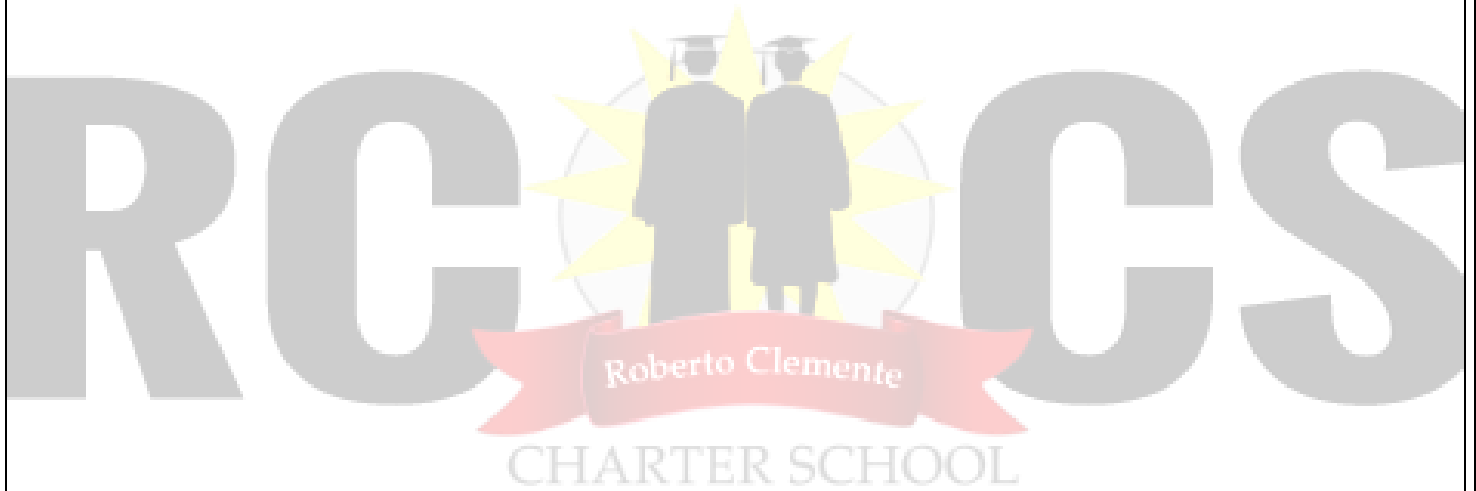


**Roberto Clemente Charter School
Elementary School**

Dual Language Program - College: It's what we do!

2022-2023

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
Principal

Mrs. Alyssa Mace
CEO
Mr. Brendon Zapata
Assistant Principal

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General Information

Mission

Roberto Clemente Charter School: Elementary (RCECS) is a neighborhood school that was founded in 2013 by the members of the Roberto Clemente Charter School Board of Trustees. RCECS 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 RCECS, 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 RCECS 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 (The Board).

Feedback from school-community stakeholders including staff, parents, and families was taken into account in this process. Violations of the school rules and regulations may lead to serious consequences including dismissal. In order to avoid unnecessary arguments with school administrators regarding the school's discipline policies, parents/guardians and students should read the Student/Parent Handbook thoroughly prior to enrollment with RCECS.

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

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

Objectives

RCECS 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 Grading

RCECS utilizes a standards-based grading system following the PA Core Standards. The grading system is similar to the one in use by the Allentown School District and shows subject areas, and standards or skills in a number of academic content areas. How students are evaluated in each class depends upon several factors determined by the course, the curriculum, and teacher requirements. Students can earn the following performance level distinctions in their academic core 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

RCECS 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. Student attendance rate may also impact student scores. Qualities of a successful learner include the following:

Responsible Learner	Respectful Learner	Active Learner
<ul style="list-style-type: none"> • Organizes time, tasks, and materials • Listens attentively • Follows directions • Completes classwork • Completes and returns homework • Seeks help when appropriate 	<ul style="list-style-type: none"> • Follows RCECS Code of Conduct and school rules • Exercises self-control • Shows consideration for others 	<ul style="list-style-type: none"> • Displays a positive attitude • Works well in various settings • Works well collaboratively

Student Report Cards

Report cards are issued quarterly. A student who earns below a 3-Proficient 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 RCECS parent(s)/guardian(s) review and discuss their child’s report card with their child, teachers, as well as with the principal, assistant principal, and/or guidance counselor if necessary.

Marking Period Dates

- First Marking Period..... August 29, 2022 – November 2, 2022
- Second Marking Period..... November 2, 2022 – January 24, 2023
- Third Marking Period..... January 25, 2023 – March 31, 2023
- Fourth Marking Period..... April 3, 2023 – June 8, 2023

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.



Homework Policy

All RCECS students are required to read 20 minutes every night and have a parent or adult sign their "Read & Respond" form. This is a daily expectation. If a student does not complete his or her Reading homework, the student will be provided with a time during the school day to complete it. Students must make up all missed assignments due to an excused absence. If a student fails to make up any assigned work, it will be recorded as a zero unless a valid excuse is provided.

Multidisciplinary Project (MDP)

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

Child Find Screening

Roberto Clemente Elementary Charter School (RCECS) 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 or counselor in their child's school building.

Multidisciplinary Team Evaluations

RCECS 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. RCECS 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. They must do so in writing. Every public school has a procedure in place by which parents can request an evaluation. For information about these procedures, contact the RCECS Special Education Coordinator, Ms. Dee Wimmer, dwimmer@myrccs.com or 610-439-5181 x549.

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 service to children with disabilities who are ages five through twenty-one. To review the Notice of Special Education Services and Family Educational Rights and Privacy Act (FERPA) Notice, please visit www.myrccs.com.

English as a Second Language Program

English as a Second Language (ESL) programming is available at RCECS. RCECS adheres to federal and state policies and procedures regarding English language learners (ELs). RCECS utilizes "sheltered" English instructional methods. All ELs receive language supports through ESL teachers and through content-area teachers. Students may be screened for ESL 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. Visit the school's website for more information.

Summer School Policies

Grading System

Students will be required to attend the summer school program if the student is not progressing at grade level in a core subject area. A student who is progressing below grade level or who is not demonstrating an understanding of the PA Core standards at the student's grade level will be required to attend summer school. Official notification regarding participation in summer program will be made prior to the end of the school year.

Offered Core Subject Areas

Every effort will be made to offer students the core subject areas they need during the summer program. Core subject areas will take priority over those subjects in which a student is progressing on grade level or has reached content standards. Students who are not progressing at grade level in two or



more core academic subjects may be considered for retention for the upcoming academic year. Any student, who is not progressing at grade level in a core subject area during the summer, must participate in the after-school tutoring program during the following academic year.

Pupil Services

School Counselor

Students have the opportunity to work with a school counselor who will assist them with academic issues and social concerns. The counselor will be available by appointment during school hours. Please call the main office to make an appointment with the receptionist.

Elementary Student Assistance Program (ESAP)

The ESAP team at RCECS provides assistance to students who exhibit barriers preventing academic success. The ESAP team is a confidential team composed of specialty 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. See the Medication in School section below for further information.

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 and expected to pick up your child in a timely manner.** 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 in order 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 home and treat 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. Parents should contact the school nurse to ensure that their child has received all required vaccinations and has completed all necessary examinations or if you have questions or need more information.

Medication

Please contact the school nurse if your student requires either a physician-prescribed medication or an over-the-counter medication which must be given at school. A parent or an adult must deliver the medication to the health room. Students should not carry the medication to school themselves. 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). 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
saline eye wash
caladryl anti-itch lotion

Wound wash
visine allergy eye drops
sting kill for insect stings

Vaseline
triple antibiotic ointment
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 immediately.

Health & Safety (Additional Information)

Please refer to the RCECS webpage for any possible updates on Health and Safety information and/or policies/procedures.

Physical Education Classes

All students are required to take physical education as scheduled, unless excused because of physical limitations. In case of such limitations, a physician should indicate in writing the reason for excusing the student from gym class. If a student is unable to participate in gym class for more than one week due to a physical ailment, an excuse from the doctor is required. In order to protect the health and safety of our students, any student unable to participate in gym will be excluded from recess as well. A doctor must also give permission for a student who has a known physical disability to participate in gym.

Emergency Phone Numbers

It is extremely important that the RCECS 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. Parents must contact the main office regarding updates to telephone numbers and other pertinent information. The school is not responsible for updating phone numbers, addresses, and/or emergency contacts for students.

Home and School Association (HASA)

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

1. 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.
2. Uniting efforts that will secure for every child the highest advantages in physical, mental, and social education.
3. Assist in fundraising activities and special events. Please call (610) 351-4310 to get involved.

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

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 RCECS. 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 interested parties. The CEO or the Principal shall be the first contacts between the public and the school. It is only when such informal meetings are not successful that more formal procedures will be employed.

Fundraising

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

Volunteers in School

Parents/guardians and anyone interested in volunteering at our school, should contact Human Resources regarding required documentation. For more information on clearances visit the volunteer section on the school's website at: myrccs.com/how_to_volunteer.html

School Procedures, Policies, and Regulations

School Day Hours

The school day hours for the 2020-2021 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 Begins
3:10 p.m.	Dismissal (Parent Pick-Up)

Attendance

RCECS adheres to provisions for attendance and truancy under Pennsylvania Act 138. 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. 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 RCECS students are expected to report to school daily by 8:30 a.m., unless they have a legal excuse.



***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 you called in the absence. If no written excuse is provided, the absence will be considered unlawful/unexcused. Once an unlawful/unexcused absence is recorded, RCECS will not make changes.

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

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

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

A **written request** must be submitted and approved by the Principal **before** the 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.

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

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 in a row. Upon the 3rd unexcused absence, a student is considered truant. RCECS will issue a truancy notice 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 in a row.

Upon the 6th unexcused absence, a student is considered habitually truant. RCECS will issue a truancy notice to the student's parent/guardian within 10 days of the student's 6th unexcused absence. RCECS will also hold a school 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. If a parent/guardian does not respond to the written request, RCECS will attempt to contact them by phone two times. RCECS will still hold a school attendance improvement conference for a student if a parent does not attend the conference. At the attendance improvement conference, RCECS 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 unexcused absences, RCECS must refer the student to either a school-based or community-based attendance improvement program or Children and Youth Services. In addition, RCECS may file a citation against a student's parent/guardian in district court. RCECS may file a citation for each additional unexcused absence after the initial 6th unexcused absence occurred. If a student accumulates 10 unexcused absences, RCECS will issue a "10 Day Letter" of notification to their parent/guardian. **Any student who is absent illegally or unexcused for ten (10) consecutive days will be immediately dropped from the school's rolls.**

Attendance in each class and to school, separately, is necessary for any student to pass his/her classes in each marking period. Students are required to have at least 80% attendance in every class to pass each marking period. In addition, students are required to maintain at least 80% attendance for the full year to be promoted into the next grade level. Students are expected to arrive at school at the appropriate time each day. Students who do not arrive on time to school will be subject to prosecution for truancy due to accumulation of missed time at school.

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

1. Call the school (610-351-4310 ext. 348) between 7:30 a.m. and 8:30 a.m. on the morning of the absence. If the absence continues for more than one day, it is necessary to call every day unless specifically requested not to. If we do not receive a call identifying the reason for an absence, we will attempt to contact the parent/guardian at home or at work to verify the absence.
2. If your child is absent one to three days, then a written note is needed with a detailed reason of your child's absence. The note **must**
 - a. Indicate your child's name
 - b. Include the date(s) of the absence and the reason for the absence
 - c. Have the parent/guardian signature.



If the illness continues for more than 3 days, it is necessary to have a doctor's note detailing the reason for the absence. Certain circumstances may warrant a doctor's note before a student will be allowed to return to school.

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.

Dismissal for Appointments

In the event that medical appointment is scheduled for a student during school hours, a doctor's or parent note will be required to count the absence as legal/excused. Please send a note **(24 hours in advance if possible)** to school with your child specifying the date of the appointment and the time you want your child to be released. If your child has an appointment scheduled during school day hours, we ask that you do the following:

1. If your child has an appointment early in the morning and your child will not report to school until after the appointment, notify the main office in writing, in person, or via phone call, by 8:30 a.m. on the day of the appointment.
2. If your child has an appointment later in the day requiring an early dismissal, notify the main office in writing, in person, or via phone call, by 8:30 a.m. on the day of the appointment.

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

School Tardiness

All RCECS students are expected to report to their homerooms, no later than 8:30 a.m. Any student who is not seated in homeroom by 8:30 a.m. is considered late/tardy. **If a student arrives at school later than 8:30 a.m., a parent / legal guardian must accompany this student for the student to be admitted to school and sign them in the main office.** Students that arrive late to school must report to the main office before being permitted to go to class. If a student is going to be late to school, a written note is required specifying the reason for the delay.

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:
<ul style="list-style-type: none"> • send a note to your child's homeroom teacher in advance of the trip. Specify the nature of the trip and the dates that your child will be absent. 	<ul style="list-style-type: none"> • a request for excused absence must be completed by a parent/guardian in the main office in advance of the trip

Prior to the student leaving on the trip, the Principal must approve the student's absence. ***Trips occurring during PSSA testing days will not be approved.*** If the student is failing, the trip will not be approved unless it is a family emergency, and it is fewer than 4 days. Please note that the parent/guardian assumes all responsibility for 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. If a student does not hand in their assignments upon return, they may be required to attend the after-school program to complete assignments and/or to recover lost instructional time.

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupil involved, the pupil 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 school Principal as being educational, and the adult supervision must be acceptable to both the Principal and to the pupil's parents/guardians. The Roberto Clemente Charter School CEO/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 five (5) days 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 student 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 through-way 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 the designated entrances. Once a student arrives, he/she must either go to his or her homeroom class. No loitering in the halls is permitted. **All students who arrive after 8:25 a.m. must use the Main Office Entrance on Cedar Street.** If a student arrives at 8:25 a.m. or later, a parent/guardian **must** accompany them to the main office to sign them in.

Dismissal Procedures

It is the responsibility of the parent/guardian to contact the school by 2:00 p.m. if there will be a change to their child's mode of transportation for that day. If a child normally takes the bus or is picked up by a daycare, a parent must call the school by 2:00 p.m. if their child will not be taking the bus or will not be picked up by their daycare that day.

- It is the responsibility of the parent/guardian to contact the school by 2:00 p.m. if a person other than a parent/guardian or emergency contact will be picking up their child that day. This person must show I.D. to a staff member. It is the responsibility of the parent/guardian to contact the school if there will be a short term (more than one day) or long-term change to their mode of transportation.

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.

Any student not picked up by 3:15 p.m., will be brought to the main office. Starting at 3:20 p.m. a parent/guardian will have to sign their child out in the main office. **If a student is picked up after 3:20 p.m. three or more times, administration will require a parent conference.**

The school will not assume responsibility for your child after the school closes. The police will be notified if the child is not picked up by 5:00 p.m. unless participating in a school sponsored after school activity. Parents/guardians will be notified of these activities and must make arrangements to pick up their child promptly at the end of the session. Students will not be allowed to walk home after dark. Parents must provide transportation within 15 minutes of the end of any activity ending after school hours. The police will be called if a child is not picked up 15 minutes after the end of an activity.

Bussing

Students (K through 5) 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 Assistant 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.

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



Bicycles, Scooters, ETC.

Student's personal transportation including, but not limited to, bicycles, skateboards, scooters, hoverboards, rollerblades, are not allowed on RCECS property. Students using personal transportation to/from school may not keep it on school property during the school day.

Emergency School Closing

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

Transfer/Withdrawal from RCECS

If your child will be transferring from RCECS to another school, a parent/guardian must notify the school with a minimum of two-day notice. The parent needs to come to the office and sign a withdrawal consent form. Student will have to return any school-owned materials. When this has been completed, a copy of the withdrawal consent form will be given to the student to take to his/her new school. School officials will then request records from RCECS.

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.

Visitor Policy/Security System

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 RCECS. Visitors (**including parents/guardians**) must use the Cedar Street 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. This form of identification will be retained by the receptionist until the visitor/volunteer exits the school building.
4. Upon the presentation and submission of proper ID, the visitor will receive a pass that must be returned to receive ID back.
5. Security personnel or a staff member will escort the visitor to the destination area.
6. Any person picking up a student during the school day must present a valid proof of ID.

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.

After-School Activities Guidelines

1. All school rules are in effect during any after-school program. In order to attend an after-school activity, 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.
3. During an after-school activity, the RCECS rules apply as if the student were in school.

Social Events and Class Trips

The Board recognizes the value of social events and class trips in the enrichment of the total school experience for the student of the RCECS. The Board shall make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Principal of the school. For social events which take place outside school facilities, approval of the principal is required.

For all trips outside the school facility, signed parental/guardian's permission shall be required. Social events and trips are a privilege. A student's privilege to participate in a social event and/or trip may be revoked at administration's discretion.

Trips Within/Outside Lehigh Valley

1. Trips to museums, zoological gardens, industrial plants, places of historic or community importance, radio and television studios, and to rehearsals or performances sponsored by the school are approved, provided safety for the students and staff is present.
2. Trips to recreational areas, or to any location with swimming or boating facilities, are not approved unless adequate supervision is provided; winter trips including skiing, ice skating, tobogganing, or other sport trips are not approved unless adequate supervision is provided.



3. Trips extending beyond the curfew time of students are not approved; responsible adults must meet students at a designated location when students return from a trip in the evening, and school personnel must remain until all students have been met.
4. Trips that exclude students who cannot meet financial costs are not approved.
5. Trips that are sponsored privately by individuals, including any staff members or groups are not approved; there is to be no dissemination of information, collection of funds, use of class lists, or solicitation of students for this type of activity.
6. Transportation for trips shall be school vehicles or Board approved carriers only. Private vehicles may not be used.

Class trips must be selected with staff recommendation and the principal's approval, supported by stated educational objectives and a minimum of two-thirds (2/3) student participation. Any exceptions to the above policy must be presented for approval by the Principal or the Principal's designee.

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

1. All necessary permission slips submitted in advance of any trip
2. The designation of a staff member who shall be responsible for the trip
3. The provision of adequate adult supervision as required by the circumstance of the event
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.)

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?	<ul style="list-style-type: none"> • "Homeless is defined as "anyone lacking a fixed, adequate, regular nighttime residence."
What situations fits this description?	<ul style="list-style-type: none"> • 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?	<p>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:</p> <ul style="list-style-type: none"> • 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?

You can visit the [PA Education for Children and Youth Experiencing Homelessness site](#). You can also contact the middle/high school counselor and Homeless Liaison at Roberto Clemente Charter School, Ms. Lara Ashworth. She can be reached at 610-351-4310 ext 441. Additionally you may contact Storm Camara, State Coordinator at 717-783-6464 or cmolina@pa.gov



Dress Code Rationale

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

RCECS 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 and staff. This dress code includes a school uniform and dress down rules for certain days declared as Dress Down Days. A business casual dress is the standard for this dress code. 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.

Dress Code

The dress guidelines are designed to provide students, faculty, and the administration the most conducive working environment. Listed are the uniform requirements for all students.

GIRLS

- 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

BOYS

- 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 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, hooded sweatshirts, and black sneakers ARE NOT a part of the RCECS uniform

Gym Uniform

- Navy Blue T-shirt with RCECS logo
- Navy blue sweatshirt with RCECS logo
- Navy blue sweatpants
- Sneakers (with non-marking sole and tied laces—no open sneakers)
- (a blue, white, black, or gray shirt may be worn under the t-shirt in colder months)

Shorts and White T-Shirts are NOT permitted

Jewelry and Earrings

Girls 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. Boys and Girls may wear one small necklace or bracelet.

Headbands, Bandanas, and Bows

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 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 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 RCECS. In addition, all haircuts must be without designs or symbols. If a student is found to have an inappropriate hairstyle, haircut, or hair color, the Principal or Assistant Principal will contact the parent/guardians.

It is not permissible for any student to have a facial piercing. (i.e. no nose, tongue, lip, eyebrow, or any other facial piercing is allowed). No clear or transparent facial piercing is allowed. Visible tattoos are prohibited. Nails must be short.

Dress-Down Days

At RCECS, 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 ripped jeans/clothes
No inappropriate messages
No visible undergarments
No spandex or skintight clothing
No bandanas, do-rags, or headgear (hats, caps)
No open shoes, flip-flops, slippers, or open-toes shoes, shoes must be securely fastened

No see-through apparel
No visible stomachs
No shorts that are one (1) inch above the knee
No pajamas
No skirts or dresses shorter than one inch above the knee
No sunglasses

Parents: Please ensure that your child is wearing the complete and correct uniform prior to leaving the home.

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 teachers cannot be called out of class for meetings, it is necessary that parents call the school in advance to schedule an appointment with the appropriate person. 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, the student will stand quietly during the Pledge.

Fire Drills

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

1. Remain silent during building evacuation and when returning to the building/classrooms.
2. Follow directions for leaving the building.
3. Stay in line and walk quickly, DO NOT RUN.
4. Be alert and cooperative.
5. Stay with the class with which they left the building.
6. All students/staff will meet in the RCECS parking lot to verify all students are accounted for.

Lockdown Situation

Procedures for Lockdowns are available in all classrooms. As determined by Principal or designee, a crisis situation may require a lockdown (staff and students remain in current locations with doors locked). This may be conveyed by Public Address System or Room by Room visitation. **The Lockdown will be removed by the Principal or designee only.**

If evacuation of the building must be executed, it is incumbent upon the teacher to lead their students in an orderly fashion to the nearest exit. Procedures for Emergency Evacuations are available in all classrooms.

1. The teacher will reassemble the class in the Fire Drill Area or in a designated emergency evacuation area.
2. Roll must be taken. Each teacher will take their Emergency Bag with them.
3. No one may enter the building until the signal is given by the Principal or Assistant Principal.

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, seated and ready to learn. If a student is late for class, the student may be subject to disciplinary consequences.

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 in grades 3, 4, and 5 must sign out in their classroom bathroom log when they leave the classroom and return. There will be no exceptions to this rule. Students may also use the bathroom during lunch. The cafeteria monitor will allow no more than two students to leave at a time.

Cafeteria Rules and Procedures

RCECS will have six lunch periods and one breakfast period. **A morning breakfast will be provided to students from 8:00 a.m. to 8:30 a.m. in classrooms.**

Cafeteria Procedures:

1. Upon entering the cafeteria, students are to sit down at a table.
2. Once the students are seated and quiet, they will be called to get their lunch.



3. Students must line up quietly to get their lunches and return to their tables to eat.
4. Students are responsible for disposing of their trash in their lunch area. This will be supervised by the cafeteria monitor. Dismissal will occur after everything is cleaned up and the teacher or monitor dismisses the students.
5. Students must be considerate of others. Quiet conversation will be permitted. Loud, boisterous behavior will not be tolerated.
6. Inappropriate behavior will be addressed appropriately according to the disciplinary guideless.
7. Students may not order food from outside sources nor have parents bring lunches during the lunch period.
8. Student lunches brought from home will not be heated.

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 RCECS 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. RCECS is not responsible for student's personal technology items.

Personal Non-Instructional Items

Students are not permitted to bring toys, games, or other non-instructional items to school. This expectation applies to the school bus as well. If a student brings a toy, game, or other non-instructional item to school, they may be asked to give their personal 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. RCECS is not responsible for any toy, game, or non-instructional item a student may bring to school.

School Telephone Usage

Students are not permitted to make phone calls to parents/guardians using a school telephone without staff or administrative permission. Please make arrangements with your child regarding pickup for appointments. The student will not be allowed to call for this purpose. Students will not be removed from class for telephone calls from parents/guardians.

Promotional Pictures

Parent(s) or guardian(s) authorize the school to have pictures of your child used for promotional purpose unless we receive a written letter from you prohibiting us to do so.

Smoking

PA Act 168 of 1998 prohibits tobacco use 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.

Asbestos Information

RCECS is asbestos free. The asbestos report is located at the RCCS Administration Building.

Technology Resources – Acceptable Use Policy

Technology Policies

*For the Technological Resource Acceptable Use Policy, Roberto Clemente Charter School (RCCS) refers to both the middle and high school and the elementary school (RCCS).

The Board of Trustees ("Board") provides employees, students, and Guests ("users") with hardware, software, and access to the Roberto Clemente Charter School's ("RCCS") electronic communication system and network, which includes internet access, whether wired, wireless, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff, students, School Board members, independent contractors, vendors, and consultants. Computers, network, Internet, electronic communications, information systems, databases, files, software, and media, collectively called Communications and Information Systems ("CIS"), provide vast, diverse, and unique resources.

Access to the RCCS' CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the school. The Board reserves the right to deny access to prevent unauthorized, inappropriate, or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action.

The CEO and designee will be responsible to build and maintain a school technology infrastructure that is advanced, efficient, and resourceful for the RCCS community. The school reserves the right to deny access to prevent unauthorized, inappropriate, or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action.



RCCS will cooperate to the extent legally required with ISP, local, state, and federal officials in any investigation concerning or related to the misuse of the CIS systems. 47 U.S.C. § 254(1); 24 P.S. § 510; 24 P.S. § 4604. It is often necessary to access users' accounts to perform routine maintenance and security tasks. System administrators have the right to access by interception and access the stored communication of user accounts for any reason to uphold this policy, accompanying administrative regulation, the law, and to maintain the system. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL'S CIS SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THE SCHOOL'S CIS SYSTEMS.

Due to the nature of the internet as a global network connecting thousands of computers around the world, inappropriate matter can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the internet to operate, the school cannot completely block or filter access to these resources.

Policy for the RCCS' Website

- a) The RCCS website provides important information regarding the school and its faculty, staff, facilities, policies, school curriculum, instruction, and school programs and activities. RCCS's website may be utilized to promote student and faculty work while protecting the privacy of students and their families.
- b) The Board authorizes the use of its website and webpages for legitimate educational purposes. RCCS employees and students must use the website and webpages in an appropriate and professional manner and shall maintain appropriate professional boundary limits with students and other employees. RCCS employees and students shall always comply with the school's Acceptable Use of Technology Resources policy.
- c) The CEO and/or designee shall have the authority to review, approve, revise, and remove content on webpages, and to develop and update webpages on the school website, as necessary to enforce this policy.
- d) All materials posted on the school's website and webpages must comply with all pertinent Board policies, including, but not limited to the school's Technology Resources Acceptable Use Policy.

Use of School Sponsored Social Media

- a) The Board authorizes the use of school-sponsored social media solely for legitimate educational purposes.
- b) RCCS students must use school-sponsored social media in an appropriate and professional manner and shall maintain appropriate professional boundary limits.
- c) RCCS students shall comply with the school's Acceptable Use of Technology Resources policy at all times.
- d) The CEO and/or designee shall have the authority to review, approve, revise, and remove content on school-sponsored social media, consistent with this policy.

Limitation of Liability

RCCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's CIS systems will be error-free or without defect. RCCS does not warrant the effectiveness of internet filtering. The electronic information available to users does not imply endorsement of the content by RCCS, nor is the school responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. RCCS will not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, mis-delivered, or unavailable when using the CIS systems. RCCS will not be responsible for material that is retrieved through the internet, or the consequences that may result from them. RCCS will not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school's CIS.

RCECS will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Students using the computers at RCCS must follow the guidelines as described below:

1. No unauthorized entry into a file, either to read or change information.
2. No Facebook, Twitter, Instagram, Snapchat, Musicl.ly, or any other social networking sites.
3. No downloading of any files from the Internet, flash drive, or disk not provided by your teacher.
4. No unauthorized transfer of files.
5. No unauthorized use, destruction of, or tampering with another individual's or school's computer.
6. No uses of computers or computer facilities to send, create, or gain access to obscene, abusive, or threatening information (including the Internet.)
7. No chat rooms, e-mail, or instant messaging.
8. No games without permission.
9. No theft of equipment.
10. No duplication, selling, trading, or serial loading of software or manuals with a copyright.
11. No attempting to break into a system, security code, number, or password.
12. No passing security information to others.
13. No attempting to bypass any computer related rule, procedure, security measure, or common-sense courtesy.



14. No attempting to insert a non-school, personal disk or flash drive into the drive of any computer unless a competent authority has granted permission.
15. No food or drinks of any kind (including chewing gum) are ever allowed when computers are in classrooms.
16. Computer and A/V equipment schedule and sign out will be managed by the IT department.

Students who violate the technology acceptable use policy or enter unauthorized areas containing technological resources will be subject to appropriate disciplinary action by administration. This may include suspension and/or expulsion.

A. Educational Purpose

1. The CIS has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The CIS has not been established as a public access service or a public forum. RCCS has the right to place reasonable restrictions on the material accessed or posted through the system. All staff and students are expected to follow the rules set forth in the school's student conduct regulations and the law in the use of the CIS.
3. The CIS may not be used for commercial uses purposes. This means it may not be used to offer, provide, or purchase products or services through the CIS unless it is approved by a school administrator for educational purposes.
4. The CIS may not be used for political lobbying or link to sites whose purpose is endorsement of political advertising. Nevertheless, the system may be used to communicate with elected representatives as needed and approved by a school administrator.

B. Student Internet Access

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

C. Unacceptable Uses

1. Personal Safety

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

2. Illegal Activities

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

3. System Security Violations

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

4. Inappropriate Language, Images, and Content

- a) Restrictions against inappropriate language apply to electronic communication including, but not limited to: email, public messages, private messages, and material posted on social media and web pages.



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

5. Privacy Violations

- a) Information posted must abide by federal and state law, and all RCCS policies concerning confidentiality and release of information. This applies even if the information to be posted and/or shared does not identify an organization, family or individual by name, but the information may enable someone to identify an organization, family or individual by name.

6. Respecting Resource Limits

- a) Users will use the system only for educational and professional activities.
- b) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used, and immediately remove the file from the system computer to their personal computer or flash drive.
- c) Users will not post or send chain letters, junk mail, or engage in "spamming." Spamming is sending an annoying or unsolicited message to many people, except that an unsolicited message sent by a supervisor, relating to work activity does not constitute spamming.
- d) Users will limit the size of their stored data to a school-identified storage limit. The system will notify users when they are approaching the limit and users will not be able to store more data once they have exceeded the defined limit.
- e) Users will not send e-mail containing commercial links unless the link is predominantly instructional in nature.

7. Plagiarism and Copyright Infringement

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

8. Access to Inappropriate Material

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

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 RCECS, you have the right to make use of RCECS'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:
 - 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/Assistant Principal in a timely fashion.

Parent Responsibilities

The most important responsibility of parents is being an active participant in their child's education. **RCECS 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 Night, 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. Parents/guardians who wish to obtain a copy of the policies and procedures manual must make their request in writing. You will receive a reply within 10 business days.

Title I School Parent Involvement Policy Checklist

LEA Name: 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: detentions, denial/removal of privileges, in-school suspensions, out-of-school suspension, administrative review, judiciary review, and expulsion.

Denial of Student Privileges

Privileges must be earned. They can 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.

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. Parents will be notified in writing of their child's suspension. **The student must be accompanied by a parent/guardian upon re-entering the school after a suspension.** Suspension should be the last resort taken to redirect student misbehavior. Students cannot be on school grounds or surroundings while on suspension. If the suspension exceeds four days, the parent/guardian has the right to request a suspension hearing.

The following actions may result in immediate suspension:

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



Expulsion from School

Expulsion is the permanent exclusion from school. Such action is approved by The Board upon the recommendations from the Principal and CEO. Recommendation for expulsion may be repeated misconduct, theft, illegal drug activity, inciting a riot, actions that endanger the welfare of others, assault upon a staff member, and vandalism.

Roberto Elementary Charter School: Elementary Anti-Bullying Policy

RCECS prohibits acts of harassment or bullying. The Board 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.

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, school counselor or building administrator.

UNLAWFUL HARASSMENT All RCECS students have the right to be educated in an environment free of discriminatory practices, including unlawful harassment. The Board 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.

The Board 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 Board believes standards for student behavior must be set cooperatively through interaction among the students, parents/ guardians, staff, and community members of the school, 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 school and community property on the part of students, staff, and community members.

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

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

The Board 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 include but are not limited to:

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

Factors for Determining Remedial Measures:

Personal:

- | | |
|---|--|
| <ul style="list-style-type: none">• Life skill competencies• Social relationships• Strengths• Talents• Traits• Interests | <ul style="list-style-type: none">• Interests• Hobbies• Extra-curricular activities• Classroom participation• Academic performance |
|---|--|



Environmental:

- | | |
|--|---|
| <ul style="list-style-type: none"> • School climate • Social relationships • Community activities • Neighborhood culture • Family situation | <ul style="list-style-type: none"> • Student-staff relationship • Social-emotional supports • Behavioral supports • General staff management of educational environment • Staff ability to prevent or de-escalate difficult situations |
|--|---|

Consequences and appropriate remedial actions for a student 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. RCECS has a “No Tolerance” policy toward bullying and strictly enforces this policy at all times.

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. Staff, administrators, and/or the school counselor may be involved with consequences and/or remedial measures. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Temporary removal from the classroom • Referral to Principal or designee • Loss/denial of school privileges • Classroom or administrative detention • In-school suspension during the school week | <ul style="list-style-type: none"> • Out-of-school suspension • Police notification/contact • Administrative Review • Judicial Review • Expulsion as approved by The Board |
|---|---|

Examples of Remedial Measures:**Personal:**

- | | |
|---|--|
| <ul style="list-style-type: none"> • Peer support group • Peer mediation • Support from school counselor • Support from in-school community services • Supportive discipline to increase accountability for bullying offense | <ul style="list-style-type: none"> • Positive learning and/or service experiences • Corrective instruction (problem solving skills) • Referral to ESAP team • Parent/Guardian conferences • Student behavior contract |
|---|--|

Environmental (Classroom, School Building):

- | | |
|--|---|
| <ul style="list-style-type: none"> • Peer support groups • Targeted use of monitors (ex- hallway, café, bus) • Modifications of schedules/adjustment in hallway traffic • School climate improvement • Involvement of parent-teacher organizations • Involvement of school-based community organizations • Supportive reflection for the bully on the offending behavior, maintaining an emotionally neutral and strength-based approach • School and community surveys or other strategies or determining the conditions contributing to harassment, bullying, or intimidation. | <ul style="list-style-type: none"> • Development of a general bullying response plan • General professional development programs • Parent conferences • Adoption of research-based bullying prevention programs • Modification in student routes/patterns traveling to and from school • Disciplinary action for school staff who contributed to the problem • Police notification/involvement |
|--|---|

The Board requires the Principal/Assistant Principal 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/Assistant 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 based on an anonymous report.

The Board requires the Principal/Assistant Principal 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 Board 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 Principal/Assistant Principal after consideration of the nature, severity, and circumstances of the act.

The Board 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 Board 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's policy on harassment and bullying with students and staff. RCECS shall incorporate information regarding the policy against harassment or bullying into the RCECS School Employee Training Program and the Student/Parent Handbook.

Sexual Harassment

Sexual harassment of students or school personnel physically, verbally or in writing will not be tolerated. Forms of sexual harassment include the following:

- Verbal - such as derogatory comments, jokes, or slurs, and sounds
- Physical - such as touching, pinching, patting, grabbing, or brushing up against another, impeding or blocking movement of another
- Visual- Inappropriate gestures, body language, or pictures

Any individual who feels he/she has been subjected to any act of sexual harassment including any visual, verbal, or physical conduct of a sexual nature may communicate immediately with the Principal/CEO for further investigation. Any individual who is found to be guilty of sexual harassment will be subject to appropriate discipline, including expulsion from school.

Mandated Reporter

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 of a student's safety and well-being to Children and Youth Services.

Roberto Clemente Charter School: Elementary Code of Conduct

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

According to Pennsylvania School Code 24 Ps 13-1317 teachers and school administrators are acting "in loco parentis" (in place of parents/guardians). As such, every teacher, Assistant Principal, and Principal in the public schools shall have the right to exercise the same authority. This includes and is not limited to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

To protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misbehavior incidents are classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect on the safety and orderliness of the learning environment. Additionally, serious offense incidents are prohibited and will be acted upon accordingly.

The teacher will handle discipline for Level 1 infractions of school/classroom rules in the classroom. The Principal, Assistant Principal and/or the school counselor may also be involved in addressing Level 1 infractions. Teachers will maintain accurate documentation for student infractions of school rules. All staff members can address, document, and report infractions or problems to the Principal or Assistant Principal. All students are required to report infractions of school policy to the school staff.

Disciplinary Guidelines

RCECS 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 making the accusation at the time of the finding of facts by the Principal/Assistant Principal. Also, the Principal/Assistant Principal bases their decisions on the best available information and is not obligated to present to the students or 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.

At any time in the discipline process, parents/ guardians, staff members, and/or Principal or Assistant 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 Individualized Education Program (IEP), this conference could take the form of a Multi-Disciplinary Evaluation (MDE) meeting, which could result in recommended changes in the IEP. Regardless of whether the conference is informal or an MDE, one possible outcome of the conference is a behavioral contract or plan.

Normally a student will not be dismissed from the school for a Level 1 behavior incident, but that could happen if eventually the behavior incident is seriously disrupting the education of other students or consuming an unreasonably large amount of the school's, staff, and/or principal or assistant's time. Consequences for all-level infractions may change based on the frequency and/or severity of the infraction(s).

Infraction and Procedures

The term **Infraction** refers to the non-adherence to RCECS expectations for conduct. The term **procedures** refer to the way infractions of school expectations may be investigated, documented, communicated, and resolved. It also refers to the disciplinary measures that may be taken by staff regarding the infraction(s). The list of infractions and procedures in this Code of Conduct is **not** exhaustive.

Level 1 Infractions	
Behavior incidents that interfere with the orderly operation of the class will be handled by the classroom teacher until the behavior is frequent or serious enough that it disrupts the learning environment of the classroom or the school. The Principal, Assistant Principal, and/or the school counselor may also be involved in Level 1 infractions.	
<ul style="list-style-type: none"> • Cutting Class or School • Disrespectful Behavior • Email/Computer Activity when not permitted • Eating or drinking in class or halls 	<ul style="list-style-type: none"> • Obscenity/Profanity/Offensive Language • Public Displays of Affection • Skipping Detention • Student Playing with toys/non-school items



<ul style="list-style-type: none"> • False Accusation/Lying • Hall Pass Violation • Improper/Inappropriate Clothing or Uniform Violation • Inappropriate Behavior • Inappropriate Language between Students • Inappropriate Touching • Insubordination/Defiance • Irresponsible Behavior • Loss/Misplace of Computer/Electronic Device 	<ul style="list-style-type: none"> • Tardy for Class or School • Unacceptable Use of Computer/Network (RCECS' CIS System) • Unauthorized Possession/Use of Electronic Device • Unauthorized Recording of Student/Staff-benign • Unauthorized Removal of Laptop/Electronics • Unprotected Expression • Unsafe Behavior (Hitting, Kicking, Pushing, Spitting, Throwing items resulting in no injury, etc.)
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Level 1 Procedures

<ul style="list-style-type: none"> • Redirection or immediate intervention by the staff or administrator • Submission of an office discipline referral (if habitual) • Parent/guardian contact • Staff member conference with student • Principal/Assistant Principal conference with student. • School-work assignment • Removal of privileges including, but not limited to special events, dress-down days, and field trips • Parent/guardian conference with staff and/or the principal or assistant principal • Lunch, recess, or after-school detention assigned by a staff member, Assistant Principal, or Principal
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****Infractions and consequences will be addressed and documented by the classroom teacher. All consequences must be implemented before being referred to the Principal or Assistant Principal.***

Level 2 Infractions

Behavior incidents that are frequent or serious enough to disrupt the learning climate of the class or school. The Principal, Assistant Principal, and/or the school counselor will be involved in Level 2 infractions.

<ul style="list-style-type: none"> • Repeated instances of Level 1 infractions • Bus Misconduct • Cheating • Disrespect to Staff • Forgery • Habitual Truancy • Inappropriate Behavior with Unintentional Injury • Inappropriate Email to Staff/Student • Inappropriate Music, Photo, or Video • Leaving building/classroom without permission 	<ul style="list-style-type: none"> • Machine/Device Damage • Minor destruction of property (easily removed/fixed) • Physical Confrontation • Plagiarism • Possession of banned materials • Student Bypassing (Gossiping)/Spreading to Others • Student Disruptions • Unauthorized Recording Student/Staff-denigrating • Using/Sabotaging another student's computer
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Level 2 Procedures

<ul style="list-style-type: none"> • Immediate intervention by the staff, Principal, or Assistant Principal- written up referral of behavior incidents. • Any level 1 procedure or consequence • A consequence at the Principal's and or designee's discretion • Parent/guardian contact • Behavior intervention plan • Change in a school assignment or obligation • Confiscation of banned materials (hats, cell phones, electronic devices, non-instructional toys, etc.) • Removal of privileges including, but not limited to: special events, dress-down days, and field trips • Reparative practice (ex: cleaning up the cafeteria for misbehavior in the cafeteria) • Parent/guardian conference with staff and/or Principal or Assistant Principal • SAP referral



- Student behavior log and/or contract

Behavior incidents that meet the definition of a Level II infraction are referred to the Principal or Assistant Principal for appropriate action within guidelines established by the building administration.

Staff reporting such infractions must complete a referral and submit it to the Principal or Assistant Principal. Consequences will be assigned depending on age, disciplinary history, and infractions. Consequences assigned by the Principal or Assistant Principal will be documented.

Level 3 Infractions	
<p>Actions or behavior incidents that are directed against persons or property but limited to the degree that they endanger the health and safety of others. The Principal, Assistant Principal, and/or the school counselor will be involved in Level 3 infractions.</p>	
<ul style="list-style-type: none"> • Verbal Altercation • Extortion • Fire Alarm/Equipment • Hazing 	<ul style="list-style-type: none"> • Illegal download of Music, Photo, or Video • Inappropriate sexual contact • Major destruction of property (not easily removed/fixed) • Theft under \$50
Level 3 Procedures	
<ul style="list-style-type: none"> • Immediate intervention by the staff or administrator- written up referral of behavior incidents. • Any level 1 or level 2 procedure or consequence • Required parent/guardian conference with staff and/or the Principal or Assistant Principal before returning to school • A consequence at the Principal's and or designee's discretion • Parent/guardian and student conference with the school Principal or Assistant Principal • Minimum one-day in-school suspension • Minimum one-day out-of-school suspension • Behavior intervention plan or contract • SAP referral • Support from school-based community services • Administrative Review • Judiciary Review 	

All Level III infractions must be referred to the Principal or Assistant Principal as expediently as possible. Staff reporting such infractions must complete a referral and submit it to the Principal or Assistant Principal. Consequences will be assigned depending on age, disciplinary history, and infractions. Consequences assigned by the Principal or Assistant Principal will be documented.

Level 4 Infractions	
<p>Actions or behavior incidents that 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. The Principal, Assistant Principal, and/or the school counselor will be involved in Level 4 infractions.</p>	
<ul style="list-style-type: none"> • Bullying • Criminal Trespass • Deliberate Server Sabotage • Disorderly Conduct • Fighting • Institutional Vandalism • Minor Altercation • Possession, Use, or Sale of Tobacco • Possession/Use of Controlled Substance • Possession/Use of a Weapon 	<ul style="list-style-type: none"> • Reckless Endangerment • Rioting • Sale, Possession, Use, Under the influence of Alcohol • Sale/Distribution of a Controlled Substance • Stalking • Theft Related Offenses • Threatening School Official/Student • Unlawful Restraint
Level 4 Procedures	



- Immediate intervention by the staff or administrator- written up referral of behavior incidents.
- Any level 1, level 2, or level 3 procedure or consequence
- Required parent/guardian conference with staff and/or Principal or Assistant Principal before returning to school
- A consequence at the Principal's and or designee's discretion
- Parent/guardian conference with the school Principal or Assistant Principal
- Letter of formal documentation for student file (will be shared with parents/guardians/school)
- **Up to ten (10) days out-of-school suspension**
- Behavior intervention plan or contract
- SAP referral
- Support from school-based community services
- Administrative Review
- An informal hearing will be scheduled within five (5) days
- Judiciary Review

All Level VI infractions must be referred to the Principal or Assistant Principal as expediently as possible. Staff reporting such infractions must complete a referral and submit it to the Principal or Assistant Principal. Consequences will be assigned depending on age, disciplinary history, and infractions. Consequences assigned by the Principal or Assistant Principal will be documented.

Serious Offense(s)

Serious Offenses refer to actions or behavior incidents that result in immediate danger to the safety and well-being of the total school community. The Principal, Assistant Principal, and/or the school counselor will be involved in all serious behavior incidents.

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| <ul style="list-style-type: none"> • Aggravated Assault on Staff or Student • Aggravated Indecent Assault • All Other Forms of Harassment/Intimidation • Arson and Related Offenses • Bomb Threats • Burglary • Indecent Assault • Indecent Exposure | <ul style="list-style-type: none"> • Obscene & Other sexual materials & performance • Open Lewdness • Racial/Ethnic Intimidation • Rape • Robbery • Sexual Assault • Sexual Harassment • Simple Assault on Staff or Student • Statutory Sexual Assault |
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Serious Offense(s) Procedures

- Immediate intervention by staff, Principal, or Assistant Principal
- Staff member will submit an office discipline referral
- Principal or Assistant Principal investigation of the offense
- Principal or Assistant Principal conference with student
- Parent/guardian will be contacted and required to come to pick up the student
- Parent/guardian and student conference with either the Principal or Assistant Principal
- Police and/or Children and Youth Services will be notified
- The student and parent/guardian are required to make restitution
- An informal hearing will be scheduled within five (5) days
- Letter sent to the parent/guardian (copies to teacher, school, office, student file)
- Up to 10 days out-of-school suspension
- Judiciary Review/Formal Board hearing for expulsion

Controlled Substance(s)/Tobacco/Paraphernalia Policy

Definitions of Terms

- **Controlled Substance-** 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.
- **Tobacco**- Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, or ingested by any other means, including, but not limited to, a cigarette, a cigar, a little cigar, chewing tobacco, pipe tobacco, snuff, and snus. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

School officials recognize our responsibility to existing laws and to the public demand that our school and school-grounds be free of drugs and drug-related activities during all school hours and events. Students may be searched for suspicion of possessing illegal drugs, controlled substances, tobacco, or related paraphernalia. In all cases in which they are found, students will be disciplined and prosecuted. Students suspected of being under the influence of controlled substances will not be sent home from school without a parent/guardian.

Possession of a Controlled Substance(s)/Tobacco

Should a student be charged with any drug offense, which allegedly took place off school property, and after school hours, the Principal or Assistant Principal will interview the student and parent/guardian to determine the role the school must take. Be assured that any student whose presence, in the opinion of the principal or CEO, constitutes a threat to the health, safety, and morals of other students and/or interferes with the educational process of this school can reasonably expect to be recommended for suspension and/or expulsion. RCECS reserves the right to search a pupil’s pockets or any possession (including but not limited to purses, gym bags, jackets, coats, parcels, packages, or other containers) to discover or confiscate any prohibited materials. There should be reasonable grounds for suspicion.

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.

Weapons Policy

Definitions of Terms

- **Weapon**- Defined in the Pennsylvania Crimes Codes 18 Pa. C.S.A. Section 912 as follows: “Any knife, cutting instrument, cutting tool, num-chuck, stick, firearm, shotgun, rifle, any other sharp instrument or implement capable of inflicting serious injury.”
- **Possession of a weapon** -When a weapon and replicas of weapons are found on the person of a student, in a student’s desk or possessions, 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**-All buildings, facilities, parking areas, and ground owned or under the control of RCECS

Students may not possess a weapon, controlled substance, tobacco, and/or related paraphernalia, 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 RCECS.

Possession of a weapon, controlled substance(s), or tobacco 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.

Reporting and Procedures of Serious Offenses

REPORTING Possession of a Weapon, Controlled Substance(s), or Tobacco.

Staff members and students observing or otherwise becoming aware of weapons, controlled substance(s), or tobacco on school property, at school activities, or on school transportation shall immediately report the possession to the administration. The Principal or Assistant Principal shall provide information regarding violations of this Policy to the Office for Safe Schools of the Department of Education.

PROCEDURES for the possession of a Weapon, Controlled Substance(s), or Tobacco:

When RCECS receives a report, or otherwise learns, that a student is in possession of a weapon, controlled substance(s), or tobacco the following actions will be taken:

- Immediate intervention by Principal/Assistant Principal/staff
- The item(s) considered to be a weapon, controlled substance(s) or tobacco shall be immediately confiscated and secured
- Parent/guardian will be contacted and must come to the school immediately
- Principal or Assistant Principal investigation
- Student, student’s desk, and student’s possessions will be searched
- Police will be notified



- Up to 10 days out-of-school suspension
- Judicial Review/Formal Board hearing for expulsion
- The Principal or Assistant Principal 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.

Notification of the Allentown Police Department/Law Enforcement Authority When an Incident Involves Children with Disabilities

- If a student with a disability commits an incident of misconduct, school administrators and the Allentown Police Department should take into consideration that the student’s behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A student 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.
- In the event of a student with a disability a mandatory notification offense according to the PA Safe Schools Act, RCECS 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 RCECS’ recommendation that police intervention may not be required and that RCECS will act to address the student’s behavior needs as required by applicable federal and state law and regulations.
- In the event a student with a disability commits a discretionary offense and RCECS does not believe that police intervention is necessary, RCECS will address the student’s behavior need as required by applicable federal and state law and regulations.
- RCECS, when reporting an offense committed by a student 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.
- RCECS when reporting an incident under this section may transmit copies of the student’s special education and disciplinary records only to the extent that the transmissions are permitted by FERPA.

Response and Handling of a Student with a Disability

- RCECS 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 RCECS’s special education plan.
- If a student with a disability commits an incident listed in the Safe Schools Act as mandatory or discretionary reporting, RCECS shall respond in a manner that is consistent with the training provided and in accordance with RCECS’s special education plan and, if applicable, with the procedures, methods, and techniques defined in the student’s behavior support plan.
- If a student who has physical, mental, or health impairments but, is not eligible as defined by Chapter 14 or 711 to special education services and programs, commit an incident listed as mandatory or discretionary in the Safe Schools Act, RCECS, shall respond in a manner that is consistent with the student’s service agreement or written agreement between the school and parents.
- If a student with a disability, has an IEP that includes a positive behavior support plan and commits an incident listed as mandatory reporting to local police, RCECS, shall act according to the student’s positive behavior support plan.
- If a student with a disability, does not have a positive behavior support plan, and commits an incident listed as mandatory reporting to local police, RCECS 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.

**Handbook Signature Instructions
Manual de Instrucciones para Firmar**

Please complete the following steps regarding the Student/Parent Handbook:	Por favor complete los siguientes pasos con respecto a la manual para estudiantes/padres:
<ol style="list-style-type: none"> 1. Read the Student/Parent Handbook in its entirety. 2. Sign the Student/Parent Handbook Agreement (page 32) 3. Return the Student/Parent Handbook Agreement (page 32) 	<ol style="list-style-type: none"> 1. Lea el Manual de Padres y Alumnos en su totalidad. 2. Firmar el formulario Acuerdo del Manual de Padres y Alumnos (página 32) 3. Regresar el formulario Acuerdo del Manual de Padres y Alumnos (página 32)



**Roberto Clemente Charter School: Elementary
Student/Parent Handbook Agreement**

The administration of the Roberto Clemente Charter School: Elementary (RCECS) 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 RCECS 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/Assistant Principal's Acknowledgement: _____

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.

