



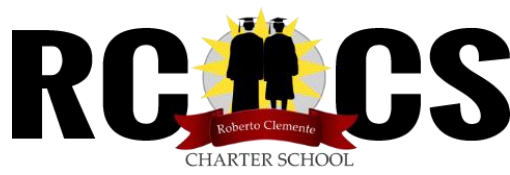
Board of Trustees

June 16, 2026

7:00 PM

Agenda

1. Review of Agenda
2. Review of Minutes
 - 5/19/26 Minutes (motion)
3. Public Input
4. CEO Office
 - CEO Report
 - 2026/27 Student/Parent Handbooks (motion)
5. Principal Offices
 - Elementary School Report
 - High School Report
6. School Budget
 - 2026/27 Years of Service Award Schedule (motion)
 - 2026/27 Food Service Menu Prices (motion)
 - Assigned Funds
 - Technology Replacement Fund (motion)
 - Scholarships & Awards Fund (motion)
 - Capital Expenses & Projects Fund (motion)
 - Budget Shortfall Fund (motion)
 - 2026/27 Budget (motion)
7. Human Resources
 - HR Report
 - Hires/Appointments (motion)
 - Resignations/Terminations (motion)
 - 2026/27 Contract Renewals (motion)
8. Business Office
 - Reports
 - June Business Report
 - May Financial Reports
 - May Payment List (motion)
 - Grants
 - 2025/26 PDE 418 Applications for Approval for Lease Reimbursement
 - 850 N. 5th Street Building (motion)
 - 136 S. 4th Street Building (motion)



- Contracts & Agreements
 - Behavioral Support Services (motion)
 - Professional Development (motion)
 - Professional Development & Program Materials (motion)
 - Assigned Funds
 - Operating Reserves (motion)
 - Board Designated Emergency (motion)
 - Capital Expenses & Projects (motion)
9. 2026/27 Board of Trustees & Committee Meeting Dates (motion)
10. Public Input
11. New Business
12. Adjourn (motion)

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes (BoT)
May 19, 2026**

Board Attendees: John Bassler, Dr. Lynn Columba, Dr. Kathy Dolgos, Agustín García, Yesenia Nuñez, Alex Rolón, Dr. Jill Sperandio

Board Absentees: Raymond Lahoud, Ruth Vélez-Font

RCCS Staff: Charles Boger, Joshua Burak, Arkadiusz Kadzielawski, Alyssa Mace, Brittani Ricketts, Michael Rodríguez, Cory Snyder

EXECUTIVE SESSION:

The Board entered Executive Session at 6:03 PM to discuss real estate and personnel matters. The Board left the Executive Session at 6:45 PM.

Dr. Columba called the meeting to order at 7:00 PM.

MINUTES:

The minutes of the April 2026 BoT meeting were reviewed. A motion to approve the April minutes was made by Dr. Sperandio and seconded by Mr. García. The motion carried unanimously.

PUBLIC COMMENT I:

No public input.

CEO's REPORT:

Mrs. Mace presented the CEO's Report.

A motion to approve 2026-2027 Staff Renewal List was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

PRINCIPALS' REPORTS:

Mr. Burak, Mr. Snyder presented their respective reports for the high school and elementary school. Mrs. Himmelberger submitted the middle school report.

HUMAN RESOURCES REPORT:

Mr. Rodríguez presented the Human Resources Report.

A motion to approve the new hires as presented in the HR Report was made by Mr. García and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the resignation as presented in the HR Report was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the Paid Time Off Policy was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

BUSINESS & FINANCIAL REPORTS:

The May Business Report, the April Financial Report, and the April Payment List were presented for discussion by Mr. Boger.

A motion to approve the April 2026 Payment List was made by Mr. Bassler and seconded by Mr. García. The motion carried unanimously.

A motion to approve up to \$3,000 for a reach-in freezer for the food service department was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to engage with T&M Associates for civil engineering services was made by Mr. García and seconded by Mrs. Nuñez. The motion carried unanimously.

A motion to approve the contract renewal with Nyman Associates Inc for staffing services was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the contract renewal with SapphireK12 Inc for student information licenses and services was made by Mr. Bassler and seconded by Mr. García.

A motion to assign \$20,000 for asbestos abatement services was made by Mr. Bassler and seconded by Dr. Sperandio. The motion carried unanimously.

A motion to approve the proposal for asbestos abatement services not to exceed \$20,000 with J&J Abatement and Demolition LLC was made by Mr. Bassler and seconded by Dr. Dolgos. The motion carried unanimously.

A motion to approve Resolution No. 2026-002 was made by Mr. Bassler and seconded by Mrs. Nuñez. The motion carried unanimously.

The 2026-2027 Preliminary Budget was presented by Mr. Boger for its first reading. Further actions will be taken at the June BoT meeting.

PUBLIC COMMENT II:

No public input.

NEW BUSINESS:

None.

There being no further business, Mr. Rolón moved to adjourn the meeting, and it was seconded by Mrs. Nuñez. The motion carried unanimously.

The RCCS Board meeting was adjourned at 7:59 PM.

The next Board of Trustees meeting is scheduled for June 16, 2026 at 7:00 PM, in the RCCS Administration Building.

Dr. Lynn Columba, President

Date

Mr. Alexander Rolón, Secretary

Date



CEO Report

Tuesday, June 16, 2026

Alyssa Mace, Ed.S.

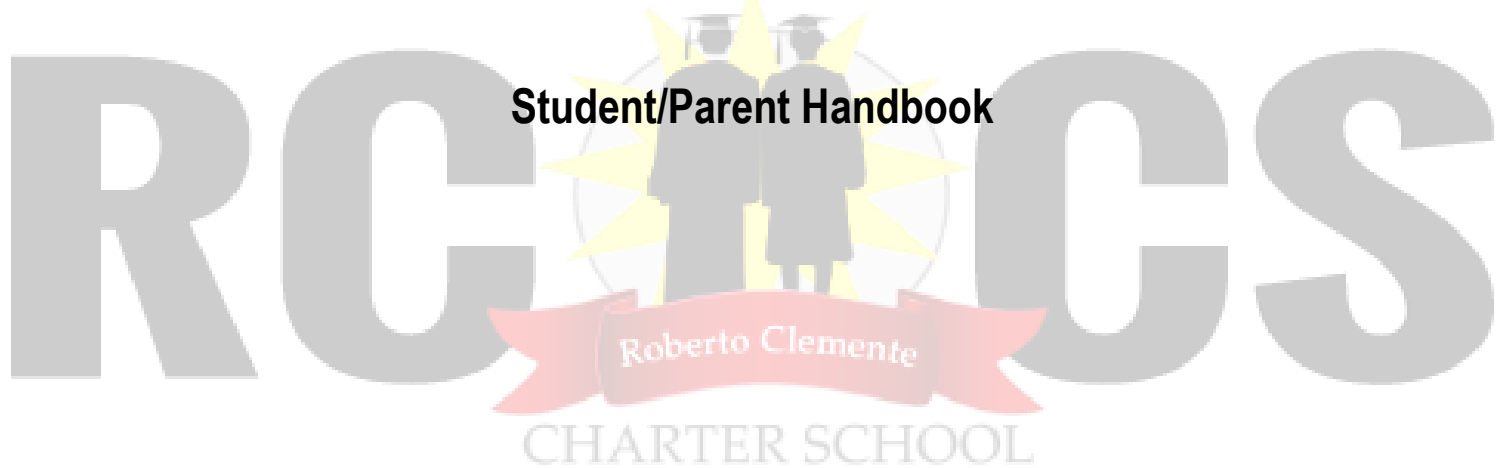
1. Student Enrollment
 - 622 Students
2. 2026-2027 Student/Parent Handbooks (motion)
 - The Education Committee reviewed the proposed handbooks at its meeting on June 8, 2026.
 - The recommended student/parent handbooks include minimal revisions from this past school year's version.
3. New Educator Induction Program
 - 12 first-year RCCS teachers successfully completed Year 1 of the 2025-2026 New Educator Induction Program.
 - 4 second-year RCCS teachers successfully completed Year 2 of the program.
 - Thank you to the mentor teachers who provided guidance and support throughout the school year.
4. HAO's 50th Anniversary Celebration
 - RCCS Secondary Gym
 - Friday, June 26, 2026
 - 2:00 – 8:00 p.m., Program begins at 5:00 p.m. followed by dinner and dancing
5. Celebrations
 - Congratulations to our kindergarten, 5th grade, 8th grade, and 12th grade students as they celebrated grade level milestones this week!
 - Thank you to the teachers and staff who planned and facilitated our Moving Up and Graduation ceremonies!
6. Calendar
 - Monday, June 22- Friday, July 17, 2026: Summer School
 - Tuesday, July 14, 2026: Board of Trustees Meeting

**Roberto Clemente Charter School
Elementary School
Grades K-5**

Bilingualism, Biliteracy, and Beyond!

2026-2027

Student/Parent Handbook



**850 North 5th Street
Allentown, PA 18102
T: 610-351-4310
F: 610-351-4311
www.myrccs.com**

Dr. Lynn Columba
President, Board of Trustees
Mr. Cory Snyder
Elementary Principal

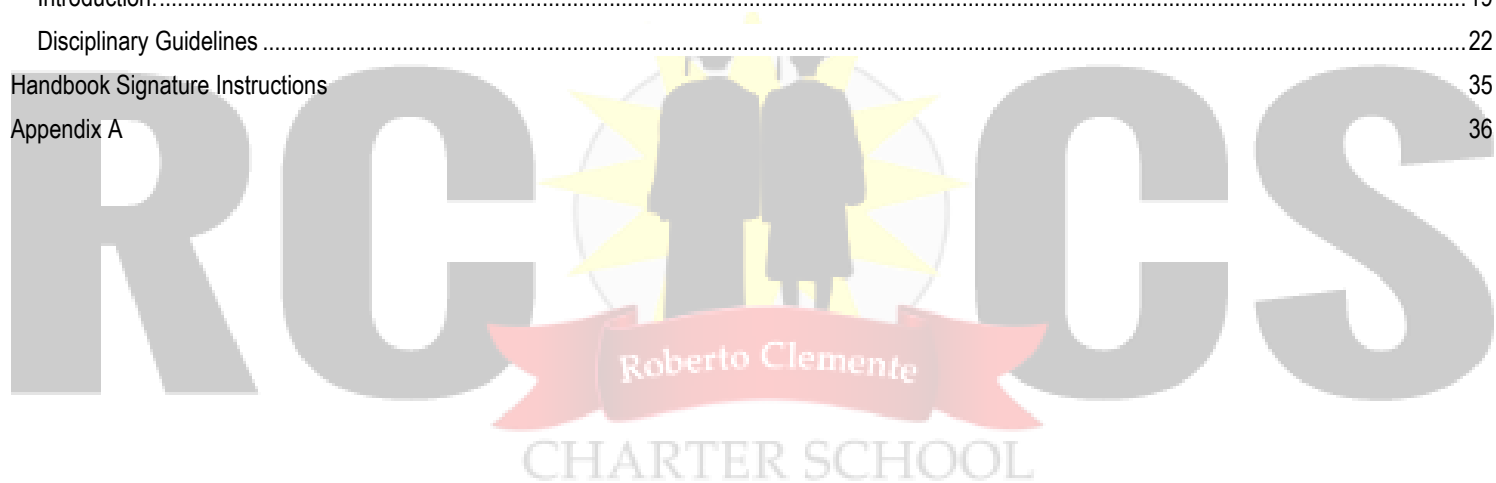
Mrs. Alyssa Mace
CEO
Mrs. Brittani Ricketts
Dean of Students

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General Information

Mission

The elementary campus of Roberto Clemente Charter School is a neighborhood school that was founded in 2013 by the members of the Roberto Clemente Charter School Board of Trustees. RCCS is a small learning community school that inspires and educates students to maximize their success. We provide students with a rigorous academic foundation in English and in Spanish in an environment that embraces diversity and strives for excellence using a holistic approach. We challenge students to excel and to acquire the knowledge and skills that they will need to be successful in college, secondary level of study, and as life-long learners.

Community Spirit

At RCCS, 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, welcoming, and has high expectations.

School of Choice

Since RCCS 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 and the Board of Trustees. Feedback from school-community stakeholders, including staff, parents, and families, was considered in this process. Violations of the school rules and regulations may lead to serious consequences including dismissal. To avoid unnecessary violations of the school's discipline policies, parents/guardians and students should read the Student/Parent Handbook thoroughly prior to enrollment with RCCS.

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.

Profile of a Successful RCCS Learner (see [Appendix A](#))

The Profile of a Successful RCCS learner defines the desired attributes of RCCS students. All RCCS students are expected to actively develop and display these attributes in their everyday lives. Families are expected to encourage and support the development of these attributes in their students.

Objectives

RCCS is committed to the education of the whole person with the following objectives:

1. To instill a strong sense of responsibility towards oneself and society.
2. To challenge each student to uphold a positive attitude and to conduct him or herself 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 each student may meet the challenges of a global community with a solid educational foundation.
5. To prepare each student to be successful in college, secondary level of study, and as a life-long learner.
6. To provide each student with opportunities to develop critical thinking, independence of thought, and a life-long love for learning.
7. To equip each student with knowledge and skills to make successful choices for his or her future and life career.
8. To offer opportunities for community service and experiences wherein each student 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 each student through innovation and technology.

14. To energize school spirit by offering extracurricular activities.

Academics

Student Report Cards

Report cards are issued quarterly. A student who earns below a 3-Proficient in any core subject area may be required to attend the after-school tutoring program and/or the summer program. Each student will be evaluated on a case-by-case basis. Report cards are a record of student academic achievement. Teacher comments are included during each quarterly report card. It is important that RCCS families review and discuss their child's report card with their child, teachers, as well as with the principal, dean of students, and/or school counselor if necessary.

Marking Period Dates

First Marking Period..... August 24, 2026 - October 28, 2026
 Second Marking Period.....October 29, 2026 – January 21, 2027
 Third Marking Period..... January 22, 2027 – April 6, 2027
 Fourth Marking Period..... April 7, 2027 – June 10, 2027

Student Grading

The elementary school utilizes a standards-based grading system following the PA Core Standards. How students are evaluated in each class depends upon several factors determined by the course, the curriculum, and teacher requirements. Students will be graded using several assessment tools as developed by each classroom teacher. Students can earn the following performance level distinctions in their academic content courses:

Performance Levels (Academic Content Courses)

4- Advanced: Excels beyond the standard

Student demonstrates an in-depth understanding of the standard

3- Proficient: Meets the standard

Student demonstrates a satisfactory understanding of the standard

2-Basic: Approaching the standard

Student demonstrates a partial understanding of the standard

1- Below Basic: Struggling to meet the standard

Student struggles to demonstrate an adequate understanding of the standard

Elementary students are encouraged to adopt qualities that will make them a successful learner not only throughout their schooling career, but also as lifelong learners. Students can earn the following performance levels for demonstrating qualities of a successful learner:

Qualities of a Successful Learner (Learning Behaviors)

E: Exceeds Expectations

The student independently and consistently performs above grade level expectations for learning behaviors

M: Meets Expectations

The student currently performs at or near grade level expectations for learning behaviors

B: Below Expectations

The student is not yet performing at grade level expectations for learning behaviors

Students will be assessed on the "qualities of a successful learner" using a variety of assessment tools. A student's attendance rate may also impact student scores. Qualities of a successful learner include the following:

Responsible Learner	Respectful Learner	Active Learner
- Organizes time, tasks, and materials - Listens attentively - Follows directions - Completes classwork - Completes and returns homework - Seeks help when appropriate	- Follows RCCS Code of Conduct and school rules - Exercises self-control - Shows consideration for others	- Displays a positive attitude - Works well in various settings - Works well collaboratively

Students who are not progressing at grade level standards in two or more core academic subjects may be considered for retention for the upcoming academic year.

Authentic Work

Students are expected to produce authentic academic work that is unique to their skills and abilities. Students found to be copying or plagiarizing the work of others or utilizing artificial intelligence to replace or supplant their authentic work will be disciplined according to the Code of Conduct.

Class Attendance

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 90% attendance in every class to pass each marking period. In addition, students are required to maintain at least 90% attendance of their enrollment for the given school year to be promoted to the next grade level. Only students with exceptional circumstances may be granted an exemption by the building principal. (See [School Procedures, Policies & Regulations: Attendance](#) for more information)

Homework Policy

All elementary students are required to read 20 minutes every night and have a parent or adult sign their “Read & Respond” form. Students are also required to complete daily assigned math homework. This is a daily expectation. If a student does not complete his or her Reading homework, the student may be provided with time during the school day to complete it. Teachers may assign homework in other subject areas as needed. Students are required to complete all assigned homework including that which is assigned when they are absent from school. If a student fails to make up any assigned work, it will be recorded as a zero.

Multidisciplinary Project (MDP)

The Multidisciplinary Project (MDP) is a project aimed at fulfilling PA Career Education and Work Standards. The project may be completed by students individually, in partnerships, and/or cooperative groups in English and in Spanish. Students showcase their project in a bilingual presentation to staff, students, and families.

English Language Development

English Language Development (ELD) programming is available at RCCS. RCCS adheres to federal and state policies and procedures regarding English Learners (ELs). RCCS utilizes “sheltered” English instructional methods. All ELs receive language support through ESL teachers, content-area teachers, and instructional aides. Students may be screened for ELD services based on the Home Language Survey filled out by parent(s)/guardian(s) upon enrollment into the school and/or on a review of student records. Please visit www.myrccs.com for more ELD information.

Special Education

Child Find Screening

RCCS undertakes screening activities before referring students for a multidisciplinary team evaluation. Screening activities could involve Multi-Tiered System of Supports, commonly referred to as the “MTSS,” or an alternative screening process. Regardless of the particular screening method employed, the screening process must include (1) periodic vision and hearing assessments by the school nurse as mandated by the School Code and (2) screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects. If screening activities produce little or no improvement after a reasonable period of intervention or remediation, the child will then be referred for a multidisciplinary team evaluation. Parents who wish to request screening and evaluation for their child may do so by contacting the principal in their child’s school building.

Multidisciplinary Team Evaluations

RCCS must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment, and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are also members of the multidisciplinary team. RCCS must reevaluate school-age students receiving special education services every three years and must reevaluate children with intellectual disabilities and pre-school-age children receiving special education services every two years. Parents may request a multidisciplinary team evaluation of their children at any time. This must be done in writing. Every public school has a procedure in place by which parents can request an evaluation. For information about these procedures, please contact your child’s principal.

Preschool Children with Special Needs

Children preschool age three through five, are served by the Carbon Lehigh Intermediate Unit in a variety of home and school-based settings that consider the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent appropriate, children with disabilities are educated with non-disabled peers at no cost to the parent. Parents who have questions regarding their child’s seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, and/or taking care of himself/herself may obtain information about screening, evaluation, programs, therapy, parent involvement, and referral to community agencies by calling or writing the Carbon Lehigh Intermediate Unit (CLIU 21), Early Intervention Services, 4210 Independence Drive, Schnecksville, Pennsylvania 18078-2580. The telephone number for the Early Intervention Program is (610) 769-4111 ext. 1256.

Notice of Special Education Services

RCCS provides special education and related services to children with disabilities who are ages five through twenty-two. To review the Notice of Special Education Services and Family Educational Rights and Privacy Act (FERPA) Notice, please visit www.myrccs.com.

Summer School Policies

Purpose

Summer school is provided to students in need of remediation to demonstrate improvement towards academic expectations. Elementary students will be provided with the opportunity to remediate their performance in reading and/or math. Additionally, students failing to meet defined attendance expectations may be required to attend the summer program to make up for lost instructional time.

Criteria for Participation

Students who earn a "2" or an "1" in a core subject area may be required to attend the summer school program. Official notification regarding participation in the summer program will be made upon final grade verification at the conclusion of the 4th marking period. Any student who is not progressing at grade level standards during the summer program may be required to participate in the after-school tutoring program during the following academic year.

Student Services

School Counselor

Students work with a school counselor who will assist them with academic, social, and/or emotional concerns. The counselor will be available by appointment during school hours. Please contact the school counselor to make an appointment.

Elementary Student Assistance Program (ESAP)

The ESAP team at RCCS aids students who exhibit barriers preventing academic success. The ESAP team is a confidential team composed of specially trained teachers, school counselors, school administrators, and other school employees, who work to provide services to help students overcome barriers to learning.

Health Services

The health room will be available as needed for students who require either urgent or chronic medical care. If your student has a chronic medical condition (such as asthma, seizures, diabetes, food allergies, etc.), please ensure that the school nurse is aware of the condition and that any medication that may be needed during the school day has been provided to the health room. If your child has special dietary restrictions, please provide the following form for a medical professional to complete. [Dietary Restriction Form](#).

Students who become ill during the school day should first inform their teacher and request to go to the health room. Ill students presenting to the health room will be evaluated by a nurse. Students who are not deemed excessively ill by the nurse are encouraged to return to class. **If your child has a temperature of 100.4 degrees Fahrenheit or higher, you will be contacted by the school and expected to pick up your child within one hour. If the school is unable to locate the parent/guardian, then it will attempt to contact individuals on the emergency contact list. Students dismissed by the nurse due to fever are required to remain home until they have been fever-free for 24 hours without the use of fever-reducing medication.**

If your child is feeling ill in the morning, please keep them home if their temperature is greater than 100 degrees Fahrenheit, or if they had a fever the previous night, if they have vomited, or if they are experiencing diarrhea. **Please keep your child home until they are fever free or symptom free for 24 hours without the use of medication.**

If your student or any member of your household is experiencing Covid-like symptoms, please have them tested immediately. RCCS will follow the communicable disease guidelines established by the Pennsylvania Department of Health (PADOH) and the Centers for Disease Control (CDC). RCCS asks that you notify the School Nurse of any positive cases of Covid-19 in your household. The school nurse will provide you with guidance for a safe return to school for your child.

At times throughout the school year, your child will be dismissed from class to complete state-mandated health screenings that may include height, weight, vision, hearing, or scoliosis screening. If the screening indicates the need for a more thorough evaluation by your medical provider, your child will receive a referral from RCCS. Please have the referral completed by your family provider and return the referral form to the school. If you need assistance locating a provider, please contact the school nurse.

If you discover your child has lice, please keep them at home and treat them with an over-the-counter treatment. Contact the school nurse to notify the school and to receive information regarding successful re-admission procedures.

Health Requirements

Upon original entrance to RCCS, students are required to provide current immunization records as well as both a physical and dental examination completed within the past year. These records are kept on file at the school. Failure to provide proof of current required immunizations may lead to denial of attendance at RCCS until the proper documentation is received by the school. Additional physical examinations are also required in Grade 6 and Grade 11. Dental examinations are also required again in Grade 3 and Grade 7. **Current and required health forms must be filed with the school nurse for students to participate in extracurricular activities and/or field trips.**

Medication

Please contact the school nurse if your student requires either physician-prescribed medication or an over-the-counter medication which must be given at school. RCCS must receive signed, [written permission from](#) the parent and the prescribing doctor for the school to administer any medications to students. The medication permission form must include the name of the medication and instructions for its administration (time and dosage). A parent or an adult must deliver the medication to the school. If students are found in possession of either a physician-prescribed medication or an over-the-counter medication, the parent will be required to come to the school to meet with school staff. In such an instance, disciplinary consequences may apply. Medication permission forms are available from the RCCS school nurse.

RCCS's Health Services has obtained written medication orders from the school physician for the treatment of a variety of injuries and minor illnesses that may occur during the school day. These medications include:

cough drops	wound wash	Vaseline
saline eye wash	Visine allergy eye drops	triple antibiotic ointment
Caladryl anti-itch lotion	sting kill for insect stings	Benadryl (for use in an allergic emergency, not for daily allergies)

If you do not wish for your child to receive one or more of these standard medications, please notify the school nurse.

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 physical education class. If a student is unable to participate in physical education class for more than one week due to a physical ailment, an excuse from the doctor is required. A doctor must also give permission for a student who has a known physical disability to participate in physical education. To protect the health and safety of our students, any student unable to participate in physical education will be excluded from recess as well.

School Procedures, Policies, and Regulations

School Day Hours

The school day hours for the 2024-2025 school year are **8:30 a.m. – 3:10 p.m.** Please see the detailed schedule below:

8:00 a.m. – 8:30 a.m.	Student Arrival and Breakfast
8:30 a.m. – 3:05 p.m.	Academics (with lunches)
3:05 p.m.	Bus Dismissal
3:10 p.m.	Parent-Pick Up Dismissal

Attendance

Regular school attendance is vital to academic success. A student who is absent frequently will not be able to achieve their potential ability because of missed work. Therefore, all elementary students are expected to report to school daily by 8:30 a.m., unless they have a legal excuse.

RCCS adheres to provisions for attendance and truancy as required under Pennsylvania Compulsory Attendance Law (Pennsylvania Public School Code 24 P.S. 13-1327). The RCCS Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences policy provides additional guidance for families. This policy is issued upon enrollment and annually during re-enrollment.

Students must attend school from 8:30 a.m. to 3:10 p.m. in its entirety to be considered present for the school day. Students must be present at least four hours in a school day to have the day count as a full day of school.

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

- | | |
|----------------------------------|--|
| • Illness of student | • Physical incapacity of the student |
| • Death in the family of student | • Impassable roads between the student's home and the school |
| • Court attendance | • Suspension of the student |

If a student must be absent for any reason, the parent/guardian must:

- For any absence between one and three days, provide a written note or send an email to attendanceES@myrccs.com detailing the reason for your child's absence. The note **must include**:
 - the child's name
 - the date(s) of the absence and the reason for the absence.
 - the parent/guardian signature or be sent from the parent/guardian's email address on file.
- If the illness continues for more than 3 days, it is required 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.

***A written excuse must be submitted to the main office within 3 days of the absence for it to be excused.** A written excuse must be provided, whether or not a parent called in the absence. If no written excuse is provided, the absence will be considered unlawful/unexcused. Once an unlawful/unexcused absence is recorded, RCCS will not make changes.

***A doctor's note is required for extended illness absences and for a student who has had more than 10 excused and/or unexcused absences during the school year. Failure to provide a doctor's excuse will result in an illegal absence.**

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.

A **written request** for absences due to the following reasons must be submitted and approved by the principal **before** the expected absent day(s) in order for the absence to be excused:

- Religious holiday
- Educational trip

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

- Trips not approved by the principal
- 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 3 school days.

Attendance: Truancy

Truancy refers to when a student has **3 or more unexcused absences** in the current school year. These absences do not need to be consecutive. Upon the 3rd unexcused absence, a student is considered truant. RCCS will issue notices to parents/guardians after the 1st and 2nd unexcused absences. A truancy notice will be issued to the student's parent/guardian within 10 days of the student's 3rd unexcused absence.

Attendance: Habitual Truancy

Habitual truancy refers to when a student has **6 or more unexcused absences** in the current school year. These absences do not need to be consecutive. Upon the 6th unexcused absence, a student is considered habitually truant.

When a student is deemed habitually truant, RCCS will hold a school-based attendance improvement conference. A written notification will be sent to a student's parent/guardian prior to the conference requesting their attendance at the conference. RCCS will still hold a school attendance improvement conference for a student if a parent does not attend the conference. At the attendance improvement conference, RCCS will create a plan to help a student attend school.

After an attendance improvement conference is held and a plan is put in place, if a student has more one additional unexcused absence, RCCS will refer the student to either a community-based attendance improvement program or Children and Youth Services. In addition, RCCS may file a citation against a student's parent/guardian in district court.

Any student who is absent illegally or unexcused for ten (10) consecutive days will be immediately dropped from the school's rolls.

School Tardiness

All elementary students are expected to report to their homerooms no later than 8:30 a.m. Any student who is not present in the school building by 8:30 a.m. is considered late/tardy. Any student who arrives after 8:30 a.m. must use the Main Office Entrance on Cedar Street and be signed in by a parent/guardian. If a student is late for school, a written note is required specifying the reason for the tardiness.

Minutes late to school are attributed to a student's attendance record and may be addressed through truancy procedures.

After an elementary student accumulates three unexcused tardies, the parent/guardian will have a conference with the attendance officer. After the student accumulates six unexcused tardies, a conference with the principal will be required.

Leaving the Classroom

Students must ask permission before leaving their classroom for any reason, including but not limited to using the bathroom or seeing the school nurse. There will be no exceptions to this rule. Students may also use the bathroom during lunch.

Leaving School without Permission

Students are not permitted to leave the school building under any circumstances without permission. Students who leave the school without permission 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 and law enforcement will be notified.

Dismissal for Appointments

Should a student be scheduled for a medical appointment during school hours, a doctor's or parent's note will be required to count the absence as legal/excused. Please send a note or email to the school **in advance** specifying the date of the appointment and the time that your child will be picked up by a parent/guardian or emergency contact.

All students who need to leave the school before dismissal time must be signed out and picked up by a parent/guardian or emergency contact. **If a person other than the parent or guardian will be picking up the student, this person must be included in the student's emergency contact list and must present ID at the time of signing out the student.** RCCS does not allow early dismissal as a privilege.

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.

Trips requiring fewer than 3 school days of absence:	Trips requiring 3 or more school days of absence:
The parent/guardian must send a note to the main office or an email to attendanceES@myrccs.com in advance of the trip specifying the nature of the trip and the dates on which the student will be absent.	A Leave of Absence Request Form must be submitted to the building principal at least two weeks in advance of the trip.

Trips occurring during PSSA testing windows will not be approved.

Prior to the student leaving on the trip, the principal must approve the student's absence. Please note that the parent/guardian assumes all responsibility for the student to make-up all missed work due to an extended absence. It is the student's responsibility to obtain a list of assignments from his/her teachers prior to the extended trip.

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the student involved, the student may be excused from school attendance to participate in an educational tour or trip not sponsored by the school. The trip must be evaluated by the principal as being educational, and the adult supervision must be acceptable to both the principal and to the student's parents/guardians. The principal is designated to make the initial decision, based on information provided by the parents/guardians.

1. This [Leave of Absence Request](#) must be submitted to the principal **a minimum of two weeks** prior to the trip except in an emergency. Parents/guardians will be notified if the request is approved or not.
2. Request will be approved only if it is determined that the trip/tour is of educational value to the students or if there is a documented family emergency.
3. Unless there are unusual or emergency circumstances, requests will not be approved for the first ten (10) days of school or during the state's testing periods.
4. If more than one child is making the trip, a separate request must be submitted to the principal for each child.
5. No more than ten (10) school days will be approved for an educational trip/tour or family emergency in any school year. Special requests involving extraordinary circumstances or exceptional opportunities for learning should be discussed in person with the principal well in advance of the requested days of absence.
6. Satisfactory academic achievement and the student's attendance record will be considered in the approval of such a request.
7. 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.

Arrival Procedures

All parents/guardians and/or designees are expected to follow drop-off procedures and designated traffic patterns during student arrival. Students traveling to school via car must be dropped off using the throughway in the main parking lot. Students may not be dropped off on Cedar Street, 5th Street, or Williams Street.

On arrival at school, all students are to enter through the designated entrances. Once a student arrives, he/she must go to his or her homeroom class. No loitering in the halls is permitted. **Any student who arrives after 8:30 a.m. must use the Main Office Entrance on Cedar Street and be signed in by a parent/guardian.**

Dismissal Procedures

It is the responsibility of the parent/guardian to contact the school by 2:00 p.m. if there is a change to their child's transportation for that day.

If a person other than a parent/guardian or emergency contact will be picking up their child that day, the parent must notify the main office no later than 2:00 p.m. This person must show I.D. to the releasing staff member.

At the end of the school day, if the student is staying after school, the student must report to the designated area as soon as possible. Students riding the bus will be dismissed first through the 5th Street entrance. Parent pickup will be dismissed next. Kindergarten students will dismiss through the cafeteria door leading out to the parking lot facing Greenleaf Street. 1st grade students will dismiss through the Williams Street (alley way) door. 2nd and 3rd grade students will dismiss through the 5th Street entrance. 4th and 5th grade students will dismiss through the Cedar Street entrance. Loitering is not permitted on school property. Only 5th grade students may walk home without a parent or guardian.

The school will not assume responsibility for your child after the school closes. Any student not picked up by 3:15 p.m. will be brought to the main office and must be signed out. If a student is picked up after 3:20 p.m. three or more times, the parent/guardian will be required to meet with school administration. Parents/guardians will be notified of after school and extracurricular activities and must plan to pick up their child promptly at the end of the activity. Parents must provide transportation within 15 minutes of the end of any activity ending after school hours. Students will not be allowed to walk home after dark. Parents who fail to respond to requests to pick up their child may be referred to county children and youth service and/or law enforcement.

After-School Activities Guidelines

1. All school rules are in effect during any after-school program. To attend an after-school activity including athletics, the student must be present during the school day.
2. There is to be no loitering outside the building after the after-school activity and students are not permitted to leave the activity and come back later.

Emergency Phone Numbers

It is extremely important that the RCCS have a record of telephone numbers to reach parents/guardians in the event of an illness or injury to your child during the school day. **All families must provide at least 2 emergency contacts in addition to, and different from, the parents/guardians.**

Bus Transportation

Elementary students living 1.5 or more miles, in walking distance, from the school may be eligible for transportation services. Students must adhere to behavioral expectations for the bus to ensure student safety. Students may be suspended from the bus for unsafe and/or inappropriate behaviors. As per the Pennsylvania Department of Education, "transportation is a privilege, not a right." The principal or dean of students will handle disciplinary measures related to bus incidents. Students riding the bus will be given an additional copy of the bus rules that must be signed and returned by students and parents/guardians.

The following rules must be followed by all students riding the bus:

1. No chewing gum or candy, eating, drinking, or smoking
2. No personal electronic devices including: cell phones, tablets etc.
3. No toys, games, or other non-instructional personal items
4. No horseplay, excessive noise, or vulgar language
5. Students must be seated, facing the front, at all times, until the destination is reached, and the bus has come to a complete stop
6. Students must remain in their assigned seat
7. No littering
8. Students may not block the aisle or emergency door
9. Students may neither extend arms or heads out of the bus windows, nor throw any objects inside or out of the bus
10. Students may not open/close windows unless given permission by the driver.
11. Students willfully damaging the bus will be held liable for the cost of the repairs
12. Other rules deemed reasonable by the driver

Video/Audio Surveillance

The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Emergency School Closing

When it is necessary to delay the start of the school day, dismiss early, or cancel school completely, announcements will be made on WFMZ-TV Channel 69, www.WFMZ.com and on social media. Also, the school will send messages using a voice and/or text-messaging app.

Transfer/Withdrawal from RCCS

If your child will be transferring from RCCS to another school, a parent/guardian must notify the school with a minimum of two-day notice. The parent/guardian must come to the office and sign a withdrawal form. The student must return any school-owned materials and pay any outstanding debts. School officials from the new local educational agency will then request records from RCCS.

Social Events and Field Trips

The Board recognizes the value of social events and field trips in the enrichment of the total school experience. Social events and field trips require the approval of the principal. For all trips outside the school facility, signed parental/guardian's permission shall be required. Social events and trips are a privilege. A student's privilege to participate in a social event and/or field trip may be revoked at administration's discretion.

The principal 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
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.)

Visitor Policy

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. The safety of our students and staff is everyone's concern, and certainly a priority for RCCS. Visitors (**including parents/guardians**) must use the main office entrance. Please ring the bell outside the entrance door 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 government-issued form of identification to proceed to any area in the school.
3. A copy of this identification will be scanned into the Visitor Management System.
4. The visitor will be provided with a visitor label that must be worn during the entirety of the visit.
5. Security personnel or a staff member will escort the visitor to the destination area.
6. Upon the conclusion of the visit, the visitor will be signed out by the receptionist and the visitor will return the label.

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, local authorities will be called.

Volunteers in School

Parents/guardians and anyone interested in volunteering at our school, should visit the volunteer section on the school's website at: myrccs.com/how_to_volunteer.html for more information about the necessary requirements.

Home and School Association (HASA)

HASA is an active and ongoing organization at RCCS whose primary objectives include:

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

Fundraising

The principal and/or CEO must authorize all fundraising activities. All funds raised must be deposited in the appropriate and designated account(s). The appropriate and designated account is determined and authorized by RCCS.

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 from the public shall be first considered through a direct, informal discussion among the parties interested. The CEO or the principal 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 are employed.

Mandated Reporting

Under PA law, all school employees are mandated reporters. School employees adhere to the law in reporting a suspicion of child abuse to Child Line. School employees may also report concerns about a student's safety and well-being to Children and Youth Services.

Homeless Act: McKinney Vento Act

About Homeless Act-McKinney Vento Act

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make out responsibility clear. With the huge number of homeless children currently attending public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance

What is the definition of a "homeless youth" under McKinney-Vento?	• "Homeless" is defined as "anyone lacking a fixed, adequate, regular nighttime residence."
What situations fits this description?	• Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances • Living in motels, hotels, trailer parks (in some instances-examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options • Living in an emergency shelter or transitional housing • Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth • Refugee and migrant youth
How does McKinney-Vento help these students?	The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full basic, daily participation in school activities. This includes: • Immediate enrollment • Free and Reduced School Lunch • Help from school with any necessary enrollment documents • Help from school with basic high school graduation needs and expenses (if the student qualifies) • Help from school with getting basic uniform clothing • Help from school with basic school supplies • Help from school with any basic clothing needs • Help from school setting up transportation service

Where can I find more information for Pennsylvania?

Please visit the [PA Education for Children and Youth Experiencing Homelessness site](#). Interested families may also contact the Homeless Liaison at Roberto Clemente Charter School, Emily Ellis, School Social Worker, ejellis@myrccs.com. Additionally, families may contact Storm Camara, State Coordinator at 717-772-2066 or scamara@pa.gov

Dress Code Rationale

RCCS is committed to preparing our students for the professional/working environment at an early age. As a result of this vision, The Board has established a dress code that must be observed by students. This dress code includes a school uniform and dress down rules for certain days declared as Dress Down Days. Business casual dress is the standard for this dress code. Not all casual clothing is suitable for the workplace. Clothing that reveals too much skin or reveals undergarments is not permitted. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

Students must arrive at school in their uniform. If a student does not report in uniform, the parent will be required to bring the required clothing to the school.

Dress Code

The dress guidelines are designed to provide students, staff, and administration with the most conducive learning environment. Listed below are the uniform requirements for all students.

GIRLS	BOYS
• Jumper or skirt (No shorter than knee length) • White dress or polo shirt (long or short sleeve) • Navy blue crosstie (optional) • Pantyhose/tights or Bobby socks in navy blue or white (no sweat socks) • Cardigan with logo • Solid black sneakers or black dress shoes (Heels no higher than 1 inch and no color designs or color soles) • Loose Fitting Khaki or Gray Pants	• Khaki or Gray pants (no side pockets or cargo pants) • White dress or polo shirt (long or short sleeve) • Navy blue solid tie (optional) • Navy blue jacket or cardigan with logo • Solid black or white sneakers or black dress shoes (no color designs or color soles) • Black belt with a small buckle (khaki pants must be worn at the waistline with the belt)

White T-shirts, and hooded sweatshirts ARE NOT PERMITTED.

Gym Uniform

- Navy Blue T-shirt with RCCS logo (a blue, white, black, or gray shirt may be worn under the t-shirt in colder months)
- Navy blue sweatshirt with RCCS logo
- Navy blue sweatpants
- Navy blue shorts
- Solid black or white sneakers

Accessories

Students are permitted to wear one small pair of earrings. Hoops must be less than the size of a U.S. nickel. No large hoops are permitted. Students may wear one small necklace or bracelet. Students are permitted to wear a scrunchie, 3-inch bow, or plain headband in the following colors: navy blue, dark green, uniform plaid, black, or white. Bandanas, do-rags, and headcaps are not permitted. 6-inch bows are not permitted. If a student comes to school with unacceptable jewelry, earrings, headband, or bow they will be asked to take it off and put it away or give it to their teacher or administrator until the end of the day.

Personal Appearance

All students must maintain a clean and neat hair cut or style. It may not follow extreme fashion trends such as spiking or Mohawks or any other fashion considered extreme by RCCS. If a student is found to have an inappropriate hairstyle, haircut, or hair color, school administration will contact the parent/guardians. RCCS recognizes and affirms the right of students to wear natural hair textures, protective hairstyles, and culturally or religiously significant hairstyles, including but not limited to locs, braids, twists, afros, Bantu knots, coils, extensions, and head coverings. Such hairstyles are protected under applicable law and shall not be restricted, disciplined, or discouraged.

Dress-Down Days

At RCCS, certain days can be declared dress-down days. On these days, casual clothing that follows the dress code/dress down rules is allowed. All students must follow the dress down rules to enter the building. Dress-down rules apply to field trip days unless directed differently by an administrator.

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

- | | |
|---|---|
| No spaghetti straps, tube-tops or halter-tops | No tank tops or any sleeveless top or shirt (shoulders must be covered) |
| No shirts that hang below the knees | No see-through apparel |
| No see-through ripped jeans/clothes | No visible stomachs |
| No inappropriate messages | No shorts that are one (1) inch above the knee |
| No visible undergarments | No pajamas (unless administratively approved) |
| No spandex or skintight clothing | No skirts or dresses shorter than one inch above the knee |

No bandanas, do-rags, or headgear (hats, caps)
No open shoes, flip-flops, slippers, or open-toes shoes (shoes must be securely fastened)

No sunglasses

Building Procedures

Appointments with School Personnel

Parents/guardians are encouraged to meet with school personnel for answers to questions regarding the progress of their child. Because school personnel 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. Please contact the school ahead of time to schedule an appointment to discuss concerns with school personnel.

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 based on personal belief or religious conviction; however, students are expected to stand quietly during the Pledge.

School Safety Drills

Students and staff will practice school safety drills throughout the school year. These drills include but are not limited to fire drills and/or lockdown drills.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. More information can be found on the school's website.

Threat Assessment Team

Act 18 of 2019 requires the establishment of threat assessment teams for all school entities in Pennsylvania. RCCS takes all threats seriously and has established a K-12 threat assessment team to appropriately investigate and classify all threats to the school community. Students may report a threat to any staff member who will forward the information to the defined team. More information can be found on the school's website.

Hall Conduct

All movement between classes shall be prompt and orderly. Students may not loiter in the hallways or outside of classrooms. Students are expected to arrive to class on time, be seated and ready to learn. If a student is late for class, the student may be subject to disciplinary consequences.

Breakfast

A morning breakfast will be available to all students in their homeroom class from 8:00 a.m. to 8:30 a.m.

Cafeteria Procedures

Upon entering the cafeteria, students will follow the directions of the cafeteria monitors. Student lunches brought from home will not be heated. Students must be considerate of others. Quiet conversation will be permitted. Loud, boisterous behavior will not be tolerated. Inappropriate behavior will be addressed appropriately according to the disciplinary guidelines. Students may not share food with other students due to food allergies and dietary restrictions. Students are responsible for disposing of their trash in their lunch area. Once the cafeteria is cleaned up, the teacher or cafeteria monitor will dismiss the students. Students may not order food from outside sources nor have parents bring lunches during the lunch period. Food may not be taken outside the cafeteria.

Birthday and Classroom Treats

Food treats and/or beverages for birthdays, parties, or for other reasons are not permitted. Student health and safety is our utmost priority. Due to food allergies, dietary restrictions, and other health related concerns, food treats and beverages are not allowed to be brought in for students. Food treats include, but are not limited to, cake, cupcakes, brownies, cookies, candy, or pizza. You may bring in small, non-food related treats for your child's birthday or for other celebrations, such as pencils, erasers, or bookmarks etc.

Personal Electronic Devices

Student personal technology items including but not limited to cell phones, tablets, and smartwatches must be turned off and stored in the child's bookbag while on RCCS property. This expectation applies to the school bus as well. A student may give their personal technology item to a teacher or administrator to store for the day, and it will be returned to the student at the end of the day. Students may be subject to disciplinary measures for failure to adhere to this expectation. RCCS is not responsible for student's personal technology items. If parents need to contact their student during the school day, they can call the receptionist at (610) 351-4310.

Personal Non-Instructional Items

Students are not permitted to bring non-instructional items to school including but not limited to stuffed animals, blankets, cologne or perfumes, cosmetics, make-up or styling tools, snacks or candy. Permitted non-instructional items include unscented lotion, deodorant, feminine hygiene products, and chapstick. This expectation applies to the school bus as well. If a student brings an unnecessary non-instructional item to school, they will be required to give their personal item to a teacher or administrator to store for the day, and it can be picked up by the student at the end of the day. RCCS is not responsible for any non-instructional items a student may bring to school. Failure to adhere to this expectation may result in disciplinary action.

Smoking/Vaping

Tobacco use is prohibited by students, employees, and visitors in school buildings, school buses and on school property owned by or under the control of a school. Refer to the Code of Conduct Section for more information regarding students and tobacco.

Bicycles, Scooters, ETC.

Students utilizing personal transportation including, but not limited to, bicycles, skateboards, scooters, hoverboards, rollerblades, do so at their own risk. RCCS is not responsible for the storage, safety, or security of such items during the school day.

Outstanding Debts

Students are responsible for paying all outstanding debts as quickly as possible. This includes paying for lost or damaged instructional materials and supplies including but not limited to Chromebooks, calculators, workbooks, and/or reading books. 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.

Technology Usage

All students are expected to abide by the Technology Resource-Acceptable Use Policy. In addition, each family must enter into an equipment agreement to ensure responsible use of school-issued equipment.

Student Responsibilities

Each student has a right to a free and appropriate 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 the 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 their fellow students. It is the responsibility of each student to respect the rights 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 RCCS, you have the right to make use of RCCS 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?
 - a) If you believe that your rights have been violated.
 - b) 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) If a person feels he/she has been subjected to any form of physical, verbal, humiliating or frightening punishment of any kind.
 - b) If a person feels he/she has been subjected to any act of sexual abuse including any visual, verbal or physical conduct of a sexual nature.
 - c) If a person feels he/she public input should be first directed to the principal/dean of students in a timely fashion.

Parent Responsibilities

The most important responsibility of parents is being an active participant in their child's education. **RCCS parent's/ guardian's must complete 10 hours of student support.** The student support hours include attending parent and family events including, but not limited to: back to school night, parent/teacher conferences, Hispanic Heritage celebrations, and other school activities. Parents/guardians 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. Parents/guardians and the school must work together in order for the students to succeed. Parents/guardians must be active in the student's education.

Title I School Parent Involvement Policy Checklist

LEA Name: Roberto Clemente Charter School

School Name: Roberto Clemente Charter School

The Title I Parent Involvement section of Every Student Succeeds Act (ESSA) requires each Title I School to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1116. 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	
	YES	NO
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 1116 of the Every Student Succeeds Act (ESSA) 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, safety, 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 include but are not limited to detentions, in-school suspensions, Saturday detentions, out-of-school suspension, and 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 passing grades in all subjects may not be allowed to participate in any activities.

After-School Detention

Detention is assigned by administration and will occur after school hours. On some occasions, as approved by the principal or designee, students may serve detention during tutoring time provided by the teacher. Failure to report to an assigned detention may result in a scheduled Saturday detention. If a student does not come to their scheduled Saturday detention, a one-day suspension from school may be issued. 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 (1) to ten (10) days, depending on the nature of the infraction. Students who are suspended are not eligible for honor roll status and/or student recognition awards during the current rating period regardless of their academic average. Suspension should be the last resort taken to redirect student misbehavior. Students cannot be on school grounds or surroundings while on suspension or participate in extracurricular activities. If the suspension exceeds three days, the parent/guardian will be entitled to an informal hearing. The student must be accompanied by a parent/guardian upon re-entering the school after a suspension.

Expulsion from School

Expulsion is the permanent exclusion from school. Such action results from a Board of Trustees action preceded by recommendations from the principal or CEO.

Roberto Clemente Charter School: Elementary Code of Conduct

Incorporating Restorative Practices

Introduction:

To promote the intellectual, social, emotional and physical growth of all students, the Roberto Clemente Charter School provides a safe and secure learning environment for all students and staff. We promote respect for self and others through good conduct modeled by staff, students, and parents/guardians. When relationships break down, we repair them through restorative practices. Restorative Practices is a form of progressive discipline. It does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

This Code of Conduct and Restorative Practices is presented to assist students, staff and parents/guardians to understand the expectations for acceptable conduct while in school or attending school-sponsored activities, on school grounds, and while away to and from school. All students are expected to follow the Code of Conduct. Administration will review core principles and key components of the Code of Conduct/Restorative Practices with

staff and students at the beginning of each school year, and as needed throughout the year. We ask families to do the same with their children. It is the collective responsibility of all students, staff, and parents/guardians to ensure that the expectations set forth in this Code of Conduct are adhered to. Responses to violations of the Code of Conduct will be developmentally age-appropriate and a balance of proportional consequences and restorative practices. Equally imperative, all school faculty and staff must affirm clear and consistent behavioral expectations that set the tone for a safe, orderly, and respectful school community. School faculty and staff must be fair and consistent in addressing student behavior in a manner which enables students to learn from their mistakes and be accountable for their misconduct.

We Value:

- Justice and Fairness – Demonstrating impartial, unbiased and equitable treatment for all
- Inclusiveness – The quality of including all sections of society
- Honesty – Being truthful in word and action
- Respect – Showing high regard for self, others, and property
- Responsibility – Being accountable for individual behavior
- Self-esteem – Confidence in one's own worth or ability
- Caring – Showing concern for the well-being of others
- Citizenship – Being an informed, responsible, and caring participant in the community
- Courage – Doing the right thing in the face of adversity
- Perseverance – Demonstrating commitment, pride, and a positive attitude in completing tasks

Students, staff, and parents/guardians must be partners in education.

Administration, faculty and staff will:

- Establish and maintain a positive, safe, secure, orderly, and non-threatening learning environment that allows for open communication, dialogue, and discussion;
 - They will be courteous and respectful to all, being sensitive to individual needs, and using appropriate language;
 - Treat individual students fairly, consistently, and respectfully;
 - Provide due process and appeal procedures;
 - Be cooperative and provide support to administration, staff, and students, in the performance of their duties;
 - Refer students to counseling and support services when the need arises;
 - Support students in using the internet in ways that are safe, responsible, and appropriate, and help students follow the rules and etiquette that lead to effective digital learning.
- Actively engage every student in the learning process and promote achievement of high academic standards;
 - Be precise about expectations regarding student conduct and learning outcomes;
 - Communicate student progress and behavior to students, parents/guardians and other staff in a timely, consistent and effective manner.

The parent/guardian partners are asked to:

- Establish conditions for your child's academic, social and emotional success:
 - Provide space, time, and necessary supervision in which their child can study and complete assignments;
 - Ensure that their child attends school in compliance with the law;
 - Ensure that their child is appropriately dressed for school;
 - Be supportive of the staff's authority and responsibility to maintain a positive, productive, safe, orderly and non-threatening learning environment;
 - Monitor your child's social media activity to ensure that all are safe.

Student partners are expected to:

- Engage in their academic growth;
 - Attend school regularly and be on time for school and classes;
 - Be prepared for and participate in learning by having a positive attitude, asking thoughtful questions, completing and returning homework on time, and seeking help when needed;
 - Demonstrate personal academic integrity and social responsibility in their interactions with everyone;
 - Act responsibly towards those you interact with face-to-face and/or online;
 - Commit themselves to constant personal growth and improvement.
- Respect one another's differences and resolve conflicts using restorative practices: discussion, peer mediation, or assistance from school personnel:
 - Contribute to the creation and maintenance of a safe, clean, and orderly school;
 - Follow all lawful directions;
 - Respect themselves and others;

- Take responsibility for their own behavior, realizing that there are always options and consequences for choices;
- Dress in an appropriate and safe fashion;
- Bring home communication from school and return all necessary materials;
- Respect school property and the personal property of others.

Restorative Practices

Restorative Practices are a framework for building community and responding to challenging behavior through authentic dialogue leading to understanding and action to set things right and repair and restore damaged relationships. The process supports initiators in acknowledging and repairing the harm done, helps victims and witnesses process what happened, and helps the class or school community rebuild trust.

All members of a school community bring with them diverse abilities, interests, viewpoints, and family and cultural backgrounds. These differences can be a source of great energy and strength when members of the community value and respect one another. Using restorative practices to foster interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline.

A restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the behavior will be punished, a restorative approach asks four key questions:

1. What happened?
2. Who was harmed or affected by the behavior?
3. What needs to be done to make things right?
4. How can people behave differently in the future?

Types of Restorative Approaches

Circle Process: Regular use of restorative circles within the instructional program of the school is a significant prevention and intervention strategy. The circle process enables a group to build relationships and establish understanding and trust, create a sense of community, learn how to make decisions together, develop agreements for the mutual good, resolve difficult issues, etc.

Students are the largest group of stakeholders in a school community and its greatest natural resource in creating and sustaining a safe and supportive school environment. Building community among students and between students and staff members is integral to creating a supportive and inclusive school culture. When students feel accepted, valued, respected and included, they build a positive connection to school and foster resilience.

Community building circles focus on:

- Safety and Trust – Community members need a sense of safety and trust to connect with one another.
- Honor – Members interact with fairness and integrity and acknowledge their personal responsibility for their actions.
- Openness – Community members feel free to share their thoughts and feelings.
- Respect – To bond as a community, members must feel that they are valued and respected as individuals, and they must respond respectfully to one another.
- Empowerment – A sense of empowerment is a crucial element and a desired outcome of being a member of a community. Community support enables members to gain a new view of themselves and a new sense of confidence in their abilities.

When used as an intervention measure to address inappropriate student behavior, restorative circles empower community members to take responsibility for the well-being of others; prevent or deal with conflict before it escalates; address underlying factors that lead youth to engage in inappropriate behavior and build resiliency; increase the pro-social skills of participants; particularly those who have harmed others; and provide wrongdoers with the opportunity to be accountable to those they have harmed and enable them to repair the harm to the extent possible.

Collaborative Negotiation: Using the collaborative negotiation or informal conferencing process enables an individual to talk through an issue or conflict directly with the person he/she disagrees with to arrive at a mutually satisfactory resolution. Training in collaborative negotiation includes learning active listening and other conflict resolution skills.

Formal Restorative Conference: A conference is facilitated by an individual who has received specific training in bringing together individuals who have acknowledged causing harm with those who have been harmed. Regardless of the circumstances, the mental and physical health, safety, and welfare of the individual who was harmed is of paramount importance when considering this option in a school setting. Both sides may bring supporters to the circle who have also been affected by the incident. The purpose of the conference is for the harm-doer and the harmed to understand each other's perspective and come to a mutual agreement that will repair the harm as much as it is able to be repaired. A circle can also be used in response to a particular issue that affects the school community.

Disciplinary Guidelines

RCCS 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/guardians 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 infraction.
7. Be administered in a way that is firm, reasonable, consistent, and fair.
8. Encourage high regard for every person's right to reasonable hearing procedures and due process when accused of an infraction.
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 or staff making the accusation at the time of the finding of facts by the principal/dean of students. Also, the principal/dean of students bases their decisions on the best available information and is not obligated to present to the students, or to their 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
- For the purpose of self-defense
- To obtain possession of weapons or other dangerous objects
- For the protection of person's 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 types of behavior incident(s) and examples of infractions and the "procedures" and "options" specified shall be treated as guidelines for use by teachers, the administration, and The Board in dealing with matters relating to student conduct and deportment. The following shall not constitute a limitation upon the authority granted to teachers, administrators, 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 education students only, when the total days of suspension for a student reach 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; the staff of the school will schedule it.

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 judicial 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 dismissed 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. Teachers 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 offenses, 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.

Judicial Review – A formal expulsion hearing from Roberto Clemente Charter School between school administration, school board members, a student and his/her guardian(s). Parents/students 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 a 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 judicial review will result in another judicial 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/dean of students 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 predetermined 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 judicial review.

Teacher & Administration Detention Rules

1. After school detention will be held in the detention room or in the room of the teacher or staff member's room that issued the detention.
2. Students must report on time for after school detentions.
3. Students will write a reflection 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.
4. Talking, eating, drinking, sleeping, or other inappropriate behavior will not be permitted in the detention room.
5. Parents/students are responsible for their own transportation after detention.
6. 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.

Suspension/Expulsion Procedures

In-school suspension

- A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- Communication to the parents/guardians shall follow the suspension action taken by the school in writing.
- When the in-school suspension exceeds three (3) consecutive school days, an informal hearing with the principal and/or CEO shall be offered to the student and the student's parent/guardian prior to the fifth school day.
- The student's school entity has the responsibility to make provision for the student's education during the period of the in-school or out of school suspension.

Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - a. Suspensions may be given by the principal, dean of students, or CEO of the charter school.

- b. A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- c. The parents or guardians shall be notified immediately by telephone and in writing when the student is suspended. Suspended students must be picked up within one hour of the parent notification.
- d. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing within the first 5 days of the suspension.
- e. Suspensions may not be made to run consecutively beyond the 10-school day period.
- f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- g. A re-entry meeting with the parent/guardian, student, and school administration is required before a student can re-enter the school.
- 2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
 - a. During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (b).
 - b. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
 - c. Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - d. The initial responsibility for providing the required education rests with the student's parents/guardians, through placement in another school, tutorial or correspondence study, or another educational program approved by a school district's superintendent.
 - e. Within 30 days of action by the board, the parents/guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents/guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act 2004.
 - f. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance)

Hearings

- 1. General Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- 2. Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - a. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - b. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - c. The hearing shall be held in private unless the student or parent requests a public hearing.
 - d. The student may be represented by counsel, at the expense of the parents/guardians, and may have a parent/guardian attend the hearing.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his/her own behalf.
 - h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - i. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - i. Laboratory reports are needed from law enforcement agencies.
 - ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act 2004 (20 U.S.C.A. § 1400—1482).

- iii. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- k. Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
- l. The following due process requirements shall be observed in regard to the informal hearing:
 - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - ii. Sufficient notice of the time and place of the informal hearing shall be given.
 - iii. A student has the right to question any witnesses present at the hearing.
 - iv. A student has the right to speak and produce witnesses on his/her own behalf.
 - v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All formal hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

LEVEL 1 INFRACTIONS:

Actions that interfere with the orderly operation of the class will be handled by the classroom teacher until that behavior is frequent or serious enough that it disrupts the learning environment of the classroom or the school. Teachers will 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.)
- Disruptive behavior
- Refusal to stay in assigned seat
- Uniform violation
- Eating or drinking in class and halls
- Inappropriate behavior (horseplay, throwing items, etc.)
- Plagiarism
- Neglect of responsibility (return of excuse cards, school forms, etc.)
- Deliberate misuse of school equipment
- 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.

LEVEL 1 PROCEDURE:

Each classroom teacher is expected to be familiar with and incorporate restorative practices into their classrooms. Initial Level 1 infractions will be addressed by the teacher through employing appropriate disciplinary steps. If the behavior continues, the teacher 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 after restorative steps have proven ineffective in controlling the behavior. Staff are not limited to the examples found below.

- Classroom discipline report
- Verbal reprimand
- Special assignment (written assignment, community service, etc.)
- 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, 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 seriously disrupts the education of other students or consuming an unreasonably large amount of the school's, teacher's and/or dean of student's time.

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

LEVEL 2 INFRACTIONS:

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.)
- Safety violations
- Cutting class
- Cheating on tests or other assignments
- Leaving class without permission
- Repeated plagiarism
- Possession of banned material that is not a safety threat (including a cell phone or electronic device)
- Other actions of a similar nature

LEVEL 2 POSSIBLE CONSEQUENCES:

- Immediate intervention
- Referral to office for collaborative conferencing or informal conference using school discipline referral
- The teacher will complete a discipline referral and parents will be contacted
- The administration may possibly recommend and schedule behavior modification counseling
- Administration will make parent contact
- An informal hearing may be scheduled at the discretion of the parents or the Administration
- Administrative detention
- In-school suspension
- 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 additional 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, one possible outcome is a functional behavior assessment and the revision of the IEP.

LEVEL 3 INFRACTIONS:

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

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

- Possession or use of tobacco (a lighted or unlighted cigarette, vape, vape oil, 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 of RCCS.
- Fighting (all parties, regardless of who initiated the incident)
- Possession of incendiary devices including fireworks
- Forgery of notes and excuses
- Threats to students
- Inappropriate language directed at staff or visitors
- Leaving school property without permission

- Horseplay resulting in injuries
- Minor vandalism
- Stealing
- Public display of lewd or vulgar gestures or images, including inappropriate computer files
- Endangering others
- Refusal to participate in an administrative search
- Unauthorized recording of students and/or staff
- Other actions of a similar nature

LEVEL 3 POSSIBLE CONSEQUENCES:

Actions that are generally directed against persons or property

- Immediate intervention
- The teacher will complete an office discipline referral and parents will be contacted.
- The Administration will assess severity of situation and apply restorative steps if deemed appropriate
- Referral to office for a conference
- Behavior modification and counseling will be provided by the counselor
- Behavioral contract
- Parental contact
- In-school suspension
- Out-of-school suspension
- 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
- Administrative review and judicial 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, the IEP will be revised to include the results of functional behavior assessment and a behavior goal will be added to the IEP.

LEVEL 4 INFRACTIONS:

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
- Use of incendiary devices
- Misuse of fire alarm & safety equipment
- Bomb Threats
- Extortion
- Threats to staff and visitors
- Sexual harassment/violations of the Title IX Policy (See below policy)
- Bullying/Harassment (See below policy)
- Terrorist threats
- Endangering others
- Violations of local, state, and federal laws.
- Drugs and controlled substance (See specific procedures on page 8)
- Possession, use, or transfer of dangerous weapons (See specific procedures on page 9)
- Other actions of a similar nature

LEVEL 4 PROCEDURES:

- Immediate intervention
- The teacher will complete a discipline report and parents will be contacted.
- The principal verifies the offense, collects documentation, and meets with the student. The students and parents/guardians 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
- Judicial 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. Provided certain criteria are met, a formal restorative conference will be held to address the harm done. For a student with an IEP, this conference could take the form of a Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, the IEP will be revised to include the results of functional behavior assessment and a behavior goal will be added to the IEP.

LEVEL 4 - DRUG AND ALCOHOL SITUATIONS

Students may be searched for suspicion 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.

1. The use of drugs, alcohol or mood-altering substances 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.

2. 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.

3. 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.

4. A student is found to be in possession, use or under the influence of drugs, 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 possessions 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.

5. A student is caught again in possession, use or under the influence of drugs, mood altering substances, alcohol or possesses drug related 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.

6. 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

Students 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 case workers 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 students 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.

Level 4 - Sexual Harassment/Violations of the School's Title IX Policy

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., protects students from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

Title IX covers sexual harassment that happens in a school's "education program or activity." This includes locations, events, and circumstances where a school exercises substantial control over the context of the alleged harassment and the person accused of committing the sexual harassment.

Sexual harassment, pursuant to the Title IX regulations, is defined as:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as "Quid pro Quo," harassment.
- "Sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v) "dating violence," as defined in 34 U.S.C. 12291(a)(10) "domestic violence," as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

Any individual who feels he/she has been subjected to any act of sexual should communicate immediately with a staff member, and/or principal for further investigation. The Title IX complaint procedures and grievance procedures are posted on the School's website, and can be found here.

Any individual who is found to be responsible for sexual harassment following the Title IX grievance process will be subject to appropriate discipline, including expulsion from school.

Level 4 - Anti-Bullying/Harassment 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, or wireless handheld 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. If it is initiated off school grounds, the school will take the appropriate measures to contact the proper authorities.

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 of 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 in an 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 Trustees’ 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 or temporary, alternative placement
- 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 groups
- 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.

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

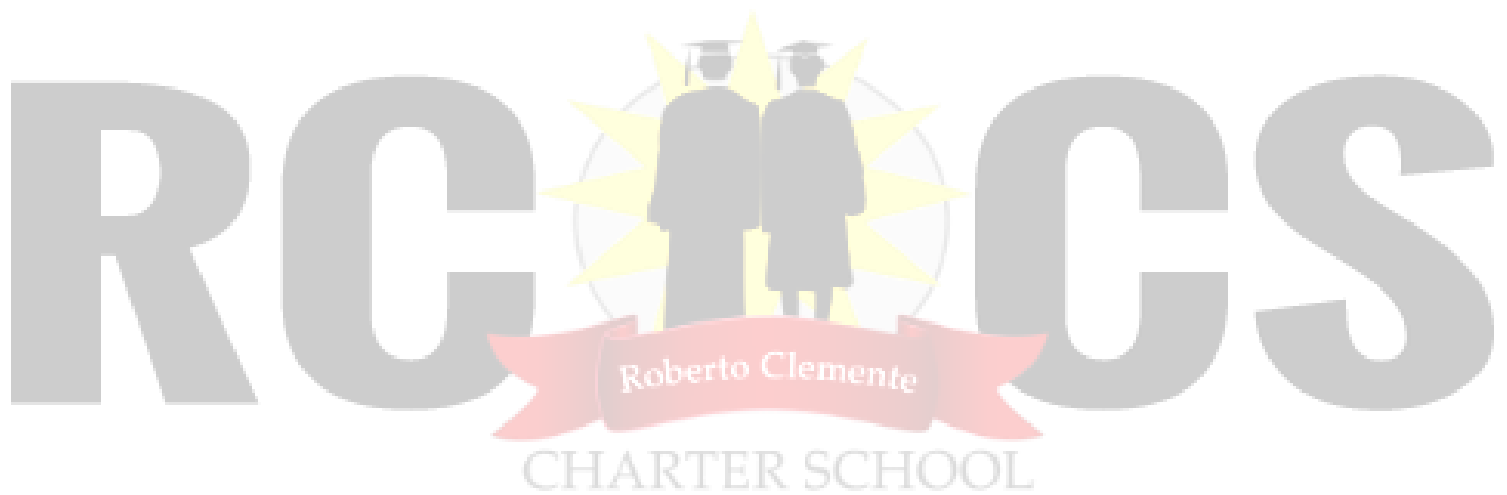
Notification of the Allentown Police Department/Law Enforcement Authority when incident involves children with disabilities

1. 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.
2. 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 as required by applicable federal and state law and regulations.
3. 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 the student's behavioral needs as required by applicable federal and state law and regulations.
4. 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.
5. 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

1. 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.
2. Roberto Clemente Charter School shall invite representatives of the Allentown Police Department to participate in the training 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.



Handbook Signature Instructions Instrucciones para Firmar el Manual

Please complete the following steps regarding the Student/Parent Handbook:	Por favor complete los siguientes pasos con respecto a la manual para estudiantes/padres:
1. Read the Student/Parent Handbook in its entirety. 2. Sign the Student/Parent Handbook Agreement 3. Return the Student/Parent Handbook Agreement	1. Lea el Manual de Padres y Alumnos en su totalidad. 2. Firmar el formulario Acuerdo del Manual de Padres y Alumnos 3. Regresar el formulario Acuerdo del Manual de Padres y Alumnos

Roberto Clemente Charter School: Elementary Student/Parent Handbook Agreement

The administration of the Roberto Clemente Charter School: Elementary (RCCS) 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 RCCS 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.



Student Name: _____ Grade _____

Homeroom Teacher's Name _____

Parent(s)/Guardian Name(s): _____

Parent(s)/Guardian(s) Signature: _____

Date: _____

Principal Acknowledgement: _____

The signature page is due to the homeroom teacher or main office as soon as possible. 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.

Appendix A

Profile of a Successful RCCS Learner



PROFILE OF A SUCCESSFUL RCCS LEARNER

RESPECTFUL

abides by rules & expectations
treats people & property with respect
promotes community
displays integrity
shares common values, ideas, & commitments
school pride

R

CONTRIBUTOR

active listener
responsible
participates in discussions
completes all assignments
engages in assessments to verify progress
service-driven

C

COLLABORATOR

embraces a multicultural perspective
problem solver
engages in meaningful activities
welcoming & caring
supportive
courageous

C

SCHOLARLY

explores colleges & careers
bilingual & biliterate
perseverance
motivated & determined
curious
self-advocate
communicates through reflective dialogue

S

Roberto Clemente Charter School
Secondary School
Grades 6-12

College: It's What We Do!

2026-2027

Student/Parent Handbook

Roberto Clemente

CHARTER SCHOOL

136 S. 4th Street
Allentown, PA 18102
T: 610-439-5181
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Dr. Lynn Columba
President, Board of Trustees
Mr. Ralph Andrews
Middle School Principal

Mrs. Alyssa Mace
CEO
Mr. Joshua Burak
High School Principal

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General Information

Mission

Roberto Clemente Charter School (RCCS) is a neighborhood school that was founded in 1999 by the Hispanic American Organization. RCCS 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, at a secondary level of study, and as life-long learners.

Community Spirit

At RCCS, 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, welcoming, and has high expectations.

School of Choice

Since RCCS 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 and the Board of Trustees. Feedback from school-community stakeholders including staff, parents, and families was considered in this process. Violations of the school rules and regulations may lead to serious consequences including dismissal. To avoid unnecessary violations of the school's discipline policies, parents/guardians and students should read the Student/Parent Handbook thoroughly prior to enrollment with RCCS.

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.

Profile of a Successful RCCS Learner (see [Appendix A](#))

The Profile of a Successful RCCS learner defines the desired attributes of RCCS students. All RCCS students are expected to actively develop and display these attributes in their everyday lives. Families are expected to encourage and support the development of these attributes in their students.

Objectives

RCCS is committed to the education of the whole person with the following objectives:

1. To instill a strong sense of responsibility towards oneself and society.
2. To challenge each student to uphold a positive attitude and to conduct him or herself 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 each student may meet the challenges of a global community with a solid educational foundation.
5. To prepare each student to be successful in college, secondary level of study, and as a life-long learner.
6. To provide each student with opportunities to develop critical thinking, independence of thought, and a life-long love for learning.
7. To equip each student with knowledge and skills to make successful choices for his or her future and life career.
8. To offer opportunities for community service and experiences wherein each student 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 each student through innovation and technology.
14. To energize school spirit by offering extracurricular activities.

Academics

Student Report Cards

Report cards are issued quarterly. A student who earns below 60 in any subject area may be required to attend the after-school tutoring program and/or the summer program. Each student will be evaluated on a case-by-case basis. Report cards are a record of student academic achievement. Teacher comments are included during each quarterly report card. It is important that RCCS families review and discuss their child's report card with their child, teachers, as well as with the principal and/or school counselor if necessary.

Marking Period Dates

First Marking Period.....	August 24, 2026 - October 28, 2026
Second Marking Period.....	October 29, 2026 – January 21, 2027
Third Marking Period.....	January 22, 2027 – April 6, 2027
Fourth Marking Period.....	April 7, 2027 – June 10, 2027

Student Grading

The secondary school utilizes an A through F grading system to demonstrate mastery of the PA Core Standards. How students are evaluated in each class depends upon several factors determined by the course, the curriculum, and teacher requirements. Students will be graded using several assessment tools as developed by each classroom teacher. Students can earn the following performance level distinctions in their academic content courses:

Grade Point Average (GPA) Scale

- A:** 90+
- B:** 80-89
- C:** 70-79
- D:** 60-69
- F:** 59 and below
- P:** Pass (for credit only, does not affect GPA)
- F:** Fail (for credit only, does not affect GPA)
- I:** Incomplete (An incomplete will only be granted for extenuating circumstances and with the approval of the principal. All make up work must be completed within the designated timeframe.)

Students who fail four or more core academic subjects may be retained for the upcoming academic year.

Honors Criteria

A student may be enrolled in an Honors section of a course if they earn and maintain a B/80% or higher average or are recommended by a teacher.

Honor Roll

A student will be recognized on the quarterly Honor Roll by earning the following criteria:

- A quarterly GPA for all courses (core course, electives, and unified arts) of:
 - 3.5 or higher with no C's= honor roll nomination
 - 3.7 or higher with no C's= high honor roll nomination
- Zero disciplinary incidents resulting in a suspension during the given quarter

Graduation Requirements

To graduate, students must meet the following requirements:

- Attainment of 24 academic credits as per RCCS graduation requirements
- Proficient or advanced score on standardized assessments, or one of the alternatives which include:
 - Demonstrate proficiency in English and mathematics through a standardized assessment.
 - Retake the Keystone Exam in the senior year and demonstrate proficiency in the content areas where proficiency was not previously attained.
 - Take the SAT and score at least 900 as a combined total of the verbal and mathematics sections.
 - 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

Authentic Work

Students are expected to produce authentic academic work that is unique to their skills and abilities. Students found to be copying or plagiarizing the work of others or utilizing artificial intelligence to replace or supplant their authentic work will be disciplined according to the Code of Conduct.

Class Attendance (Grades 6-11)

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 90% attendance in every class to pass each marking period. In addition, students are required to maintain at least 90% attendance of the enrollment for the given school year to be promoted to the next grade level. Only students with exceptional circumstances may be granted an exemption by the building principal. (See [School Procedures, Policies & Regulations: Attendance](#) for more information)

Homework Policy

Students are required to complete all assigned homework, including that which is assigned when they are absent from school. If a student fails to make up any assigned work, it will be recorded as a zero.

Multidisciplinary Project (MDP)

The Multidisciplinary Project (MDP) is a project aimed at fulfilling PA Career Education and Work Standards. The project may be completed by students individually, in partnerships, and/or cooperative groups. Students showcase their project in a presentation to staff, students, and families.

English Language Development

English Language Development (ELD) programming is available at RCCS. RCCS adheres to federal and state policies and procedures regarding English Learners (ELs). RCCS utilizes "sheltered" English instructional methods. All ELs receive language support through ESL teachers, content-area teachers, and instructional aides. Students may be screened for ELD services based on the Home Language Survey filled out by parent(s)/guardian(s) upon enrollment into the school and/or on a review of student records. Please visit www.myrccs.com for more ELD information.

Special Education

Child Find Screening

RCCS undertakes screening activities before referring students for a multidisciplinary team evaluation. Screening activities could involve Multi-Tiered System of Supports, commonly referred to as the "MTSS," or an alternative screening process. Regardless of the particular screening method employed, the screening process must include (1) periodic vision and hearing assessments by the school nurse as mandated by the School Code and (2) screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects. If screening activities produce little or no improvement after a reasonable period of intervention or remediation, the child will then be referred for a multidisciplinary team evaluation. Parents who wish to request screening and evaluation for their child may do so by contacting the principal in their child's school building.

Multidisciplinary Team Evaluations

RCCS must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment, and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are also members of the multidisciplinary team. RCCS must reevaluate school-age students receiving special education services every three years and must reevaluate children with intellectual disabilities and pre-school-age children receiving special education services every two years. Parents may request a multidisciplinary team evaluation of their children at any time. This must be done in writing. Every public school has a procedure in place by which parents can request an evaluation. For information about these procedures, please contact your child's principal.

Preschool Children with Special Needs

Children preschool age three through five, are served by the Carbon Lehigh Intermediate Unit in a variety of home and school-based settings that consider the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent appropriate, children with disabilities are educated with non-disabled peers at no cost to the parent. Parents who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, and/or taking care of himself/herself may obtain information about screening, evaluation, programs, therapy, parent involvement, and referral to community agencies by calling or writing the Carbon Lehigh Intermediate Unit (CLIU 21), Early Intervention Services, 4210 Independence Drive, Schnecksville, Pennsylvania 18078-2580. The telephone number for the Early Intervention Program is (610) 769-4111 ext. 1256.

Notice of Special Education Services

RCCS provides special education and related services to children with disabilities who are ages five through twenty-two. To review the Notice of Special Education Services and Family Educational Rights and Privacy Act (FERPA) Notice, please visit www.myrccs.com.

Summer School Policies

Purpose

Summer school is provided to students in need of remediation to demonstrate improvement towards academic expectations. Students will be provided with the opportunity to remediate a maximum of three courses during the summer school program. Additionally, students failing to meet defined attendance expectations may be required to attend the summer program to make up for lost instructional time.

Criteria for Participation

Students who earn below 60% may be required to attend the summer school program. Official notification regarding participation in the summer program will be made upon final grade verification at the conclusion of the 4th marking period.

Attendance

Students are required to attend the entirety of their assigned summer school program. Absences will only be granted with principal approval. Unexcused absences will result in dismissal from the summer school program.

The updating of final grades will be dependent upon the student's academic performance and attendance during the summer program. Students who fail a course during the summer program will be required to retake the course to earn the required credits. Students who fail to attend the summer program, stop attending the summer program, or who are dismissed due to behavior, will also be required to repeat the course during the next academic year. Any student who fails to earn a "C" during the summer program may be required to participate in the after-school tutoring program during the following academic year.

Offered Courses

RCCS offers core courses (English, Math, Science, and Social Studies) during the summer school program. Elective credits must be made up during the next school year unless an alternative method is approved by school administration.

Student Services

School Counselor

Students work with a school counselor who will assist them with academic, social, and/or emotional concerns. The counselor will be available by appointment during school hours. Please contact the school counselor to make an appointment.

Student Assistance Program (SAP)

The SAP team at RCCS aids students who exhibit barriers preventing academic success. The SAP team is a confidential team composed of specially trained teachers, school counselors, school administrators, and other school employees, who work to provide services to help students overcome barriers to learning.

Health Services

The health room will be available as needed for students who require either urgent or chronic medical care. If your student has a chronic medical condition (such as asthma, seizures, diabetes, food allergies, etc.), please ensure that the school nurse is aware of the condition and that any medication that may be needed during the school day has been provided to the health room. If your child has special dietary restrictions, please provide the following form for a medical professional to complete. [Dietary Restriction Form](#).

Students who become ill during the school day should first inform their teacher and request to go to the health room. All students presenting to the health room will be evaluated by a nurse. Students who are not deemed excessively ill by the nurse are encouraged to return to class. **If your child has a temperature of 100.4 degrees Fahrenheit or higher, you will be contacted by the school and expected to pick up your child within one hour.** If the school is unable to locate the parent/guardian, then it will attempt to contact individuals on the emergency contact list. **Students dismissed by the nurse due to fever are required to remain home until they have been fever-free for 24 hours without the use of fever-reducing medication.**

If your child is feeling ill in the morning, please keep them home if their temperature is greater than 100 degrees Fahrenheit, or if they had a fever the previous night, if they have vomited, or if they are experiencing diarrhea. **Please keep your child home until they are fever free or symptom free for 24 hours without the use of medication.**

If your student or any member of your household is experiencing Covid-like symptoms, please have them tested immediately. RCCS will follow the communicable disease guidelines established by the Pennsylvania Department of Health (PADOH) and the Centers for Disease Control (CDC). RCCS asks that you notify the School Nurse of any positive cases of Covid-19 in your household. The school nurse will provide you with guidance for a safe return to school for your child.

At times throughout the school year, your child will be dismissed from class to complete state-mandated health screenings that may include height, weight, vision, hearing, or scoliosis screening. If the screening indicates the need for a more thorough evaluation by your medical provider, your child will receive a referral from RCCS. Please have the referral completed by your family provider and return the referral form to the school. If you need assistance locating a provider, please contact the school nurse.

If you discover your child has lice, please keep them at home and treat them with an over-the-counter treatment. Contact the school nurse to notify the school and to receive information regarding successful re-admission procedures.

Health Requirements

Upon original entrance to RCCS, students are required to provide current immunization records as well as both a physical and dental examination completed within the past year. These records are kept on file at the school. Failure to provide proof of current required immunizations may lead to denial of attendance at RCCS until the proper documentation is received by the school. Additional physical examinations are also required in Grade 6 and Grade 11. Dental examinations are also required again in Grade 3 and Grade 7. **Current and required health forms must be filed with the school nurse for students to participate in extracurricular activities or field trips**

Medication

Please contact the school nurse if your student requires either physician-prescribed medication or an over-the-counter medication which must be given at school. RCCS must receive signed, [written permission](#) from the parent and the prescribing doctor for the school to administer any medications to students. The medication permission form must include the name of the medication and instructions for its administration (time and dosage). A parent or an adult must deliver the medication to the school. If students are found in possession of either a physician-prescribed medication or an over-the-counter medication, the parent will be required to come to the school to meet with school staff. In such an instance, disciplinary consequences may apply. Medication permission forms are available from the RCCS school nurse.

RCCS' Health Services has obtained written medication orders from the school physician for the treatment of a variety of injuries and minor illnesses that may occur during the school day. These medications include:

cough drops	wound wash	Vaseline
saline eye wash	Visine allergy eye drops	triple antibiotic ointment
Caladryl anti-itch lotion	sting kill for insect stings	Tums (at the secondary level only)
	Benadryl (for use in an allergic emergency, not for daily allergies)	

If you do not wish for your child to receive one or more of these standard medications, please notify the school nurse.

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 physical education class. If a student is unable to participate in physical education class for more than one week due to a physical ailment, an excuse from the doctor is required. A doctor must also give permission for a student who has a known physical disability to participate in physical education.

School Procedures, Policies, and Regulations

School Day Hours

The school day hours for the 2025-2026 school year are **7:45 a.m. – 3:00 p.m.** Please see the detailed schedule below:

7:25 a.m.- 7:45 a.m.	Student Arrival and Breakfast
7:45 a.m. – 3:00 p.m.	Academics (with lunches)
3:00 p.m.	Dismissal

Attendance

Regular school attendance is vital to academic success. A student who is absent frequently will not be able to achieve their potential ability because of missed work. Therefore, all middle and high school students are expected to report to school daily by 7:45 a.m., unless they have a legal excuse.

RCCS adheres to provisions for attendance and truancy as required under Pennsylvania Compulsory Attendance Law (Pennsylvania Public School Code 24 P.S. 13-1327). The RCCS Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences policy provides additional guidance for families. This policy is issued upon enrollment and annually during re-enrollment.

Students must attend school from 7:45 a.m. to 3:00 p.m. in its entirety to be considered present for the school day. Students must be present at least four hours in a school day to have the day count as a full day of school.

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

- | | |
|----------------------------------|--|
| • Illness of student | • Physical incapacity of the student |
| • Death in the family of student | • Impassable roads between the student's home and the school |
| • Court attendance | • Suspension of the student |

If a student must be absent for any reason, the parent/guardian must:

- For any absence between one and three days, provide a written note or send an email to attendanceMHS@myrccs.com detailing the reason for your child's absence. The note **must include**:
 - the child's name
 - the date(s) of the absence and the reason for the absence.
 - the parent/guardian signature or be sent from the parent/guardian's email address on file.
- If the illness continues for more than 3 days, it is required 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.

***A written excuse must be submitted to the main office within 3 days of the absence for it to be excused.** A written excuse must be provided, whether or not a parent called in the absence. If no written excuse is provided, the absence will be considered unlawful/unexcused. Once an unlawful/unexcused absence is recorded, RCCS will not make changes.

***A doctor's note is required for extended illness absences and for a student who has had more than 10 excused and/or unexcused absences during the school year. Failure to provide a doctor's excuse will result in an illegal absence.**

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.

A **written request** for absences due to the following reasons must be submitted and approved by the principal **before** the expected absent day(s) in order for the absence to be excused:

- Religious holiday
- Educational trip

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

- Trips not approved by the Principal
- 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 3 school days.

Attendance: Truancy

Truancy refers to when a student has **3 or more unexcused absences** in the current school year. These absences do not need to be consecutive. Upon the 3rd unexcused absence, a student is considered truant. RCCS will issue notices to parents/guardians after the 1st and 2nd unexcused absences. A truancy notice will be issued to the student's parent/guardian within 10 days of the student's 3rd unexcused absence.

Attendance: Habitual Truancy

Habitual truancy refers to when a student has **6 or more unexcused absences** in the current school year. These absences do not need to be consecutive. Upon the 6th unexcused absence, a student is considered habitually truant.

When a student is deemed habitually truant, RCCS will hold a school-based attendance improvement conference. A written notification will be sent to a student's parent/guardian prior to the conference requesting their attendance at the conference. RCCS will still hold a school attendance improvement conference for a student if a parent does not attend the conference. At the attendance improvement conference, RCCS will create a plan to help a student attend school.

After an attendance improvement conference is held and a plan is put in place, if a student has more one additional unexcused absence, RCCS will refer the student to either a community-based attendance improvement program or Children and Youth Services. In addition, RCCS may file a citation against a student's parent/guardian in district court.

Any student who is absent illegally or unexcused for ten (10) consecutive days will be immediately dropped from the school's rolls.

School Tardiness

All middle and high school students are expected to report to their homerooms no later than 7:45 a.m. Any student who is not seated in homeroom by 7:45 a.m. is considered late/tardy. Students that arrive late at school must report to the main office. Students arriving after 8:00 a.m. must report to the main office and be signed in by a parent/guardian before being permitted to go to class. If a student is late to school, a written note is required specifying the reason for the delay. Minutes late to school are attributed to a student's attendance record and may be addressed through truancy procedures.

After a middle or high school student accumulates three unexcused tardies, the parent/guardian will have a conference with the attendance officer. After the student accumulates six unexcused tardies, the parent/guardian will have a conference with the principal.

Tardiness to Class

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

- 0-4 minutes late: Students will have a classroom consequence as outlined in the teacher's classroom management plan.
- More than 4 minutes late: Student will be considered cutting class which is a level 2 violation according to the Code of Conduct.

Leaving the Classroom

Students must ask permission before leaving their classroom for any reason, including but not limited to using the bathroom or seeing the school nurse. Students must be issued a pass before leaving any classroom. Students are allowed 3 passes out of class per day. There will be no exceptions to this rule. Students may also use the bathroom during lunch.

Leaving School without Permission

Students are not permitted to leave the school building under any circumstances without permission. Students who leave the school without permission 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 and law enforcement will be notified.

Dismissal for Appointments

Should a student be scheduled for a medical appointment during school hours, a doctor's or parent's note will be required to count the absence as legal/excused. Please send a note or email to the school **in advance** specifying the date of the appointment and the time that your child will be picked up by a parent/guardian or emergency contact.

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

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.

Trips requiring fewer than 3 school days of absence:	Trips requiring 3 or more school days of absence:
The parent/guardian must send a note to the main office or an email to attendanceMHS@myrccs.com in advance of the trip specifying the nature of the trip and the dates on which the student will be absent.	A Leave of Absence Request Form must be submitted to the building principal at least two weeks in advance of the trip.

Trips occurring during PSSA or Keystone testing windows will not be approved.

Prior to the student leaving on the trip, the principal must approve the student's absence. Please note that the parent/guardian assumes all responsibility for the student to make-up all missed work due to an extended absence. It is the student's responsibility to obtain a list of assignments from his/her teachers prior to the extended trip.

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the student involved, the student may be excused from school attendance to participate in an educational tour or trip not sponsored by the school. The trip must be evaluated by the principal as being educational, and the adult supervision must be acceptable to both the principal and to the student's parents/guardians. The principal is designated to make the initial decision, based on information provided by the parents/guardians.

1. This [Leave of Absence Request](#) must be submitted to the principal a **minimum of two weeks** prior to the trip except in an emergency. Parents/guardians will be notified if the request is approved or not.
2. Request will be approved only if it is determined that the trip/tour is of educational value to the students or if there is a documented family emergency.
3. Unless there are unusual or emergency circumstances, requests will not be approved for the first ten (10) days of school or during the state's testing periods.
4. If more than one child is making the trip, a separate request must be submitted to the principal for each child.
5. No more than ten (10) school days will be approved for an educational trip/tour or family emergency in any school year. Special requests involving extraordinary circumstances or exceptional opportunities for learning should be discussed in person with the principal well in advance of the requested days of absence.
6. Satisfactory academic achievement and the student's attendance record will be considered in the approval of such a request.
7. 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.

Arrival Procedures

All parents/guardians and/or designees are expected to follow drop-off procedures and designated traffic patterns during student arrival. Upon arrival at school, all students are to enter through the designated entrances. All students will undergo a safety screening upon entry.

After undergoing a safety screening, students must either go to homeroom or to the cafeteria for breakfast. No loitering in the halls is permitted. Any student who arrives after 7:43 a.m. must arrive through the main office.

Dismissal Procedures

Parents/guardians are required to contact the school by 2:00 p.m. if there is a change to their child's transportation for that day. Parents are expected to follow defined traffic patterns surrounding the school. At the end of the school day, if the student is staying after school, the student must report to the designated area as soon as possible. Loitering is not permitted on school property.

The school shall not claim responsibility for your child after the school closes. Parents/guardians will be notified of after school and extracurricular activities and must plan to pick up their child promptly at the end of the activity. Parents must provide transportation within 15 minutes of the end of any after school activities. Parents who fail to respond to requests to pick up their child may be referred to county children and youth services and/or law enforcement.

After-School Activities Guidelines

1. All school rules are in effect during all after-school programs. To attend an after-school activity including athletics, the student must be present during the school day.
2. There is to be no loitering outside the building after the after-school activity and students are not permitted to leave the activity and come back later.

Emergency Phone Numbers

It is extremely important that the RCCS has current and active telephone numbers to reach parents/guardians in the event of an illness or injury to your child during the school day. **All families must provide at least 2 emergency contacts in addition to, and different from, the parents/guardians.**

Bus Transportation

Middle and high school students living 2.0 or more miles, in walking distance, from the school may be eligible for transportation services. Students must adhere to behavioral expectations for the bus to ensure student safety. Students may be suspended from the bus for unsafe and/or inappropriate behaviors. As per the Pennsylvania Department of Education, "transportation is a privilege, not a right." The principal will handle disciplinary measures related to bus incidents. Students riding the bus will be given an additional copy of the bus rules that must be signed and returned by students and parents/guardians. Middle and high school students residing within the Allentown School District who qualify for transportation will be provided with a LANTA bus pass.

The following rules must be followed by all students riding the bus:

1. No chewing gum or candy, eating, drinking, or smoking
2. No unauthorized use of personal electronic devices including: cell phones, tablets etc.
3. No toys, games, or other non-instructional personal items
4. No horseplay, excessive noise, or vulgar language
5. Students must be seated, facing the front, at all times, until the destination is reached, and the bus has come to a complete stop
6. Students must remain in their assigned seat
7. No littering
8. Students may not block the aisle or emergency door
9. Students may neither extend arms or heads out of the bus windows, nor throw any objects inside or out of the bus
10. Students may not open/close windows unless given permission by the driver.
11. Students willfully damaging the bus will be held liable for the cost of the repairs
12. Other rules deemed reasonable by the driver

Video/Audio Surveillance

The use of video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Emergency School Closing

When it is necessary to delay the start of the school day, dismiss early, or cancel school completely, announcements will be made on WFMZ-TV Channel 69, www.WFMZ.com and on social media. Also, the school will send messages using a voice and/or text-messaging app.

Transfer/Withdrawal from RCCS

If your child is transferring from RCCS to another school, a parent/guardian must notify the school with a minimum of two-day notice. The parent/guardian must come to the office and sign a withdrawal form. The student must return any school-owned materials and pay any outstanding debts. School officials from the new local educational agency will then request records from RCCS.

Social Events and Field Trips

The Board recognizes the value of social events and field trips in the enrichment of the total school experience. Social events and field trips require the approval of the principal. For all trips outside the school facility, signed parental/guardian's permission shall be required. Social events and trips are a privilege. A student's privilege to participate in a social event and/or field trip may be revoked at administration's discretion.

The principal shall develop procedures for the conduct of student social events and class trips, these 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
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.)

Visitor Policy

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. The safety of our students and staff is everyone's concern, and certainly a priority for RCCS. Visitors (**including parents/guardians**) must use the main office entrance. Please ring the bell outside the entrance door 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 to proceed to any area in the school.
3. A copy of this identification will be scanned into the Visitor Management System.
4. The visitor will be provided with a visitor label that must be worn during the entirety of the visit.
5. Security personnel or a staff member will escort the visitor to the destination area.
6. Upon the conclusion of the visit, the visitor will be signed out by the receptionist, and the visitor will return the label.

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, local authorities will be called.

Volunteers in School

Parents/guardians and anyone interested in volunteering at our school, should visit the volunteer section on the school's website at: myrccs.com/how_to_volunteer.html for more information about the necessary requirements.

Home and School Association (HASA)

HASA is an active and ongoing organization at RCCS whose primary objectives include:

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

Fundraising

The principal and/or CEO must authorize all fundraising activities. All funds raised must be deposited in the appropriate and designated account(s). The appropriate and designated account is determined and authorized by RCCS.

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 from the public shall be first considered through a direct, informal discussion among the parties interested. The CEO or the principal 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 are employed.

Mandated Reporting

Under PA law, all school employees are mandated reporters. School employees adhere to the law in reporting a suspicion of child abuse to Child Line. School employees may also report concerns about a student's safety and well-being to Children and Youth Services.

Homeless Act: McKinney Vento Act

About Homeless Act-McKinney Vento Act:

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make out responsibility clear. With the huge number of homeless children currently attending public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance

What is the definition of a "homeless youth" under McKinney-Vento?	• "Homeless" is defined as "anyone lacking a fixed, adequate, regular nighttime residence."
What situations fits this description?	• Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances • Living in motels, hotels, trailer parks (in some instances-examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options • Living in an emergency shelter or transitional housing • Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth • Refugee and migrant youth
How does McKinney-Vento help these students?	The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full basic, daily participation in school activities. This includes: • Immediate enrollment • Free and Reduced School Lunch • Help from school with any necessary enrollment documents • Help from school with basic high school graduation needs and expenses (if the student qualifies) • Help from school with getting basic uniform clothing • Help from school with basic school supplies • Help from school with any basic clothing needs • Help from school setting up transportation service

Where can I find more information for Pennsylvania?

Please visit the [PA Education for Children and Youth Experiencing Homelessness site](#). Interested families may also contact the Homeless Liaison at Roberto Clemente Charter School, , Emily Ellis, School Social Worker, ejellis@myrccs.com. Additionally, families may contact Storm Camara, State Coordinator at 717-772-2066 or scamara@pa.gov

Dress Code Rationale

RCCS is committed to preparing our students for the professional/working environment at an early age. As a result of this vision, The Board has established a dress code that must be observed by students. This dress code includes a school uniform and dress down rules for certain days declared as Dress Down Days. Business casual dress is the standard for this dress code. Not all casual clothing is suitable for the workplace. Clothing that reveals too much skin or reveals undergarments is not permitted. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

Students must arrive at school in their uniform. Students should not keep uniform components in their locker or on site to change into upon their arrival. If a student does not report in uniform, the parent will be required to bring the required clothing to the school.

Dress Code

The dress guidelines are designed to provide students, staff, and administration with the most conducive learning environment. Listed below are the uniform requirements for all students.

GIRLS	BOYS
• Skirt (No shorter than knee length) • White dress or polo shirt (long or short sleeve) • Navy blue crosstie (optional) • Pantyhose/tights or Bobby socks in navy blue or white (no sweat socks) • Cardigan with logo	• Khaki or Gray pants (no side pockets or cargo pants) • White dress or polo shirt (long or short sleeve) • Navy blue solid tie (optional) • Navy blue jacket or cardigan with logo • Solid black or white sneakers or black dress shoes (no color designs or color soles)

- Solid black sneakers or black dress shoes (Heels no higher than 1 inch and no color designs or color soles)
- Loose Fitting Khaki or Gray Pants
- Black belt with a small buckle (khaki pants must be worn at the waistline with the belt)

White T-shirts, and hooded sweatshirts **ARE NOT PERMITTED** as part of the RCCS uniform.

Gym Uniform

- Navy Blue T-shirt with RCCS logo (a blue, white, black, or gray shirt may be worn under the t-shirt in colder months)
- Navy blue sweatshirt with RCCS logo
- Navy blue sweatpants
- Navy blue shorts
- Solid black or white sneakers

Accessories

Students may wear one small necklace or bracelet. Students are permitted to wear one small pair of earrings. Hoops must be less than the size of a U.S. nickel. No large hoops are permitted. Facial piercings must be discrete. Students are permitted to wear a scrunchie, 3-inch bow, or plain headband in the following colors: navy blue, dark green, uniform plaid, black, or white. Bandanas, do-rags, and headcaps are not permitted. 6-inch bows are not permitted. If a student comes to school with unacceptable jewelry, earrings, headband, or bow they will be asked to take it off and put it away or give it to their teacher or administrator until the end of the day.

Personal Appearance

All students must maintain a clean and neat hair cut or style. It may not follow extreme fashion trends such as spiking or Mohawks or any other fashion considered extreme by RCCS. If a student is found to have an inappropriate hairstyle, haircut, or hair color, school administration will contact the parent/guardians. RCCS recognizes and affirms the right of students to wear natural hair textures, protective hairstyles, and culturally or religiously significant hairstyles, including but not limited to locs, braids, twists, afros, Bantu knots, coils, extensions, and head coverings. Such hairstyles are protected under applicable law and shall not be restricted, disciplined, or discouraged.

Dress-Down Days

At RCCS, certain days can be declared dress-down days. On these days, casual clothing that follows the dress code/dress down rules is allowed. All students must follow the dress down rules to enter the building. Dress-down rules apply to field trip days unless directed differently by an administrator.

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

- | | |
|--|---|
| No spaghetti straps, tube-tops or halter-tops | No tank tops or any sleeveless top or shirt (shoulders must be covered) |
| No shirts that hang below the knees | No see-through apparel |
| No see-through ripped jeans/clothes | No visible stomachs |
| No inappropriate messages | No shorts that are one (1) inch above the knee |
| No visible undergarments | No pajamas (unless administratively approved) |
| No spandex or skintight clothing including biker shorts | No skirts or dresses shorter than one inch above the knee |
| No bandanas, do-rags, or headgear (hats, caps) | No sunglasses |
| No open shoes, flip-flops, slippers, crocs, or open-toes shoes (shoes must be securely fastened) | |

Building Procedures

Book Bags & Backpacks

Students in grades 6-12 are required to use a clear book bag/backpack or carry no book bag or backpack.

Students may have (1) 9" x 6" x 5" non-transparent bag for lunch and (1) (1) 9" x 6" x 5" non-transparent privacy bag, regardless of whether they are carried inside or outside the backpack. Zipper binders are not permitted.

Extracurricular bags and equipment do not have to be transparent but must be stowed in an assigned area immediately upon arrival on campus. Students who fail to follow this requirement will be subject to disciplinary action according to the Code of Conduct.

Appointments with School Personnel

Parents/guardians are encouraged to meet with school personnel for answers to questions regarding the progress of their child. Because school personnel 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. Please contact the school ahead of time to schedule an appointment to discuss concerns with school personnel.

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 based on personal belief or religious conviction; however, students are expected to stand quietly during the Pledge.

School Safety Drills

Students and staff will practice school safety drills throughout the school year. These drills include but are not limited to fire drills and/or lockdown drills.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. More information can be found on the school’s website.

Threat Assessment Team

Act 18 of 2019 requires the establishment of threat assessment teams for all school entities in Pennsylvania. RCCS takes all threats seriously and has established a K-12 threat assessment team to appropriately investigate and classify all threats to the school community. Students may report a treat to any staff member who will forward the information to the defined team. More information can be found on the school’s website.

Hall Conduct

All movement between classes shall be prompt and orderly. Students may not loiter in the hallways or outside of classrooms. Students are expected to arrive at class on time, be seated and ready to learn. If a student is late for class, the student may be subject to disciplinary consequences.

Breakfast

A morning breakfast will be available to all students between 7:25 and 7:40 a.m.

Cafeteria Procedures

Upon entering the cafeteria, students will follow the directions of the cafeteria monitors. Quiet conversation will be permitted. Loud, boisterous behavior will not be tolerated. Inappropriate behavior will be addressed appropriately according to the disciplinary guidelines. Students may not share food with other students due to food allergies and dietary restrictions. Students are responsible for disposing of their trash in their lunch area. Once the cafeteria is cleaned up, the cafeteria monitor will dismiss the students. Students may not order food from outside sources nor have parents bring lunches during the lunch period. Food may not be taken outside the cafeteria.

Birthday and Classroom Treats/Snacks

Food treats and/or beverages for birthdays, parties, or for other reasons are not permitted. Student health and safety is our utmost priority. Due to food allergies, dietary restrictions, and other health related concerns, food treats and beverages are not allowed to be brought in for students. Food treats include, but are not limited to, cake, cupcakes, brownies, cookies, candy, or pizza. You may bring in small, non-food-related treats for your child’s birthday or for other celebrations, such as pencils, erasers, or bookmarks etc.

Personal Electronic Devices

Electronic devices including cell phones, smartwatches and other items provide a level of distraction during the school day that is difficult to supervise and that interferes with the instructional process. Cell phones, Bluetooth headphones, smart watches, and other electronic devices are not permitted for use during the school day. During homeroom, students will put their cell phones, smart watches, air pods and any other electronic devices in a lock box. The devices should be turned off to maintain their battery. Items will be returned during the afternoon homeroom. If students are found to be in possession of an electronic device during the school day, it will be confiscated by administration, and a parent/guardian will be required to pick it up from the office.

If parents need to contact their student during the school day, they can call the receptionist at (610) 439-5181. If a student needs to contact their parents, they can utilize the school phone at the main office. Students must have permission from their assigned teacher to do so.

Personal Non-Instructional Items

Students are not permitted to bring non-instructional items to school including but not limited to stuffed animals, blankets, cologne or perfumes, cosmetics, make-up or styling tools, snacks or candy. Permitted non-instructional items include unscented lotion, deodorant, feminine hygiene products, and chapstick. This expectation applies to the school bus as well. If a student brings an unnecessary non-instructional item to school, they will be required to give their personal item to a teacher or administrator to store for the day, and it can be picked up by the student at the end of the day. RCCS is not responsible for any non-instructional items a student may bring to school. Failure to adhere to this expectation may result in disciplinary action.

Lockers

Lockers are the property of RCCS. Students are given the 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. Given reasonable suspicion, 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 student's presence and to confiscate prohibited material. The principal or designee 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.

- Each student will be assigned a locker. The lockers are the property of the Roberto Clemente Charter School.
- Students may go to their lockers at the opening and closing of the school day and before and after lunch.
- Students must not give their locker combinations to any other student. Students are responsible for the items in their lockers at all times.
- Any damage to the locker will be paid for by either the student or parent or guardian.
- Students are not permitted to discolor, markup, place inappropriate insignias, vulgar pictures or words, or graphics inside or outside the locker.
- 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.

Smoking/Vaping

Tobacco use is prohibited by students, employees, and visitors in school buildings, school buses and on school property owned by or under the control of a school. Refer to the Code of Conduct Section for more information regarding students and tobacco.

Bicycles, Scooters, ETC.

Students utilizing personal transportation including, but not limited to, bicycles, skateboards, scooters, hoverboards, rollerblades, do so at their own risk. RCCS is not responsible for the storage, safety or security of such items during the school day.

Outstanding Debts

Students are responsible for paying all outstanding debts as quickly as possible. This includes paying for lost or damaged instructional materials and supplies including but not limited to Chromebooks, calculators, workbooks, and/or reading books. 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.

Technology Usage

All students are expected to abide by the Technology Resource-Acceptable Use Policy. In addition, each family must enter into an equipment agreement to ensure responsible use of school-issued equipment.

Student Responsibilities

Each student has a right to a free and appropriate 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 the 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 their fellow students. It is the responsibility of each student to respect the rights 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 RCCS, 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?
 - a) If you believe that your rights have been violated.
 - b) 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:
- If a person feels he/she has been subjected to any form of physical, verbal, humiliating or frightening punishment of any kind.
 - If a person feels he/she has been subjected to any act of sexual abuse including any visual, verbal or physical conduct of a sexual nature.
 - If a person feels he/she public input should be first directed to the principal in a timely fashion.

Parent Responsibilities

The most important responsibility of parents is being an active participant in their child's education. **RCCS parent's/ guardian's must complete 10 hours of student support.** The student support hours include attending parent and family events including, but not limited to: back to school night, parent/teacher conferences, Hispanic Heritage celebrations, and other school activities. Parents/guardians 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. Parents/guardians and the school must work together in order for the students to succeed. Parents/guardians must be active in the student's education.

Title I School Parent Involvement Policy Checklist

LEA Name: Roberto Clemente Charter School

School Name: Roberto Clemente Charter School

The Title I Parent Involvement section of Every Student Succeeds Act (ESSA) requires each Title I School to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1116. 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	
	YES	NO
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	
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Title I District Parent Involvement Policy Checklist

All school districts receiving Title I funds are required under Section 1116 of the Every Student Succeeds Act (ESSA) 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, safety, 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 include but are not limited to detentions, in-school suspensions, Saturday detentions, out-of-school suspension, and 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 passing grades in all subjects may not be allowed to participate in any activities.

After-School Detention

Detention is assigned by administration and will occur after school hours. On some occasions, as approved by the principal or designee, students may serve detention during tutoring time provided by the teacher. Failure to report to an assigned detention may result in a scheduled Saturday detention. If a student does not come to their scheduled Saturday detention, a one-day suspension from school may be issued. 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 (1) to ten (10) days, depending on the nature of the infraction. Students who are suspended are not eligible for honor roll status and/or student recognition awards during the current rating period regardless of their academic average. Students cannot be on school grounds or surroundings while on suspension or participate in extracurricular activities. If the suspension exceeds three days, the parent/guardian will be entitled to an informal hearing. The student must be accompanied by a parent/guardian upon re-entering the school after a suspension.

Expulsion from School

Expulsion is the permanent exclusion from school. Such action results from a Board of Trustees action preceded by recommendations from the principal or CEO.

Roberto Clemente Charter School Code of Conduct

Incorporating Restorative Practices

Introduction:

To promote the intellectual, social, emotional and physical growth of all students, the Roberto Clemente Charter School provides a safe and secure learning environment for all students and staff. We promote respect for self and others through good conduct modeled by staff, students, and parents/guardians. When relationships break down, we repair them through restorative practices. Restorative Practices is a form of progressive discipline. It does not seek punishment. Instead, progressive discipline seeks concurrent accountability and behavioral change.

This Code of Conduct and Restorative Practices is presented to assist students, staff and parents/guardians to understand the expectations for acceptable conduct while in school or attending school-sponsored activities, on school grounds, and while away to and from school. All students are expected to follow the Code of Conduct. Administration will review core principles and key components of the Code of Conduct/Restorative Practices with staff and students at the beginning of each school year, and as needed throughout the year. We ask families to do the same with their children. It is the collective responsibility of all students, staff, and parents/guardians to ensure that the expectations set forth in this Code of Conduct are adhered to. Responses to violations of the Code of Conduct will be developmentally age-appropriate and a balance of proportional consequences and restorative

practices. Equally imperative, all school faculty and staff must affirm clear and consistent behavioral expectations that set the tone for a safe, orderly, and respectful school community. School faculty and staff must be fair and consistent in addressing student behavior in a manner which enables students to learn from their mistakes and be accountable for their misconduct.

We Value:

- Justice and Fairness – Demonstrating impartial, unbiased and equitable treatment for all
- Inclusiveness – The quality of including all sections of society
- Honesty – Being truthful in word and action
- Respect – Showing high regard for self, others, and property
- Responsibility – Being accountable for individual behavior
- Self-esteem – Confidence in one's own worth or ability
- Caring – Showing concern for the well-being of others
- Citizenship – Being an informed, responsible, and caring participant in the community
- Courage – Doing the right thing in the face of adversity
- Perseverance – Demonstrating commitment, pride, and a positive attitude in completing tasks

Students, staff, and parents/guardians must be partners in education.

Administration, faculty and staff will:

- Establish and maintain a positive, safe, secure, orderly, and non-threatening learning environment that allows for open communication, dialogue, and discussion;
 - They will be courteous and respectful to all, being sensitive to individual needs, and using appropriate language;
 - Treat individual students fairly, consistently, and respectfully;
 - Provide due process and appeal procedures;
 - Be cooperative and provide support to administration, staff, and students, in the performance of their duties;
 - Refer students to counseling and support services when the need arises;
 - Support students in using the internet in ways that are safe, responsible, and appropriate, and help students follow the rules and etiquette that lead to effective digital learning.
- Actively engage every student in the learning process and promote achievement of high academic standards;
 - Be precise about expectations regarding student conduct and learning outcomes;
 - Communicate student progress and behavior to students, parents/guardians and other staff in a timely, consistent and effective manner.

The parent/guardian partners are asked to:

- Establish conditions for your child's academic, social and emotional success:
 - Provide space, time, and necessary supervision in which their child can study and complete assignments;
 - Ensure that their child attends school in compliance with the law;
 - Ensure that their child is appropriately dressed for school;
 - Be supportive of the staff's authority and responsibility to maintain a positive, productive, safe, orderly and non-threatening learning environment;
 - Monitor your child's social media activity to ensure that all are safe.

Student partners are expected to:

- Engage in their academic growth;
 - Attend school regularly and be on time for school and classes;
 - Be prepared for and participate in learning by having a positive attitude, asking thoughtful questions, completing and returning homework on time, and seeking help when needed;
 - Demonstrate personal academic integrity and social responsibility in their interactions with everyone;
 - Act responsibly towards those you interact with face-to-face and/or online;
 - Commit themselves to constant personal growth and improvement.
- Respect one another's differences and resolve conflicts using restorative practices: discussion, peer mediation, or assistance from school personnel:
 - Contribute to the creation and maintenance of a safe, clean, and orderly school;
 - Follow all lawful directions;
 - Respect themselves and others;
 - Take responsibility for their own behavior, realizing that there are always options and consequences for choices;
 - Dress in an appropriate and safe fashion;
 - Bring home communication from school and return all necessary materials;
 - Respect school property and the personal property of others.

Restorative Practices

Restorative Practices are a framework for building community and responding to challenging behavior through authentic dialogue leading to understanding and action to set things right and repair and restore damaged relationships. The process supports initiators in acknowledging and repairing the harm done, helps victims and witnesses process what happened, and helps the class or school community rebuild trust.

All members of a school community bring with them diverse abilities, interests, viewpoints, and family and cultural backgrounds. These differences can be a source of great energy and strength when members of the community value and respect one another. Using restorative practices to foster interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline.

A restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the behavior will be punished, a restorative approach asks four key questions:

1. What happened?
2. Who was harmed or affected by the behavior?
3. What needs to be done to make things right?
4. How can people behave differently in the future?

Types of Restorative Approaches

Circle Process: Regular use of restorative circles within the instructional program of the school is a significant prevention and intervention strategy. The circle process enables a group to build relationships and establish understanding and trust, create a sense of community, learn how to make decisions together, develop agreements for the mutual good, resolve difficult issues, etc.

Students are the largest group of stakeholders in a school community and its greatest natural resource in creating and sustaining a safe and supportive school environment. Building community among students and between students and staff members is integral to creating a supportive and inclusive school culture. When students feel accepted, valued, respected and included, they build a positive connection to school and foster resilience.

Community building circles focus on:

- **Safety and Trust** – Community members need a sense of safety and trust to connect with one another.
- **Honor** – Members interact with fairness and integrity and acknowledge their personal responsibility for their actions.
- **Openness** – Community members feel free to share their thoughts and feelings.
- **Respect** – To bond as a community, members must feel that they are valued and respected as individuals, and they must respond respectfully to one another.
- **Empowerment** – A sense of empowerment is a crucial element and a desired outcome of being a member of a community. Community support enables members to gain a new view of themselves and a new sense of confidence in their abilities.

When used as an intervention measure to address inappropriate student behavior, restorative circles empower community members to take responsibility for the well-being of others; prevent or deal with conflict before it escalates; address underlying factors that lead youth to engage in inappropriate behavior and build resiliency; increase the pro-social skills of participants; particularly those who have harmed others; and provide wrongdoers with the opportunity to be accountable to those they have harmed and enable them to repair the harm to the extent possible.

Collaborative Negotiation: Using the collaborative negotiation or informal conferencing process enables an individual to talk through an issue or conflict directly with the person he/she disagrees with to arrive at a mutually satisfactory resolution. Training in collaborative negotiation includes learning active listening and other conflict resolution skills.

Formal Restorative Conference: A conference is facilitated by an individual who has received specific training in bringing together individuals who have acknowledged causing harm with those who have been harmed.

Regardless of the circumstances, the mental and physical health, safety, and welfare of the individual who was harmed is of paramount importance when considering this option in a school setting. Both sides may bring supporters to the circle who have also been affected by the incident. The purpose of the conference is for the harm-doer and the harmed to understand each other's perspective and come to a mutual agreement that will repair the harm as much as it is able to be repaired. A circle can also be used in response to a particular issue that affects the school community.

Disciplinary Guidelines

RCCS 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/guardians 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 infraction
7. Be administered in a way that is firm, reasonable, consistent, and fair.
8. Encourage high regard for every person's right to reasonable hearing procedures and due process when accused of an infraction
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 or staff making the accusation at the time of the finding of facts by the principal/dean of students. Also, the principal/dean of students bases their decisions on the best available information and is not obligated to present to the students, or to their 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
- For the purpose of self-defense
- To obtain possession of weapons or other dangerous objects
- For the protection of person's 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 types of behavior incident(s) and examples of infractions and the "procedures" and "options" specified shall be treated as guidelines for use by teachers, the administration, and The Board in dealing with matters relating to student conduct and deportment. The following shall not constitute a limitation upon the authority granted to teachers, administrators, 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 education students only, when the total days of suspension for a student reach 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; the staff of the school will schedule it.

Note: Re-Enrollment – At the end of each school year, all current students are invited to re-enroll 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 judicial 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 dismissed 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. Teachers 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. Examples include but are not limited to syringes, razor blades, roach clips, water pipes, and bowls.

Judicial Review – A formal expulsion hearing from Roberto Clemente Charter School between school administration, school board members, a student and his/her guardian(s). Parents/students 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 a 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 judicial review will result in another judicial 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/dean of students 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 predetermined 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 judicial review.

Teacher & Administration Detention Rules

1. After school detention will be held in the detention room or in the room of the teacher or staff member's room that issued the detention.
2. Students must report on time for after school detentions.
3. Students will write a reflection 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.
4. Talking, eating, drinking, sleeping, or other inappropriate behavior will not be permitted in the detention room.
5. Parents/students are responsible for their own transportation after detention.
6. 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.

Suspension/Expulsion Procedures

In-school suspension

- A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- Communication to the parents/guardians shall follow the suspension action taken by the school in writing.
- When the in-school suspension exceeds three (3) consecutive school days, an informal hearing with the principal and/or CEO shall be offered to the student and the student's parent/guardian prior to the 5th school day.
- The student's school entity has the responsibility to make provision for the student's education during the period of the in-school or out of school suspension.

Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - a. Suspensions may be given by the principal, principal/dean of students or CEO of the charter school.
 - b. A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - c. The parents or guardians shall be notified immediately by telephone and in writing when the student is suspended. Suspended students must be picked up within one hour of the parent notification.
 - d. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing within the first 5 days of the suspension.
 - e. Suspensions may not be made to run consecutively beyond the 10-school day period.
 - f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
 - g. A re-entry meeting with the parent/guardian, student, and school administration is required before a student can re-enter the school.
2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
 - a. During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (b).

- b. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- c. Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
- d. The initial responsibility for providing the required education rests with the student's parents/guardians, through placement in another school, tutorial or correspondence study, or another educational program approved by a school district's superintendent.
- e. Within 30 days of action by the board, the parents/guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents/guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act 2004.
- f. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance).

Hearings

1. General Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
2. Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - a. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - b. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - c. The hearing shall be held in private unless the student or parent requests a public hearing.
 - d. The student may be represented by counsel, at the expense of the parents/guardians, and may have a parent/guardian attend the hearing.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his/her own behalf.
 - h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - i. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - i. Laboratory reports are needed from law enforcement agencies.
 - ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
 - iii. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
 - k. Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (k) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - l. The following due process requirements shall be observed in regard to the informal hearing:
 - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - ii. Sufficient notice of the time and place of the informal hearing shall be given.
 - iii. A student has the right to question any witnesses present at the hearing.
 - iv. A student has the right to speak and produce witnesses on his/her own behalf.
 - v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All formal hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

LEVEL 1 INFRACTIONS:

Actions that interfere with the orderly operation of the class will be handled by the classroom teacher until that 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
- Inappropriate behavior (horseplay, throwing items, etc.)
- Neglect of responsibility (failure to complete homework, failure to return 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.

LEVEL 1 PROCEDURE:

Each classroom teacher is expected to incorporate restorative practices into their classrooms. Initial Level 1 infractions will be addressed by the teacher through employing appropriate disciplinary steps. If the behavior continues, the teacher 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 after restorative steps have proven ineffective in controlling the behavior. Staff are not limited to the examples found below.

- Classroom discipline report
- Verbal reprimand
- Special assignment (written assignment, community service, etc.)
- 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, 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 seriously disrupts the education of other students or consuming an unreasonably large amount of the school's, teacher's and/or administrator's time.

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

LEVEL 2 INFRACTIONS:

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.)
- Safety violations
- Cutting class
- Cheating on tests or other assignments

- Leaving class without permission
- Repeated Plagiarism
- Possession of banned material that is not a safety threat (including a cell phone or electronic device)
- Other actions of a similar nature

LEVEL 2 POSSIBLE CONSEQUENCES:

- Immediate intervention
- Referral to office for collaborative conferencing or informal conference using school discipline referral
- The teacher 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
- In-school suspension
- 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 additional 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, one possible outcome is a functional behavior assessment and the revision of the IEP.

LEVEL 3 INFRACTIONS:

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

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

- Possession or use of tobacco (a lighted or unlighted cigarette, vape, vape oil, 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 of Roberto Clemente.
- Fighting (all parties, regardless of who initiated the incident)
- Possession of incendiary devices including fireworks
- Forgery of notes and excuses
- Threats to students
- Inappropriate language directed at staff or visitors
- Leaving school property without permission
- Horseplay resulting in injuries
- Minor vandalism
- Stealing
- Public display of lewd or vulgar gestures or images, including inappropriate computer files
- Endangering others
- Refusal to participate in an administrative search
- Unauthorized recording of students and/or staff
- Other actions of a similar nature

LEVEL 3 POSSIBLE CONSEQUENCES:

Actions that are generally directed against persons or property

- Immediate intervention
- The teacher will complete an office discipline referral and parents will be contacted.
- The Administration will assess severity of situation and apply restorative steps if deemed appropriate
- Referral to office for a conference
- Behavior modification and counseling will be provided by the counselor
- Behavioral contract
- Parental contact
- In-school suspension
- Out-of-school suspension
- 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

- Administrative review and judicial 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 Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, the IEP will be revised to include the results of functional behavior assessment and a behavior goal will be added to the IEP.

LEVEL 4 INFRACTIONS:

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
- Use of incendiary devices
- Bomb Threats
- Extortion
- Threats to staff and visitors
- Sexual harassment/violations of the Title IX Policy (See below policy)
- Bullying/Harassment (See below policy)
- Endangering others
- Violations of local, state, and federal laws.
- Drugs and controlled substance (See specific procedures on page 8)
- Possession, use, or transfer of dangerous weapons (See specific procedures on page 9)
- Terrorist threats
- Other actions of a similar nature

LEVEL 4 PROCEDURES:

- Immediate intervention
- The teacher will complete a discipline report and parents will be contacted.
- The principal verifies the offense, collects documentation, and meets with the student. The students and parents/guardians 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
- Judicial 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. Provided certain criteria are met, a formal restorative conference will be held to address the harm done. For a student with an IEP, this conference could take the form of a Manifestation Determination (MD) Meeting, which could result in recommended changes in the Individualized Education Program (IEP). Regardless of whether the conference is informal or an MD, the IEP will be revised to include the results of functional behavior assessment and a behavior goal will be added to the IEP.

LEVEL 4 - DRUG AND ALCOHOL SITUATIONS

Students may be searched for suspicion 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.

1. The use of drugs, alcohol or mood-altering substances 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.
2. 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.
3. 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.
4. A student is found to be in possession, use or under the influence of drugs, 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 possessions 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.
5. A student is caught again in possession, use or under the influence of drugs, mood altering substances, alcohol or possesses drug related 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.
6. 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

Students 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 case workers 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 students 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.

Level 4 - Sexual Harassment/Violations of the School's Title IX Policy

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., protects students from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

Title IX covers sexual harassment that happens in a school's "education program or activity." This includes locations, events, and circumstances where a school exercises substantial control over the context of the alleged harassment and the person accused of committing the sexual harassment.

Sexual harassment, pursuant to the Title IX regulations, is defined as:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- School employee conditioning educational benefits on participation in unwelcome sexual conduct, otherwise known as "Quid pro Quo," harassment.
- "Sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v) "dating violence," as defined in 34 U.S.C. 12291(a)(10) "domestic violence," as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

Any individual who feels he/she has been subjected to any act of sexual should communicate immediately with a staff member, and/or principal for further investigation. The Title IX complaint procedures and grievance procedures are posted on the School's website, and can be found here.

Any individual who is found to be responsible for sexual harassment following the Title IX grievance process will be subject to appropriate discipline, including expulsion from school.

Level 4 - Anti-Bullying/Harassment 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, or wireless handheld 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. If it is initiated off school grounds, the school will take the appropriate measures to contact the proper authorities.

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 of 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 in an 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 Trustees' 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 or temporary, alternative placement
- 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 groups
- 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.

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

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

1. 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.
2. 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 as required by applicable federal and state law and regulations.
3. 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 the student's behavioral needs as required by applicable federal and state law and regulations.
4. 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.
5. 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

1. 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.
2. Roberto Clemente Charter School shall invite representatives of the Allentown Police Department to participate in the training 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

Handbook Signature Instructions Instrucciones para Firmar el Manual

Please complete the following steps regarding the Student/Parent Handbook:	Por favor complete los siguientes pasos con respecto a la manual para estudiantes/padres:
--	---

1. Read the Student/Parent Handbook in its entirety.
2. Sign the **Student/Parent Handbook Agreement**
3. Return the **Student/Parent Handbook Agreement**

1. Lea el Manual de Padres y Alumnos en su totalidad.
2. Firmar el formulario **Acuerdo del Manual de Padres y Alumnos**
3. Regresar el formulario **Acuerdo del Manual de Padres y Alumnos**

Roberto Clemente Charter School: Middle/High School Student/Parent Handbook Agreement

The administration of the Roberto Clemente Charter School: Middle/High School (RCCS) 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 RCCS 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.



Student Name: _____ Grade _____

Homeroom Teacher's Name _____

Parent(s)/Guardian Name(s): _____

Parent(s)/Guardian(s) Signature: _____

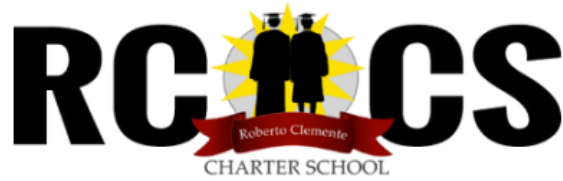
Date: _____

Principal's Acknowledgement: _____

The signature page is due to the homeroom teacher or main office as soon as possible. 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.

Appendix A

Profile of a Successful RCCS Learner



PROFILE OF A SUCCESSFUL RCCS LEARNER

RESPECTFUL

abides by rules & expectations
 treats people & property with respect
 promotes community
 displays integrity
 shares common values, ideas, & commitments
 school pride

R

CONTRIBUTOR

active listener
 responsible
 participates in discussions
 completes all assignments
 engages in assessments to verify progress
 service-driven

C

COLLABORATOR

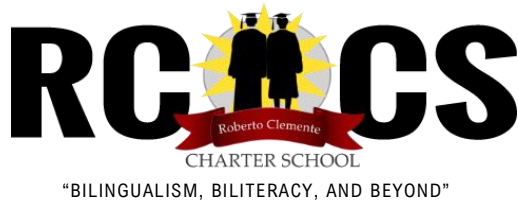
embraces a multicultural perspective
 problem solver
 engages in meaningful activities
 welcoming & caring
 supportive
 courageous

C

SCHOLARLY

explores colleges & careers
 bilingual & biliterate
 perseverance
 motivated & determined
 curious
 self-advocate
 communicates through reflective dialogue

S



Elementary Principal's Report
 Tuesday, June 16, 2026
 Mr. Cory Snyder and Mrs. Brittani Ricketts

Attendance (May)

Grade	Attendance
Kindergarten	95.20%
Grade 1	95.05%
Grade 2	95.92%
Grade 3	94.74%
Grade 4	95.74%
Grade 5	94.94%
Total	95.26%

Academic Achievement

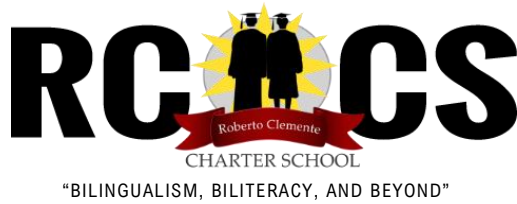
- Marking Period 4 Benchmark Testing

May 2026 (Reading)		May 2026 (Math)	
[Marking Period 4]		[Marking Period 4]	
Grade	At/Above Benchmark	Grade	At/Above Benchmark
1 st	20.0%	1 st	14.0%
2 nd	28.0%	2 nd	20.0%
3 rd	26.0%	3 rd	21.0%
4 th	34.0%	4 th	7.0%
5 th	28.0%	5 th	21.0%

Discipline (May)

Infractions by Level	Total
Level II	2
Level III	2
Level IV	0

- Positive Office Referrals (May)
 - One hundred thirty-five (135)
- PBIS Newsletter
 - Monthly Newsletter from the Dean of Students (included at the end of the report)



College & Career Activities/Events/Information

- Job Shadowing
 - May 6th- May 8th
 - 8 students from the 5th grade
 - Wrote resumes and interviewed for job shadowing
 - May 14th
 - Job Shadow Day
 - Principal, Dean of Students, Counselor, Social Worker, Spanish Teachers, PE Teacher, Music Teacher, Art Teacher, ESL Teachers, and Special Education Teacher
- May 11th and May 13th
 - Vehicle Day for Grades K-4
 - Ambulance, Police Car, and Fire Truck
- May 26th
 - Waste Management Presentation
 - Grades 3,4,5
- May 27th
 - New Tripoli Bank
 - Grades 2 and 5
- May 29th
 - DeSales University Multicultural Center
 - Cultures, positive self-talk, and coping skills
 - Grade 5
- Safer Smarter Lessons
 - Finished early June for Kindergarten

Bilingual Activities/Events/Information

- Grades 4 and 5
 - Career Research Projects

Professional Development/Learning Activities/Teacher & Staff Collaboration Activities

- May Professional Development
 - Tuesday, May 19, 2026
 - Compassion Resilience
 - Dr. Michael Heater Jr. Ed. D., CLIU #21

Other Information/Activities/Events/Updates

- May 22nd – Field Day
- May 29th – Talent Show
- June 8th – Kindergarten Graduation
- June 9th – 5th Grade Moving Up Ceremony

Celebrations

- Mr. Wasel's third grade classroom was highlighted in the New Tripoli Bank 2025 magazine.
- Thank you to Ms. Mohammed, ES Staff, Facilities, and Food Service for your help and support with Field Day.
- Thank you to Mrs. Pena, Mrs. Ricketts, Facilities, and IT for your help and support with Talent Show.
- Thank you to all the ES Staff, supporting departments, non-instructional personnel, and parents/families, for making the 2025-2026 school year amazing!

Upcoming calendar of events

- 6/22/26-7/17/2026—Summer School





SCHOOL PRESENTATIONS

New Tripoli Bank understands the importance of providing financial literacy education to students of all ages, so they can start developing the skills they need now to become responsible consumers in the future. To this end, the Bank regularly visits schools throughout the Lehigh Valley to provide free educational seminars meant to teach adolescents and teenagers important concepts such as saving, budgeting, avoiding scams and fraud, job interview skills, and more.

These interactive presentations provide education in a subject that many students would otherwise never receive. Here are the schools that we visited in 2025:

January 7, 2025

Roberto Clemente Charter School

Visited two 3rd grade classes to teach the basics of banking, budgeting, and saving.



**Principal's Report
High School
6/16**

Celebrations

- Congratulations to the class of 2026!
- Mrs. Rex, senior advisor
- IT, Facilities, Food services
- Maginnis, Grady, and the drama club
- Mr. Rose for facilitating the art show at the Allentown Art Museum

Attendance April

9th Grade	94.84%
10th Grade	93.73%
11th Grade	96.61%
12th Grade	90%

Academic Achievement

- Students completed their Algebra I, Biology, & Literature Keystones 5/11-5/22
 - Scores should be released by the late summer/fall

Discipline

Infraction Report: April 2026

Level 2	20
Level 3	0
Level 4	0

Consequences

- Included extended lunch detentions, after school detentions, conferences with parents, phone calls to parents.

Positive Referrals - 43

College & Career Update

1. 25 seniors graduated

2. 5 seniors attending summer school

3. 10 students attending LCCC, 1 attending NCC, 1 attending Automotive Training Center, 1 attending Lincoln Technical Institute, 1 attending LV School of Dental Assisting, 3 attending Kutztown, 1 attending Widener, 1 attending Moravian, 1 attending DeSales, 1 attending East Stroudsburg, 9 working **Professional Development**

5/19 – Staff PD: Curriculum mapping for next school year, final exam procedures, end of year planning

Other Information/Activities/Events/Updates

Upcoming events

6/22-7/17: Summer School



Roberto Clemente Charter School
Years-Of-Service Award

Award Period: 7/1/25-6/30/26

Award Pay Date: 10/2/26

To be eligible, you must be employed with RCCS on the last day of the Award Period* **AND** employed with RCCS on 10/1/26 **AND** expect to continue employment for the 26/27 school year.

Anniversary Dates that fall between Jul 1-Dec 31.

Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
	\$ 1,600	\$ 1,700	\$ 1,800	\$ 1,900	\$ 2,000	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700	\$ 3,000	\$ 3,100	\$ 3,200	\$ 3,300	\$ 3,400	\$ 3,700	\$ 3,800
Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>33</u>
	\$ 3,900	\$ 4,000	\$ 4,100	\$ 4,400	\$ 4,500	\$ 4,600	\$ 4,700	\$ 4,800	\$ 5,100	\$ 5,200	\$ 5,300	\$ 5,400	\$ 5,500	\$ 5,800	\$ 5,900	\$ 6,000	\$ 6,100
Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>34</u>	<u>35</u>	<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>40</u>	<u>41</u>	<u>42</u>	<u>43</u>	<u>44</u>	<u>45</u>	<u>46</u>	<u>47</u>	<u>48</u>	<u>49</u>	<u>50</u>
	\$ 6,200	\$ 6,500	\$ 6,600	\$ 6,700	\$ 6,800	\$ 6,900	\$ 7,200	\$ 7,300	\$ 7,400	\$ 7,500	\$ 7,600	\$ 7,900	\$ 8,000	\$ 8,100	\$ 8,200	\$ 8,300	\$ 8,600

Anniversary Dates that fall between Jan 1-Jun 30.

Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
	\$ 1,500	\$ 1,600	\$ 1,700	\$ 1,800	\$ 1,900	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,900	\$ 3,000	\$ 3,100	\$ 3,200	\$ 3,300	\$ 3,600	\$ 3,700
Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>33</u>
	\$ 3,800	\$ 3,900	\$ 4,000	\$ 4,300	\$ 4,400	\$ 4,500	\$ 4,600	\$ 4,700	\$ 5,000	\$ 5,100	\$ 5,200	\$ 5,300	\$ 5,400	\$ 5,700	\$ 5,800	\$ 5,900	\$ 6,000
Award	Number of Years Achieved (from most recent hire date) during the Award Period																
	<u>34</u>	<u>35</u>	<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>40</u>	<u>41</u>	<u>42</u>	<u>43</u>	<u>44</u>	<u>45</u>	<u>46</u>	<u>47</u>	<u>48</u>	<u>49</u>	<u>50</u>
	\$ 6,100	\$ 6,400	\$ 6,500	\$ 6,600	\$ 6,700	\$ 6,800	\$ 7,100	\$ 7,200	\$ 7,300	\$ 7,400	\$ 7,500	\$ 7,800	\$ 7,900	\$ 8,000	\$ 8,100	\$ 8,200	\$ 8,500

**Staff is considered employed during furloughs, short-term disability, and summer breaks.*



Roberto Clemente Charter School

Menu Prices 2026/2027

Reimbursable Meal (Students Only)

Community Eligibility Provision (CEP)

Breakfast (1/student/day)	FREE
Lunch (1/student/day)	FREE
After School Snack (1/student/day)	FREE

Non-Reimbursable/Additional Meal

Breakfast	\$	3.05
Lunch	\$	5.10

A La Carte

(Upon Availability)

Sandwiches

Ham & Cheese	\$	2.50
Turkey & Cheese	\$	2.50
Chicken	\$	2.50
Sandwich of the Day	\$	2.50

Salads

Garden	\$	2.75
Chef	\$	2.75
Chicken	\$	2.75
Taco	\$	2.75
Salad of the Day	\$	2.75

Beverages

Milk (Students)	FREE	
Milk	\$	0.40
Water (Sparkling)	\$	1.25
Water (Propel)	\$	1.25
Juice	\$	0.85
Gatorade	\$	1.25
Soda	\$	1.25

Snacks & Other

Chips	\$	0.85
Popcorn	\$	0.85
Cookies	\$	0.85
Rice Krispie Treats	\$	0.85
PopTarts	\$	0.85
Jello	\$	0.85
Pudding	\$	0.85

Roberto Clemente Charter School

Budget
2026/2027Revenue
General Fund

2026-2027 Budget	2025-2026 Budget	Variance
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6000 Local Sources

6500	Interest	\$ 30,000	\$ 15,000	\$ 15,000
6700	School Activities	\$ 5,300	\$ 4,000	\$ 1,300
6830	Pass-Through Federal Funds	\$ 69,000	\$ 66,000	\$ 3,000
6920	Grants & Contributions-Private Sources	\$ 500	\$ 1,505	\$ (1,005)
6944	NonSpecial Education	\$ 7,880,250	\$ 7,909,400	\$ (29,150)
6944	Special Education	\$ 2,757,600	\$ 2,244,000	\$ 513,600
6990	Refunds & Miscellaneous	\$ 1,500	\$ 6,000	\$ (4,500)
Total Local Sources		\$ 10,744,150	\$ 10,245,905	\$ 498,245

7000 State Sources

7200	Specific Educational Programs	\$ 40	\$ -	\$ 40
7320	Lease Reimbursement	\$ 89,000	\$ 91,500	\$ (2,500)
7330	Health Services	\$ 11,000	\$ 11,000	\$ -
7360	Safe Schools	\$ 71,090	\$ 92,270	\$ (21,180)
7530	Ready To Learn Block Grants	\$ 28,546	\$ 28,546	\$ -
				\$ -
Total State Sources		\$ 199,676	\$ 223,316	\$ (23,640)

8000 Federal Sources

8514	Title I	\$ 504,009	\$ 513,368	\$ (9,359)
8515	Title II	\$ 35,000	\$ 36,966	\$ (1,966)
8516	Title III	\$ 38,000	\$ 31,800	\$ 6,200
8517	Title IV	\$ 35,000	\$ 35,300	\$ (300)
8740	ESSER II/III (CRRSA/ARP)	\$ -	\$ -	\$ -
8750	ESSER III Set-Aside (ARP)	\$ -	\$ -	\$ -
Total Federal Sources		\$ 612,009	\$ 617,434	\$ (5,425)

Special Revenue Fund

Athletic Program

6740	Fees	\$ -	\$ -	\$ -
6750	Fundraising	\$ 2,000	\$ -	\$ 2,000
6790	Miscellaneous	\$ -	\$ -	\$ -
Total Athletic Program		\$ 2,000	\$ -	\$ 2,000

Enterprise Fund

Food Service

6620	Sales (Non-Reimbursable Programs)	\$ 8,000	\$ 10,500	\$ (2,500)
6920	Grants & Contributions-Private Sources	\$ -	\$ -	\$ -
7600	State Sources	\$ 17,500	\$ 16,500	\$ 1,000
8530	Federal Sources	\$ 623,800	\$ 561,900	\$ 61,900
Total Food Service		\$ 649,300	\$ 588,900	\$ 60,400

Total Revenue	\$ 12,207,135	\$ 11,675,555	\$ 531,580
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Assigned Funds For Appropriation	\$ 146,750	\$ 42,000	\$ 104,750
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Roberto Clemente Charter School

Budget 2026/2027

Expenses-General Fund

Instruction

1100 Regular Programs

		2026-2027 Budget	2025-2026 Budget	Variance
100	Salaries	\$ 2,938,649	\$ 2,848,226	\$ 90,423
200	Benefits	\$ 1,460,928	\$ 1,426,231	\$ 34,697
300	Contracted Professional & Technical Services	\$ -	\$ 40,000	\$ (40,000)
400	Property Services	\$ 7,500	\$ 9,000	\$ (1,500)
500	Other Services	\$ 24,495	\$ 16,495	\$ 8,000
600	Supplies	\$ 242,920	\$ 154,800	\$ 88,120
700	Property-Capitalized Expenditures	\$ 78,400	\$ 69,124	\$ 9,276
800	Fees/Other	\$ 13,300	\$ 10,700	\$ 2,600
Total Regular Programs		\$ 4,766,192	\$ 4,574,576	\$ 191,616

1200 Special Programs

100	Salaries	\$ 338,804	\$ 322,419	\$ 16,385
200	Benefits	\$ 147,386	\$ 150,849	\$ (3,463)
300	Contracted Professional & Technical Services	\$ 318,000	\$ 273,000	\$ 45,000
500	Other Services	\$ -	\$ -	\$ -
600	Supplies	\$ 11,475	\$ 8,800	\$ 2,675
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Special Programs		\$ 815,665	\$ 755,068	\$ 60,597

1400/1600/1700 Other Programs & Adult Education

100	Salaries	\$ 82,300	\$ 82,300	\$ -
200	Benefits	\$ 20,472	\$ 21,847	\$ (1,375)
300	Contracted Professional & Technical Services	\$ 3,900	\$ 3,900	\$ -
500	Other Services	\$ 17,000	\$ 17,500	\$ (500)
600	Supplies	\$ 2,270	\$ 2,000	\$ 270
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Other & Adult Ed Programs		\$ 125,942	\$ 127,547	\$ (1,605)

Support Services

2100 Student Support Services

100	Salaries	\$ 285,922	\$ 266,624	\$ 19,298
200	Benefits	\$ 120,490	\$ 121,390	\$ (900)
300	Contracted Professional & Technical Services	\$ 10,000	\$ 40,000	\$ (30,000)
500	Other Services	\$ 1,200	\$ 1,300	\$ (100)
600	Supplies	\$ 22,500	\$ 15,350	\$ 7,150
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Student Support Services		\$ 440,112	\$ 444,664	\$ (4,552)

Roberto Clemente Charter School

Budget 2026/2027

Expenses-General Fund

Support Services

2220 Instructional Staff Support Services-Technology

		2026-2027 Budget	2025-2026 Budget	Variance
100	Salaries	\$ 287,782	\$ 279,360	\$ 8,422
200	Benefits	\$ 184,083	\$ 170,727	\$ 13,356
300	Contracted Professional & Technical Services	\$ -	\$ -	\$ -
400	Property Services	\$ 2,000	\$ 2,000	\$ -
500	Other Services	\$ 500	\$ 500	\$ -
600	Supplies	\$ 15,600	\$ 14,150	\$ 1,450
700	Property-Capitalized Expenditures	\$ -	\$ 1,500	\$ (1,500)
800	Fees/Other	\$ 500	\$ 500	\$ -
Total Staff Support-Technology		\$ 490,465	\$ 468,737	\$ 21,728

2250-2270 Instructional Staff Support Services-Library/Curriculum & Staff Development

100	Salaries	\$ 134,630	\$ 75,298	\$ 59,332
200	Benefits	\$ 103,100	\$ 55,054	\$ 48,046
300	Contracted Professional & Technical Services	\$ 72,765	\$ 37,850	\$ 34,915
400	Property Services	\$ -	\$ -	\$ -
500	Other Services	\$ 2,700	\$ 2,100	\$ 600
600	Supplies	\$ 23,050	\$ 19,113	\$ 3,937
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
800	Fees/Other	\$ -	\$ -	\$ -
Total Staff Support-Library/Curriculum & Staff Dvlp		\$ 336,245	\$ 189,415	\$ 146,830

2310-2360 Administration-Board/Legal & Accounting /CEO's Office

100	Salaries	\$ 144,742	\$ 136,526	\$ 8,216
200	Benefits	\$ 98,855	\$ 91,641	\$ 7,214
300	Contracted Professional & Technical Services	\$ 74,000	\$ 71,000	\$ 3,000
400	Property Services	\$ -	\$ -	\$ -
500	Other Services	\$ 1,800	\$ 1,800	\$ -
600	Supplies	\$ 5,180	\$ 4,980	\$ 200
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
800	Fees/Other	\$ 1,300	\$ 500	\$ 800
Total Board/Legal & Accounting/CEO's Office		\$ 325,877	\$ 306,447	\$ 19,430

2380 Administration-Principal's Office

100	Salaries	\$ 526,586	\$ 506,253	\$ 20,333
200	Benefits	\$ 321,291	\$ 284,918	\$ 36,373
400	Property Services	\$ 5,812	\$ 5,212	\$ 600
500	Other Services	\$ 4,500	\$ 4,500	\$ -
600	Supplies	\$ 12,300	\$ 10,000	\$ 2,300
700	Property-Capitalized Expenditures	\$ 20,868	\$ 13,692	\$ 7,176
800	Fees/Other	\$ 4,000	\$ 4,000	\$ -
Total Principal's Office		\$ 895,357	\$ 828,575	\$ 66,782

Roberto Clemente Charter School

**Budget
2026/2027**

Expenses-General Fund

Support Services

2400 Pupil Health Services

		2026-2027 Budget	2025-2026 Budget	Variance
100	Salaries	\$ 196,015	\$ 189,258	\$ 6,757
200	Benefits	\$ 140,496	\$ 129,653	\$ 10,843
300	Contracted Professional & Technical Services	\$ 12,500	\$ 9,500	\$ 3,000
500	Other Services	\$ 500	\$ 500	\$ -
600	Supplies	\$ 7,000	\$ 4,200	\$ 2,800
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
Total Pupil Health Services		\$ 356,511	\$ 333,111	\$ 23,400

2500 Business Services

100	Salaries	\$ 256,619	\$ 242,147	\$ 14,472
200	Benefits	\$ 173,798	\$ 133,130	\$ 40,668
300	Contracted Professional & Technical Services	\$ 26,000	\$ 24,800	\$ 1,200
400	Property Services	\$ 11,080	\$ 10,580	\$ 500
500	Other Services	\$ 2,000	\$ 2,000	\$ -
600	Supplies	\$ 8,000	\$ 7,800	\$ 200
700	Property-Capitalized Expenditures	\$ 4,656	\$ 4,200	\$ 456
800	Fees/Other	\$ 1,700	\$ 1,700	\$ -
Total Business Services		\$ 483,853	\$ 426,357	\$ 57,496

2600 Plant Operations & Maintenance Services

100	Salaries	\$ 408,327	\$ 397,365	\$ 10,962
200	Benefits	\$ 178,716	\$ 163,377	\$ 15,339
300	Contracted Professional & Technical Services	\$ 203,220	\$ 205,650	\$ (2,430)
400	Property Services	\$ 220,770	\$ 176,400	\$ 44,370
500	Other Services	\$ 65,720	\$ 62,120	\$ 3,600
600	Supplies	\$ 75,310	\$ 77,899	\$ (2,589)
620	Energy/Utilities	\$ 97,500	\$ 89,700	\$ 7,800
700	Property-Capitalized Expenditures	\$ 821,962	\$ 807,128	\$ 14,834
800	Fees/Other	\$ 500	\$ 500	\$ -
Total Plant Operations & Maintenance Services		\$ 2,072,025	\$ 1,980,139	\$ 91,886

2800 Central Services-Staff Services/Planning/Information & Data

100	Salaries	\$ 277,264	\$ 259,846	\$ 17,418
200	Benefits	\$ 70,996	\$ 72,712	\$ (1,716)
300	Contracted Professional & Technical Services	\$ 18,600	\$ 19,600	\$ (1,000)
500	Other Services	\$ 33,950	\$ 31,800	\$ 2,150
600	Supplies	\$ 38,000	\$ 33,300	\$ 4,700
700	Property-Capitalized Expenditures	\$ 25,462	\$ 24,430	\$ 1,032
800	Fees/Other	\$ 3,200	\$ 2,500	\$ 700
Total Central Services		\$ 467,472	\$ 444,188	\$ 23,284

Roberto Clemente Charter School

**Budget
2026/2027**

**Expenses-General Fund
NonInstructional Services**

2026-2027 Budget	2025-2026 Budget	Variance
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3200-3400 Student Activities/Awards & Community Services

100	Salaries	\$ 27,420	\$ 19,020	\$ 8,400
200	Benefits	\$ 6,879	\$ 4,900	\$ 1,979
300	Contracted Professional & Technical Services	\$ -	\$ -	\$ -
500	Other Services	\$ 8,100	\$ 11,500	\$ (3,400)
600	Supplies	\$ 18,900	\$ 19,500	\$ (600)
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
800	Fees/Other	\$ 4,750	\$ 6,505	\$ (1,755)
Total Student Activities & Community Services		\$ 66,049	\$ 61,425	\$ 4,624

Facilities Acquisition & Construction/Improvements

4000 Purchases/Additions/Renovations & Leasehold Improvements

450	Construction	\$ -	\$ -	\$ -
700	Land/Building/Equipment	\$ -	\$ -	\$ -
Total Facilities Acquisition/Construction/Improvements		\$ -	\$ -	\$ -

Financing Uses & Other Expenditures

5100 Debt Service

810	Fees	\$ -	\$ -	\$ -
830	Interest	\$ -	\$ -	\$ -
910	Principal	\$ -	\$ -	\$ -
Total Debt Service		\$ -	\$ -	\$ -

Roberto Clemente Charter School

Budget
2026/2027**Expenses-Special Revenue Fund****NonInstructional Services****3250 Athletic Program**

		2026-2027 Budget	2025-2026 Budget	Variance
100	Salaries	\$ 14,000	\$ 14,000	\$ -
200	Benefits	\$ 2,544	\$ 4,405	\$ (1,861)
300	Contracted Professional & Technical Services	\$ 2,000	\$ -	\$ 2,000
400	Property Services	\$ -	\$ -	\$ -
500	Other Services	\$ 4,000	\$ -	\$ 4,000
600	Supplies	\$ 3,000	\$ 3,000	\$ -
700	Property-Capitalized Expenditures	\$ -	\$ -	\$ -
800	Fees/Other	\$ 1,500	\$ 2,000	\$ (500)
Total Athletic Program		\$ 27,044	\$ 23,405	\$ 3,639

Expenses-Enterprise Fund**NonInstructional Services****3100 Food Services**

100	Salaries	\$ 214,521	\$ 210,857	\$ 3,664
200	Benefits	\$ 42,781	\$ 50,756	\$ (7,975)
300	Contracted Professional & Technical Services	\$ 10,500	\$ 6,500	\$ 4,000
400	Property Services	\$ 5,000	\$ 3,600	\$ 1,400
500	Other Services	\$ 1,500	\$ 2,000	\$ (500)
600	Supplies	\$ 380,700	\$ 411,200	\$ (30,500)
700	Property-Capitalized Expenditures	\$ -	\$ 1,800	\$ (1,800)
800	Fees/Other	\$ 100	\$ 100	\$ -
Total Food Service		\$ 655,102	\$ 686,813	\$ (31,711)

Total Expenses		\$ 12,323,910	\$ 11,650,467	\$ 673,443
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Total Surplus (Deficit)		\$ 29,975	\$ 67,088	\$ (37,113)
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Roberto Clemente Charter School
Budget
2026/2027

2026/2027 Budget Proposal Highlights

2nd Reading (June-16)

Revenue

Updated NonSpecial Ed Student Subsidy rates (+)3%

Expense

Adding summer training for the STEAM program.
Adding summer hours to the Secondary School Guidance Department.
Adding summer hours to the Social Services Department.
Adding (2) ESL Lead Teacher stipends.
Updated CEO's contract terms.
Updated PIMS Coordinator contract terms.
Updated SFA Reading Edge program costs.
Updated SFA professional development contract.
Adding a van for student transport. (Approved in the 25/26 Budget.)

1st Reading (May-19)

Revenue

Local Sources

IDEA; level-funded

Student Subsidies

Enrollment-625

NonSpecial Ed-553 students

Special Ed-72 students

Rates: 25/26 Comparison

NonSpecial Ed (+)2.5%

Special Ed/ (+)6.0%

State Sources

Safe Schools

26/27 Mental Health and Safety & Security Grant

Federal Sources

Title I, II, III, IV; level-funded

Food Service

Reimbursement Rates (+)7%

Expense

3% Schoolwide wage increase.
13% Increase in health insurance costs.
.41% Decrease in the PSERS contribution rate (33.59%).
Adding (1) FT Secondary School Instructional Coach position
Changing FT Grants & Financial Assistant position to Assistant Manager
Reading Edge platform
STEAM Program Computer Lab
2% Increase in building lease payments.
Elementary School Asbestos Abatement Project



Roberto Clemente Charter School

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Human Resources Report

June 16, 2026

I. Personnel Updates for board approval, including addenda:

a. Personnel Appointments and New Hires (motion)

Date	Name	Location	Job Title	Status
6/22/2026	Angela Attardo*	ES	Summer School I.A.	Temp. PT
6/22/2026	Judith Maginnis*	ES	Summer School C.S.N.	Temp. PT
6/22/2026	Keila Rodriguez*	ES	Summer School RN/LPN – Nurse Asst.	Temp. PT
6/22/2026	Kyara Lozano*	MS	Summer School Counselor	Temp. PT
6/22/2026	Emily Ellis*	ADM	Summer School Social Worker	Temp. PT

*current employee Temp. PT=Temporary, Part-time

b. Personnel Resignations and Dismissals (motion)

Name	Location	Job Title	Date	Status
Kaiyri Wray	Food Service	Cook	6/1/2026	Dismissal

c. Contract Renewals for 2026-27:

Name	Job Title	Term
Felix Acosta	Custodian	7/1/26-6/30/27
Mervat Ahmed	Secondary School Teacher	8/15/26-8/14/27
Tatiana Amador	Instructional Assistant/Substitute	8/15/26-8/14/27
Lara Ashworth	Secondary School Counselor	7/1/26-6/30/27
Angela Attardo	Elementary School Teacher	8/15/26-8/14/27
Sergio Aviles	Custodian	7/1/26-6/30/27
Magna Bardales	Secondary School Teacher	8/15/26-8/14/27
Amber Beaver	Secondary School Teacher	8/15/26-8/14/27
Charles Boger	Director of Business Administration	7/1/26-6/30/27
Michael Boyko	Secondary School Teacher	8/15/26-8/14/27
Joshua Burak	High School Principal	7/1/26-6/30/27
John Burgermeister	Secondary School Teacher	8/15/26-8/14/27
Allyson Byerly	Elementary School Teacher	8/15/26-8/14/27
Estefany Cabrera	Secondary School Teacher	8/15/26-8/14/27
Kelse Caraballo	Elementary School Teacher	8/15/26-8/14/27
Li Chambers	Secondary School Teacher	8/15/26-8/14/27
Cantave Charles	Level 2 Help Desk Technician	7/1/26-6/30/27
Anjul Chauhan	Purchasing & Financial Assistant	7/1/26-6/30/27

Jose Cosme-Jimenez	Custodian	7/1/26-6/30/27
Adrian Cox-Settles	Secondary School Teacher	8/15/26-8/14/27
Monserat Cruz	Custodian	7/1/26-6/30/27
Kassidy Danley	Elementary School Teacher	8/15/26-8/14/27
Einis Davila	Elementary School Teacher	8/15/26-8/14/27
James Devereaux	Facilities Manager	7/1/26-6/30/27
Skylar Eidem	Secondary School Teacher	8/15/26-8/14/27
Emily Ellis	Social Worker	8/15/26-8/14/27
Zoe Fernandez	Secondary School Teacher	8/15/26-8/14/27
Jose Figueroa III	Custodian	7/1/26-6/30/27
Vanessa French	Elementary School Teacher	8/15/26-8/14/27
Haley Fritz	Secondary School Teacher	8/15/26-8/14/27
Siomarilyn Galicia	Secondary School Special Education Teacher	8/15/26-8/14/27
Adrian Garcia	Instructional Assistant/Substitute	8/15/26-8/14/27
Carlina Gomez	Cafeteria Aide	7/1/26-6/30/27
Wanda Gonzalez	Receptionist	7/1/26-6/30/27
John Grady	Secondary School Teacher	8/15/26-8/14/27
Linda Henry	Elementary School Teacher	8/15/26-8/14/27
Brenda Jackson	Custodian	7/1/26-6/30/27
Arkadiusz Kadzielawski	Assistant IT Manager	7/1/26-6/30/27
Vanda Kramer-Carrier	Elementary School Teacher	8/15/26-8/14/27
Brian Land	Secondary School Teacher	8/15/26-8/14/27
Spencer LaRiviere	Secondary School Teacher	8/15/26-8/14/27
Amanda Leamon	Secondary School Teacher	8/15/26-8/14/27
Virginia Lemon	Secondary School Teacher	8/15/26-8/14/27
Kyara Lozano	Secondary School Counselor	8/15/26-8/14/27
Christopher Lunsford II	Level 1 Help Desk Technician	8/15/26-8/14/27
Alyssa Mace	Chief Executive Officer	7/1/26-6/30/29
Judith Sullivan Maginnis	Certified School Nurse & Health Services Coordinator	8/15/26-8/14/27
Caitlin Makoul	Elementary School Teacher	8/15/26-8/14/27
Efrain Martinez	Custodian	7/1/26-6/30/27
Maoly Martinez	Assistant Financial Manager	7/1/26-6/30/27
Matthew Megraw	Elementary School Teacher	8/15/26-8/14/27
Jennifer Michaylira	Elementary School Teacher	8/15/26-8/14/27
Melissa Miller	Food Service Manager	7/1/26-6/30/27
Lynn Mohammed	Elementary School Teacher	8/15/26-8/14/27
Jose Molina Jr.	IT Manager	7/1/26-6/30/27
Haley Morales	Secondary School Special Education Teacher	8/15/26-8/14/27
Marylú Morales	Instructional Assistant/Substitute	8/15/26-8/14/27
Amber Moralis	Elementary School Teacher	8/15/26-8/14/27



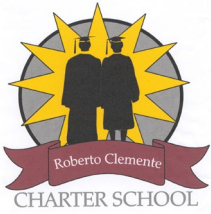
Roberto Clemente Charter School

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Emily Mulcahy	Secondary School Teacher	8/15/26-8/14/27
Lisa Nicolosi	Elementary School Special Education Teacher	8/15/26-8/14/27
Ruth Nunez-Gonzalez	Instructional Assistant/Substitute	8/15/26-8/14/27
Doralees Ortiz-Dilan	Elementary School Special Education Teacher	8/15/26-8/14/27
Angela Pena	Elementary School Instructional Coach	8/15/26-8/14/27
Marianela Perez-Vega	Cafeteria Aide	7/1/26-6/30/27
Joan Queliz-Edmead	Assistant Facilities Manager	7/1/26-6/30/27
Sylver Reynolds	Secondary School Teacher	8/15/26-8/14/27
Brittani Ricketts	Elementary School Dean of Students	8/15/26-8/14/27
Madeline Rivera	Instructional Assistant/Substitute	8/15/26-8/14/27
Yaseleen Rivera	Administrative Assistant	7/1/26-6/30/27
Glenys Rodriguez	Cafeteria Aide	7/1/26-6/30/27
Keila Rodriguez	LPN/Nurse Assistant	8/15/26-8/14/27
Michael Rodriguez	Human Resources Administrator	7/1/26-6/30/27
Judah Rose	Secondary School Teacher	8/15/26-8/14/27
Megan Sabo	Elementary School Teacher	8/15/26-8/14/27
Zahra Sabounchi	Elementary School Teacher	8/15/26-8/14/27
Amaury Santana-Duran	Assistant Food Service Manager	7/1/26-6/30/27
Ryan Salmon	Secondary School Teacher	8/15/26-8/14/27
Linzie Santana	Instructional Assistant/Substitute	8/15/26-8/14/27
Cory Snyder	Elementary School Principal	7/1/26-6/30/27
Corrine Stanley	Elementary School Teacher	8/15/26-8/14/27
Mayby Suero-Acevedo	Receptionist	7/1/26-6/30/27
Rebecca Torres	Registered Nurse	8/15/26-8/14/27
Susan Traynor	Elementary School Teacher	8/15/26-8/14/27
Lynettee Tulier-Rodriguez	Elementary School Teacher	8/15/26-8/14/27
Lauren Usher	Secondary School Teacher	8/15/26-8/14/27
Stephanie Vicenty	Child Accounting & PIMS Coordinator/ Administrative Assistance	7/1/26-6/30/27
Edward Von Barbier	Secondary School Teacher	8/15/26-8/14/27
Joel Wasel	Elementary School Teacher	8/15/26-8/14/27
Corin Watt	Payroll & Financial Assistant	7/1/26-6/30/27
Michael Wechtler	Secondary School Teacher	8/15/26-8/14/27
Elda Zeda	Cafeteria Aide	7/1/26-6/30/27
Lauren Zielinski	Elementary School Counselor	8/15/26-8/14/27

II. Current and Future Job Postings:

Title	Location	Status
5th Grade Teacher	ES	Full-time, recruiting
Instructional Assistant/Sub.	ES	Part-time, currently filled staffing agency
Instructional Assistant/Sub.	ES	Full-time, currently filled staffing agency
Kindergarten Teacher	ES	Full-time, recruiting
Cafeteria Aide/Driver	Food Service	Part-time, recruiting
Cook	Food Service	Part-time, recruiting
English Teacher	HS	Full-time, recruiting
ESL Teacher	HS	Full-time, recruiting
Instructional Assistant/Sub.	HS	Full-time, recruiting
6th Grade – Science/Math	MS	Full-time, recruiting
ESL Teacher	MS	Full-time, recruiting
Music Teacher	MS	Full-time, recruiting



Roberto Clemente Charter School

Business Report: June 16, 2026

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Financial Activity (5/1-5/31/26)

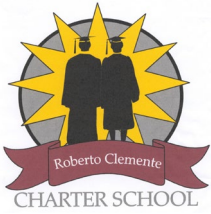
- Finance Committee meeting (Jun-12).
- 621 Students: Non-Special Ed (539), Special Ed (82)
Allentown SD (599), Bethlehem Area SD (8), Catasauqua Area SD (4), East Penn SD (3),
Parkland SD (1), Salisbury Township SD (3), Whitehall/Coplay SD (3)
- Safe Schools grants (PCCD) expended:
 - 2025/26 School Safety & Mental Health- \$28,881 of \$70,000.
 - 2024/25 School Safety & Mental Health- \$65,372 of \$70,000.
- Elevator maintenance discount applied-\$2,540. (*Elementary School*)
- HVAC inducer motor replaced- \$1,535. (*Secondary School*)
- May-1 ACH payroll deposit released (\$200,294).
- Accrued PCCD grant funds received (\$31,777).
- Employer state pension contributions submitted (\$160,177).
- Assigned Funds released- \$2,331
 - Capital Expenses & Projects Fund- real estate legal fees
- Un-Assigned General Fund balance \$1,608,905 / 13.8% of the operating budget.
- \$1,165,182 Total monthly disbursements.
 - 3 Payroll periods.
 - Asbestos inspections. -*Eagle Industrial Hygiene*
 - Freckle subscription. -*Renaissance Learning Inc.*
 - Employer state pension contributions. -*PSERS*

Grants, Donations, & Reports

- Updated (Jun-9) Erate Form 498.
- Received (Jun-10) satisfactory federal MOE for fiscal year ending 6/30/24.

Contracts & Agreements

- Behavioral health support services. -*Parallel Learning Inc.*
 - 7/1/26-6/30/27; Renewal
 - Minimum annual fee- \$7,344
 - School psychology services
 - Bilingual annual assessment- \$1,429 each
 - Speech-language pathology services
 - Bilingual assessment- \$102/hr
 - 30/60-Day termination notice.



Roberto Clemente Charter School

Business Report: June 16, 2026

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Contracts & Agreements (continued)

- Elementary school professional development services. *-Success For All Foundation Inc.*
 - 7/1/26-6/30/26; Renewal
 - \$29,000
 - 10 Training days- \$2,500/day
 - Technology support fee- \$4,000
 - Invoiced as services are provided
 - 60/90-Day termination notice; lack of funding exception clause
- Middle school professional development services/program costs. *-Success For All Foundation Inc.*
 - 7/1/26-6/30/29
 - \$124,991.70
 - 2026/2027 School Year: \$69,391.70
 - 15 Training Days- \$2,750/day
 - Technology support fee- \$4,000
 - Program materials- \$24,141.70
 - 2027/2028 School Year: \$32,000
 - 10 Training Days- \$2,800/day
 - Technology support fee- \$4,000
 - 2027/2028 School Year: \$23,600
 - 7 Training Days- \$2,800/day
 - Technology support fee- \$4,000
 - Invoiced as services are provided.
 - 60/90-Day termination notice; lack of funding exception clause notice

Assigned Funds

- Fund assignments recommended by the Finance Committee:
 - Operating Reserves Fund- **Add** \$200,000
 - Technology Replacement Fund- **Reset** fund balance at \$50,000
 - Scholarships & Awards Fund- **Reset** fund balance at \$2,000
 - Budget Shortfall Fund- **Reset** fund balance at \$152,000
 - Board Designated Emergency Fund- **Reset** fund balance at \$100,000
 - Capital Expenses & Projects Fund
 - **Add** \$65,000 for a school van
 - **Add** \$20,000 for a STEAM lab
 - **Add** \$200,000 for the new Elementary School Project



Roberto Clemente Charter School

Business Report: June 16, 2026

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Technology Update

- Summer planning meeting (6/1).
- 178 Service tickets received between 5/10-6/9.
- Provided support for Keystone testing at the Secondary School.
- Provided support for the Elementary School talent show (5/29).
- Implemented Google MFA policies.
- VOIP phone system outage due to a storm. System restored the same day.
- Provided support for the Drama Club's performance (Jun-4).
- Provided support to both schools for the year-end ceremonies including senior graduation.
- Finalizing deployment of a new room reservation application for multi-department utilization.
- Summer project schedule underway. Updates will be provided over the summer.

Facilities Update

- Management meeting (5/15); Summer planning meeting (6/1).
- 89 Service tickets received between 5/10-6/9.
- Provided support for the Elementary School's field day (5/22).
- Provided support for the Elementary School talent show (5/29).
- Fire drills at the Secondary School (6/3) and Elementary School (6/5).
- Provided support to both schools for the year-end ceremonies.
- Water filtration leak at the Administration building resulted in basement flooding.
- Summer project schedule underway. Updates will be provided over the summer.

Food Service Update

- Management meeting (6/5).
- Catered professional development day for both schools (5/19).
- SUN Bucks data collection completed.
- Catered seniors breakfast (6/10) at the Secondary School.
- Finalizing 2025/26 NSLP application.
- 2026/27 NSLP application under internal review.
- Preparing for summer school services.

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
Revenue-General Fund					
6000/9000 Local Sources & Other Sources					
6500 Interest	\$ 5,180.47	\$ 51,844.91	\$ 13,750.00	\$ 38,094.91	\$ 15,000.00
6700 School Activities	1,441.80	5,590.12	3,600.00	1,990.12	4,000.00
6830 PassThru Federal Funds (IU)	13,658.10	65,721.86	59,400.00	6,321.86	66,000.00
6920 Grants & Contributions-Private Sources	0.00	500.00	0.00	500.00	1,505.00
6944 Regular Education Funding	623,538.68	6,930,611.72	7,250,283.33	(319,671.61)	7,909,400.00
6944 Special Education Funding	248,052.88	2,484,010.58	2,057,000.00	427,010.58	2,244,000.00
6990 Refunds & Miscellaneous	49.58	871.18	5,333.33	(4,462.15)	6,000.00
9000 Other Sources	0.00	0.00	0.00	0.00	0.00
<i>Total Local Sources</i>	<i>891,921.51</i>	<i>9,539,150.37</i>	<i>9,389,366.66</i>	<i>149,783.71</i>	<i>10,245,905.00</i>
7000 State Sources					
7200 Specific Educational Programs	0.00	40.00	0.00	40.00	0.00
7320 Lease Reimbursement	0.00	0.00	0.00	0.00	91,500.00
7330 Health Services	0.00	568.02	0.00	568.02	11,000.00
7360 Safe Schools	13,608.17	81,224.41	79,134.75	2,089.66	92,270.00
7530 Ready To Learn Grant	0.00	28,546.00	25,691.40	2,854.60	28,546.00
<i>Total State Sources</i>	<i>13,608.17</i>	<i>110,378.43</i>	<i>104,826.15</i>	<i>5,552.28</i>	<i>223,316.00</i>
8000 Federal Sources					
8514 Title I	41,943.84	470,698.13	490,382.10	(19,683.97)	513,368.00
8515 Title II	5,124.04	39,056.02	36,966.00	2,090.02	36,966.00
8516 Title III	272.00	35,425.57	31,800.00	3,625.57	31,800.00
8517 Title IV	6,597.11	27,119.13	31,770.00	(4,650.87)	35,300.00
<i>Total Federal Sources</i>	<i>53,936.99</i>	<i>572,298.85</i>	<i>590,918.10</i>	<i>(18,619.25)</i>	<i>617,434.00</i>
Food Service					
6620 Sales (Non-Reimbursable Programs)	636.60	5,144.10	9,475.00	(4,330.90)	10,500.00
6920 Grants & Contributions-Private Sources	0.00	0.00	0.00	0.00	0.00
6990 Refunds & Miscellaneous	0.00	0.00	0.00	0.00	0.00
7600 State Sources	2,005.20	16,012.58	15,550.00	462.58	16,500.00
8530 Federal Sources	72,810.65	590,873.72	537,710.00	53,163.72	561,900.00
<i>Total Food Service</i>	<i>75,452.45</i>	<i>612,030.40</i>	<i>562,735.00</i>	<i>49,295.40</i>	<i>588,900.00</i>
Total Revenue	1,034,919.12	10,833,858.05	10,647,845.91	186,012.14	11,675,555.00

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
Expenses-General Fund					
Instructional Services					
1100-Regular Programs					
100 Salaries	\$ 267,462.18	\$ 2,504,806.31	\$ 2,768,481.70	(\$ 263,675.39)	\$ 2,911,484.00
200 Benefits	126,703.76	1,319,438.95	1,392,541.95	(73,103.00)	1,459,345.00
300 Contracted Professional & Technical Services	18,378.30	217,872.60	40,000.00	177,872.60	40,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	2,209.45	8,250.01	(6,040.56)	9,000.00
500 Other Services	4,940.69	10,395.70	16,495.00	(6,099.30)	16,495.00
600 Supplies	4,043.12	120,930.28	152,455.33	(31,525.05)	154,800.00
730 Capitalized Right To Use	1,690.29	18,594.29	21,197.00	(2,602.71)	23,124.00
800 Fees/Miscellaneous	2,709.93	9,336.93	10,700.00	(1,363.07)	10,700.00
<i>Total Regular Programs</i>	<i>425,928.27</i>	<i>4,203,584.51</i>	<i>4,410,120.99</i>	<i>(206,536.48)</i>	<i>4,624,948.00</i>
1200-Special Programs					
100 Salaries	34,024.42	252,494.21	306,618.05	(54,123.84)	322,419.00
200 Benefits	12,489.69	172,500.83	143,387.38	29,113.45	150,849.00
300 Contracted Professional & Technical Services	0.00	17,164.05	0.00	17,164.05	0.00
336 Contracted Support Services	0.00	289,077.58	273,000.00	16,077.58	273,000.00
500 Other Services	0.00	9,760.00	0.00	9,760.00	0.00
600 Supplies	169.96	3,796.03	8,075.03	(4,279.00)	8,800.00
<i>Total Special Programs</i>	<i>46,684.07</i>	<i>744,792.70</i>	<i>731,080.46</i>	<i>13,712.24</i>	<i>755,068.00</i>
1400/1691/1700-Other Programs & Adult Education					
100 Salaries	1,610.00	51,688.25	80,872.00	(29,183.75)	82,300.00
200 Benefits	271.88	13,033.63	21,362.19	(8,328.56)	21,847.00
300 Contracted Professional & Technical Services	0.00	128.49	3,510.00	(3,381.51)	3,900.00
500 Other Services	0.00	0.00	500.00	(500.00)	500.00
566 Tuition/Higher Education	0.00	8,400.00	17,000.00	(8,600.00)	17,000.00
600 Supplies	169.96	1,413.11	1,800.00	(386.89)	2,000.00
<i>Total Other Programs & Adult Education</i>	<i>2,051.84</i>	<i>74,663.48</i>	<i>125,044.19</i>	<i>(50,380.71)</i>	<i>127,547.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
Support Services					
2100-Student Support (Guidance/Therapy/Counseling/Social Service/Child Accounting)					
100 Salaries	\$ 25,458.48	\$ 220,078.96	\$ 249,978.00	(\$ 29,899.04)	\$ 266,624.00
200 Benefits	8,550.35	113,278.22	113,152.21	126.01	121,390.00
300 Contracted Professional & Technical Services	0.00	6,635.59	40,000.00	(33,364.41)	40,000.00
500 Other Services	0.00	4.24	1,186.67	(1,182.43)	1,300.00
600 Supplies	267.97	7,293.14	12,570.86	(5,277.72)	13,350.00
<i>Total Student Support</i>	<i>34,276.80</i>	<i>347,290.15</i>	<i>416,887.74</i>	<i>(69,597.59)</i>	<i>442,664.00</i>
2200-Instructional Staff Support (Technology)					
100 Salaries	27,332.88	255,022.32	257,424.80	(2,402.48)	279,360.00
200 Benefits	10,838.32	142,860.61	157,037.93	(14,177.32)	170,727.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	2,000.00	(2,000.00)	2,000.00
500 Other Services	0.00	0.00	458.33	(458.33)	500.00
600 Supplies	288.76	6,521.01	12,970.84	(6,449.83)	14,150.00
730 Capitalized Right To Use	0.00	0.00	0.00	0.00	0.00
800 Fees/Miscellaneous	0.00	0.00	458.34	(458.34)	500.00
<i>Total Staff Support (Technology)</i>	<i>38,459.96</i>	<i>404,403.94</i>	<i>430,350.24</i>	<i>(25,946.30)</i>	<i>467,237.00</i>
2200-Instructional Staff Support (Library/Curriculum & Staff Development)					
100 Salaries	880.00	880.00	7,040.00	(6,160.00)	12,040.00
200 Benefits	116.21	116.21	1,778.00	(1,661.79)	3,040.00
240 Tuition Reimbursement	0.00	3,327.00	17,325.00	(13,998.00)	18,900.00
300 Contracted Professional & Technical Services	0.00	0.00	0.00	0.00	0.00
360 Contracted Staff Development	3,950.00	31,008.20	36,190.28	(5,182.08)	37,850.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	845.70	2,016.66	(1,170.96)	2,100.00
600 Library Supplies & Subscriptions	0.00	4,261.74	1,858.33	2,403.41	1,900.00
600 Curriculum Development Supplies & Subscriptions	0.00	3,382.75	4,299.66	(916.91)	4,383.00
600 Staff Development Supplies & Subscriptions	562.26	7,623.61	12,746.68	(5,123.07)	12,830.00
800 Fees/Miscellaneous	0.00	0.00	0.00	0.00	0.00
<i>Total Staff Support (Library/Curriculum & Staff Dvlp)</i>	<i>5,508.47</i>	<i>51,445.21</i>	<i>83,254.61</i>	<i>(31,809.40)</i>	<i>93,043.00</i>

Roberto Clemente Charter School
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	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
2310/2360-Administration (Board/CEO's Office/Legal & Accounting)					
100 Salaries	\$ 13,077.20	\$ 125,018.03	\$ 125,148.83	(\$ 130.80)	\$ 136,526.00
200 Benefits	7,318.70	75,342.23	84,004.26	(8,662.03)	91,641.00
300 School Board Professional Development Services	0.00	0.00	2,000.00	(2,000.00)	2,000.00
330 Legal & Accounting Services	3,931.25	75,024.30	65,666.67	9,357.63	69,000.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	0.00	0.00	0.00	0.00
500 Other Services	0.00	97.78	1,716.67	(1,618.89)	1,800.00
600 Supplies	450.27	2,552.21	4,565.03	(2,012.82)	4,980.00
800 Fees/Miscellaneous	0.00	196.25	458.34	(262.09)	500.00
<i>Total Board/CEO's Office/Legal & Accounting</i>	<i>24,777.42</i>	<i>278,230.80</i>	<i>283,559.80</i>	<i>(5,329.00)</i>	<i>306,447.00</i>
2380-Administration (Principal's Office)					
100 Salaries	46,777.52	426,623.76	464,219.58	(37,595.82)	506,253.00
200 Benefits	19,544.51	190,466.17	261,195.92	(70,729.75)	284,918.00
400 Property Services-Maintenance/Repairs/Rentals	552.12	3,646.41	4,962.00	(1,315.59)	5,212.00
500 Other Services	0.00	2,011.00	4,125.02	(2,114.02)	4,500.00
600 Supplies	543.16	7,940.86	9,166.68	(1,225.82)	10,000.00
730 Capitalized Right To Use	1,737.71	17,883.59	12,551.00	5,332.59	13,692.00
800 Fees/Miscellaneous	478.19	2,276.25	4,000.00	(1,723.75)	4,000.00
<i>Total Principal's Office</i>	<i>69,633.21</i>	<i>650,848.04</i>	<i>760,220.20</i>	<i>(109,372.16)</i>	<i>828,575.00</i>
2400-Pupil Health					
100 Salaries	20,288.36	169,397.45	179,985.10	(10,587.65)	189,258.00
200 Benefits	10,403.80	98,242.99	123,251.40	(25,008.41)	129,653.00
300 Contracted Professional & Technical Services	0.00	7,033.73	9,500.00	(2,466.27)	9,500.00
500 Other Services	0.00	0.00	500.00	(500.00)	500.00
600 Supplies	0.00	3,455.85	3,850.02	(394.17)	4,200.00
<i>Total Pupil Health</i>	<i>30,692.16</i>	<i>278,130.02</i>	<i>317,086.52</i>	<i>(38,956.50)</i>	<i>333,111.00</i>
2500-Business					
100 Salaries	24,825.36	216,941.09	221,968.08	(5,026.99)	242,147.00
200 Benefits	9,937.97	119,185.50	122,035.74	(2,850.24)	133,130.00
300 Contracted Professional & Technical Services	3,509.36	24,820.08	23,500.00	1,320.08	24,800.00
400 Property Services-Maintenance/Repairs/Rentals	719.25	9,174.93	9,786.68	(611.75)	10,580.00
500 Other Services	0.00	651.44	1,833.34	(1,181.90)	2,000.00
600 Supplies	550.61	4,948.37	7,150.01	(2,201.64)	7,800.00
730 Capitalized Right To Use	387.18	4,086.09	3,850.00	236.09	4,200.00
800 Fees/Miscellaneous	50.00	980.13	1,591.67	(611.54)	1,700.00
<i>Total Business</i>	<i>39,979.73</i>	<i>380,787.63</i>	<i>391,715.52</i>	<i>(10,927.89)</i>	<i>426,357.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
2600/2900-Plant Operations & Maintenance					
100 Salaries	\$ 31,837.20	\$ 277,261.59	\$ 364,251.25	(\$ 86,989.66)	\$ 397,365.00
200 Benefits	(34,527.29)	214,184.08	149,762.25	64,421.83	163,377.00
300 Contracted Professional & Technical Services	14,877.88	150,308.62	186,076.27	(35,767.65)	205,650.00
400 Property Services-Maintenance/Repairs/Rentals	5,133.93	191,628.06	165,950.03	25,678.03	176,400.00
500 Other Services	0.00	0.00	1,466.67	(1,466.67)	1,600.00
520 Property Insurance	3,521.68	38,753.70	39,416.67	(662.97)	43,000.00
538 Telecommunications	1,356.25	14,921.81	16,060.00	(1,138.19)	17,520.00
600 Supplies	2,543.76	35,637.93	71,424.03	(35,786.10)	77,899.00
620 Utilities & Fuel	7,506.84	85,223.84	82,916.67	2,307.17	89,700.00
730 Capitalized Right To Use	61,843.17	680,274.87	680,284.00	(9.13)	742,128.00
800 Fees/Miscellaneous	0.00	0.00	458.34	(458.34)	500.00
810 Property Taxes	0.00	0.00	0.00	0.00	0.00
<i>Total Plant Operations & Maintenance</i>	<i>94,093.42</i>	<i>1,688,194.50</i>	<i>1,758,066.18</i>	<i>(69,871.68)</i>	<i>1,915,139.00</i>
2800-Central (Planning/Staff Services/Information & Data)					
100 Salaries	7,648.08	236,938.90	253,192.17	(16,253.27)	259,846.00
200 Benefits	6,321.07	50,879.66	68,400.17	(17,520.51)	72,712.00
300 Contracted Professional & Technical Services	0.00	14,006.30	0.00	14,006.30	0.00
360 Contracted Staff Development Services	0.00	14,980.00	19,820.84	(4,840.84)	20,600.00
500 Other Services	2,053.46	23,196.56	29,345.87	(6,149.31)	31,800.00
600 Supplies	1,663.52	20,745.23	30,161.38	(9,416.15)	32,300.00
730 Capitalized Right To Use Payments	2,001.74	22,019.26	22,394.17	(374.91)	24,430.00
800 Fees/Miscellaneous	175.00	2,208.00	2,416.67	(208.67)	2,500.00
<i>Total Central</i>	<i>19,862.87</i>	<i>384,973.91</i>	<i>425,731.27</i>	<i>(40,757.36)</i>	<i>444,188.00</i>
Non-Instructional Services					
3200/3300/3400-Student Activities & Community Services					
100 Salaries	3,850.00	27,833.75	24,864.00	2,969.75	33,020.00
200 Benefits	1,052.29	5,901.00	3,839.40	2,061.60	9,305.00
300 Contracted Professional & Technical Services	88.65	869.50	0.00	869.50	0.00
500 Other Services	393.41	3,847.09	11,083.34	(7,236.25)	11,500.00
600 Supplies	3,566.94	17,028.65	24,200.00	(7,171.35)	24,500.00
800 Fees/Miscellaneous	0.00	2,646.24	8,505.00	(5,858.76)	8,505.00
<i>Total Student Activities & Community Services</i>	<i>8,951.29</i>	<i>58,126.23</i>	<i>72,491.74</i>	<i>(14,365.51)</i>	<i>86,830.00</i>

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
3100-Food Services					
100 Salaries	\$ 20,722.22	\$ 153,239.09	\$ 191,990.83	(\$ 38,751.74)	\$ 210,857.00
200 Benefits	3,572.12	28,855.37	46,339.39	(17,484.02)	50,756.00
300 Contracted Professional & Technical Services	560.00	5,910.00	7,500.00	(1,590.00)	7,500.00
400 Property Services-Maintenance/Repairs/Rentals	0.00	5,283.48	3,300.00	1,983.48	3,600.00
500 Other Services	0.00	0.00	1,000.00	(1,000.00)	1,000.00
600 Supplies	4,756.72	30,691.50	46,108.35	(15,416.85)	50,300.00
630 Food & Dairy	26,272.31	256,380.87	358,700.00	(102,319.13)	360,900.00
800 Fees/Miscellaneous	0.00	64.00	100.00	(36.00)	100.00
<i>Total Food Services</i>	<i>55,883.37</i>	<i>480,424.31</i>	<i>655,038.57</i>	<i>(174,614.26)</i>	<i>685,013.00</i>
Other Expenditures & Financing Uses					
5110/5140/9200-Debt Service & Financing Uses					
700 Leases/Right To Use	0.00	0.00	0.00	0.00	0.00
770 Amortization	0.00	0.00	0.00	0.00	0.00
810 Fees	0.00	0.00	0.00	0.00	0.00
830 Interest	0.00	0.00	0.00	0.00	0.00
910 Principal	0.00	0.00	0.00	0.00	0.00
913 Lease Payments	0.00	0.00	0.00	0.00	0.00
914 Other Right To Use Payments	0.00	0.00	0.00	0.00	0.00
000 Proceeds	0.00	0.00	0.00	0.00	0.00
<i>Total Debt Service & Financing Uses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Expenses Less Capital Outlay	896,782.88	10,025,895.43	10,860,648.03	(834,752.60)	11,536,167.00
Net Operating Income (Loss) Less Capital Outlay	\$ 138,136.24	\$ 807,962.62	(\$ 212,802.12)	\$ 1,020,764.74	\$ 139,388.00

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

	Current Month	2025-2026 Y-T-D	Budget Y-T-D	Variance	2025-2026 Budget
Capital Outlay (450/700)					
1000 Instructional-Equipment & Furniture	\$ 0.00	\$ 46,348.08	\$ 46,000.00	\$ 348.08	\$ 46,000.00
2100 Student Support-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2200 Instructional Staff Support-Equipment & Furniture	0.00	2,318.30	1,500.00	818.30	1,500.00
2300 Administrative-Equipment & Furniture	0.00	1,199.00	0.00	1,199.00	0.00
2400 Health-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2500 Business-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
2600 Plant Operations-Equipment & Furniture	0.00	1,559.96	65,000.00	(63,440.04)	65,000.00
2800 Central Services-Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
3100 Food Service- Equipment & Furniture	0.00	1,432.83	1,800.00	(367.17)	1,800.00
3200 NonInstructional Equipment & Furniture	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition/Construction/Improvements	0.00	25,863.00	0.00	25,863.00	0.00
<i>Total Capital Outlay</i>	<i>0.00</i>	<i>78,721.17</i>	<i>114,300.00</i>	<i>(35,578.83)</i>	<i>114,300.00</i>
Total Expenses	896,782.88	10,104,616.60	10,974,948.03	(870,331.43)	11,650,467.00
Total Net Income (Loss)	\$ 138,136.24	\$ 729,241.45	(\$ 327,102.12)	\$ 1,056,343.57	\$ 25,088.00

Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

Current	2025-2026	Budget		2025-2026
Month	Y-T-D	Y-T-D	Variance	Budget

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Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

ASSETS

Current Assets

Cash

Main Operating Accounts	\$ 2,090,818.86	
Payroll Account	285,787.93	
HIC Account	29,649.91	
Executive Account	217.29	
Principals' Accounts	614.38	
Money Market Account	3,657,448.00	
Petty Cash	<u>1,200.00</u>	
<i>Total Cash</i>		<i>6,065,736.37</i>

Accounts Receivable

School Districts	824,168.21	
State Sources	2,005.20	
Federal Sources	68,557.58	
Other Sources	<u>0.00</u>	
<i>Total Accounts Receivable</i>		<i>894,730.99</i>

Other Current Assets

Deposits	25,000.00	
Capital Contribution- Pareto	65,419.41	
Accrued Revenue	120,052.00	
PrePaid Expenses	56,750.52	
Food Service PrePaid Expenses & Accrued Revenue	0.00	
Agency Fund-Cash Accounts (Students)	<u>7,656.52</u>	
<i>Total Other Current Assets</i>		<i>274,878.45</i>

Fixed Assets

Buildings & Equipment

131 Hamilton Street Building (Administration)	1,148,775.87	
850 N 5th Street Building (Elementary School)	584,804.67	
136 S 4th Street Building (Secondary School)	864,312.28	
Acquisition Costs & Construction In Progress	7,208.00	
Computer Equipment	1,122,134.48	
Furniture & Equipment	1,071,661.04	
Accumulated Depreciation	(3,080,521.50)	
Food Service Equipment & Furniture	62,275.70	
Food Service Accumulated Depreciation	(53,764.59)	
Building Leases	4,923,720.78	
Equipment Leases	205,664.38	
Other Right-To-Use Assets	129,764.36	
Accumulated Amortization	<u>(2,685,073.18)</u>	
<i>Total Buildings & Equipment</i>		<i>4,300,962.29</i>

Total Assets	\$ <u>11,536,308.10</u>
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Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

LIABILITIES AND CAPITAL

Liabilities

Current Liabilities

Short-Term Payables

Accounts Payable	\$ 71,474.71	
PSERS-Employer Contributions	124,901.37	
403 B-Employer Contributions	6,349.30	
Payroll Taxes & Deductions	(63.44)	
Retirement-Employee Contributions	24,840.24	
<i>Total Short-Term Payables</i>		227,502.18

Accrued Expenses & Other Current Liabilities

Accrued Salaries & Benefits	616,139.38	
Other Accrued Expenses	3,800.00	
Interfund Payable	0.00	
UnEarned Revenue & Deposits	1,525.11	
Scholarship Funds	1,005.00	
<i>Total Accrued Expenses & Other Current Liabilities</i>		622,469.49

NonCurrent Liabilities

Lease Obligations-Buildings	2,126,861.84	
Lease Obligations-Equipment	42,235.64	
Other Right To Use Obligations	(1,724.41)	
Compensated Absences	189,499.00	
<i>Total NonCurrent Liabilities</i>		2,356,872.07

Total Liabilities	3,206,843.74
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Capital

Assigned General Funds

Assigned Funds-Operating Reserves	1,940,000.00	
Assigned Funds-Capital Expenses & Projects	2,492,229.58	
Assigned Funds-Technology Replacement	486.28	
Assigned Funds-Scholarships & Awards	2,000.00	
Assigned Funds-Budget Shortfall	221,000.00	
Assigned Funds-Board Designated Emergency	56,345.00	
<i>Total Assigned Funds</i>		4,712,060.86

Other Fund Balances & Net Positions

Non-Spendable	56,750.52	
Net Investments & Other Net Positions	1,944,090.22	
Agency Funds (Students)	7,656.52	
UnAssigned General Funds	879,664.79	
Net Income (Loss)	729,241.45	
<i>Total Other Fund Balances & Net Positions</i>		3,617,403.50

Total Capital	8,329,464.36
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Total Liabilities & Capital	\$ 11,536,308.10
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Roberto Clemente Charter School
Financial Report for the Month Ending
May 31, 2026

PA PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM:

DEFERRED OUTFLOW OF RESOURCES

Deferred Outflow of Resources-PSERS	\$ 726,528.15
Deferred Outflow of Resources-OPEB	<u>36,258.00</u>
Total Deferred Outflow of Resources	<u>\$ 762,786.15</u>

DEFERRED INFLOW OF RESOURCES/LIABILITIES & NET POSITION

Deferred Inflow of Resources-PSERS	1,038,055.00
Deferred Inflow of Resources-OPEB	110,699.00
Long-Term Pension Liability	5,190,000.00
Long-Term OPEB Liability	<u>222,000.00</u>
Total Deferred Inflow of Resources/Liabilities	6,560,754.00
Pension Fund Net Position	(5,501,526.85)
OPEB Fund Net Position	<u>(296,441.00)</u>
Total Deferred Inflow of Resources/Liabilities & Net Position	<u>\$ 762,786.15</u>

Roberto Clemente Charter School
Payment List
For the Period 5/1/26 through 5/31/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Main Operating Accounts/Checks						
005198	5/1/26	HISPANIC AMERICAN ORG	136 S 4th Street lease	\$ 38,311.61	5/1/26	X
005199	5/1/26	HISPANIC AMERICAN ORG	850 N 5th Street lease	\$ 23,531.56	5/1/26	X
005200	5/14/26	MAOLY MARTINEZ	Tuition reimbursement	\$ 860.50	5/15/26	X
005201	5/14/26	MBI HEATING & AIR CONDITIONING	HVAC repairs	\$ 1,535.00	5/15/26	X
005202	5/14/26	Norman's Bus Services Inc		\$ 945.00	5/15/26	
005203	5/14/26	The Penn Stater		\$ 575.42	5/15/26	X
005204	5/14/26	PHYSICAL GRAFFI-TEE'S	Staff/Student t-shirts	\$ 3,073.00	5/15/26	X
005205	5/27/26	Apple Inc.		\$ 329.00	5/29/26	
005206	5/27/26	Lauren's Kids, Inc	Teacher licenses	\$ 1,140.00	5/29/26	
005207	5/27/26	Machemer Contracting, Inc.	Roof repairs	\$ 1,954.00	5/29/26	
005208	5/27/26	MAOLY MARTINEZ	Travel reimbursement	\$ 395.38	5/29/26	
005209	5/27/26	MBI HEATING & AIR CONDITIONING		\$ 198.50	5/29/26	
005210	5/27/26	Norman's Bus Services Inc	Contracted bus services	\$ 2,886.00	5/29/26	
005211	5/27/26	PETTY CASH		\$ 588.44	5/29/26	
005212	5/27/26	VIPER PEST SERVICES		\$ 200.00	5/29/26	
005213	5/27/26	CORIN WATT	Travel reimbursement	\$ 11.66	5/29/26	
Main Operating Accounts/Electronic						
1000011580143	5/1/26	LINCOLN FINANCIAL SERVICE	Dental/STD/LTD/LI Insurance premiums	\$ 6,314.99	5/1/26	X
-161748-79fec7	5/1/26	AMAZON CREDIT PLAN	Classroom/student activities/guidance/maintenance supplies	\$ 2,432.80	5/1/26	X
957560780	5/1/26	DERSTINE'S	Dairy products	\$ 1,670.01	5/1/26	X
2387387061	5/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 370.31	5/1/26	X
2387388373	5/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 385.02	5/1/26	X
2387368227	5/1/26	LEHIGH COUNTY AUTHORITY ALLENTOWN		\$ 87.83	5/1/26	X
26043037	5/1/26	PPL ELECTRIC UTILITIES		\$ 761.11	5/1/26	X
100009861828	5/1/26	UGI UTILITIES, INC.		\$ 159.34	5/1/26	X
100009861631	5/1/26	UGI UTILITIES, INC.		\$ 276.73	5/1/26	X
100009861627	5/1/26	UGI UTILITIES, INC.		\$ 575.60	5/1/26	X
100009861831	5/1/26	UGI UTILITIES, INC.		\$ 468.78	5/1/26	X
80403059	5/1/26	PURCHASE POWER		\$ 201.00	5/1/26	X
18873471	5/1/26	US FOODS	Food products	\$ 8,343.62	5/1/26	X
6699694577	5/1/26	T- MOBILE		\$ 501.41	5/1/26	X
04302026	5/1/26	HIGHMARK BLUE SHIELD		\$ 625.33	5/1/26	X
E_8851	5/1/26	Bimbo Bakeries USA		\$ 349.20	5/1/26	X
04302026-1	5/1/26	KISTLER O'BRIEN Fire Protection	Safety equipment maintenance	\$ 1,088.92	5/1/26	X
E_8859	5/1/26	SCHOOL NURSE SUPPLY, INC.		\$ 133.62	5/1/26	X
E_8845	5/1/26	ALL CITY MANAGEMENT SERVICES, INC	Crossing guards	\$ 1,536.75	5/1/26	X
E_8846	5/1/26	Apex Inspection & Testing , LLC		\$ 140.00	5/1/26	X
E_8854	5/1/26	GOLD STAR FOODS		\$ 168.48	5/1/26	X
E_8860	5/1/26	Standing Stone Consulting Inc.	Security services	\$ 5,108.32	5/1/26	X

Roberto Clemente Charter School
Payment List
For the Period 5/1/26 through 5/31/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
E_8856	5/1/26	Kopos Medx, Inc.	Staffing agency	\$ 9,530.40	5/1/26	X
E_8853	5/1/26	ExploreLearning	Classroom subscription	\$ 3,295.00	5/1/26	X
E_8852	5/1/26	Eagle Industrial Hygiene	Asbestos inspection	\$ 4,580.00	5/1/26	X
E_8857	5/1/26	Parallel Learning Behavioral Health PC	Special education services	\$ 6,616.32	5/1/26	X
E_8855	5/1/26	HEALTHNOW ADMINISTRATIVE SERVICES	Heath insurance	\$ 43,059.42	5/1/26	X
26051534	5/15/26	PPL ELECTRIC UTILITIES		\$ 34.93	5/15/26	X
160242-155900	5/18/26	AMAZON CREDIT PLAN	Classroom/office supplies/technology/maintenance supplies	\$ 4,141.92	5/18/26	X
14126-4388233	5/18/26	AMAZON CREDIT PLAN		\$ 175.00	5/18/26	X
983546867	5/18/26	DERSTINE'S	Dairy products	\$ 2,613.87	5/18/26	X
193471	5/18/26	PA TURNPIKE TOLL BY PLATE		\$ 24.12	5/18/26	X
051826	5/18/26	VERIZON		\$ 37.90	5/18/26	X
19358259	5/18/26	US FOODS	Food products	\$ 10,836.51	5/18/26	X
29-629b-4142-a	5/18/26	Primo Brands		\$ 137.25	5/18/26	X
197-f626-4ed6-b	5/18/26	Primo Brands		\$ 54.90	5/18/26	X
E_9076	5/18/26	GOLD STAR FOODS		\$ 208.64	5/18/26	X
E_9072	5/18/26	Bimbo Bakeries USA		\$ 273.00	5/18/26	X
18MAY26_1324	5/18/26	TOSHIBA FINANCIAL SERVICES		\$ 329.55	5/18/26	X
18MAY26_1324	5/18/26	TOSHIBA FINANCIAL SERVICES	Copier leases	\$ 1,202.53	5/18/26	X
2016112809192	5/18/26	HOME DEPOT CREDIT SERVICES	Maintenance supplies	\$ 1,455.60	5/18/26	X
04016921039	5/18/26	RCN		\$ 425.84	5/18/26	X
193013	5/18/26	PenTeleData		\$ 429.00	5/18/26	X
E_9070	5/18/26	Classic Medallics		\$ 540.00	5/18/26	X
E_9078	5/18/26	Kegel's Produce	Fresh produce	\$ 1,858.55	5/18/26	X
E_9080	5/18/26	LEHIGH VALLEY ZOO	Student fees	\$ 2,015.00	5/18/26	X
4628492005	5/18/26	STAPLES ADVANTAGE		\$ 679.84	5/18/26	X
2026-05-18	5/18/26	KISTLER O'BRIEN Fire Protection	Safety equipment maintenance	\$ 1,201.25	5/18/26	X
20383358	5/18/26	TOSHIBA FINANCIAL SERVICES	Copier leases	\$ 1,259.80	5/18/26	X
20383357	5/18/26	TOSHIBA FINANCIAL SERVICES	Copier leases	\$ 1,023.30	5/18/26	X
E_9069	5/18/26	ALL CITY MANAGEMENT SERVICES,INC	Crossing guards	\$ 3,688.20	5/18/26	X
E_9083	5/18/26	Success For All Foundation Inc.	Professional development	\$ 2,350.00	5/18/26	X
E_9077	5/18/26	J.P. Mascaro & Sons	Refuse/recycling	\$ 2,404.06	5/18/26	X
26051837	5/18/26	PPL ELECTRIC UTILITIES	Electric utilities	\$ 1,588.00	5/18/26	X
26051804	5/18/26	PPL ELECTRIC UTILITIES	Electric utilities	\$ 3,374.84	5/18/26	X
E_9082	5/18/26	Standing Stone Consulting Inc.	Security services	\$ 6,619.94	5/18/26	X
E_9079	5/18/26	Kopos Medx, Inc.	Staffing agency	\$ 12,035.85	5/18/26	X
2903-4444	5/18/26	Spiceworks Ziff Davis		\$ 720.00	5/18/26	X
E_9071	5/18/26	B&H PHOTO		\$ 281.79	5/18/26	X
E_9074	5/18/26	Digi-key Electronics		\$ 35.33	5/18/26	X
E_9081	5/19/26	SCHOOL NURSE SUPPLY,INC.		\$ 568.02	5/19/26	X
337658/324222	5/19/26	National Center for Youth Issues		\$ 800.00	5/19/26	X
052226	5/22/26	AllState Septic Systems, L.L.P		\$ 260.00	5/22/26	X
E_9222	5/29/26	The Metropolitan Museum of Art		\$ 240.00	5/29/26	X

Roberto Clemente Charter School
Payment List
For the Period 5/1/26 through 5/31/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
E_9224	5/29/26	TRANS-BRIDGE LINES	<i>Contracted bus service</i>	\$ 2,030.57	5/29/26	X
E_9225	5/29/26	Venus Supplies and Services	<i>Janitorial supplies</i>	\$ 3,897.66	5/29/26	X
E_9223	5/29/26	RENAISSANCE LEARNING, INC	<i>Classroom subscription</i>	\$ 15,942.10	5/29/26	X
E_9221	5/29/26	Lancaster-Lebanon Intermediate Unit 13	<i>Microsoft licenses</i>	\$ 6,453.55	5/29/26	X
E_9217	5/29/26	Bimbo Bakeries USA		\$ 401.36	5/29/26	X
E_9219	5/29/26	Kegel's Produce	<i>Fresh produce</i>	\$ 1,949.75	5/29/26	X
E_9220	5/29/26	Kopos Medx, Inc.	<i>Staffing agency</i>	\$ 11,972.55	5/29/26	X
P-418851713	5/29/26	ZOOM COMMUNICATIONS INC		\$ 13.59	5/29/26	X
Payroll Account						
PPE 4/25/2026	5/1/26	BERKHEIMER		\$ 86.65	5/1/26	X
89 PPE 4/25/26	5/1/26	PA SCDU		\$ 386.39	5/1/26	X
82 PPE 4/25/26	5/1/26	PA SCDU		\$ 293.54	5/1/26	X
51931702	5/1/26	Roba Bozakis	<i>Contracted dietitian</i>	\$ 770.00	5/1/26	X
51931703	5/1/26	Fitzpatrick Lentz & Bubba, P.C	<i>Legal fees</i>	\$ 8,101.50	5/1/26	X
10 PPE 4/25/26	5/1/26	VOYA FINANCIAL		\$ 638.44	5/1/26	X
52 PPE 4/25/26	5/1/26	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 15,057.07	5/1/26	X
W PPE 4/25/26	5/1/26	PAYROLL/TAXES	<i>ACH Payroll & taxes</i>	\$ 199,527.96	5/1/26	X
R_719718867	5/1/26	ADP		\$ 719.25	5/1/26	X
R_719785873	5/7/26	ADP		\$ 624.05	5/7/26	X
589 PPE 5/9/26	5/15/26	PA SCDU		\$ 386.39	5/15/26	X
9-1 PPE 5/9/26	5/15/26	BERKHEIMER		\$ 19.85	5/15/26	X
282 PPE 5/9/26	5/15/26	PA SCDU		\$ 293.54	5/15/26	X
AW PPE 5/9/26	5/15/26	PAYROLL/TAXES	<i>ACH Payroll & taxes</i>	\$ 199,747.39	5/15/26	X
066 PPE 5/9/26	5/15/26	VOYA FINANCIAL		\$ 643.05	5/15/26	X
3153342773	5/19/26	P.S.E.R.S.EMPLOYER# 9254	<i>ER State pension contributions</i>	\$ 160,177.98	5/19/26	X
849 PPE 5/9/26	5/20/26	PENSERV PLAN SERVICES INC	<i>EE/ER 403b contributions</i>	\$ 15,058.97	5/20/26	X
R_720825784	5/21/26	ADP		\$ 22.90	5/21/26	X
R_720829956	5/21/26	ADP		\$ 726.96	5/21/26	X
R_721654661	5/28/26	ADP		\$ 719.25	5/28/26	X
89 PPE 5/23/26	5/29/26	PA SCDU		\$ 386.39	5/29/26	X
82 PPE 5/23/26	5/29/26	PA SCDU		\$ 293.54	5/29/26	X
05 PPE 5/23/26	5/29/26	BERKHEIMER		\$ 332.62	5/29/26	X
W PPE 5/23/26	5/29/26	PAYROLL/TAXES	<i>ACH Payroll & taxes</i>	\$ 199,840.10	5/29/26	X
51940200	5/29/26	Roba Bozakis	<i>Contracted dietitian</i>	\$ 560.00	5/29/26	X
51940201	5/29/26	Fitzpatrick Lentz & Bubba, P.C	<i>Legal fees</i>	\$ 2,331.50	5/29/26	X
51940202	5/29/26	Mckenna Snyder LLC		\$ 649.75	5/29/26	X
51940203	5/29/26	Barbacane Thornton and company		\$ 950.00	5/29/26	X

Roberto Clemente Charter School
Payment List
For the Period 5/1/26 through 5/31/26

Ref No.	Ref Date	Vendor	Description	Amount	Issue Date	Cleared
Health Insurance Claims (HIC) Account						
E_9011	5/13/26	HEALTH CLAIMS	<i>Health Claims: PE 4/28/26</i>	\$ 26,764.73	5/13/26	X
E_9012	5/13/26	HEALTH CLAIMS	<i>Health Claims: PE 5/05/26</i>	\$ 15,659.29	5/13/26	X
E_9090	5/19/26	HEALTH CLAIMS	<i>Health Claims: PE 5/12/26</i>	\$ 8,886.96	5/19/26	X
E_9193	5/28/26	HEALTH CLAIMS	<i>Health Claims: PE 5/19/26</i>	\$ 19,853.22	5/28/26	X
CEO's Account (Central Administration)						
051426	5/14/26	Wegmans Food Markets	<i>Budget meeting refreshments</i>	\$ 95.00	5/14/26	X
JGZ00K553054	5/26/26	WALMART	<i>Student activity refreshments</i>	\$ 142.39	5/26/26	X
219509	5/27/26	WAWA, INC	<i>Student activity refreshments</i>	\$ 454.93	5/27/26	X
Principal's Account (Elementary School)						
158894	5/27/26	Five Below	<i>Student activity supplies</i>	\$ 80.00	5/27/26	X
Principal's Account (Secondary School)						
<i>No activity</i>				\$ -		
				<u>\$ 1,165,182.39</u>		



ORDER FORM

This Order Form ("Order Form") is subject to, and forms part of, the Master Subscription Agreement entered into as of between Parallel Learning, Inc. ("Company") and the Client set forth on the signature page hereto (the "MSA"). Capitalized terms used in this Order Form shall have the meaning outlined in the MSA, unless otherwise defined in this Order Form.

1. Contact Details.

Client: Roberto Clemente Charter School	Company: Parallel Learning Inc.
Billing Address: 131 Hamilton St, Allentown, Pennsylvania 18101, United States	Company Address: 228 Park Ave. S, #97411, New York, New York 10003, United States

2. Products and Services.

Product	Students	Unit of Measure	Unit Price	Estimated Total Cost
Speech Language Pathology Services - Assessment Hourly (Bilingual)	9	Hourly	\$102.00	\$7,344.00
School Psychologist Services - Annual Assessment Commitment (Bilingual)	7	Each	\$10,000.00	\$10,000.00
School Psychologist Services - Cognitive Assessment (Bilingual)		Each	\$1,210.00	\$0.00
School Psychologist Services - Assessment Hourly (Bilingual)		Hourly	\$97.00	\$0.00
School Psychologist Services - Social-Emotional Assessment (Bilingual)		Each	\$1,210.00	\$0.00
School Psychologist Services - Record Review (Bilingual)		Each	\$285.00	\$0.00
School Psychologist Services - Comprehensive Assessment (Bilingual)		Each	\$1,695.00	\$0.00
School Psychologist Services - Academic Assessment (Bilingual)		Each	\$1,065.00	\$0.00

Product	Students	Unit of Measure	Unit Price	Estimated Total Cost
				\$17,344.00
Psychoeducational Assessment: Psychoeducational assessments shall be covered by the contract Total Annual Assessment Commitment as set forth herein. This includes any type of assessment offered by Parallel Learning, including but not limited to comprehensive assessments and review of records. Direct Services (Separate from Assessment Commitment): Any direct services provided by Parallel Learning that are not assessment services, shall be covered by the contract Services Minimum Annual Fee as set forth herein.				

3. Terms and Fees.

Services Minimum Annual Fee	\$7,344.00
Total Annual Assessment Commitment	\$10,000.00
Target Services Start Date	August 24, 2026
Service Term	July 1, 2026 - June 30, 2027
Payment Terms	Services Rendered: Parallel to invoice monthly for services rendered, and any remaining balance of Minimum Annual Fee at the end of the term will be invoiced to Client.

(signature page follows)

The parties have caused this Order Form to be executed by their respective duly authorized representatives. The "Effective Date" of this Order Form shall be the date on which the last party signs this Order Form.

Company: Parallel Learning, Inc.	Parallel Learning Behavioral Health P.C., a Connecticut professional corporation
Signature:	Signature:
Name:	Name:
Title:	Title: Administrator
Date:	Date:

Roberto Clemente Charter School

Signature:

Name:

Title:

Date:

2026/2027 Reading Renewal Contract

Contract Number: 00000798

AGREEMENT FOR SERVICES

The SUCCESS FOR ALL FOUNDATION, INC. (the “Foundation”; Federal Employer Identification Number 52-2061820), a Maryland not-for-profit corporation, located at 300 East Joppa Road, Suite 500, Baltimore, Maryland 21286-3006 and Roberto Clemente Charter School (the “School/District”), located at 131 W. Hamilton Street, Allentown, PA 18101, acting on behalf of Roberto Clemente Elementary Charter School, (the “School(s)”), have executed and delivered this Agreement for Services (the “Contract”) as of July 1, 2026 (“Effective Date”).

WHEREAS, the mission of the Foundation is to develop and disseminate certain educational programs, materials, and/or services to schools and other educational institutions to help students achieve at the highest academic levels;

WHEREAS, the School/District wants to engage the Foundation for the provision of certain educational programs, materials, and/or services;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree as follows:

1. The Engagement, the Work, the Terms and Conditions. Subject to the terms and conditions set forth in this Contract, the School/District engages the Foundation to carry out the work (the “Work”) described in the attached Exhibit A – Professional Development Services and Exhibit B – Materials and/or Fees (if applicable). The Work includes all services and materials the Foundation has agreed to provide (together, the “Program”) in the time frame that the Foundation has agreed to complete the Work.
2. Contract Term. The term of the Contract shall begin as of the Effective Date and end on June 30, 2027, unless terminated sooner by the parties as provided in this Contract.
3. Payment. Costs for Program Participation and Payment terms are set forth on Exhibit C. Any change in services or materials must be pre-approved in writing by the Foundation and the School/District. Payment on services will not be refunded. Any payment made for service that can not be completed through no fault of the School or Foundation will be placed as a credit on School account and must be used within 12 months of issue.
4. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in connection with this Contract. No person shall be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract on account of age, race, color, sex, gender identity, sexual orientation, physical or mental disability, religious creed, ancestry, national origin, protected Veteran status, or any other characteristic protected by law.
5. Returns; Damaged or Missing Materials
 - (i) Returns. Materials properly ordered by and delivered to the School/District may be returned to the Foundation within ninety (90) days of receipt for a restocking fee equal to 25% of the order plus a 10% reshipping fee. All returns must be unused, in original packaging and accompanied by a Foundation issued return authorization number.

(ii) Damaged or Missing Materials. Any defective, damaged, or missing materials should be reported to the Foundation Customer Service Department within ninety (90) days of receipt and replacement materials will be provided without charge.

6. Termination; Renewal

(i) Termination for Cause. This Contract may be terminated by either party for cause, provided that written notice containing a detailed description of the cause has been afforded to the other party at least sixty (60) days prior to the termination date, and further provided that during the sixty (60) days following the written notice, the party alleged to have breached the Contract shall have failed to remedy the alleged breach. On termination of this Contract, the Foundation shall retain all payments previously made, and shall be paid promptly for all services performed and products ordered through the date of termination.

(ii) Termination for Lack of Funding. Should funding for this contract be discontinued, the School/District shall have the right to terminate the Contract immediately upon written notice to the Foundation. Such termination shall not relieve the School/District of any liabilities already incurred for services rendered or for materials delivered.

(iii) Termination by Mutual Agreement. The Foundation and School/District may mutually agree to terminate the Contract with ninety (90) days notice. Such termination shall not relieve the School/District of any liabilities already incurred for services rendered or for materials delivered.

(iv) Renewal. This Contract will renew automatically for one (1) year terms following the expiration of the initial term unless either party gives the other party notice of non-renewal at least ninety (90) days prior to the expiration of the initial or any subsequent terms. Services for each renewal term shall be negotiated in good faith and mutually agreed upon by the parties, as evidenced by the contract planning form for the renewal term.

7. Subcontracts; Assignment

(i) The Foundation will not delegate nor enter into any subcontract for any work described within this Contract without the prior written consent from the School/District not to be unreasonably withheld or delayed. The Foundation shall have the right to assign this Contract to successors to the Foundation or to substantially all of the Foundation's business.

(ii) The School/District shall not assign this Contract or its rights and obligations, in whole or in part, to a third party without the prior written consent of the Foundation.

8. LIABILITY. The maximum aggregate liability of the Foundation under this Contract for any claim or matter, no matter what theory of liability, is expressly limited to the amount paid to the Foundation by the School/District under the Contract. EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS CONTRACT, THE FOUNDATION EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. Indemnification

(i) Except to the extent the School/District is required to indemnify the Foundation under Section 9(ii) below, the Foundation shall defend, indemnify, and hold harmless the School/District and its affiliates and their respective directors, officers, principals, shareholders, members, employees, agents, legal representatives, predecessors, successors and assigns from and against all liabilities, damages and costs, including reasonable attorney's fees, arising from any third-party claim (a) that the authorized use by the School/District of any materials provided by the Foundation under this Contract infringes a third-party's trademark or copyright rights; or (b) for which it becomes legally liable as a result of any negligent act or omission committed by or on behalf of the Foundation in the course of providing services under this Contract. No settlement which does not provide the School/District with a complete release may be made without the prior written consent of the School/District.

(ii) Except to the extent the Foundation is required to indemnify the School/District under Section 9(i) above, the School/District shall defend, indemnify, and hold harmless the Foundation and its affiliates and their respective directors, officers, principals, shareholders, members, employees, agents, legal representatives, predecessors, successors and assigns from and against all liabilities, damages and costs, including reasonable attorney's fees, arising from any third-party claim for which it becomes legally liable as a result of any negligent act or omission committed by or on behalf of the School/District in the course of receiving services under this Contract. No settlement which does not provide the Foundation with a complete release may be made without the prior written consent of the Foundation.

10. Insurance

(i) The School/District shall, at its own expense, procure and maintain the types and minimum limits of insurance as required by state and local laws and regulations. The School/District shall provide to the Foundation, upon request, a certificate of insurance.

(ii) The Foundation shall, at its own expense, procure and maintain the types and minimum limits of insurance covering the performance of services as follows: (a) Workers' Compensation including Employer's Liability at statutory limits; (b) General Liability insurance limit of liability: \$1,000,000 per occurrence, \$2,000,000 aggregate; (c) Automobile Liability insurance limit of liability: \$1,000,000 per occurrence; and (d) Professional Liability insurance limit of liability: \$1,000,000 per occurrence. The Foundation shall provide to the School/District, upon request, a certificate of insurance evidencing the above insurance limits.

11. Confidentiality; Student Records

(i) Confidential Information. Each party (the "Receiving Party") agrees not to use or disclose to any third party any confidential, nonpublic, competitively sensitive, private, and/or proprietary information ("Confidential Information") disclosed to it by the other party (the "Disclosing Party") for any purpose other than as contemplated by this Contract and to protect the Disclosing Party's Confidential Information with at least the same degree of care it uses

to protect its own Confidential Information, but at a minimum to use commercially reasonable efforts. Although certain of the Disclosing Party's Confidential Information may be labeled "Confidential" or "Proprietary" (or with some similar wording), or identified orally as such, unlabeled information shall also be treated as Confidential Information to the extent the Receiving Party should reasonably construe it to be confidential or proprietary under the circumstances. These confidentiality obligations shall not apply to Confidential Information to the extent that the Receiving Party can prove through credible evidence (a) was lawfully received by the Receiving Party from a third party free of any obligation to keep it confidential; (b) is or becomes publicly available, by other than unauthorized disclosure; (c) is independently developed without any reference to the Confidential Information, as evidenced by contemporaneous written records of the Receiving Party; or (d) is required to be disclosed by law, regulation or court order; provided that, with respect to the foregoing clause (iv), the Receiving Party shall give the Disclosing Party prompt notice prior to such disclosure. Upon termination of this Contract for any reason, the Receiving Party shall promptly destroy or return to the Disclosing Party, at the Disclosing Party's sole option, any Confidential Information of the Disclosing Party, including but not limited to electronic copies thereof.

(ii) Student Records. The Foundation shall keep in strict confidence any and all records and information, in whatever form or format received, pertaining to the School/District's individual students, including but not limited to any academic or grade information, attendance, truancy, discipline, receipt of special education services, social security or public benefits, or information as to race, ethnicity or disability. The School/District represents and warrants that it is duly authorized to transmit such student records to the Foundation for the purposes of the Foundation providing the services under this Contract.

12. Intellectual Property

(i) All right, title, and interest in and to all intellectual property rights in all materials, Program components and other items made available or provided by the Foundation shall remain the exclusive property of the Foundation and/or its licensors. All components of materials provided to the School/District are copyrighted materials held by or licensed to the Foundation, which is the only distributor of the materials to support these programs. The Foundation possesses all rights necessary to license the Program to the School/District under the terms of this Contract.

(ii) The School/District is granted a license to use the intellectual property solely for the purposes of implementing the Program and at the specified school(s) during the term of this Contract. The School/District is not permitted to resell the Program or to sublicense any of the rights to the intellectual property granted by this Contract or use any of the materials to create derivative works. All right, title, and interest in and to any suggestions provided by the School/District as it relates to the Program shall be the exclusive property of the Foundation and/or its licensors. The School/District is forbidden to duplicate any copyright protected materials provided without the express written permission of the Foundation. The School/District shall cooperate in the protection of the intellectual property rights by promptly notifying the Foundation of any infringement or other unauthorized use of the intellectual property rights licensed to the School/District. Upon any termination of the Contract, the School/District will cease to use the Program and, upon the Foundation's request, will return or destroy all of the materials provided in connection with the Program.

13. Conflict of Interest. The Foundation represents, warrants and covenants that it has no public or private interest which does or may conflict in any manner with the performance of this Contract and that neither it, nor any of its officers, employees or subcontractors has or shall acquire any such interest. The Foundation shall promptly and fully disclose to the School/District all interests which may constitute such a conflict.

14. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the state of Maryland, without reference to any principles regarding conflicts of law.

15. Severability; Survival

(i) If a court holds any term, covenant or condition of this Contract invalid, such holding shall not affect or impair the validity of any other terms, covenants or conditions of this Contract, which the Foundation and School/District hereby deem severable and which shall remain in full force and effect.

(ii) Any and all provisions of this Contract which contemplate performance by the Foundation or School/District after the expiration or termination of this Contract shall survive and be enforceable after such expiration or termination, including without limitation, provisions relating to intellectual property and indemnification.

16. Independent Contractor. The School/District has engaged the Foundation as an independent contractor to carry out the work described within this Contract. Neither the Foundation nor any of the Foundation's agents, employees or subcontractors shall in any way or for any purpose be deemed agents or employees of the School/District.

17. Notices. Any notices to be given under this Contract shall be in writing and shall be delivered by either (a) registered or certified mail, return receipt requested, or (b) overnight messenger service that provides a receipt for delivery.

Notices shall be addressed as follows:

To the Foundation:

Success for All Foundation, Inc.
Attn: Julie Wible, CEO
300 E. Joppa Road, Suite 500
Baltimore, MD 21286-3006
Telephone: (800) 548-4998

To the School District:

Roberto Clemente Charter School
Attn: Alissa Mace, CEO
131 W. Hamilton Street
Allentown, PA 18101
Telephone: (610) 351-4310

18. Order of Precedence. The parties have attached the following Exhibits to this Contract, each of which the parties have agreed to incorporate and make part of this Contract.

- Exhibit A Professional Development Services
- Exhibit B Materials and/or Fees (if applicable)
- Exhibit C Program Participation Fee and Payment Terms

In the event of conflict between any Exhibit and another Exhibit, or this Agreement for Services, the following order of precedence shall apply: first, this Agreement for Services, and second, Exhibit A, B, and C.

19. Waiver. No waiver by either party of any right under this Contract shall be deemed to be either a waiver of any other right or provision or a waiver of that same right or provision at any other time.

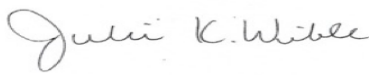
20. Entire Agreement. This Contract, including all and any Exhibits (which are incorporated by reference herein), constitutes the entire agreement between the parties and supersedes all prior and contemporaneous oral and written agreements and statements. This Contract supersedes any course of conduct, performance or dealing between the parties. No amendment or modification changing this Contract's scope or terms shall have any force or effect unless executed and delivered in writing and signed by both parties.

21. Counterparts. This Contract may be executed in counterparts, each of which shall constitute an original, including by facsimile, but all of which together shall constitute one and the same instrument.

In witness whereof, the parties, have executed and delivered this Contract as of the day and year set forth above.

SUCCESS FOR ALL FOUNDATION, INC.

Roberto Clemente Elementary Charter School

By: 

By: _____

Julie Wible, CEO

Date: May 20, 2023

Date: _____

Please initial below to acknowledge shipping policies:

The school is solely responsible for informing SFA (customerservice@successforall.org) of any specific delivery requirements at the time of order, including whether the school has a loading dock or if a truck with a special lift gate is necessary. Failure to provide this information may result in additional charges or delivery delays.

_____ Initial

· The school acknowledges that it is the school's responsibility upon delivery of SFA materials to ensure that all pallets / boxes on the packing slip are present and that no cartons are damaged. Do not accept any crushed cartons or damaged materials. Materials that ship to a central district warehouse are the responsibility of that warehouse. If schools report missing items after delivery from the district warehouse, SFA will not be able to replace those free of charge

_____ Initial

EXHIBIT A – PROFESSIONAL DEVELOPMENT SERVICES

The following professional development services are provided for Roberto Clemente Elementary Charter School as part of this contract:

On-site Professional Development	District / School	Total # of Sessions
Coaching and Support - Full Day	Roberto Clemente Elementary Charter School	10.00
Total		10.00

Professional Development days will be scheduled by mutual consent. Cancellations of on-site days within 15 days of scheduled dates will be subject to cancellation fees.

Technology Support and Other Services covered under Online Resource License Fee
Technology Support includes unlimited access and use of the Success for All Member Center, Resource Centers, and Data Tools
Other Services includes • Goal-focused achievement planning and progress monitoring with quarterly student progress summaries • Frequent telephone contact for informal support

EXHIBIT B – MATERIALS AND/OR FEES

The following pages specify the materials to be provided as part of this contract (if applicable):

No materials are included in this contract. Please be sure to order any necessary replacement, consumable, or upgrade items with a separate purchase order.

EXHIBIT C – PROGRAM PARTICIPATION FEE AND PAYMENT TERMS

The School/District shall pay the Foundation the following fees for the Work described in Exhibit A and Exhibit B. Note: All payments must be made in US Dollars:

TOTAL COSTS:

	SFA Program Fees
On-site Professional Development	\$25,000.00
Technology Support and Other Services	\$4,000.00
Total Program Fee	\$29,000.00
Success for All Program Fees	
Roberto Clemente Elementary Charter School	\$29,000.00

Contract Number: 00000676

AGREEMENT FOR SERVICES - REVISED

The SUCCESS FOR ALL FOUNDATION, INC. (the “Foundation”; Federal Employer Identification Number 52-2061820), a Maryland not-for-profit corporation, located at 300 East Joppa Road, Suite 500, Baltimore, Maryland 21286-3006 and Roberto Clemente Charter School (the “School/District”), located at 131 W. Hamilton Street, Allentown, PA 18102, acting on behalf of Roberto Clemente Charter Middle (the “School(s)”), have executed and delivered this Agreement for Services (the “Contract”) as of July 1, 2026 (“Effective Date”).

WHEREAS, the mission of the Foundation is to develop and disseminate certain educational programs, materials, and/or services to schools and other educational institutions to help students achieve at the highest academic levels;

WHEREAS, the School/District wants to engage the Foundation for the provision of certain educational programs, materials, and/or services;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree as follows:

1. The Engagement, the Work, the Terms and Conditions. Subject to the terms and conditions set forth in this Contract, the School/District engages the Foundation to carry out the work (the “Work”) described in the attached Exhibit A – Professional Development Services and Exhibit B – Materials and/or Fees (if applicable). The Work includes all services and materials the Foundation has agreed to provide (together, the “Program”) in the time frame that the Foundation has agreed to complete the Work.
2. Contract Term. The term of the Contract shall begin as of the Effective Date and end on June 30, 2029, unless terminated sooner by the parties as provided in this Contract.
3. Payment. Costs for Program Participation and Payment terms are set forth on Exhibit C. Any change in services or materials must be pre-approved in writing by the Foundation and the School/District.
4. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in connection with this Contract. No person shall be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract on account of age, race, color, sex, gender identity, sexual orientation, physical or mental disability, religious creed, ancestry, national origin, protected Veteran status, or any other characteristic protected by law.
5. Returns. Materials properly ordered by and delivered to the School/District may be returned to the Foundation within ninety (90) days of receipt for a restocking fee equal to 25% of the order plus a 10% reshipping fee. All returns must be unused, in original packaging and accompanied by a Foundation issued return authorization number. Any defective materials may be returned within thirty (30) days of receipt and replacement materials will be provided without charge.
6. Termination; Renewal
 - (i) Termination for Cause. This Contract may be terminated by either party for cause, provided that written notice containing a detailed description of the cause has been afforded to the other party at least sixty (60) days prior to the termination date, and further provided that during the sixty (60) days following the written notice, the party alleged to have breached the Contract shall have failed to remedy the alleged breach. On termination of this Contract, the

Foundation shall retain all payments previously made, and shall be paid promptly for all services performed and products ordered through the date of termination.

(ii) Termination for Lack of Funding. Should funding for this contract be discontinued, the School/District shall have the right to terminate the Contract immediately upon written notice to the Foundation. Such termination shall not relieve the School/District of any liabilities already incurred for services rendered or for materials delivered.

(iii) Termination by Mutual Agreement. The Foundation and School/District may mutually agree to terminate the Contract with ninety (90) days notice. Such termination shall not relieve the School/District of any liabilities already incurred for services rendered or for materials delivered.

(iv) Renewal. This Contract will renew automatically for one (1) year terms following the expiration of the initial term unless either party gives the other party notice of non-renewal at least ninety (90) days prior to the expiration of the initial or any subsequent terms. Services for each renewal term shall be negotiated in good faith and mutually agreed upon by the parties, as evidenced by the contract planning form for the renewal term.

7. Subcontracts; Assignment

(i) The Foundation will not delegate nor enter into any subcontract for any work described within this Contract without the prior written consent from the School/District not to be unreasonably withheld or delayed. The Foundation shall have the right to assign this Contract to successors to the Foundation or to substantially all of the Foundation's business.

(ii) The School/District shall not assign this Contract or its rights and obligations, in whole or in part, to a third party without the prior written consent of the Foundation.

8. LIABILITY. The maximum aggregate liability of the Foundation under this Contract for any claim or matter, no matter what theory of liability, is expressly limited to the amount paid to the Foundation by the School/District under the Contract. EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS CONTRACT, THE FOUNDATION EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. Indemnification

(i) Except to the extent the School/District is required to indemnify the Foundation under Section 9(ii) below, the Foundation shall defend, indemnify, and hold harmless the School/District and its affiliates and their respective directors, officers, principals, shareholders, members, employees, agents, legal representatives, predecessors, successors and assigns from and against all liabilities, damages and costs, including reasonable attorney's fees, arising from any third-party claim (a) that the authorized use by the School/District of any materials provided by the Foundation under this Contract infringes a third-party's trademark or copyright rights; or (b) for which it becomes legally liable as a result of any negligent act or omission committed by or on behalf of the Foundation in the course of

providing services under this Contract. No settlement which does not provide the School/District with a complete release may be made without the prior written consent of the School/District.

(ii) Except to the extent the Foundation is required to indemnify the School/District under Section 9(i) above, the School/District shall defend, indemnify, and hold harmless the Foundation and its affiliates and their respective directors, officers, principals, shareholders, members, employees, agents, legal representatives, predecessors, successors and assigns from and against all liabilities, damages and costs, including reasonable attorney's fees, arising from any third-party claim for which it becomes legally liable as a result of any negligent act or omission committed by or on behalf of the School/District in the course of receiving services under this Contract. No settlement which does not provide the Foundation with a complete release may be made without the prior written consent of the Foundation.

10. Insurance

(i) The School/District shall, at its own expense, procure and maintain the types and minimum limits of insurance as required by state and local laws and regulations. The School/District shall provide to the Foundation, upon request, a certificate of insurance.

(ii) The Foundation shall, at its own expense, procure and maintain the types and minimum limits of insurance covering the performance of services as follows: (a) Workers' Compensation including Employer's Liability at statutory limits; (b) General Liability insurance limit of liability: \$1,000,000 per occurrence, \$2,000,000 aggregate; (c) Automobile Liability insurance limit of liability: \$1,000,000 per occurrence; and (d) Professional Liability insurance limit of liability: \$1,000,000 per occurrence. The Foundation shall provide to the School/District, upon request, a certificate of insurance evidencing the above insurance limits.

11. Confidentiality; Student Records

(i) Confidential Information. Each party (the "Receiving Party") agrees not to use or disclose to any third party any confidential, nonpublic, competitively sensitive, private, and/or proprietary information ("Confidential Information") disclosed to it by the other party (the "Disclosing Party") for any purpose other than as contemplated by this Contract and to protect the Disclosing Party's Confidential Information with at least the same degree of care it uses to protect its own Confidential Information, but at a minimum to use commercially reasonable efforts. Although certain of the Disclosing Party's Confidential Information may be labeled "Confidential" or "Proprietary" (or with some similar wording), or identified orally as such, unlabeled information shall also be treated as Confidential Information to the extent the Receiving Party should reasonably construe it to be confidential or proprietary under the circumstances. These confidentiality obligations shall not apply to Confidential Information to the extent that the Receiving Party can prove through credible evidence (a) was lawfully received by the Receiving Party from a third party free of any obligation to keep it confidential; (b) is or becomes publicly available, by other than unauthorized disclosure; (c) is independently developed without any reference to the Confidential Information, as evidenced by contemporaneous written records of the Receiving Party; or (d) is required to be disclosed by law, regulation or court order; provided that, with respect to the foregoing clause (iv), the Receiving Party shall give the Disclosing Party prompt notice prior to such disclosure. Upon

termination of this Contract for any reason, the Receiving Party shall promptly destroy or return to the Disclosing Party, at the Disclosing Party's sole option, any Confidential Information of the Disclosing Party, including but not limited to electronic copies thereof.

(ii) Student Records. The Foundation shall keep in strict confidence any and all records and information, in whatever form or format received, pertaining to the School/District's individual students, including but not limited to any academic or grade information, attendance, truancy, discipline, receipt of special education services, social security or public benefits, or information as to race, ethnicity or disability. The School/District represents and warrants that it is duly authorized to transmit such student records to the Foundation for the purposes of the Foundation providing the services under this Contract.

12. Intellectual Property

(i) All right, title, and interest in and to all intellectual property rights in all materials, Program components and other items made available or provided by the Foundation shall remain the exclusive property of the Foundation and/or its licensors. All components of materials provided to the School/District are copyrighted materials held by or licensed to the Foundation, which is the only distributor of the materials to support these programs. The Foundation possesses all rights necessary to license the Program to the School/District under the terms of this Contract.

(ii) The School/District is granted a license to use the intellectual property solely for the purposes of implementing the Program and at the specified school(s) during the term of this Contract. The School/District is not permitted to resell the Program or to sublicense any of the rights to the intellectual property granted by this Contract or use any of the materials to create derivative works. All right, title, and interest in and to any suggestions provided by the School/District as it relates to the Program shall be the exclusive property of the Foundation and/or its licensors. The School/District is forbidden to duplicate any copyright protected materials provided without the express written permission of the Foundation. The School/District shall cooperate in the protection of the intellectual property rights by promptly notifying the Foundation of any infringement or other unauthorized use of the intellectual property rights licensed to the School/District. Upon any termination of the Contract, the School/District will cease to use the Program and, upon the Foundation's request, will return or destroy all of the materials provided in connection with the Program.

(iii) As a research-proven educational program developer, the Foundation revises, refines, and improves its curriculum on a periodic basis. The Foundation is committed to support the program materials included within this Agreement through the termination date specified under paragraph two (2) of this Agreement.

13. Conflict of Interest. The Foundation represents, warrants and covenants that it has no public or private interest which does or may conflict in any manner with the performance of this Contract and that neither it, nor any of its officers, employees or subcontractors has or shall acquire any such interest. The Foundation shall promptly and fully disclose to the School/District all interests which may constitute such a conflict.

14. Applicable Law. This Contract shall be governed and construed in accordance with the laws of the state of Maryland, without reference to any principles regarding conflicts of law.

15. Severability; Survival

(i) If a court holds any term, covenant or condition of this Contract invalid, such holding shall not affect or impair the validity of any other terms, covenants or conditions of this Contract, which the Foundation and School/District hereby deem severable and which shall remain in full force and effect.

(ii) Any and all provisions of this Contract which contemplate performance by the Foundation or School/District after the expiration or termination of this Contract shall survive and be enforceable after such expiration or termination, including without limitation, provisions relating to intellectual property and indemnification.

16. Independent Contractor. The School/District has engaged the Foundation as an independent contractor to carry out the work described within this Contract. Neither the Foundation nor any of the Foundation's agents, employees or subcontractors shall in any way or for any purpose be deemed agents or employees of the School/District.

17. Notices. Any notices to be given under this Contract shall be in writing and shall be delivered by either (a) registered or certified mail, return receipt requested, or (b) overnight messenger service that provides a receipt for delivery.

Notices shall be addressed as follows:

To the Foundation:

Success for All Foundation, Inc.
Attn: Julie Wible, CEO
300 E. Joppa Road, Suite 500
Baltimore, MD 21286-3006
Telephone: (800) 548-4998

To the School District:

Roberto Clemente Charter School
Attn: Alyssa Mace, CEO
131 W. Hamilton Street
Allentown, PA 18102
Telephone: 610-439-5181

18. Order of Precedence. The parties have attached the following Exhibits to this Contract, each of which the parties have agreed to incorporate and make part of this Contract.

- | | |
|-----------|---|
| Exhibit A | Professional Development Services |
| Exhibit B | Materials and/or Fees (if applicable) |
| Exhibit C | Program Participation Fee and Payment Terms |
| Exhibit D | Expectations , Program Components and System Requirements |

In the event of conflict between any Exhibit and another Exhibit, or this Agreement for Services, the following order of precedence shall apply: first, this Agreement for Services, second, Exhibit A, B, and C, and third, Exhibit D.

19. Waiver. No waiver by either party of any right under this Contract shall be deemed to be either a waiver of any other right or provision or a waiver of that same right or provision at any other time.

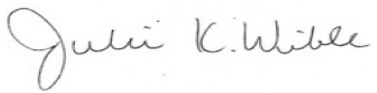
20. Entire Agreement. This Contract, including all and any Exhibits (which are incorporated by reference herein), constitutes the entire agreement between the parties and supersedes all prior and contemporaneous oral and written agreements and statements. This Contract supersedes any course of conduct, performance or dealing between the parties. No amendment or modification changing this Contract's scope or terms shall have any force or effect unless executed and delivered in writing and signed by both parties.

21. Counterparts. This Contract may be executed in counterparts, each of which shall constitute an original, including by facsimile, but all of which together shall constitute one and the same instrument.

In witness whereof, the parties, have executed and delivered this Contract as of the day and year set forth above.

SUCCESS FOR ALL FOUNDATION, INC.

ROBERTO CLEMENTE CHARTER SCHOOL

By: 

By: _____

Julie Wible, CEO

Date: May 20, 2026

Date: _____

If trade books are being used as the main reading source, please initial to acknowledge below:

Roberto Clemente Charter - Middle School plans to use trade books rather than a reading textbook. We understand that trade books must be purchased directly from outside vendors and are not supplied by SFA. It is the school /district's responsibility to order necessary trade books outside of this contract. _____ Initial

Please initial below to acknowledge shipping policies:

• The school is solely responsible for informing SFA (customerservice@successforall.org) of any specific delivery requirements at the time of order, including whether the school has a loading dock or if a truck with a special lift gate is necessary. Failure to provide this information may result in additional charges or delivery delays

_____ Initial

· The school acknowledges that it is the school's responsibility upon delivery of SFA materials to ensure that all pallets / boxes on the packing slip are present and that no cartons are damaged. Do not accept any crushed cartons or damaged materials. Materials that ship to a central district warehouse are the responsibility of that warehouse. If schools report missing items after delivery from the district warehouse, SFA will not be able to replace those free of charge

_____ Initial

**Please complete the payment terms page at the end of this contract to ensure proper billing.*

EXHIBIT A – PROFESSIONAL DEVELOPMENT SERVICES

The following professional development services are provided for Roberto Clemente Charter - Middle School as part of this contract:

Additionally, up to 4 quarterly check-ins, each up to 30 minutes, are included in your contract at no additional charge.

Year One On-site Professional Development	District / School	Total # of Sessions
Tutoring Workshop - Full Day	Roberto Clemente Charter - Middle School	1.00
Reading Edge Workshop - Full Day	Roberto Clemente Charter - Middle School	2.00
Leading for Success Kickoff - Full Day	Roberto Clemente Charter - Middle School	1.00
Coaching and Support - Full Day	Roberto Clemente Charter - Middle School	8.00
Leadership Quarterly Meeting - Full Day	Roberto Clemente Charter - Middle School	3.00
Total		15.00

Please Note: On-site days will be scheduled by mutual consent. Cancellations of on-site days within 15 days of scheduled dates will be subject to cancellation fees.

Year One Technology Support and Other Services covered under Online Resource License Fee
Technology Support includes unlimited access and use of the Success for All Member Center, Resource Centers, and Data Tools
Other Services includes • Goal-focused achievement planning and progress monitoring with quarterly student progress summaries • Frequent telephone contact for informal support

Year Two On-site Professional Development	District / School	Total # of Sessions
Refresher Workshop - Full Day	Roberto Clemente Charter - Middle School	2.00
Coaching and Support - Full Day	Roberto Clemente Charter - Middle School	6.00
Schoolwide Solutions Workshop - Full Day	Roberto Clemente Elementary Charter School	2.00
Total		10.00

Please Note: On-site days will be scheduled by mutual consent. Cancellations of on-site days within 15 days of scheduled dates will be subject to cancellation fees.

Year Two Technology Support and Other Services covered under Online Resource License Fee
Technology Support includes unlimited access and use of the Success for All Member Center, Resource Centers, and Data Tools
Other Services includes • Goal-focused achievement planning and progress monitoring with quarterly student progress summaries • Frequent telephone contact for informal support

Year Three On-site Professional Development	District / School	Total # of Sessions
Refresher Workshop - Full Day	Roberto Clemente Charter - Middle School	1.00
Coaching and Support - Full Day	Roberto Clemente Charter - Middle School	6.00
Total		7.00

Please Note: On-site days will be scheduled by mutual consent. Cancellations of on-site days within 15 days of scheduled dates will be subject to cancellation fees.

Year Three Technology Support and Other Services covered under Online Resource License Fee
Technology Support includes unlimited access and use of the Success for All Member Center, Resource Centers, and Data Tools
Other Services includes • Goal-focused achievement planning and progress monitoring with quarterly student progress summaries • Frequent telephone contact for informal support

EXHIBIT C – PROGRAM PARTICIPATION FEE AND PAYMENT TERMS

The School/District shall pay the Foundation the following fees for the Work described in Exhibit A and Exhibit B. Note: All payments must be made in US Dollars:

Exhibit A and B Total Costs – Professional Development Services and Materials

Year One 2026/2027	SFA Program Fees
Professional Development	\$41,250.00
Online Resource License Fee, includes Tutoring	\$4,000.00
SFA Program Materials	\$24,141.70
Total Year One Program Fee	\$72,391.70
<i>Tradebooks to be purchased by the school / district independent of SFA</i>	<i>\$24,332.00</i>
Total Year One Program Fee Including Tradebooks	\$93,723.70
 Year Two 2027/2028	
Professional Development	\$28,000.00
Online Resource License Fee, includes Tutoring	\$4,000.00
Total Year Two Program Fee	\$32,000.00
 Year Three 2028/2029	
Professional Development	\$19,600.00
Online Resource License Fee, includes Tutoring	\$4,000.00
Total Year Three Program Fee	\$23,600.00
 Success for All Program Fees	
Roberto Clemente Charter Three Year Program Fee	\$149,323.70

The Success for All Foundation is pleased to submit this proposal for the implementation of Success for All 6–8 (SFA 6–8). Following are the contents of this proposal:

- The Success for All 6–8 approach and research
- Elements of success—Success for All 6–8 comprehensive integrated components
- Three-year implementation plan
- Pricing
- Partnership expectations
- Sample implementation schedule
- Other components available

The Success for All 6–8 approach has been proven to increase student achievement.

The Success for All Foundation (SFAF) believes that all students deserve an education that will challenge, inspire, and prepare them for a better future. Our goal is to help all students achieve at the highest levels. Our top priority is the education of disadvantaged and at-risk students in pre-K through grade 8. Our programs and services are based on extensive research to help schools better meet the needs of all their students. We know that every child can learn, and we help schools ensure that this goal is met.

The SFA 6–8 whole-school improvement model weaves together four essential strategies to help you ensure the success of your students:

Powerful Instruction: All instruction in SFA 6–8 is built around a cooperative-learning framework that engages students in rich discussion and motivating challenges every day. Tutoring tools provide individualization and extra instructional time for struggling readers.

Leadership for Continuous Improvement: School leaders, teachers, and other school staff work in collaboration to set quarterly goals, select leverage points for improvement, measure progress, and celebrate success.

Schoolwide Support and Intervention Tools: Proven strategies focus on attendance, parental involvement, positive school culture, family needs, health issues, and individual student support to make sure that students are in school and ready to learn.

Professional Development and Coaching: Implementation is supported by extensive job-embedded professional development and coaching that enables teachers and school leaders to make the most of the research-proven approach.

Success for All 6–8 has been extensively researched and rigorously evaluated.

Researched by over thirty institutions for more than two decades, Success for All has been found to increase reading achievement, cut the achievement gap between African Americans, Hispanic, and white students, and prepare teachers to support the needs of English language learners. In 2010, Success for All received the highest score in the Department of Education’s Investing in Innovation (i3) scale-up competition, which required strong scientific evidence of effectiveness.

A meta-analysis of research on twenty-nine models categorized Success for All as one of only three programs with the “Strongest Evidence of Effectiveness” (Borman, Hewes, Overman, and Brown, 2003).

Success for All was evaluated in a three-year randomized control trial, the gold standard of research, funded by the U.S. Department of Education between 2002 and 2006. Students in SFA schools achieved at significantly higher levels than

similar students in control schools. The difference in student performance in only three years was enough to cut the black-white achievement gap in half (Borman, Slavin, Cheung, Chamberlin, Madden, and Chambers, 2007).

Six studies have involved ELLs and have shown that SFA increases their reading levels substantially more than those ELLs in control schools (Cheung and Slavin, 2005).

In a series of studies involving more than 6,000 students over ten years, students in SFA schools were, on average, a full grade level ahead of students in similar control schools by the fifth grade. This difference was maintained during middle school even though the intervention was finished (Borman and Hewes, 2002).

Success for All 6–8 is aligned with the Common Core State Standards.

The objectives, materials, and professional-development activities offered as part of the SFA 6–8 approach are fully aligned with the Common Core State Standards. The Response to Intervention (RtI) model is built into the SFA 6–8 approach. The approach is designed to provide individualized instruction for all students. Using formative data and appropriate assessment tools, children are placed in the appropriate instructional groups each quarter. Those with serious reading difficulties receive small-group tutoring. Data is used to tailor instruction to meet the individual educational needs of each student. For more information, request our RtI brochure.

SFA 6–8 helps to address the needs of English language learners by embedding SIOP® strategies (Sheltered Inclusion Observation Protocol), integrating GLAD™ strategies (the Guided Language Acquisition Design), and aligning with and supporting TESOL standards (Teachers of English to Speakers of Other Languages).

Success for All 6–8 is a comprehensive approach to school improvement.

The SFA 6–8 comprehensive approach to school improvement focuses on ensuring grade-level performance in reading for every student—the key to success in school. The approach relies on these important components:

- **Cooperative learning** is the basis of the Cycle of Effective Instruction. Students work together productively to learn and take responsibility for one another.
- Reading approaches and materials emphasize phonemic awareness, phonics, comprehension, vocabulary, and fluency.
- Technology is deeply embedded in daily teaching and learning.
- Students are highly motivated and engaged and discuss curricular content every day.
- Proven strategies are used to support English language learners.
- The pace of instruction is fast, and students keep up with the pace.
- Every minute of teaching is well planned, exciting, and engaging.
- Learning is consistently monitored, and problems are solved immediately.
- Teachers teach the whole child—social/emotional learning, behavior, and cooperation are as important as academics.
- Professional development is high quality and continuous. Teachers know their craft and apply it with intelligence and adapt it to students' needs.
- Everyone is involved in supporting student success—teachers, parents, community members, and the students themselves.
- A facilitator from the school's own faculty helps every teacher succeed and grow in skill and sophistication.
- Teachers work in teams to help one another develop as professionals.
- A coach is assigned to each site to assist and guide each school in refining its implementation.

Elements of Success – Success for All 6–8 comprehensive integrated components

Leadership for Continuous Improvement

The SFA 6–8 collaborative leadership system focuses energy in the school around continuously improving student achievement. School staff work together to set quarterly goals, select leverage points for improvement, measure progress, and celebrate successes. The Leading for Success component provides the framework for a collaborative leadership approach. Easy-to-use online data-management tools organize the information necessary to keep school leaders, teachers, students, and parents all ready to celebrate success, and the online Member Center provides flexible access to this important information.

Leading for Success

Leading for Success is a collaborative leadership process that brings school staff together to focus everyone's efforts on success for every student. Together, staff members:

- assess the current status,
- set annual and quarterly goals for growth,
- identify measurable targets for short-term improvement,
- make a detailed action plan based on root causes and leverage points to ensure achievement of those targets, and
- review progress quarterly, celebrate targets met, and then plan the actions to be taken.

The Leading for Success process is built around teams of staff members who take responsibility for different aspects of building school and student success.

Instructional teams examine student progress and address the implementation quality for each of the academic components. Team members support one another to improve instruction and increase student learning.

Schoolwide Solutions teams, including those for attendance, intervention (which focuses on referrals of individual students from teachers), parent and family involvement, cooperative culture, and community connections, focus on creating systems to support students, parents, and teachers. They design solutions to meet the needs of individual students.

Every team makes a quarterly plan, meets regularly to put it in place, and reports progress to the entire school. Together they build a dynamic school culture that provides powerful instruction in every classroom and ensures that no student falls between the cracks.

Online Data Tools: Member Center

The Success for All Member Center allows each teacher to have an ongoing record of students' progress to facilitate differentiated instruction, celebration of students' successes, and easy communications with parents. Data-management tools that link day-to-day classroom performance in reading with quarterly benchmarks make data easy to use for discussion and decision making throughout the year. The tool tracks the quality of students' spoken and written responses to questions related to the texts they read and their use of key reading-comprehension strategies. The reports address phonics skills, vocabulary development, and comprehension strategy use. Member Center reports produce summaries at the classroom, school, and district levels across grading periods.

Professional Development and Coaching

The SFA 6–8 approach is supported by extensive professional development and job-embedded coaching that enables teachers and school leaders to make the most of Success for All’s research-proven approach.

Each Success for All partner school in the United States is assigned an area manager in its region. Additionally, each school is assigned one or more point coaches who specialize in components of the program. These individuals are the school’s first points of contact with SFAF, and they ensure that other supports are available as needed. The relationship with SFAF coaches is developed through topic-specific workshops, school visits, telephone conferences, e-mail, online resources, and online data sharing. The SFAF coaching network is comprised of more than one hundred former teachers, school leaders, principals, and superintendents. SFAF coaches monitor schools’ reading-achievement data and work with school leaders to create schoolwide and individual-student achievement goals through achievement planning, data reviews, and program monitoring.

Schoolwide Support and Intervention Tools

Our research-proven strategies for solutions involve a cross section of your school’s community working together in a problem-solving model that begins in the classroom and extends beyond the school doors. We help schools establish a coordinated, proactive support network consisting of a core group of school leaders, teachers, parents, and support staff to address all barriers to individual students’ success and to ensure that the school meets the targets set forth in its achievement plan. This network meets throughout the school year to discuss, monitor, and plan strategies to focus on issues such as parent involvement, attendance, school climate, behavior, and health.

- The **parent involvement team** sets realistic expectations for reaching families, educating them on what is going on at the school, and creating opportunities to build partnerships to support learning.
- Schoolwide Solutions teams design a **schoolwide behavior-management** plan based on the needs of each school. Data, including discipline referrals, suspension records, and teacher surveys, are used to assess behavior hot points and determine appropriate interventions for improvement. This approach includes:
 - behavior-tracking mechanisms,
 - proactive behavior management,
 - behavior-management workshops, and
 - end-of-year data reviews to update plans.
- **Getting Along Together** is the Success for All Foundation’s schoolwide social problem-solving curriculum. Implemented throughout the year, these classroom resources teach students to think critically, productively solve problems, and work cooperatively in teams.
- Attendance
- Community Connections
- Structured **individualized student interventions** to help individual students who are identified as having difficulty.

Cooperative Learning and Powerful Instruction

Cooperative learning is one of the most powerful tools teachers have in providing the level of engagement and academic and social support their students need to be successful. In the cooperative-learning classroom, all students benefit from the constant coaching, encouragement, and feedback of their peers. Teachers still initiate the learning process with exciting, fast-paced lessons, but after the initial instruction, more of the responsibility for learning rests on students and

teams, allowing teachers to spend more time working with individuals and small groups of learners doing the kind of teaching that originally drew them to the field.

People learn in communities. Together they accomplish more than as individuals, and they have more fun in the process. Students are no different. Research shows that opportunities for cognitive rehearsal, clarification, and reteaching have a positive effect on academic achievement.

When students collaborate, they have an opportunity to discuss new concepts with someone close to their own level of understanding. They get to practice new ideas and ask questions in a small group before speaking to the whole class or finishing a written product. When students discuss and defend their ideas or solutions with teammates, they learn to think problems through, to support their own opinions, and to critically consider the opinions of others before coming to a conclusion. And they learn that, in the end, the responsibility for learning still rests with them.

The SFA 6–8 curriculum emphasizes team goals that can only be achieved when all members of the team are learning and improving. The task is not only to do something as a team, but also to learn something as a team. Because individual students compare their scores only with their own past performance, every team member is able to contribute equally to the success of the team.

Differentiation and Grouping

In SFA grades 6–8, sixty uninterrupted minutes are required. During this time, students move to reading classes in which every student is reading at one instructional level. Students are grouped across grades and across classes to allow this arrangement because increasing teacher-led instructional time and reducing seatwork increases students' progress in developing reading skills. Each grading period each student is placed in a reading class at his or her instructional level. Most students move to new reading levels every quarter, and many students who start at low reading levels catch up to grade-level performance within a year.

Success For All Programs

All programs listed below are available for use on the interactive whiteboard.

Success for All Tutoring (reading levels 1-8):

Success for All Tutoring provides opportunities for students who demonstrate a need for additional help in reading to receive targeted paired or individual tutoring aligned to classroom instructional objectives. Regrouping for reading instruction meets many individual instructional needs and often is enough to support progress for on-level readers and accelerate below-level readers. However, some students still need focused or intensive support. Both team tutoring (RtI tier 2) and individual, intensive tutoring (RtI tier 3) are available with highly engaging computer-assisted tools.

Tutoring with the Lightning Squad is for students in grades 1 – 3. Students master fluency, phonics, word-level blending, spelling, vocabulary, and comprehension. Tutoring with ThemeReads is for students in grades 4 – 8. Students work in pairs to master fluency, vocabulary, and comprehension. Both programs help students through game-like activities on web-based platform, while monitored and coached by a tutor.

The Reading Edge (grades 6–8, reading levels 1–8+):

The Reading Edge is a comprehensive literacy program for all middle grade students, from struggling to advanced, with the goal of preparing them to be strategic, independent, and motivated readers and learners. Built into the Reading Edge are several key components that engage students in the learning process and motivate them to read and learn: goal setting, peer support, conflict-resolution strategies, cooperative learning, use of metacognitive reading strategies, frequent assessment, and a feedback loop.

The Reading Edge is designed to meet the unique needs of young adolescents. Since the range of reading achievement is extremely broad in this age group, the Reading Edge provides eight levels of instruction for students from beginning through eighth-grade and higher reading levels with honors lessons at levels 6–8. To get the maximum impact from this curriculum, students are grouped according to their reading achievement rather than by grade, allowing teachers to tailor instruction to each student's needs. This structure allows for both differentiated, targeted instruction and rapid acceleration, especially for students at the lower levels.

Levels 1–8 use literary and informational texts with rich media supports on the interactive whiteboard to help students learn and apply effective comprehension skills and strategies. All levels focus on building background knowledge and developing study skills both to foster success in school and ready students for college and careers.

Implementation of Success for All 6–8

Year 1 – Beginning Implementation

Introductory Workshops

The principal, the Success for All facilitator, and the Schoolwide Solutions coordinator attend a five-day New Leaders Conference in Baltimore. Participants will gain an understanding of the schoolwide structures, including data-based goal setting, progress-monitoring tools, and instructional processes that form the SFA 6–8 approach. (Conference registrations do not include travel or hotel expenses.)

Your Success for All point coach will conduct a Leading for Success planning kickoff meeting with the school Leadership team. This meeting will be at the school site in preparation for the program-introduction workshops that will be conducted for the full staff.

Program-introduction workshops involving all staff members will present the schoolwide structures and instructional processes with an emphasis on preparing teachers to use the Success for All instructional tools and classroom materials. After a one-day whole-school overview, teachers meet in break-out groups, each guided by a SFAF coach, for introductions to the Reading Edge.

Staff responsible for increasing school attendance, enhancing parent involvement, managing student interventions, and creating community engagement will be provided with three days of workshops over the course of the year to develop the Schoolwide Solutions program for the school.

Ongoing Coaching

Success for All coaches will visit throughout the year (approximately two to four days per month) to provide coaching related to all aspects of SFA 6–8 implementation. During visits, coaches will review progress relative to previously set goals and against previously selected progress metrics and will carry out observations of classrooms, discussions with teachers, reviews of student progress data with teachers and school leaders, reviews of implementation self-assessments, planning for achievement growth, and meetings with school staff responsible for schoolwide initiatives related to prevention and intervention (such as attendance, parent involvement, and student referrals). Coaches are also available by telephone and e-mail to check on progress, answer questions, and problem solve between visits.

Start-up Materials

Materials for schoolwide structures provided for start-up include the New Leader’s Guide (provided at the New Leaders Conference), the *Leading for Success Schoolwide Solutions Guide*, Facilitators Guide, and Getting Along Together classroom materials. Instructional materials include teachers’ guides and a wide variety of student and teacher materials for all the components that you are implementing.

The trade books used with Success for All allow for rigorous, well-coordinated strategy instruction with skill development scaffolded across all reading levels. Trade books must be purchased directly from outside vendors. Estimated costs are included in this proposal package.

Online Tools

Login passwords for all staff members and administrators are provided for the online SFAF Resource Centers that provide tools to track student progress on both classroom measures and formal assessments throughout the year and provide a wide variety of reports. In addition, teachers and school leaders will have access to webinars, tutorials, instructional resources, and members of the Success for All Foundation community for implementation support. The Resource Centers also include support for SFAF classroom interactive whiteboard media.

Conferences

Registration fees for the three-day Experienced Sites Conference are not included in this proposal. (Conference registrations do not include travel or hotel expenses.)

Year 2 – Refining Implementation

Workshops

Your Success for All point coach will conduct a Leading for Success planning meeting with the school Leadership team to review progress and set the stage for continuous improvement of implementation and student achievement. This meeting will be at the school site in preparation for the year 2 refinement workshops for the full staff.

On-site days for refinement workshops involving all staff members will focus on areas in which improved implementation can accelerate student growth in achievement (see sample schedule below).

Ongoing Coaching

Success for All coaches will visit throughout the year to provide coaching related to all aspects of SFA 6–8 implementation. Specific activities will be geared toward observing the levels of implementation of all program elements and utilizing classroom data and other assessments to identify opportunities for accelerating growth. Every visit will include meetings with school leaders, review of student-progress and implementation-progress data, review of Schoolwide Solutions data (attendance, parent involvement, and student referrals), selected classroom observations, teacher meetings, plans for continuous improvement, and a summary report. In addition, Schoolwide Solutions team members may be provided with refinement workshops and/or coaching. Coaches will continue to be available by telephone and e-mail to check on progress, answer questions, and problem solve between visits.

Year 2 Materials

You may need to replenish consumable materials for the Reading Edge.

Online Tools

Login passwords for all staff members and administrators are provided for the online SFAF Resource Centers. In addition, teachers and school leaders will have access to new webinars, tutorials, instructional resources, and members of the Success for All Foundation community through discussion boards. The Resource Centers also include support for SFAF classroom interactive whiteboard media.

Conferences

Registration fees for three staff members to the three-day Experienced Sites Conference are not included in this proposal. (Conference registrations do not include travel or hotel expenses.)

Year 3 – Building Internal Capacity for Supporting Implementation Quality

Workshops

Your Success for All point coach will conduct a Leading for Success planning meeting with the school Leadership team. This meeting will be at the school site in preparation for the year 3 capacity-building workshops for the full staff.

On-site capacity-building workshops involving all staff members focus on self-assessment and planning for continuous improvement in student achievement based on the specific needs of your school (see sample schedule below).

Ongoing Coaching

Success for All coaches will conduct on-site support days distributed throughout the year. Specific activities will be geared toward observing levels of implementation of all program elements and utilizing the classroom data and other assessments to identify opportunities for accelerating growth. Every visit will include meetings with school leaders, review of student-progress and implementation-progress data, review of Schoolwide Solutions data (attendance, parent involvement, and student referrals), selected classroom observations, teacher meetings, plans for continuous improvement, and a summary report. In addition, Schoolwide Solutions team members may be provided with refinement workshops and/or coaching. Coaches will continue to be available by telephone and e-mail to check on progress, answer questions, and problem solve between visits.

Year 3 Materials

You may need to replenish consumables for the Reading Edge.

Online Tools

Login passwords for all staff members and administrators are provided for the online SFAF Resource Centers. In addition, teachers and school leaders will have access to new webinars, tutorials, instructional resources, and members of the SFAF community through discussion boards. The Resource Centers also include support for SFAF classroom interactive whiteboard media.

Conferences

Registration fees for three staff members to the three-day Experienced Sites Conference are not included in this proposal. (Conference registrations do not include travel or hotel expenses.)

Partnership Expectations

As part of the implementation of Success for All, schools are very involved in the professional-development and structural adjustments needed to build the foundation for a strong implementation and achieve rapid and sustained results. Following are some of the required expectations for successful implementation of SFA K–8:

Schoolwide Structures

- ☐ SFA wants to ensure that schools are committed to implementing with fidelity. We ask that either school staff have voted (min. 80% in favor), or that the principal and/or district is committed to implementation.
- ☐ Each quarter the school will regroup students in grades 1 and above across grades and classes for rapid advancement in reading.
- ☐ Teachers in grades 6–8 will have a sixty-minute reading block each day.
- ☐ The school will designate a full-time facilitator to handle the day-to-day supervision of program implementation.
- ☐ The school will have at least one certified teacher-tutor, plus other certified or paraprofessional tutors, for the tutoring component.
- ☐ It is strongly recommended teachers support their data collection using the on-line Member Center.

Leadership Commitment

- ☐ School leaders and staff will attend all training sessions: New Leaders Conference (school leaders, 4.5 days in Baltimore, MD); program-introduction workshops (all staff, three days on site); Leading for Success workshops (Leadership team on site), etc.
- ☐ The principal and the facilitator will participate in walk-throughs with SFAF staff during support visits.
- ☐ The school Leadership team will reassess every quarter and review data to regroup students across grade levels for rapid advancement.
- ☐ The school Leadership team will conduct quarterly schoolwide data reviews focused on student progress in reading with goal setting for continuous improvement.
- ☐ Teams will be developed to address attendance, interventions, parent and family involvement, community connections, and cooperative culture in addition to instructional component teams for Curiosity Corner, KinderCorner, Reading Roots, Reading Wings, and the Reading Edge.

Instructional Commitment

- ☐ Teachers will use cooperative learning with a high degree of fidelity. For example, teachers will create heterogeneous teacher-assigned teams that remain together for four to eight weeks, and team rewards will be based on individual accountability for learning.
- ☐ Teachers will implement the instructional process contained in the Reading Edge daily.

Attachment 2:

Other Success for All 6–8 Solutions Available
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PowerTeaching Middle Grades

Aimed at addressing the most rigorous 21st-century standards, PowerTeaching: Mathematics Middle Grades guides students in grades 6-8 and algebra 1 for advanced 8th graders. This fully customizable program allows teachers to pinpoint areas of instructional needs for their students using specific lessons or creating their own on paper and for use with interactive whiteboards. With the use of teamwork and engaging videos, teachers can power up their math instruction and get students talking about their problem-solving strategies. The entire program is supported through onsite coaching and online professional development to ensure continuous improvement and a high-quality implementation.



BOARD OF TRUSTEES

2026-2027 SCHEDULE

BOARD OF TRUSTEES 7:00 P.M.

July 14, 2026
August 18, 2026
September 15, 2026
October 20, 2026
November 17, 2026
December 15, 2026
January 19, 2027
February 16, 2027
March 16, 2027
April 20, 2027
May 18, 2027
June 15, 2027

EDUCATION COMMITTEE 1:00 PM

August 10, 2026
September 7, 2026
October 13, 2026*
November 9, 2026
December 7, 2026
January 11, 2027
February 8, 2027
March 8, 2027
April 12, 2027
May 10, 2027
June 7, 2027

*Tuesday due to professional development on the 13th

HR COMMITTEE 4:00 PM

August 13, 2026
September 10, 2026
October 15, 2026
November 12, 2026
December 10, 2026
January 14, 2027
February 11, 2027
March 11, 2027
April 15, 2027
May 13, 2027

FINANCE COMMITTEE 10:00 AM

August 14, 2026
September 11, 2026
October 16, 2026
November 13, 2026
December 11, 2026
January 15, 2027
February 12, 2027
March 12, 2027
April 16, 2027
May 14, 2027
June 11, 2027