

Any student who does not have their complete gym uniform will not be able to participate in class. The student will receive a zero for this gym day for not following school regulations.

Dress-Down Days

At RCCS, certain days can be declared dress-down days. On these days, casual clothing that is in compliance with RCCS' dress code/dress down rules is allowed.

On the pre-announced days RCCS student can pay \$1 to be exempt from uniform rules for the day. Students who choose to wear their uniform that day will not pay. All students must follow the dress down rules in order to enter the building. Dress-down rules apply to field trip days unless differently directed by an administrator.

The students must follow the following rules for Dress-Down Day:

- 1. No spaghetti straps, No tube-tops or halter tops**
- 2. No tank tops or any sleeveless top or shirt (shoulder must be covered)**
- 3. No shirts that hang below the knees**
- 4. No see-through apparel**
- 5. No see-through ripped jeans/clothes**
- 6. No bellies visible**
- 7. No inappropriate messages on shirts**
- 8. No pants shorter than one (1) inch above the knee**
- 9. No visible underwear**
- 10. No spandex or skin tight clothing**
- 11. No skirts shorter than one inch above the knee**
- 12. No pajamas**
- 13. Jewelry, hair, and makeup rules from the Handbook apply**
- 14. No gang colors, insignias, or symbols**
- 15. No bandanas, No do-rags, No headgear (hats, caps, fitted caps)**
- 16. No sunglasses**

17. No sweatpants
18. No open shoes, no flip flops, no slippers, no open-toes shoes
19. Shoes must be securely fastened

Parents please make sure that your child has their complete uniform on prior to leaving the home.

Entering and Exiting the School

On arrival at school, all students are to enter the main entrance of the building on South 4th Street. Once a student arrives, he/she must either go to the locker and homeroom class or to the cafeteria for breakfast. No loitering in the halls is permitted. Any student arriving after 8:00 a.m. must enter via the parking lot entrance.

At the end of the school day, if the student is staying after school, he or she must report to the designated area as soon as possible. All students leaving the building should exit by the South 4th Street doors. Loitering is not permitted on school property.

Parents:

The school will not assume responsibility for your child after 3:10 p.m. The police will be notified if the child is not picked up by 4:00 p.m. unless participating in a school sponsored activity. Parents will be notified of these activities and must make arrangements to pick up their child promptly at the end of the session. Students will not be allowed to walk home after dark. Parents must provide transportation within 15 minutes of the end of any activity ending after school hours. The police will be called if a child is not picked up 15 minutes after the end of an activity.

Pledge of Allegiance

During the homeroom period, students are asked to rise and pledge allegiance to the flag of the United States of America. Students have the right to decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction; however, the student will stand quietly during the Pledge.

Fire Drills

Directions for leaving the building in the event of a fire drill are posted in each room. Teachers will inform the students of all procedures. When the fire alarm is sounded, please do the following:

1. Students must be silent during building evacuation and when returning to the building/classrooms.
2. Follow directions for leaving the building.
3. Stay in line and walk quickly. DO NOT RUN.



4. Be alert and cooperative.
5. Stay with the class with which you left the building.
6. All students/staff will meet at the corner of 4th street and Walnut St. to verify all students are accounted for.

Lockdown Situation

As determined by Administration, a crisis situation may require a lockdown (staff and students remain in current locations with doors locked). This may be conveyed by Public Address System or Room by Room visitation.

The Lockdown will be removed by the administration only.

If evacuation of the building must be executed, it is incumbent upon the teacher to lead his/her students in an orderly fashion to the nearest exit. Follow fire drill procedures.

1. The teacher will reassemble the class in Fire Drill Area.
2. Roll must be taken. Be sure to bring your roll book with you.
3. No one may enter the building until the signal is given by Administration.

Fund Raising

The Principal, CEO must authorize all fundraising activities.

*All raised funds must be deposited in the appropriate and designated account(s). The appropriate and designated account is determined and authorized by RCCS.

Hall Conduct

All movement between classes shall be prompt and orderly. The following are the guidelines for the change of classes.

1. Students have two minutes to change classes.
2. Students need to keep to the right side of the hallway in the direction they are moving.
3. Students may not loiter in the hallways or outside of classrooms.
4. Students are expected to arrive to class on time, seated and ready to learn. Lateness will not be tolerated. If a student is late for class, he/she is subject to detention.

Lockers

Lockers are the property of RCCS. Pupils are given the qualified privilege of using lockers only for the purpose of storing books, lunches, garments and other personal items. No pupil shall use any locker for the retention of any prohibited material as herein defined. The school and its employees reserve the right to inspect any locker and its contents at any time, either with or without any pupil's consent and either in or out of any pupil's presence and to confiscate prohibited material. The school's employees may remove any lock to permit the inspection of any locker or the confiscation of any prohibited material. The school reserves the right to use specially trained drug detection animals to inspect lockers with prior approval of the CEO or Board of Trustees.

1. Each student will be assigned a locker. The lockers are the property of the Roberto Clemente Charter School.

2. Students may go to their lockers at the opening and closing of the school day and before and after lunch. Students should not go to their lockers at any other time during the school day.
3. No clothing, shoes, or book bags may be left in the lockers at the end of the school day with the exception of students participating in after school sport programs.
4. Students must not give their locker combinations to any other student. Students are responsible for their lockers at all times. **Any damage to the locker will be paid for by either the student or parent or guardian.**
5. Students are not permitted to discolor, mark up, place inappropriate insignias, vulgar pictures or words, or graphics inside or outside the locker.
6. Locker clean-out will be held at intervals throughout the school year to **keep lockers clean**. *At the end of the year, students will be asked to clean out the entire locker.*

Lost and Found

The Lost and Found department is located in the Security office. Lost items may be redeemed here. Students who find any lost items should deliver them to the main office.

Passes

Only one student at a time is permitted to leave his/her classroom to use the lavatory. Students must ask permission before leaving and have the teacher sign and note time on the pass when he/she leaves the classroom and returns.

NO EXCEPTIONS TO THIS RULE! The student may also use the lavatory during lunch. The cafeteria attendant will allow no more than 2 students to leave at a time. A bathroom-use log must be signed by the student before using the lavatory.

There are general passes available if a student needs to leave his/her classroom for other reasons. The teacher will issue this pass at his or her discretion.

No student is allowed outside his/her room or in the hallway without a pass.

Physical Education Classes

All students are required to take physical education as scheduled, unless excused because of physical limitations. In case of such limitations, a physician should indicate in writing the reason for excusing the student from gym class.

Any student who is physically unable to participate in a gym class due to an ailment should submit a written notice from his or her parents to the respective teacher who will evaluate the individual case with the school nurse and the principal.

School Telephone Usage

Students are not allowed to make telephone calls in the school. The only time the telephone will be used is in an emergency situation, and in this case someone from the administration will place the call. Emergency situations will be determined only by the school nurse's assistant, nurse and/or administration staff.

Please make arrangements with your son/daughter regarding pickup for appointments. The student will not be allowed to call for this purpose.



Appointments with School Personnel

Parents are encouraged to meet with school personnel (principal, Dean of Students, guidance counselor, teacher, etc.) for answers to questions regarding the academic progress of their child. Because teachers cannot be called out of class for meetings, it is necessary that parents call the school in advance to schedule an appointment with the appropriate person. Also, please call ahead to schedule appointments to discuss concerns with the principal or guidance counselor. The school secretary will make an appointment for you.

Outstanding Debts

Students are responsible for paying all outstanding debts as quickly as possible. Report cards will not be released at the end of the school year to students who have outstanding debts. Educational records will not be sent to a new school until all outstanding debts are paid by students transferring out.

Homework Policy

Homework is an extension of the learning process and requires student time and effort beyond the demands of the class period. We believe that homework is essential part of a child's education, as is such, student is expected to complete their homework on time and to the best of their ability.

Emergency School Closing

When it is necessary to delay the start of the school day, dismiss early due to inclement weather, or cancel school completely, announcements will be made on B104 and WFMZ-TV Channel 69. This information will also be available on the school's answering system by 6:30 a.m.

Early dismissal for teacher in-service or H.A.S.A. meetings will be announced in advance by sending a memo home to the parents/guardian.

Bicycles

Bicycles are not allowed on RCCS property. Students who ride a bicycle to school may not keep it on school property during the school day.

Visitor Policy/Security System

The safety of our students and staff is everyone's concern, and certainly a priority for Roberto Clemente Charter School. Visitors (**including parents/guardians**) must use the parking lot entrance. Outside the entrance door, there is a bell. Please ring it and identify yourself in order to enter the school building. **Visitors must then report to the main office for permission to visit or be on school property. All visitors must adhere to the following procedures:**

- 1. All visitors/volunteers must check in with the receptionist upon arrival.**
- 2. All visitors must present a form of identification in order to proceed to any area in the school.**
- 3. This form of identification will be retained by the receptionist until the visitor/volunteer exits the school building.**
- 4. Upon the presentation and submission of proper ID the visitor will receive a pass that must be returned in order to receive ID back.**
- 5. Security personnel or a staff member will escort the visitor to the destination area.**
- 6. Any person picking up a student during the school day must present a valid proof of ID**

A visitor is described as any person who is not a staff member and/or does not directly work with the school. This includes parents, volunteers, and all external public including business representatives, service workers, community members, etc.

Any person who is not a staff member and/or does not directly work with the school **found within any school area without a pass must immediately be escorted to the front office for registration or expulsion.** A visitor to the school who behaves inappropriately will be asked to exit the premises. If the visitor does not exit the building, he/she will be arrested.

Dances

Students must follow dress down guidelines to enter dances. The administration reserves the right to determine admission to school dances based on dress or conduct.

Promotional Pictures

You authorize the school to have pictures of your son/daughter used for promotional purpose unless we receive a written letter from you prohibiting us to do so.

Social Events and Class Trips

The Board recognizes the value of social events and class trips in the enrichment of the total school experience for the student of the Roberto Clemente Charter School.

The Board shall make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Principal of the school.

For social events which take place outside school facilities, approval of the Principal is required. For all trips outside the school facility, signed parental/guardian's permission shall be required.

Trips Within/Outside Lehigh Valley

1. Trips to museums, zoological gardens, industrial plants, places of historic or community importance, radio and television studios, and to rehearsals or performances sponsored by the school are approved, provided safety for the students and staff is present.
2. Trips to recreational areas, or to any location with swimming or boating facilities, are not approved unless adequate supervision is provided; winter trips including skiing, ice skating, tobogganing, or other sport trips are not approved unless adequate supervision is provided.
3. Trips extending beyond the curfew time of students are not approved; responsible adults must meet students at a designated location when students return from a trip in the evening, and school personnel must remain until all students have been met.
4. Trips that exclude students who cannot meet financial costs are not approved.
5. Trips that are sponsored privately by individuals, including any staff members or groups are not approved; there is to be no dissemination of information, collection of funds, use of class lists, or solicitation of students for this type of activity.
6. Transportation for trips shall be school vehicles or Board approved carriers only. Private vehicles may not be used.



Overnight School Trips

Because of the cost and risks involved in overnight trips, approval will be given only for trips that have significant educational value. These trips must be approved in advance by the Principal of the school and the Board.

Senior High, Senior Class Overnight Trips

1. Request for overnight senior class trips shall be carefully evaluated by the Principal. They will be approved only if they have educational value.
2. Senior class trips sponsored by private individuals or groups are not approved.

Class trips must be selected with staff recommendation and the Principal's approval, supported by stated educational objectives and a minimum of two-thirds (2/3) student participation. Students who do not participate are required to attend school. Any exceptions to the above policy must be presented for approval by the Principal or his/her designee.

The Principal or his/her designee shall develop procedures for the conduct of student social events and class trips, this shall include the following:

1. All necessary permission slips submitted in advance of any trip;
2. The designation of a staff member who shall be responsible for the trip;
3. The provision of adequate adult supervision as required by the circumstance of the event; and
4. The formulation of rules and regulations governing the conduct and safety of all participants and the promulgation of such rules and regulations to all students and adults involved.
5. Students must follow proper dress code for all dances, student activities and/or field trips. The administration reserves the right to determine student participation based on appropriate dress code.

For trips that may be classified as extra-curricular such as class trips, club trips, picnics or outings, financial support must come from other than Board funds (i.e. parents/guardians, school/parent organization, etc.)

Student Responsibilities

As a citizen, each student has a right to a free public education. Along with this right, there are corresponding responsibilities:

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Along with the administration and faculty, students have responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the right of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

4. It is the responsibility of the student to:

- a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- b. Be willing to volunteer information in matters relating to the health, safety and welfare of the school, community, and the protection of school property.
- c. Dress and groom to meet fair standards of safety and health and not cause substantial disruption to the educational process.
- d. Assist the staff in operating a safe school for all students.
- e. Comply with the Commonwealth of Pennsylvania laws as well as local laws.
- f. Exercise proper care when using public facilities and equipment.
- g. Attend school daily and be on time to all classes.
- h. Make up work when absent from school. The student is responsible for asking teachers for missing work.

Notice Concerning Public Input

As a *student* of the Roberto Clemente Charter School, you have the right to make use of RCCS's public input procedures.

The following questions and answers should give you the basic information you may need:

1. When may I communicate with school officials?
You may communicate with school officials if you believe that your rights have been violated or if you have constructive input that you may want to share.
2. A person may also communicate with school officials if any one of the following occur:
 - a. Feels he/she has been subjected to any form of physical, verbal, humiliating or frightening punishment of any kind
 - b. Feels he/she has been subjected to any act of sexual abuse including any visual, verbal or physical conduct of a sexual nature
 - c. All public input should be first directed to the Principal/Assistant Principal in a timely fashion.

Parent Responsibilities

The most important responsibility of parents is being an active participant in their child's education. **Roberto Clemente Charter School parents must complete 10 hours of student support.** The student support hours

include HASA meetings, open house events, parent/teacher conferences, and other school activities. Parents that do not complete the hours may lose their child's slot/seat for the following school year. Please speak to the principal for special arrangements. The parents and the school must work together in order for the students to succeed. Parents must be active in the student's education.

Parents who wish to obtain a copy of the policies and procedures manual must make their request in writing. You will receive a reply within 10 business days.



Title I School Parent Involvement Policy Checklist

LEA Name: _____ **School Name:** _____

The Title I Parent Involvement section of the No Child Left behind Act (NCLB) requires each Title I School to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The policy must be developed jointly with and agreed on by parents of participating children.

	YES	NO
The School Parent Involvement Policy was developed with and agreed on by parents of Title I children.	X	
The Policy was distributed to all parents of Title I children.	X	
The Policy was written in an understandable format and provided in a language parents can understand.	X	
The Policy describes how parents will be involved in the planning, review and improvement of the school's Parent Involvement Policy.	X	
The Policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.	X	
The Policy states that parent meetings, including parent conferences, will be held at different times during the day.	X	
The Policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meeting and training sessions.	X	
The Policy states that the school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.	X	
The Policy states that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.	X	

	YES	NO
The Policy describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.	X	
The Policy states that the school ensures that information related to school and parent programs, meetings and other activities will be sent to the parents of participating children in a format and in a language the parents can understand.	X	
The Policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program.	X	
The Policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under Section 1114. <i>Applies only to schools operating a Schoolwide Program.</i>	X	



The Policy describes how the school involves parents in the joint development of the School Improvement Plan under Section 1116. <i>Applies only to schools identified for School Improvement.</i>	X	
The Policy describes how the school will provide parents of participating children with timely information about the Title program.	X	
The Policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.	X	
The Policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.	X	

Title I District Parent involvement Policy Checklist

All school districts receiving Title I funds are required under Section 1118 (a) (2) of the No Child Left Behind Act to develop a written Parent Involvement Policy for the school district. The law states that the District Parent Involvement Policy must be jointly developed with parents, incorporated into the Local Education Agency (LEA) plan and distributed to parent of participating children.

	YES	NO
The District Parent Involvement Policy states how the LEA involves parents in the development of the LEA plan (Title I Application)	X	
The Policy states how the LEA involves parents in the process of school review and improvement.	X	

Disciplinary Actions

Any disciplinary action taken by the school is intended to benefit the student by improving attitude and subsequent behavior. The disciplinary options available to the school are regulated by law and school policy. The disciplinary option chosen depends on (1) the nature of the offense, (2) the nature of the student's previous behavior, and (3) stated policy or precedent based on previous actions.

Potential disciplinary actions included: detentions, in-school suspensions, Saturday detentions, out of school suspension, expulsion.

Denial of Student Privileges

Privileges must be earned. They will be withdrawn for improper behavior. The length of denial depends on (1) the nature of the offense and (2) the previous behavior of the student. Privileges can be denied from one day to the entire year, depending on the circumstances. Students who do not have a passing grade in all subjects will not be allowed to participate in any activities.

After School Detention

Detention is assigned in 45 minute block and is served from 3:15 p.m. to 4:00 p.m. on the day following the infraction or as assigned by the dean of Students. On some occasions, as approved by the Dean of Students, students may serve detention during tutoring time provided by the teacher. Failure to report to an assigned



detention will result in another detention. The only legitimate excuse for not reporting to a detention is a doctor or dental appointment. In this case, the student must show proof of visit, and will need to make up their detention the following day. RCCS will provide verification of a student's detention upon request.

Suspension from School

Suspension is the temporary exclusion from school and all school-related activities for serious and or repeated infractions of school rules. Students suspended from school are excluded from all school activities including field trips, assemblies, and all extra-curricular activities. The length of the suspension can run one to ten days, depending on the nature of the infraction. Parents will be notified by mail and by telephone, and in most cases, must confer with the administration before the student is readmitted to school. Suspension should be the last resort taken to redirect student misbehavior. Students who are suspended are not eligible for honor roll status during the current rating period regardless of their academic average.

Students cannot be on school grounds or surroundings while on suspension.

The student must be accompanied by a parent/guardian upon re-entering the school after a suspension.

If the suspension exceeds four days, the parent/guardian has the right to request a suspension hearing.

The following actions may result in immediate suspension:

- Fighting (all students involved, regardless who started the fight)
- Assaulting a staff member, student, or visitor to RCCS
- Sexual harassment
- Cutting class (leaving the school premises)
- Writing on walls, destroying school property or any other type of vandalism
- Possession of a weapons, drugs, or sexual content
- Refusal of direct order from administration and staff (Insubordination)
- Violating established school bus rules or any other school provided transportation rules.
(Fighting, possession of drugs, assault and or possession of weapon)

Expulsion from School

Expulsion is the permanent exclusion from school. Such action results from a Board of Trustees action preceded by the recommendations from the principal, CEO. Recommendation for expulsion may be repeated misconduct, continued illegal or unexcused absences, theft, illegal drug activity, inciting a riot, actions that endanger the welfare of others, assault upon a staff member and vandalism.

Unacceptable Behavior

Abusive Language

Foul and abusive language will not be tolerated. Students who engage in the use of foul and/or abusive language will be subject to progressive discipline:

1. First Time – After School Detention
2. Second Time – After School Detention
3. Third Time – A one day out or in-school suspension with a \$50.00 fine and mandatory counseling.

Assault

Any form of assault will be dealt with as a criminal offense. The police will be called immediately. The student involved will be subject to immediate suspension or expulsion.

Roberto Clemente Charter School Anti-Bullying policy

The Roberto Clemente Charter School prohibits acts of harassment or bullying. The Board of Trustees has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

UNLAWFUL HARASSMENT All RCCS students have the right to be educated in an environment free of discriminatory practices, including unlawful harassment. The Board of Trustees is committed to establishing and maintaining an educational environment free from unwelcome sexual conduct, either verbal or physical, for all students. This policy applies to third parties. The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Bullying is defined as intentional electronic, written, verbal, visual, or physical act and/or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing the following: (1) Substantial interference with a student's education; (2) Creation of a threatening environment; (3) It occurs within an interpersonal relationship where there is an imbalance or power (e.g. one person is physically larger, stronger, mentally quicker, or socially more powerful); (4) Substantial disruption of the orderly operation of the school. This

includes cyber bullying. Students who are being bullied are encouraged to promptly report such incidents to a teacher, guidance counselor or building administrator.

The Roberto Clemente Charter School Board of Trustees expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Roberto Clemente Charter School Board of Trustees believes standards for student behavior must be set cooperatively through interaction among the students, parents or guardians, staff, and community members of the school district, thereby producing an atmosphere which encourages the students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Roberto Clemente Charter School Board of Trustees believes that the best discipline is self-imposed, and is the responsibility of staff, as monitored by the Dean of Students, to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices as defined in the Code of Conduct to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students constructively attempt to stop them or report them to the designated authority.

The Roberto Clemente Charter School Board of Trustees requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board of Trustees approved Code of Student Conduct or Employee Handbook. RCCS has a “No Tolerance” policy toward Bullying and strictly enforces this policy at all times.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the Board of Trustee’s approved Code of Student Conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Temporary removal from the classroom
- Loss of school privileges or exclusion from school sponsored activities
- Classroom or administrative detention
- Referral to Dean of Students or Principal
- Counseling within school
- Referral to counseling/therapy outside of school
- Detention
- In-school suspension during the school week
- Out-of-school suspension
- Referral to law enforcement officials
- Expulsion or termination procedures as approved by RCCS Board of Trustees

Examples of Remedial Measures

Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The Guidance Counselor or Dean of Students assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team (SAP Team or other), peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to the SAP Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Referral to Dean of Students
- Student counseling (Guidance Counselor)
- Parent conferences (Staff and/or Administration as necessary)

Environmental (Classroom, School Building)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying



- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules and adjustment in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to community based counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., probation officer, police officer)

The Roberto Clemente Charter School Board of Trustees requires the principal and/or the principal's designee to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Roberto Clemente Charter School Board of Trustees requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Roberto Clemente Charter School Board of Trustees prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Roberto Clemente Charter School Board of Trustees prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee*

found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with school policies, procedures, and agreements.

The Roberto Clemente Charter School Board of Trustees requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The Principal shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The Roberto Clemente Charter School shall incorporate information regarding the policy against harassment or bullying into the RCCS School Employee Training Program and the Student Handbook.

Display of Affection



Distasteful display of public affection by students is not permitted in school. No student has the right to impose the effects of their behavior on others. Kissing, hugging, etc. are not permitted. Repeated violations will result in disciplinary action. Courtesy must be observed at all times and in all situations.

Drugs and Alcohol Use

School officials recognize our responsibility to existing laws and to public demand that our school and school-grounds be free of drugs and drug-related activities during all school hours and events. The following are the procedures for suspected drug and/or alcohol use:

1. Any student suspected of being under the influence of drugs or alcohol during school hours or at any school-sponsored activity will be isolated from his peers in order to determine the cause of unusual behavior or conditions. Parents will be contacted immediately if the student is suspected of using or selling drugs or alcohol of any kind.
2. Any student possessing any amounts of marijuana, illegal drugs, alcohol, or any other non-prescribed drugs on school property or at a school-sponsored event, will be recommended for suspension. Parents and police will be contacted and apprised of the problem. The principal will review the entire incident and make subsequent recommendations accordingly. Students guilty of this conduct may be recommended for suspension or expulsion.

Should a student be charged with any drug offense, which allegedly took place off school property, and after school hours, the principal will interview the student to determine the role the school must take. Be assured that any student whose presence, in the opinion of the principal or CEO, constitutes a threat to the health, safety, and morals of other students and/or interferes with the educational process of this school can reasonably expect to be recommended for suspension and/or expulsion.

The Roberto Clemente Charter School reserves the right to search a pupil's pockets or any possession (including but not limited to purses, gym bags, jackets, coats, parcels, packages or other containers) to discover or confiscate any prohibited materials. There should be reasonable grounds for suspicion.

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting and should seek help from professional school staff. Consult your teacher or principal about any problems you may have with another student. Student involved in fighting may receive a citation from the Allentown Police Department.

Parties involved in a fight on the Roberto Clemente Charter School property during school hours or school activity may be suspended and/ or arrested based upon the school principal's recommendation.

Forgery

Forging excuse notes, late passes, or hall passes may be punished by suspension based upon administrative discretion.

Plagiarism

The act of claiming the work of another person and calling it your own is plagiarism. Such action on the part of the student is unacceptable and will not be tolerated. A teacher reasonably suspecting plagiarism may require the student to rewrite the work or simply give the student a "0." A willing accomplice to plagiarism is treated as if he/she committed the offense. Students who are guilty of plagiarism may have it marked in their permanent school record, depending on the severity of the offense.

Copying/Cheating

A student caught cheating or copying work of another student will be disciplined. A teacher reasonably suspecting copying/cheating may require the student to rewrite the work or simply give the student a “0.” A willing accomplice to copying/cheating is treated as if he/she committed the offense.

Insubordination and Disrespect

A pupil who is insubordinate or disrespectful to any staff member may be suspended based upon the discretion of the administration.

Leaving School Grounds

Students are not permitted to leave the school building without specific permission from the principal. Any student violating this policy will be subject to disciplinary action.

Beepers/pagers/electronic communication devices (such as cellular phones)

The possession/use of beepers, pagers or other electronic communication devices by the school employees, where supportive of the general welfare and the educational program of the school, is endorsed. The possession/use of beepers/pagers/electronic communication devices by students during the school day has been found to be not only disruptive but in many instances, contributory to illegal or inappropriate purposes such as alcohol drug use bullying and to others.

Students may not use any of these devices during instructional time or the school day. Therefore, any such device found in areas other than the areas designated by the administration, will be confiscated. After the first offense the communication device will be confiscated and parents will be contacted. Both the student and the parent will be reminded of the rules and the device will be returned to the parent.

Those in violation of this rule a second time will have their cellular phone or communication device confiscated by the building administration. Phones will be returned to a parent or guardian at the end of the school year if proper identification and proof of ownership are provided. **Confiscated items will be returned to parents only.**

Cell phones must be stored during school hours within students’ assigned lockers or other areas designated by the school administrator and must remain off during the school day.

Other Electronic Devices

Electronic devices such as Ipods, MP3 players, headphones, video games, etc. are not permitted in school unless approved by teachers where supportive of the general welfare and the educational program of the school.

Sexual Harassment

Sexual harassment of students or school personnel physically, verbally or in writing will not be tolerated.

Forms of sexual harassment include the following:

Verbal - such as derogatory comments, jokes, or slurs, and sounds.

Physical - such as touching, pinching, patting, grabbing, or brushing up against another, impeding or blocking movement of another.

Visual- Inappropriate gestures, body language, or pictures.

Any individual who feels he/she has been subjected to any act of sexual harassment including any visual, verbal or physical conduct of a sexual nature may communicate immediately with the Principal/CEO for further investigation.

Any individual who is found to be guilty of sexual harassment will be subject to appropriate discipline, including expulsion from school.

Smoking or Possession or Use of Tobacco Products

Smoking is forbidden on all RCCS properties and vehicles. Those caught smoking will be cited and may face other forms of disciplinary action. Students caught in possession of any tobacco related product (including lighters or matches) may also be cited. The fine for smoking is \$75.00. Items will be confiscated and discarded. These items will not be returned under any circumstances.

Stealing

Theft of any kind of property belonging to the school, faculty, or other students may be punishable by suspension, expulsion, and/or arrest.

Threats

Threats of any kind directed toward a student or staff member will result in immediate suspension and/or legal action.

Vandalism

Students apprehended defacing or purposely damaging the building or school property, such as writing on desks, walls etc. will face disciplinary action and fines.

Weapons

Possession of a weapon on school property is a crime. **Weapon is defined in the Pennsylvania Crimes Codes 18 Penns, C.S.A. Section 912 as follows: “Any knife, cutting instrument, cutting tool, num-chuck, stick, firearm, shot gun, rifle, any other sharp instrument or implement capable of inflicting serious injury.”**

Anyone possessing a weapon on school property will be subject to automatic suspension and possible recommendation for expulsion from the Roberto Clemente Charter School. The police authorities will also be notified.

For more details on disciplinary procedures, please refer to the included RCCS Code of Conduct.

Asbestos Information

The Roberto Clemente Charter School is asbestos free. The asbestos report is located in the Security Office.

CODE OF CONDUCT



Roberto Clemente Charter School

Code of Conduct

It is impossible for teaching and learning to take place in classrooms unless good order is maintained. All students have the right to an education; however they do not have the right to disrupt the educational process.

According to Pennsylvania School Code 24 Ps 13-1317 teachers and school administrators are acting “in loco parentis” (in place of parents/guardians). As such every teachers, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

No loitering in the halls or the school office between classes is allowed.

Each student is to be properly prepared for each class with books, supplies and assignments. Students will be expected to record all assignments in the journal provided at the beginning of the school year by the school. Students must be at their assigned seats and have books, notebooks, and other learning tools on the table no later than 8:00am. No student is to leave the classroom without the permission of the person in charge.

The teacher will handle discipline for level 1 infractions of school/classroom rules in the classroom. Teachers will maintain accurate documentation for student infractions of school rules. All staff members have the ability to address, document and report infractions or problems to the office.

All students are required to report infractions of school policy to the administration.

Disciplinary Guidelines

Roberto Clemente believes that order and discipline are essential to an effective educational environment. This commitment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors, and provides for appropriate disciplinary procedures. Finally, to be effective the code must.

1. Be preventive in nature.
2. Promote self-discipline.
3. Concern itself with the welfare of the individual as well as that of the school community as a whole.
4. Promote a close working relationship between parents and the school staff.
5. Discriminate between minor and serious offenses as well as between first-time and repeated offenses.
6. Provide disciplinary procedures that are appropriate to the misconduct.
7. Be administered in a way that is firm, reasonable, consistent and fair.
8. Encourage a high regard for every person’s right to reasonable hearing procedures and due process when accused of misconduct.
9. Be in compliance with the provisions of federal, state, and local law as well as with guidelines and directives of the Pennsylvania Department of Education.

Whenever students violate the rules and regulations of the school or show disrespect for school employees or property, they shall be disciplined within the limits provided in these guidelines.

Accused students do not have an inherent right to meet face-to-face with the student making the accusation at the time of the finding of facts by the vice-principal/principal. Also, the vice-principal/principal bases her/his decisions on the best available information and is not obligated to present to the students or her/his parents/guardians evidence of the infraction level which would be required in a state criminal court.

Violations of law normally are promptly referred to the police for investigation.

Corporal punishment, including striking and paddling, will not be administered.

However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property



The discipline of students is the responsibility of the school while the student is on school property and/or on school conducted field trips, school bus or other school sponsored activities. Students are required to abide by the discipline codes of the school. The administrators of the school will determine the consequences for misconduct by students.

Four levels of misconduct are identified. Examples are provided with specific procedures explained. It is understood that a student's right to Due Process will be honored.

The types of misconduct and examples of infractions and the "procedures" and "options" specified shall be treated as guidelines for use by teachers, the administration and the school Board in dealing with matters relating to student conduct and deportment. The following shall not constitute a limitation upon the authority granted to teachers, administrator and the school Board the Public School Code of 1949 including the authority granted by sections 1317 and 1318 of the Public School Code of 1949, as amended.

Note: For special needs students only, when the total days suspensions of a student reaches ten Consecutive (Federal) or fifteen cumulative (PA) for the school year, the staff will schedule a Multi-Disciplinary Evaluation. Also, when a manifestation review is necessary, it will be scheduled by the staff of the school.

Note: Re-Enrollment – At the end of each school year, all current students must be re-enrolled for the next school year. Failure to meet the school requirement for correction of behavior may deprive the student of the privilege to be re-enrolled.

Definition of Terms

Administrative Review – a formal hearing between school administration, a student, and his/her guardian(s). This hearing will focus on behavioral patterns and incidents involving the student throughout the current school year. Behavior contracts will be issued to students after completion of the administrative review. Failure to comply with a behavioral contract will result in a judiciary review.

Behavior Modification Counseling-The school helps the student understand the causes and ramifications of his/her misconduct and develops with the student a specific plan for changing behavior. A counselor will meet with the student within a week of approval and a minimum of once every three weeks thereafter. The Counselor coordinates with parent/guardian, teacher and principal.

Behavioral Contract – A written document which stipulates behaviors which are permission for the student and the consequences for failure to comply with the terms of the contract, foremost of which will be dismissal from the school.

Cooperative Behavior- shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner.

Office Discipline Referral – A written or online electronic document that states behavioral infractions committed by a student. Teacher should complete this document in a timely fashion after an infraction has occurred and forward a copy of the report to the office. This report should include all necessary information about the incident being reported including, but not limited to, who, when, where, how, level of infraction, number of offences, action taken, parent contact information and any consequences assigned to the student.

Classroom Discipline Report – A written or online electronic document that states behavioral infractions committed by a student. The teacher should complete this document in a timely fashion after an infraction has occurred. This report should include all necessary information about the incident being reported including who, when, where, how, number of offences, action taken, parent contact date information and any consequences assigned to the student.

Distributing – deliver, sell, pass, share, or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Drug/Mood Altering Substance/Alcohol – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvent, glue, look-alike substances, and any chemical or pills. Students are not permitted to have or take any prescription or over-the-counter medications on school property.

Drug Paraphernalia- includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Example include but are not limited to syringes, razor blades, roach clips, water pipes, and bowls.

Judiciary Review – A formal expulsion hearing from Roberto Clemente Charter School between school administration, school board members, a student and his/her guardian(s). Parents/student have the right to be legally represented during this hearing. This hearing will focus on behavior patterns and incidents involving the student throughout the current school year. Students who are not expelled will be issued behavioral contract. Judiciary hearing may be held without a student or guardians present if the student or guardian refuses to attend. Violation of behavioral contracts from judiciary review will result in another judiciary review for expulsion from the school.

Possession- possess or hold, without any attempt to distribute any alcohol, drug, or mood altering substance determined to be illegal and/or as defined by this policy.

Suspension - Discipline issued by the principal of the school to a student who has broken a school rule. Suspended students and their parent/guardian are required to meet with the principal or his/her designee before returning to school after being suspended. Students who are suspended may not be on school property unless meeting at a pre-determined time, with an administrator. Note: Suspension days may differ from information found in Level Procedures for special needs students.

Uncooperative Behavior – is resistance or refusal, verbal physical or passive, on the part of the student, to comply with the reasonable request or recommendations of the school personnel.

Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Students who are found to be uncooperative will be placed on a behavioral contract. Violation of a behavioral contract will result in either administrative review or judiciary review.

Teacher & Administration Detention Rules

1. After school detention will be held in the detention room or in the room of the instructor or staff member's room that issued the detention.
2. The vice-principal or instructor who issued the detention will determine the amount of detention time to be served and when to serve it.
3. Students must report on time for after school detentions.
4. Students will write a reflections regarding the incident and will complete appropriate work assigned by their teachers. Students are responsible for bringing their assignments to their detention. An essay assignment will be given to students who fail to bring schoolwork.
5. Talking, eating, drinking, sleeping, or other inappropriate behavior will not be permitted in the detention room.
6. **Students are responsible for their own transportation after detention.**
7. Note: Students who fail to remain on task or display disruptive or inappropriate behavior, as per the student handbook, will be subject to further disciplinary action as determined by the principal.

Administrative detentions are reserved for students whose behavior is repeatedly interrupting the learning process. This detention will be assigned to students by the administration using information provided by classroom teachers.

LEVEL 1 VIOLATIONS:

Actions that interfere with the orderly operation of the class will be handled by the classroom teacher until the behavior is frequent or serious enough that it disrupts the learning environment of the classroom or the school. Teachers should keep clear documentation of all efforts made to correct or minimize these behaviors before referring the student to the office. The teacher will complete a classroom discipline report to document the incident.

Examples of Level 1 misconduct include but are not limited to:

- Unexcused tardiness to class
- Lack of courtesy and respect
- Failure to complete assignments
- Profane and inappropriate language*
- Prankish behavior and agitation
- Wasting time

- Public display of affection
- Disruptive in the hall (running, shouting, etc.)
- Classroom disruption
- Refusal to stay in assigned seat
- Uniform violation
- Eating or drinking in class and halls
- Throwing items (resulting in no injury)
- Horseplay
- Neglect of responsibility (return of excuse cards, school forms, etc.)
- Deliberate misuse of school equipment
- Plagiarism
- Misuse of the internet & Network

***Note:** Profane language directed by the student to an adult employee of school or guest is dealt with as a Level 3 offense.

Administrative intervention is required for the following:

Cafeteria misconduct (throwing food, removing food/drink from cafeteria, jumping lines, excessive noise, lack of cleanliness, etc.)

-Use of any electronic devices, personal audio and video/communications equipment. Electronic/communication devices need to be maintained in the locker at all times during school hours. These devices include (although not limited to this list): (cell phones, radios, MP3, I-pod, headphones, etc.) - These items will be taken to the vice-principal's office. Confiscated items will be returned to a parent in accordance to policies and procedures.

-Uniform Violations - not wearing a complete clean, neat uniform and following the dress code

*The instructor will report the above violations to disciplinarian.

LEVEL 1 PROCEDURE:

Immediate intervention by the instructor. The instructor will complete a classroom discipline report and parents will be contacted when appropriate. A parent conference may be scheduled at the discretion of the parent/guardian, teacher, or school administrator. Listed below are examples of procedures that teachers or staff may use to handle Level 1 violations. Staffs are not limited to the examples found below.

*Special assignment may include: detention given by teacher, work assignment or other appropriate assignment from the instructor.

- Classroom discipline report
- Verbal reprimand
- Special assignment
- Withdrawal of privileges
- Student conference
- Detention from teacher
- Parent/guardian contact
- Parent/guardian conference
- Consult with administrator, counselor, or other teachers for behavior modification recommendations

At any time in the above discipline process the parents/ guardians, teacher, and/or school administration may request a conference of concerned parties for the purpose of examining the problem(s), posing possible solutions, and reviewing progress with a plan for improvement in the student's conduct. For a student with an IEP, this conference could take the form of a Multi-Disciplinary Evaluation (MDE) Meeting, which could result in recommended changes in the Individualized

Education Program (IEP). Regardless of whether the conference is informal or an MDE, one possible outcome of the conference is a Behavioral Contract. Normally a student will not be dismissed from the school for Level 1 misconduct, but that could happen if eventually the misconduct is seriously disrupting the education of other students or consuming an unreasonably large amount of the school's, teacher's and/or vice-principal's time.

*Three classroom discipline reports with at least one parent contact are necessary before school/office discipline referral.



LEVEL 2 VIOLATIONS:

Behaviors that are frequent or serious enough to disrupt the learning climate of the class or school. Examples of Level 2 misconduct include but are not limited to:

- Insubordination: (NOTE: Includes repeated refusal to follow rules or policies classified as Level 1 offenses.)
- Possession of incendiary devices
- Safety violations
- Other actions of a similar nature
- Cutting class
- Cheating on tests or other assignments
- Leaving class without permission
- Plagiarism (repeated infractions)
- Possession of banned material that is not a safety threat

LEVEL 2 PROCEDURES:

- Immediate intervention
- Referral to office for conference using school discipline referral
- The instructor will complete a discipline referral and parents will be contacted
- The disciplinarian may possibly recommend and schedule behavior modification counseling
- Disciplinarian will make parent contact
- An informal hearing may be scheduled at the discretion of the parents or the Administration
- Administrative detention

Level 2 Insubordination Offenses

1st Offense – One administrative detention

2nd Offense – One administrative detention

3rd Offense-One day in-school suspension

4th Offense-Two day out of school suspension

Suspensions will only be given for level 2 infractions after administrative conferences and counseling are found to be ineffective.

Failure to attend after-school detention(s) will result in double detention(s) as determined by the principal.

At any time in the above discipline process the parents/guardians or school principal may request a conference of concerned parties for the purpose of examining the problems(s), posing possible solutions, and reviewing progress with a plan for improvement in the student's conduct. For a student with an IEP, this conference could take the form of a Multi-Disciplinary Evaluation (MDE) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MDE, one possible outcome of the conference is a Behavioral Contract.

LEVEL 3 VIOLATIONS:

Actions that are directed against persons or property but limited to the degree that they endanger the health and safety of others.

Example of Level 3 misconduct include, but are not limited to:

- Possession or use of tobacco (a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form) by any student in a school building or on school property owned by, leased by, or under control or Roberto Clemente.
- Fighting
- Possession of fireworks
- Use of incendiary devices
- Forgery of notes and excuses
- Threats to students
- Inappropriate language directed at staff or visitors
- Leaving school property without permission
- Harassment/bullying
- Horseplay resulting in injuries
- Minor vandalism
- Stealing
- Public display of lewd or vulgar gestures or images, including inappropriate computer files
- Endangering others
- Other actions of a similar nature



LEVEL 3 PROCEDURES:

Actions that are generally directed against persons or property

- Immediate intervention
- The instructor will complete an office discipline referral and parents will be contacted.
- Referral to office for a conference
- Behavior modification and counseling will be provided by the counselor.
- Behavioral contract
- Parental contact
- Notification to police, if necessary
- Parent conference may be scheduled at the discretion of the parents or the administration
- Required parent conference before returning to school
- 1st Offense**- One day out or in-school suspension
- 2nd Offense**-Two days out or in-school suspension
- 3rd Offense**-Two days out of school suspension
- 4th Offense**-Three days out of school suspension and administrative review
- 5th Offense**-Judiciary review

At any time in the above discipline process the parents/guardians or school principal may request a conference of concerned parties for the purpose of examining the problem(s), posing possible solutions, and reviewing progress with a plan for improvement in the student's conduct. For a student with an IEP, this conference could take the form of a Multi-Disciplinary Evaluation (MDE) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MDE, one possible outcome of the conference is a Behavioral Contract.

LEVEL 4 VIOLATIONS:

Actions which result in violence to another person or property or which pose a direct threat to the safety of the individual or to others in the school. Examples of Level 4 misconduct include but are not limited to:

- Assault/battery
- Major vandalism
- Arson
- Misuse of fire alarm & safety equipment
- Bomb Threats
- Extortion
- Threats to staff and visitors
- Sexual harassment
- Terrorist threats
- Other actions of a similar nature
- Drugs and controlled substance (See specific procedures on page 8)
- Possession, use, or transfer of dangerous weapons (See specific procedures on page 9)

LEVEL 4 PROCEDURES:

- Immediate intervention
- The instructor will complete a discipline report and parents will be contacted.
- The principal verifies the offense, collects documentation, and meets with the student. The student and parent/guardian are required to make restitution.
- Police will be notified.
- Parents are requested to come to school immediately to remove the student.
- An informal hearing is scheduled within five days.
- Letter sent to the parents (copies to teacher, school, office, student file).
- Up to ten days out-of-school suspension
- Judiciary Review

If for some reason the student who committed a Level 4 offense would continue his/her enrollment in the school then the following procedures will apply: At any time in the above discipline process, the parents/guardians or school principal may request a conference of

concerned parties for the purpose of examining the problem(s), posing possible solutions, and



reviewing progress with a plan for improvement in the student's conduct. For a student with an IEP, this conference could take the form of a Multi-Disciplinary Evaluation (MDE) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MDE, one possible outcome of the Conference is a Behavioral Contract.

LEVEL 4-DRUG AND ALCOHOL SITUATIONS:

Students may be searched for suspicious of possessing illegal drugs. In all cases in which drugs are found, students will be disciplined and prosecuted.

Students suspected of being under the influence of drugs or alcohol will not be sent home from school without a parent or guardian. If the student's behavior indicates that he/she is exhibiting behavior not associated with their normal behavior pattern, their parents will be contacted to take their child home.

If the student's behavior indicates that he/she is confused, disoriented, or out of control, school administration will be contacted immediately to assess the situation. All appropriate measures will be utilized and school procedures will be followed.

A. The use of drugs, alcohol or mood-altering substance by a student is suspected, but there is not evidence of violation of laws or school regulations.

PROCEDURES:

Immediate Action- The student is informed of available help and encouraged to seek assistance

Notification of Parents- Notification of behavior and/or performance indicator, if warranted

Discipline/Rehabilitation-An intervention conference will be held.

B. The student has a drug, mood-altering or alcohol related medical emergency.

PROCEDURES:

Immediate Action- Standard health and first aid procedures will be followed. The student will be transported to a medical facility at parental expense.

Investigation-An administrator will investigate the incident. This may include a search of the student, his/her locker and other possessions.

Notification of Parents-Notification of the incident in the case of a health problem or medical emergency.

Notification of Police-At the discretion of the administration.

Disposition of Substance-Analysis will be made by proper authorities.

Discipline/Rehabilitation-Referral for counseling and services. For additional evidence of violations, see appropriate situation category.

C. A student possesses, uses, or is under the influence of drugs, mood altering substances or Alcohol while in school or on school property.

PROCEDURES:

Immediate Action-An administrator is summoned. A staff member writes an anecdotal report of the incident.

Investigation-The student, his/her locker, desk and other possessions will be searched.

Notification of Parents- Parents will be requested to come to school immediately.

Notification of Police- Police will be notified.

Disposition of Substance-Analysis will be made by proper authorities for possible use in further proceeding.

Discipline/Rehabilitation-Informal hearing. Out-of-school suspension until formal board hearing for expulsion. Assessment by a certified addiction counselor (C.A.C.) and compliance with the recommendations.

D. A student is found to be in possession, use or under the influence of drug, mood altering substances or alcohol while attending any school-sponsored function. (Cooperative behavior)

PROCEDURES:

Immediate action- The chaperon will contact the group advisor or administrator. An anecdotal report of the incident will be written.

Investigation-The student, his/her, locker and other possession will be searched.

Notification of Parents- The student will be sent home immediately at parental expense or detained until a parent can accompany him/her.

Notification of Police- Police will be notified.

Disposition of Substance-Analysis will be made by proper authorities for possible use in further proceedings.

Discipline/Rehabilitation-Referral to the Counselor. Informal hearing. Ten days out-school suspension or day care treatment. Assessment by a Certified Addictions Counselor (C.A.C.) AND compliance with the recommendations.

E. A student is caught again in possession, use or under the influence of drugs, mood altering substances, alcohol or possesses drug relate paraphernalia. (Any second offense)

PROCEDURES:

Immediate Action-An administrator is summoned. A staff member writes an anecdotal report of the incident.

Investigation-The student, his/her locker, desk and other possessions will be searched.

Notification of Parents-Parents will be requested to come to school immediately.

Notification of Police-Police will be notified.

Disposition if Substance-Analysis will be made by proper authorities for possible use in further proceedings.

Discipline/Rehabilitation-Referral to Counselor. Informal hearing. Out-of-school suspension until formal board hearing for expulsion. Administration will request that conditions for the return to school following the expulsion include assessment by a designated C.A.C. and compliance with the recommendations.

F. A student is distributing a drug, mood altering substance, alcohol, look-alike drug, or drug related paraphernalia.

PROCEDURES:

Immediate Action-An administrator is summoned. A staff member writes an anecdotal report of the incident.

Investigation- The student, his/her locker, desk and other possession will be searched.

Notification of Parents-Parents will be requested to come to school immediately.

Notification of Police-Police will be notified.

Disposition if Substance-Analysis will be made by proper authorities for possible use in further proceedings.

Discipline/Rehabilitation- Informal hearing. Out-of-school suspension until formal board hearing for expulsion. If the student is not expelled upon return to school the student will be referred to the Human Services Coordinator which will include assessment by a designated C.A.C. and compliance with the recommendations.

LEVEL 4-WEAPONS POLICY

Student may not possess a weapon, at any time or under any circumstance, on school property, in a school building or on the campus, during a school-sponsored activity, or on a school bus or vehicle or other transportation service sponsored by Roberto Clemente.

Possession of a weapon in violation of this policy is a state criminal code misdemeanor of the First degree and all violations of this Policy shall be reported to the local police for prosecution.

Expulsion will proceed.

DEFINITIONS OF TERMS

“Possession of a weapon” means when a weapon is found on the person of a student, in a student’s locker or under a student’s control, on school property or at any school activity (including any school activity held away from school property), or when the student is traveling

to or from school property or a school sponsored activity, or when the student is on a school bus or vehicle or other transportation service sponsored by the school.

“School Property” means all buildings, facilities, parking areas and ground owned or under the control of Roberto Clemente Charter School.

“Weapon” including, but is not limited to:

-**Any** knife, cutting instrument, cutting tool, numb chucks, club, mechanical device, metal knuckles firearm, shotgun, rifle, air gun or spring gun, and any tool, instrument, or implement capable of inflicting serious bodily injury.

-**Any** firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.

-**Any** destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, ammunition, or similar device.

-**Any** “look-alike” of any items listed above.

-**Any** item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons, or to cause property damage.

The possession of spray mace, noxious chemicals, and/or any device which projects or emits gas or other substances intended to produce discomfort is also a violation of this Policy. The use of such items, is a violation of this Policy. Students could be found liable for adverse effects of spray mace or noxious chemicals upon innocent bystander students in civil cases brought to court by students or their parents.

REPORTING POSSESSION OF A WEAPON

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall immediately report the possession of a weapon to the administration. The principal shall provide information regarding violations of this Policy to the Office for Safe School of the Department of Education.

PROCEDURES:

When the administration receives a report, or otherwise learns, that a student is in possession of a weapon, the following actions will be taken:

-The student will be immediately taken to the principal’s office where the student will remain until his or her parent or guardian arrives.

-The weapon or item considered to be a weapon shall be immediately confiscated and secured.

-The incident will be reported to the student’s parent or guardian.

-The incident will be reported immediately to the police.

-The administration shall immediately suspend the student for ten (10) days or conduct a hearing on the matter whichever is shorter.

-Judiciary hearing

-The administration shall recommend expulsion from school for a minimum of one (1) year. Any student found to be in possession of a weapon in violation of this Policy is subject to mandatory expulsion for a minimum of one (1) year.

Probation and parole caseworkers will be notified of any violations of school rules and regulations including truancy.

There will be daily metal detector sweeps. These may be announced, random and unannounced. All student and staff must participate in the metal detector sweeps.

Roberto Clemente Charter School shall have the right, for the safety of students and staff, to conduct searches on students and their lockers, if contraband is suspected.

Contraband shall be defined as any and all of the following: items prohibited by law, items prohibited to be possessed by minors, any weapons, any item that has been used as a weapon, incendiary devices, and prohibited electronic devices.

Students breaking the law will be referred to the police. This includes vandalism, destroying school property, assault, and the possession and/or distribution of weapons and illegal drugs.



Guidelines and Procedures to be followed by Roberto Clemente Charter School

Notification of the Allentown Police Department/Law Enforcement Authority when incident involves children with disabilities

- a). If a child with a disability commits an incident of misconduct, school administrators and the Allentown Police Department should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending.
- b). In the event a child with a disability commits a mandatory notification offense according to the PA Safe School Act, RCCS must provide immediate notification to the Allentown Police Department regardless of the disability. Those notifications will state that the child has an IEP or a service agreement that includes a behavior support plan and may include Roberto Clemente's recommendation that police intervention may not be required and that RCCS will act to address the student's behavior need as required by applicable federal and state law and regulations.
- c). In the event a child with a disability commits a discretionary offense and RCCS does not believe that police intervention is necessary, RCCS will address student's behavior need as required by applicable federal and state law and regulations.
- d). Roberto Clemente Charter School, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Allentown Police Department.
- e). Roberto Clemente Charter School, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

Response and Handling of a Student with a Disability

- a). Roberto Clemente shall provide to the Allentown Police Department a copy of its procedures on behavior support services each time they are revised by Roberto Clemente Charter School.
- b). Roberto Clemente Charter School shall invite representatives of the Allentown Police Department to participate in the trainings in the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention, as provided by RCCS's special education plan.
- c). When a student with a disability commits an incident listed in the Safe Schools Act as mandatory or discretionary reporting, Roberto Clemente Charter School shall respond in a manner that is consistent with the training provided and in accordance with RCCS's special education plan and, if applicable, with the procedures, methods and techniques defined in the student's behavior support plan.
- (d) When a protected handicapped student or a student who have physical, mental or health impairments but, is not eligible as defined by Chapter 14 or 711 to special education services and programs, commits an incident listed as mandatory or discretionary in the Safe Schools Act, RCCS, shall respond in a manner that is consistent with the student's service agreement or written agreement between the school and parents.
- (e) If a student with a disability has a positive behavior support plan and commits an incident listed as mandatory or discretionary reporting to local police, RCCS shall act in accordance with the student positive behavior support plan.
- (f) If a protected handicapped student whose agreement includes a positive behavior support plan, and commits an incident listed as mandatory reporting to local police, RCCS, shall act according to the student positive behavior support plan.

(g) If a student with a disability, who does not have a positive behavior support plan, commits an incident listed as mandatory reporting to local police, RCCS shall convene the student's IEP team. At this meeting, the IEP team shall consider whether a positive behavior support plan should be developed to address the student's behavior.

(h) If a protected handicapped student whose service agreement does not include a positive behavior support plan, commits an incident listed as mandatory reporting to local police, RCCS the school entity, in consultation with the student's parents, shall consider whether a positive behavior support plan should be developed as part of the service agreement to address the student's behavior.

The Student Handbook of The Roberto Clemente Charter School

The administration of the Roberto Clemente Charter School has developed this handbook for the benefit of all the parents, students, and faculty. This handbook is designed to provide not only the rules and regulations, but also guidelines for proper behavior for all students. All students and parents/guardians must follow the rules and regulations in this handbook. Any parent/guardian or student who does not comply with the rules and regulations of Roberto Clemente Charter School runs the risk of losing the student's slot for the following year.

As parent and/or guardian of a Charter School student you should read this handbook, share it with your child, and make sure you understand all of its contents. You and your child will be held responsible for the information it contains.

The administration of this school will rely on professional judgment and common sense when dealing with student situations that arise throughout the school year.

Student and Parents/legal guardians must sign this handbook agreement below.

We have read, understand, and agree to the policies described in this handbook.

Name: _____

Student Signature: _____

Parent(s) Signature: _____

Date: _____

Principal's Acknowledgement: _____

The signature page is due to the homeroom teacher or main office by September 31, 2013 this signed agreement will be placed in student files as proof as both parent/legal guardian and student have read, understand, and agreed to policies described in this handbook.

