

**Pan American Academy Charter School
Parent Handbook Receipt and Agreement Form**

Upon receipt: Remove, sign, and return this form to your child's teacher within 3 days.

Dear Families,

This handbook was produced as a resource for students and parents to explain the policies, rules, and regulations governing all students at the Pan American Academy Charter School. Please read and review this Student and Parent Handbook with your child. It is important that parents and students understand the expectations and rules for the school. Your signature will indicate that you have reviewed and discussed the handbook together and that you join with the Pan American Academy Charter School in our efforts to keep our school safe and orderly. I understand that these policies/procedures have been adopted by the Pan American Academy Board of Trustees and will comply with all rules and regulations.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Grade _____



PAN AMERICAN ACADEMY
CHARTER SCHOOL

Parent and Student Handbook

2009-2010

126-136 W. Dauphin Street
Philadelphia, PA 19133

(215) 425-1212, telephone
(215) 423-0871, fax

Board of Trustees

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Mrs. Wanda Novalés
Principal/ CEO

Mrs. Claudia M. Lee
Assistant Principal

September 2009,

To Parents and Guardians,

It is with great pride that we welcome you to the Pan American Academy Charter School. This school year promises to be an exciting one for us all.

We are pleased to present our Parent Handbook. We hope this will be a useful guide as we begin a year of working and learning together. The purpose of this handbook is to provide you with helpful information about day-to-day procedures at our school. As you will see our school is committed to providing a learning environment founded on research and exemplary teaching methods.

This handbook contains important information for you about our operational policies, procedures and school expectations. Please take a few moments to read and review the handbook with your child and sign the Parent Handbook Receipt Form (found at the end of this booklet). Once you sign the form, please return to your child's teacher.

Parents play an important role in making this school great. We cannot achieve our goals without you. Therefore, we greatly encourage parent participation in all class programs and extracurricular activities. Please refer to this handbook during the school year. Please feel free to call, email or visit with any questions or concerns.

We share the highest expectations for the upcoming year. I look forward to serving our students and families.

Sincerely,

Mrs. Novalés
Principal/ CEO

TABLE OF CONTENTS

About Pan American Academy Charter School.....	i
Mission Statement.....	ii
SECTION I: GENERAL POLICIES & PROCEDURES	
Policy Statement.....	1

Registration Requirements..... 1
Selection Process 1
Immunization Policy..... 1

DAY TO DAY OPERATIONS

School Hours..... 2
Arrival and Dismissal Procedures..... 2
School Uniform..... 4
Attendance..... 6
Lateness Policy..... 6
Make-Up Work..... 6
Early Dismissal..... 6
Emergency Contact Info..... 6
Visitors' Policy..... 7
School Nurse..... 7
Dispensing Medication..... 7
Cell Phones..... 7
Daily Bell Schedule..... 8
Hallway Traffic..... 8
Lunch & Recess..... 8
School Trips, Special Events & Presentations..... 9
Community Project..... 9
Extracurricular Activities..... 9
Communications to Home..... 9

STUDENT SERVICES

Academic Support..... 10
Dual Language Program..... 10
Homework..... 10
Technology..... 11
Special Education..... 11
Counseling..... 12
Transportation..... 12
Food Service..... 12
Philosophy of Self- Discipline..... 12
School Wide Learning Goals..... 13
Class Meetings..... 14
Student Code of Conduct..... 15
Disciplinary Procedures..... 18
Disciplinary Guidelines for Students with Disabilities..... 18
Pets, iPods, Gameboys..... 21
Legal Recourse..... 21

PARENTS RIGHTS AND RESPONSIBILITIES

Parent Rights and Responsibilities..... 22
Students Rights and Expectations..... 22
Health Care..... 23

ABOUT PAN AMERICAN ACADEMY CHARTER SCHOOL

Pan American Academy Charter School is an independent, free, public K-8 charter school. In the 2009-2010 school year, we will serve grades K through 5. We will add a grade level each year growing with our students, until the school has reached 8th grade in the year 2012.

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We have the highest academic expectations for students. All Pan American teachers are dedicated, caring skilled professionals. They help all students achieve by bringing culture and hands-on learning into the classroom every day. Through our focus on inquiry –based learning, Pan American is creating the next generation of strong, internationally-minded and bilingual leaders in our community.

A unique feature of Pan American Academy is our implementation of a dual language program. During the 2009-2010 school year the dual language program will run in the kindergarten and first grade classes. Our students will learn to speak, read and write in English and Spanish. Our mission is to provide a bilingual, bicultural academically enriched program in English and Spanish that enables students to make the most of their individual talents.

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During our second year we will actively implement the International Baccalaureate Organization curriculum in all grades. This curriculum aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. In addition to implementing the IBO curriculum, we will emphasize the attitudes that nurture active, thoughtful, and internationally-minded citizens of the world through a learner-centered and positive behavioral program.

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Parents at Pan American are encouraged and expected to be a part of their children's schooling. We want you to feel comfortable at the school, and help us help your child learn, grow, and gain a global perspective that teaches them to interact and learn effectively throughout their lives.

MISSION STATEMENT

Pan American Academy Charter aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

Values and Beliefs

We believe in...

- learning and achieving high academic standards by honoring and teaching to our students' multiple intelligences
- accountability for all
- celebrating diversity by emphasizing culture competencies
- acceptance, communication, and the power of positive relationships
- lifelong learning, students and staff
- shared governance and decision-making among students, parents, staff and the community at large
- meaningful collaboration focused on teaching and learning
- engaging students daily in an inquiry-based approach to learn

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Our students will strive to be:

- Inquirers
- Seekers of knowledge and understanding
- Critical Thinkers
- Communicators
- People of principles
- Just, Ethical?
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

It is vital that there is also focus on the development of personal attitudes towards people, towards the environment and towards learning, attitudes that contribute to the well-being of the individual and of the group.

At Pan American Academy students should demonstrate : appreciation, ommitment, onfidence, eooperation, ereativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

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GENERAL POLICIES AND PROCEDURES

Policy Statement

The Board of Trustees of the Pan American Academy Charter School (Pan American) is responsible for establishing policies under which the school operates. This Parent and Student Handbook includes the school's Code of Conduct adopted to apprise students, parents, and school personnel of the conduct and behavior required of all students to ensure a safe learning environment. These rules are intended to promote self-respect, respect for others and respect for property. It is therefore expected that all students enrolled herein abide by all school policies and procedures including the Code of Conduct and accept responsibility for their actions and behavior.

Registration Requirements

All *children residing* in Pennsylvania are *eligible* for admission. An application for admission is required and must be submitted in a timely manner. Each year, returning students are required to re-apply for admission to the upcoming school year. An *official* copy of the student's Birth Certificate and Social Security card (if available) is required at time of registration. Proof of residency *must be presented at the time of registration*. The following documents are accepted as proof of residency: A *valid PA State Driver's License*, a utility bill bearing the parent or guardian's name and address. (i.e., Water, Gas, Electric Bill) A Photo ID of the parent or guardian containing their current name and address is also required at the time of registration.

Selection Process

With regard to the selection process, no student shall be discriminated against for any reason including race, gender, national origin, disability, religion, political views or sexual preference. Furthermore, the school will not discriminate on the basis of intellectual ability, measures of scholastic achievement or aptitude, or proficiency in the English or Spanish language. Preference will be given to designated areas by the School District of Philadelphia.

In order to be considered for admission, students must demonstrate an interest in learning *both* English and Spanish. Parents or Guardians must agree to these terms and sign a statement to that effect in order to have their child enrolled to participate in our school's academic program. Students will enter a lottery based on student's age and grade. Students are selected randomly from a pool of eligible applicants. Space permitting, students with siblings currently attending our school are given preference for admission (as per Board of Trustees). Students who meet the criterion for "preferential admission status" may be admitted on or about the first of May.

After the lottery process is complete, Parents and Guardians must complete the application for registration and comply with all other registration requirements. Academic transcripts and all other records from schools previously attended must be submitted. In addition, members of the staff will conduct and require attendance at an orientation session. Upon admission to the school, a complete Physical Examination conducted by a Primary Health-Care Provider will be necessary along with a copy of the child's Medical History. Copies of Dental Records and Dental Exams are required for students entering the 3rd grade and ALL Special Education students.

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Immunization Policy

A Parent or Guardian is required to provide the school with an up-to-date copy of the Certificate of Immunization and all other immunization records during the registration process. All students must be completely immunized or exempted prior to admission, as required by the PA Department of Health, and the Philadelphia County Board of Health. Any child who has NOT received all the antigens described below, may be admitted provisionally, if evidence is provided at the time of registration that the child has received at least *one dose in a series* of each antigen. All subsequent required immunizations MUST be completed within 8 months of the provisional admission date. **Failure to comply with this mandate will result in the dismissal of your child from school.** Parents or Guardians may request a medical form from the office, if necessary.

-
- Children in ALL grades (K-4) need the following vaccines:
 - 3 doses of tetanus*
 - 3 doses of diphtheria*
 - 3 doses of polio
 - 2 doses of measles**
 - 1 dose of mumps**
 - 1 dose of rubella (German measles)**
-
- Children ENTERING SCHOOL (at K or Grade 1) need the following vaccines:
 - 4 doses of tetanus* (1 dose on or after the 4th birthday)
 - 4 doses of diphtheria* (1 dose on or after the 4th birthday)
 - 3 doses of polio
 - 2 doses of measles**
 - 1 dose of mumps**
 - 1 dose of rubella (German measles)**
 - 3 doses of hepatitis B
 - 1 dose of varicella (chickenpox) vaccine or history of disease

Day-to-Day Operations

SCHOOL HOURS AND AFTER SCHOOL PROGRAM

The official school day begins at 8:30 am and ends at 3:00 pm. Breakfast will be offered from 7:30am to 8:20am. After School will be offered from 3:00pm to 5:30pm to students who need additional support in specific academic areas. Teachers will communicate with parents or caretakers of students who need to attend the after school program so that they can make the necessary arrangements for pick up. Once on the school grounds, students may not leave the building or yard.

Parents may also schedule conferences with teachers during this time. Please make arrangements with the teacher and make sure to go to the main office to sign in before the conference.

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ARRIVAL AND DISMISSAL PROCEDURES

Our Expectations

Students are expected to attend school every day and to arrive on time. It is also expected that students will be picked up in a timely manner.

Arrival Policy

The school doors open at 7:30am for breakfast. Students must enter through the Dauphin St. entrance and go directly to the lunchroom. Students arriving before that time must remain under the direct supervision of their parent(s), outside of the building. Parents and escorts may not leave their child before 7:30am. Buses arrive at the school between 8:00am and 8:25am. The drop-off area is Mascher St. near the schoolyard. Students arriving on the school buses MUST enter the school through the schoolyard entrance. Parents who are dropping students by car must use the Dauphin St. drop-off area and students will enter the building through the Dauphin Street Main Entrance. Please follow the “Kiss and Go” policy - Kiss your child, drop him or her off and keep going. The driver may not park and leave the car in the drop-off area. Parents who need to enter the school for any reason must park in a legitimate parking space.

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Arrival Procedures

- Breakfast will be served during 7:30am and 8:20am. During breakfast time students will be asked to remain seated and avoid running.
- At 8:00am the schoolyard entrance and Dauphin St entrance will be available for students to enter the building. We have a “Kiss and Go” policy. Parents may kiss students at car or school doors and send them in the school. Parents are not to escort students to classroom unless a meeting have been scheduled with the teacher. If that is the case parents must report to the main office, sign in to receive a visitor’s pass and then proceed to child’s classroom. Students will be allowed to walk to their classroom and meet the teacher for mentoring and/or homework help as per teacher’s discretion and previous communication with parents. Once students meet their teacher they will not be allowed to leave the classroom.
- ALL students are expected to be inside their classroom by 8:30am. Students arriving after 8:30am MUST report to the main office to receive a late slip. No child will be admitted to a classroom without a late slip.

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Dismissal Policy

Students who are registered to ride a school bus will be dismissed at 2:55pm. Those students not riding the buses will be dismissed at 3:00pm. No child may ride a bus unless they have prior authorization. Contact information regarding the person or persons permitted to pick up your child on a daily basis must be provided to the school office in case of emergency. Photo identification of the person picking up your child is mandated and must be presented before the school may release the child to that person. Parents or Guardians are expected to inform the school office of any changes in status as to who may be permitted to pick up your child. *If for any reason your child is to be detained after school, the Parent or Guardian will receive advance notification from the school.* Students are not permitted to re-enter the building, for any reason, after dismissal.

After school participants must remain with the classroom teacher. Students must have invited to participate in the tutoring during the after-school program and parents must have signed the permission slip before students are allow to attend. No child may remain in the building after 3:30pm unless they are involved in approved after school programs. Students involved in these programs are expected to be picked up on time. To maintain their personal safety, children are not permitted to wait outside. Consistent failure to pick your child on time may lead to the student being dropped from the after school program.

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Dismissal Procedures

School ends at 3:00pm. We asked that parents comply with our policies during dismissal time.

We have a "Shake Hand" policy for parent pick-up, meaning parents and escorts must come over to the class line and children must shake their teacher's hand before they are dismissed. Cars are not permitted to park on school's sidewalk. This area is restricted for school buses and school personnel. Our students' safety is first priority for us. Cars parked in these areas will be ticketed.

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- Kindergarten students will be dismissed at **2:45pm**. They will line up in the school-yard with their teacher.
- Students riding the school buses will be called to the First floor - School Bus Waiting Area at **2:55pm**. They will be escorted by school staff to the Mascher St. bus pick-up area.
- If you are picking your child by car , please let us know so that we can make arrangements for you to pick your child in front of the school. Students being picked up by car will sit in the lunchroom or main lobby. A staff member will greet each car and radio into the school for the child to come out. The Dauphin St area in front of the school will be reserved for quick student pick-ups.
- Students attending the after school program will be escorted by a staff member of that program.
- Students who are walking home will use the school yard exit. Please send a letter to the teacher if you give your child permission to walk home alone.

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SCHOOL UNIFORM POLICY

Uniforms are mandatory for all students. No students will be allowed to enter class without the proper uniform. It is expected that all students will be dressed in full uniform at all times, starting on the first day of school, until the last day of classes. Full uniform must be worn for all school events unless otherwise indicated

All uniform items should be purchased directly from Cramer's Kids Uniforms.

The following is a list of uniform items that must be worn on a daily basis:

BOYS

PANTS:

Navy blue pants - school pants must be worn to full length with a plain black belt. (No jeans, slacks, etc)

SHIRTS:

Oxford style short or long sleeve button down shirt (tucked in at all times) with school logo.

TIE:

It is required that boys wear a solid navy blue tie along with the oxford style shirt everyday.

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CARDIGAN SWEATER:

Boys are required to wear a solid navy blue sweater vest over the oxford style shirt. This item should have the school emblem affixed on the left side. It is mandatory that students wear a navy blue cardigan sweater with the school logo on the left side as part of the daily uniform.

In an effort to prevent loss or theft of sweaters, it is recommended that each student write their name on the inside using a permanent marker. **No outdoor coats, jackets, or sweaters are permitted during lessons or in hallways.** All coats and jackets must be kept on student hooks in classrooms.

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SOCKS: **Plain** navy blue socks are to be worn at all times, even with the physical education uniform.

SHOES:

Plain black school shoes are to be worn everyday. Sneakers, boots, or athletic shoes are NOT to be considered as permissible shoes. All-black sneakers are only permitted on days the students have physical education. No colorful sneakers or sneakers with designs or other colors are permitted.

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GIRLS:

SKIRT JUMPER:

Girls are required to wear a plaid skirt jumper or plaid skirt. No jeans, sweat pants or pants may be worn under the jumper. In extremely cold weather wear thick wool tights.

SHIRTS:

A short or long sleeve peter pan collar shirt will be required.

CARDIGAN SWEATER:

A solid navy pocket cardigan with the school logo affixed on the left side.

In an effort to prevent loss or theft of sweaters, it is recommended that each student write their name on the inside using a permanent marker. **No outdoor coats, jackets, or sweaters are permitted in class or in hallways.** All coats and jackets must be kept in student hooks in classrooms.

SOCKS, KNEE SOCKS and PANTYHOSE: **Plain** navy blue knee socks are to be worn. No designs, ruffles, or balls should be visible. Navy blue pantyhose or tights may be worn. Students may not wear pantyhose or tights with any visible designs or seams.

SHOES:

Plain black school shoes are to be worn each day. Sneakers, boots, heels or athletic shoes are NOT to be considered as permissible shoes. All-black sneakers are only permitted on days the

students have physical education. No colorful sneakers or sneakers with designs or other colors are permitted.

JEWELRY: Excessive jewelry is not permitted. Students may only wear one pair of earrings not to exceed one inch in diameter (approximately the size of a quarter). No gold overlays or ornamentation may be placed on teeth. Visible gold or silver chains are not permitted. No visible body piercing is permitted in school.

HATS: No hats are permitted to be worn in the building. Once students enter the school building, all hats must be kept in student lockers.

HAIR/Grooming: Hair should be of natural color and neatly groomed. No mohacks.

TATTOOS: No visible permanent or temporary tattoos are permitted.

SWEATPANTS: Plain navy blue sweats may be worn only on the day student has physical education. Please make sure that the sweatpants do not contain any other color or design. All sweatpants must have school logo. In either case, it is expected that all uniform shirts be kept clean and neat each day. T-shirts or undergarments should not be visible through the shirt

All students are expected to adhere to basic standards of cleanliness, modesty, and good grooming. Students who fail to dress for school as required by this policy will be subject to disciplinary action, which may include a disciplinary write-up, parent notification, suspension, and possibly being presented before the Board of Trustees to face the expulsion process. As part of the enrollment/re-enrollment process, all parents are required to read and agree to the school uniform policy. Please note that each time a student is out of compliance with the uniform policy, a phone call will be made to the parent. It is expected the parent will attempt to rectify the situation to the best of their ability.

ATTENDANCE POLICY

Students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school's pre-approved instructional program for the student.

All students are expected to be on time and present each day school is open during the school year. A note from a parent/guardian is a request that a student's absence be excused. The school principal or designee is the only person authorized to excuse a student's absence.

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NOTE: Not all absence notes/requests will be approved and coded as excused. For example, requested leaves for family vacation/trips during the school year will not be considered as excused.

Any student who is absent for two consecutive days or more due to illness, must bring a doctor's note.

NOTE: Excessive absences will affect enrollment for the following school year. If a student has 10 or more unexcused absences/and or lateness, a hearing will be convened by the Board of Trustees to determine the child's enrollment status for the following school year.

LATENESS POLICY

Any student arriving after 8:30am must report to the school office to obtain a late slip in order to be admitted to class. Teachers record all lateness in their roll book for students arriving late. Parents will be notified after two instances of lateness. Excessive lateness will be brought to the attention of the [School Counselor](#), for immediate action. Excessive lateness will result in the student being presented before the Board of Trustees to face the expulsion process.

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MAKE- UP WORK

A student who is absent (for any reason) is required to make up all course work missed. It is the student's responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence and not receive academic penalty. The teacher shall work with the student to make up any missed assignments, test, homework, etc. Immediately upon return to school from an absence, the student shall be given the number of school days missed plus one additional day to submit the make-up work for full credit.

EARLY DISMISSAL

Parents must sign their child out at the front office. Early dismissals should be minimized to extenuating circumstances and emergencies only. Due to safety and security concerns, students will not be permitted to leave the building on their own *for any reason*.

EMERGENCY CONTACT INFORMATION

In the event of an emergency *or inclement weather, when students may have to be dismissed early from school*, it is imperative the school office has the most current Emergency Contact Information for every student. This information *must be kept up to-date*. Whenever there is a change of address or telephone number, the Parent or Guardian must notify the school office when the change occurs.

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In the event of an early dismissal due to inclement weather, the parent and/or designated emergency contact person will be notified and is expected to come and pick-up the student *immediately upon notification*. If a student is permitted by the parent or guardian to go home alone, a written consent form (to be kept on file in the school office), is required to be submitted by the parent or guardian.

VISITORS' POLICY

Visitors and guests must enter the building through the front entrance on Dauphin St. All visitors are required to sign in and sign out at the front desk at the office administration area. An

escort will be provided to accompany all visitors to their destination. *Parents are strongly urged to schedule appointments to speak with any of the school staff.* If there is an emergency situation and you need to speak with the Principal, please notify the School Secretary. Smoking is not permitted anywhere on school grounds. It is requested that smokers remain at least five feet outside of the school entrance and school yard gates.

SCHOOL NURSE

All students are required to be fully immunized in accordance with the requirements of the Commonwealth of Pennsylvania and the City of Philadelphia in order to be admitted to the Pan American Academy Charter School.

A school nurse is on staff five days a week from 9:00AM-2:00PM. She is responsible for checking the vision, height, weight, and hearing of children and making necessary referrals to parents when problems are found. She also teaches safety and good health skills. The nurse maintains health and medical records for every student.

If your child has a specific medical problem, it should be made known to the teacher and nurse. Physical and dental records are kept according to requirements of the State of Pennsylvania. Pan American Academy Charter School complies with all regulations concerning the dispensation of medicines and requires that all parents do the same. Students may not possess any prescription or non-prescription medication. All prescription and non-prescription medication must be turned over to the nurse with appropriate paperwork for dissemination.

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DISPENSING MEDICATION

Medications should be dispensed at home. We realize that sometimes this is not possible. For your child to receive a prescription or an over-the-counter medication at school, a Medical & Parental Consent Form must be completed. The form is available in the office and must be signed by the parent and by the student's physician. Medication must be provided in the original container with accurate content and dosage information on the label. All medication must be checked into the office.

CELL PHONES

Cell phones are not permitted at Pan American Academy Charter School. A student may not have a cell phone in his/her possession, in a school bag or coat. If a cell phone is the possession of a student, the phone will be confiscated from the student, the phone will be held until a parent or guardian can come and claim the phone in person and have a conference with the school director or designee. The student will also face disciplinary action by school personnel.

OUR DAILY BELL SCHEDULE

Bell Time

Warning Bell for Admission 8:25 AM

Admission 8:30 AM

Lunch Periods

Kindergarten 11:00-11:30 (106, 101) 11:45-12:15(105, 102) 12:45-1:15(103, 104)

1st grade – 10:30AM-11:00AM

4th grade – 11:15AM-11:45AM

2nd grade – 12:00PM-12:30PM

3rd grade – 12:45PM-1:15PM

Student dismissal (kindergarten) 2:45 PM

Grades 1st through 4th 3:00 PM

Staff dismissal 4:00 PM

After School Program 3:00-~~5:30~~ PM on Mondays, Tuesday, and Thursdays.

Wednesdays 1:00 to ~~5:30~~ PM and Fridays 3:00 to 5:00 PM

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HALLWAY TRAFFIC

Students are not allowed to be anywhere on the school premises without a hallway pass. Students must also be accompanied by another student. Only two children can be excused at any given time. Students are not permitted to leave the classroom with pencils, pens, markers, crayons, or scissors or any other object.

Students are to follow the assigned route from the classroom to lunch, fire drills and other parts of the building. Teachers will monitor the students and provide students with short and precise directions advising them where to stop and when to continue walking. Teachers should walk in between the lines or remain at the end of the line to ensure effective monitoring of all children.

LUNCH AND RECESS

Teachers will instruct students as to the proper lunch and recess procedures. Teachers will accompany all students to the lunchroom and supervise them until all students have received their lunch and seated. At the end of the lunch period, teachers will pick up their classes at the designated area on time.

LUNCHTIME RULES:

- Students will enter the lunchroom quietly and form a single line at the lunch counter and await their lunch and utensils.
- Students will stay in their seats and eat lunch quietly.
- Playing with food is unacceptable and will be disciplined.
- Bathrooms will be used only in emergency cases. Permission to use the bathroom must be asked prior to leaving the cafeteria.
- Students are not permitted to leave the cafeteria without permission.
- Assigned students will help collect trash. Lunch monitors will assign student helpers.
- Students will listen and follow directions and must stop all activity and line up immediately when the bell rings.

- Students will stand and wait quietly in line for their teacher to pick them up. Disrespect will not be tolerated.
- Any student who disobeys the lunchtime rules will receive a disciplinary report from the lunchroom monitor. These notes must be signed by the parent or guardian and returned to the classroom teacher the next day.

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SCHOOL TRIPS, SPECIAL EVENTS and PRESENTATIONS

School trips are decided upon based on current content lessons, the academic program and performance standards. Buses will be provided. Private vehicles may not be used to transport students.

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No student will be permitted to attend any designated class trip unless an authorized parental permission form is on file with the classroom teacher and/or office. Information will be provided to parents regarding: the date of trip, location, exact cost per student, departure and arrival times, and signatures required to attend trip. Parents will be given sufficient notification for all trips in order to make any arrangements for payment. No student shall be excluded from a trip due to his or her inability to pay.

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If any student exhibits behavior that would deem it unsafe to take her/him, a parent will be requested to accompany the student. If a parent or responsible adult cannot attend, it is the teacher's responsibility to make alternative class arrangements for the student(s).

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COMMUNITY PROJECT

Students are required to participate in a community project during the school year as assigned by their teacher, including but not limited to activities such as: inter-generational exchanges, neighborhood clean up and beautification projects, food, clothing and toy drives, and cultural and educational exchanges.

EXTRACURRICULAR ACTIVITIES

A variety of clubs and school activities will be conducted during the school year. These activities provide reinforcement and enhancement of the basic skills, as well as various enrichment programs. All students must have a signed permission slip to participate in after-school activities. Parents will be notified of the schedule for any extracurricular activities.

COMMUNICATIONS TO HOME

Education at the Pan American Academy Charter School is based firmly on the belief in shared responsibility. Participants: (children, parents, teachers, administration, and support staff) constitute our family. Every effort should be made to keep open lines of communication. Often times, the school sends communications and information that are important for families to read. Some examples of these communications are:

- ✓ Monthly calendar
- ✓ [Monthly Newsletter](#)
- ✓ Progress reports (usually 2-3 weeks before the end of the marking period)
- ✓ Discipline reports
- ✓ Test papers

- ✓ Notes and school conferences appointment from teachers.
- ✓ Letters about absences and lateness
- ✓ Phone calls

We do realize that hand-carrying information home is a big responsibility for children, and ask that families assist the school in the communication process by checking their child's school bag each night. It is important that families read, sign, and return any forms to the school the next day.

Student Services

ACADEMIC SUPPORT PROGRAMS and STAFF

Student achievement is foremost at the Pan American Academy Charter School. An Extended Day Program is offered in addition to recreational and academic activities such as cultural enrichment programs, journal club, homework and tutoring services. At certain times of the year, if deemed necessary, a Saturday School Enrichment Program may be offered. Additional Professional Support Staff include a Speech Therapist, School Psychologist, School Counselor, After-school Program Coordinator, Master teacher, and a Full-Time ESL, Special Education Teacher.

DUAL LANGUAGE PROGRAM

Pan American Academy Charter School prides itself in its Dual Language Program the intended outcome of which is to graduate bilingual, bi-cognitive, bi-literate and multicultural students. Parents enrolling their children at our school must complete a Home Language Survey and sign a Letter of Commitment accepting the dual language curriculum and agree to accept the responsibilities that come with admission to this unique school environment.

Proficiency in two languages is deemed the most important mission of the Pan American Academy Charter School as this would provide our students with a decided advantage in today's highly competitive global workplace. More importantly, becoming multicultural allows our students to learn about and honor their cultural and historical roots and take pride in the contributions and traditions of their Latino/Caribbean ancestry.

The dual language program currently is being implemented in Kindergarten, but a grade will be added each year until our goal of becoming a K-8 Bilingual/Dual Language school is achieved.

At present, the program consists of a 50/50 model. Children spend their academic year learning Spanish and English equally. The chart below gives an overview of how the Dual Language program is implemented across grades.

Dual Language Program 2008-2009

Kindergarten 50/50

Spanish: Spanish Language Arts, Math, Science, Social Studies, Art

English: English Language Arts, Math, Science,

Social Studies and Music

* Students will switch language of **instruction** for

Students in grades 1 through 4 will receive Spanish instruction from the classroom teacher. This will not follow a dual language model but more of a world language approach. Teachers will integrate Spanish and culture into every day classroom activities.

HOMEWORK

Homework is an essential part of a student's learning experience. It affords the student the opportunity to practice newly acquired skills and review old ones. Homework, which includes both written and study assignments as well as research projects, is intended to expand and reinforce learning skills presented in class. While we intend that homework be completed by our students, we understand that younger children will need close supervision and help from their parents. All students will need to set aside a regular homework time and place, free of distractions and interruptions, such as television, radio or telephone calls. Included in homework every night is a period of quiet reading. In kindergarten we ask that parents spend that time reading to their child, discussing the story illustrations. This should be a calm, pleasant experience, since we want to help children learn to love books.

Generally, homework is assigned Monday through Thursday. However, students may be assigned homework on a Friday to be completed over the weekend. It is expected that students complete all homework whenever assigned. Parental interest in homework is also expected. Parents must take an integral part in ensuring that students complete their assignments in a timely and neat manner each night. Each time students do not complete a homework assignment, their overall grade suffers. For every three classwork/homework assignments not turned in, a student will receive a disciplinary write-up with the dates/assignments not completed. It is expected that parents discuss the problem with their child, sign and return the discipline note to school the next day.

TECHNOLOGY

One of the most important curricular objectives of our school is to provide its students with the technological expertise to assist them in the completion of well-researched projects, and in problem-solving through learning to access primary sources of information from around the world.

Students are encouraged to learn the basic skills through the use of software which shall reinforce concepts learned in the grades and across the curriculum. Teachers also use the computer resources available to enhance their lesson plan preparation and teaching.

Mandatory compliance with all legal statutes which govern Internet use include: not downloading sexually explicit material or conducting personal business at school. Internet use must correspond to the current subject content, lesson, the academic program, and performance standards as clearly stated in lesson plans. Teachers and administration can and will monitor students' use of computers and the Internet and report any violations for disciplinary action.

SPECIAL EDUCATION

An Individualized Education Program (IEP), which is a written plan, is developed for students by the IEP team and includes the parent, special education teacher, a regular education teacher, principal or designee, and others as needed.

If a parent believes his/her child requires special education services or a reevaluation of their program, the parent should write a dated letter to the principal requesting a Multi-Disciplinary Evaluation (MDE). This evaluation will be completed within 45 school days from request. A copy of this report will be mailed to the parent who then has five school days to submit any comments. The final evaluation report must be submitted within 10 school days after the evaluation is complete and a copy of the report shall be given to the student's family within 5 days. A parent may request an independent evaluation at the School District of Philadelphia's expense. *Note: Special Education requirements are subject to change as Federal mandates are modified.

COUNSELING SERVICES

Students are encouraged to seek advice and/or discuss issues or concerns they may have. Additionally, they are free to share positive outlooks and seek counseling with regard to their future school career. Families requiring counseling referrals or assistance should contact the School Counselor or the principal.

TRANSPORTATION

Transportation will be provided by the School District of Philadelphia. Any parent requesting transportation for their child must notify the main office immediately. The school will notify parents of eligibility. In order to receive transportation services students must meet the following criteria for eligibility:

- Reside in the City of Philadelphia.
- Be designated by the Division of Special Education as a student in a Special Education class, who requires transport to get to and from school.
- Live more than one mile and a half from his/her school and a participant in the voluntary School Desegregation Program of the School District of Philadelphia.
- Enrolled in grade 1 and above, and live one mile and a half, or further from the assigned school.
- Possess an exceptionality or severity of physical disability.

FOOD SERVICE

All students are eligible to participate in the Federal Breakfast and Lunch programs.

Meals are served in the student Cafeteria

Breakfast is served from 7:30 a.m. to 8:15 a.m. daily. Lunch is scheduled according to the teacher's teaching roster. Students may bring their own lunches. Please note glass containers and sodas are not permitted on school grounds.

Philosophy of Self Discipline

Effective schools teach children how to manage their own behavior. Our school is committed to the philosophy of teaching children the value of living a self-disciplined life.

“Self disciplined children come from being in relationship with self disciplined adults.”

These words exemplify the role teachers and parents play as models for children in our school. Teachers and parents are always modeling for children. How we behave when they misbehave teaches them about being disciplined. We want to help children learn how to express their feelings, improve their conduct and manage themselves to become successful in whatever they do. Small successes at the age of 5 and 6 translate into larger successes at age 10, 15 and 25.

Children misbehave. They test limits and push the boundaries we set for them. It is all part of growing up. The key is how we, as adults, respond to their misbehavior. Our school is committed to helping children LEARN from their mistakes and improve themselves.

One tool we use at our school to help children learn from their mistakes is the use of consequences. Consequences give the child the opportunity to see the results of the poor choice they made and hopefully become smarter in choosing better the next time. Often times, we mistakenly avoid using consequences with children because we don't want to cause them any discomfort or embarrassment. Consequences are important for a child. They teach common sense and responsibility. They help a child see that when they destroy property, it must be replaced. If they make a mess, they must clean it up. Consequences teach a child the value of wisdom. Our school uses consequences with children whenever possible. We do it from a place of good will and with an attitude of helping a child improve and learn. We do not use consequences from a place of hurt or shame. So rather than use detention or suspension as a first option for a child who misbehaves, we will search for a consequence that is directly connected to the behavior that caused the problem. We need the help of parents to understand and implement consequences. Oftentimes when a child has to DO something to repair the damage their misbehavior created they begin to get smarter and more responsible and avoid making the same mistake twice. So if we ask for your support as a parent to have your child mop a floor that they messed up, or clean a bathroom that they dirtied, the purpose is to help him or her learn to improve their behavior through the powerful use of a direct and logical consequence.

Children who attend a school where parents and teachers are committed to the use of consequences tend to improve their behavior because actions (consequences) speak louder than words in helping them improve. Children learn to ignore the words of parents and teachers hollering at them, scolding them and correcting them if they never have to DO anything themselves to make amends for their own misbehavior. We want children learning from their mistakes and consequence is the best way to accomplish that goal.

School Wide Learning Goals

The purpose of the school wide learning goals program is to provide children with a consistent system of behavior management that is used throughout the school. We want all children to be successful students and manage their own behavior. Consistency is the key to the implementation

of the learning goals. Teachers need to focus on these goals everyday throughout the day as the point of reference for how children are behaving.

1. I am learning from my mistakes.
2. I follow school and class rules.
3. I complete my work on time.
4. I am respectful and considerate of other people.
5. I am learning and improving my skills.
6. I ask questions when I need help.
7. I accept responsibility for my own behavior.
8. I am a cooperative citizen of my school.

Teachers are encouraged to use the following procedures for implementation.

1. All classes should begin introducing the Learning Goal on the first day of school. However, for these goals to be effective they need to be discussed ALL OF THE TIME throughout the school year. Simply posting them in the classroom and ignoring does not work. In the primary grades (K-2) teachers may want to introduce them one at a time over several weeks. These goals should be referenced frequently during class meetings. Recognition of the goals “in action” during the school day is the most effective way to use them.
2. Learning goals self-assessment takes place within the classroom on Thursday of each week. The child rates his or her own progress on each of the goals. The goals sheets are reviewed and rated by each teacher on Thursday night. Teachers score the sheets for each child using a different colored pen. During the weekly “Mentoring” time from 8:00 to 8:30 am on Friday, teachers are to meet with the most problematic students and review their learning goals sheets individually. This time is designed to help the child understand their ratings and give the teacher the chance to explain his or her rating of the child. If the teacher and the child have different perceptions of the child’s behavior for that week, this is the time to discuss it and set a clear and specific goal for improvement to be implemented during the next week of school.
3. If children are making adequate progress on their Learning Goals they can set their goals as a group or individually, at the discretion of the teacher. Not every child needs a one to one session with the teacher to review the goals sheets.
4. The completed goals sheets are signed by the child and the teacher. These sheets are sent home to the parent. Parents are to sign and return the sheets to the teacher. Teachers may need to keep a duplicate copy of the sheets for their records in the event the sheet is not returned from home. Keeping a file of each child’s completed learning goals sheets for each week of school is important documentation that will be used in various ways. Teachers must keep these files updated and current.
5. By the middle of the school year, some children may only need to complete learning goal sheets once a month, especially if their behavior is well managed. At the same time, some children may need weekly goals sheets all year long, if their behavior requires it.

Class Meetings

A successful school balances academic achievement with teaching children how to become self-disciplined. Teaching a child to become self-disciplined is a skill that requires consistency and the use of effective role models from teachers and parents. One tool that we use at Pan American Academy is weekly Class Meetings held in every classroom throughout the academic year.

Class meetings: the teacher and the children sit in a circle of chairs and learn how to listen and talk to one another with respect and openness. Teachers help children by asking probing questions, reflecting feelings and talking about issues that are relevant to their lives. The meetings are an essential part of our academic day. Class meetings help teachers create a climate of social belonging in the classroom where children are valued and respected for their different points of view. In today's world it can be hard for a child to feel a sense of belonging in their school. Class meetings help children feel that they belong to the classroom and want to cooperate with the teacher and other students. Oftentimes teachers find it difficult to accomplish academic tasks because of chronic student misbehavior. This comes from children not feeling a sense of belonging to the classroom group. They do not feel a part of the class and so it is easier to disrupt and undermine the work of the class.

Class meetings are important and valuable to our school. This is why every teacher is trained and coached in how to conduct these weekly meetings. The guidelines for the meetings are simple and clear.

1. If you want to say something in the meeting, raise your hand.
2. One person speaks at a time.
3. We can disagree with ideas and be respectful of others at the same time.
4. We never speak about someone who is not present at the meeting.
5. If we take a vote as a class on an issue or decision, a majority of votes wins.
6. Anyone who cannot follow the guidelines cannot participate in that one meeting and does not get a vote.

Student Code of Conduct

Our Discipline Plan complies with the Public School Code that states that the Board of Trustees has the authority to make reasonable and necessary rules governing the conduct of students in school.

Class/School Rules/Expectations:

- Come to school prepared everyday.
- Follow directions the 1st time given.
- Be responsible for your work and actions.
- Think and act in a positive manner.
- Respect yourself and others.

Pan American Academy Charter School believes that every school should be a safe and orderly place where everyone is responsible for their conduct at all times. Our Student Code of Conduct

applies to the educational program, school activities and functions, and extra-curricular programs, travel to and from school and any event in which the school participates or is represented. School is a place where students are expected to learn.

The Code of Student Conduct will explain:

- What is expected of the students, parents, the school, and the school staff.
- What rules mean.
- What will happen if rules are broken.

These rules shall apply to any misconduct that occurs:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when a school group is using the school;
- Off school grounds and the immediate perimeter of the school building, including any school activity function or event;
- During travel to and from school, including actions on any school bus, van or any other public conveyance.
- Off school grounds where the misconduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school.

Those who are found in possession of illegal drugs, firearms, or other dangerous weapons, or those who commit acts of misconduct which disrupt the schools educational process, will be suspended immediately and face possible expulsion. If a student becomes aware a fellow student is in possession of illegal substances, firearms, weapons or any items that could endanger his/her safety or the safety of others, that student has a duty to inform an adult such as teacher, counselor, principal or staff member.

No student shall engage in, or attempt to engage in any conduct which endangers the health, safety or welfare of any member of the school community.

Listed below are examples of conduct that is prohibited at Pan American Academy Charter School. Although there may be some forms of misconduct not appearing below, any act of misconduct not listed under the sections herein will be subject to the discretionary authority of the teacher and the principal or designee.

All disciplinary actions of misconduct shall include a conference between the teacher and/or principal or designee, student, and parents followed by written notification to the parent or guardian. *Students whose acts of willful misconduct most seriously endanger or disrupt the educational process may be subject to being presented before the Board of Trustees and facing the expulsion process.*

INSTANCES OF MISCONDUCT and/or AGGRAVATED OFFENSES

A student may not behave in any manner that disrupts or disturbs any educational or school-related program such as:

LEVEL 1 OFFENSES– Student is subject to disciplinary write-up

1. Failure to obey oral or written directions from school staff.
2. Disruption of a classroom or other school functions by failing to behave in a manner deemed appropriate, safe and respectful.
3. Running and/or making excessive noise in the hall or building.
4. Use of Disruptive/Profane/Obscene Language or Gestures and Display of Gang Affiliation
No use of vulgar, obscene, disruptive or offensive language will be tolerated in any school activity. The sending or passing of any offensive, sexually oriented, or threatening messages, pictures or symbols from any source is strictly prohibited. Material representing any gang affiliation shall not be displayed publicly.
5. Gossip- All students shall refrain from maliciously damaging the reputation of anyone in the school community. This would include speech and written messages posted on any bulletin board, contained in any flyer or notice, spoken over the public address system or relayed via computer network, or displayed on a student's personal belongings.
6. Getting out of seat without permission.
7. Coming to school unprepared
8. Incomplete assignments/homework.
9. Posting Materials. No student may post, sell, solicit, or distribute materials without permission of the principal or designee.
10. Nonconformity to Uniform Code. All students are expected to be in full uniform at all times while in school.
11. Inappropriate display of affection. Students must not show inappropriate affection to other while in school.
12. Missing homework or class work-A student may not refuse to do assigned homework or class work. The special nature of the Pan American Academy Charter School's mission requires us to emphasize the importance of classroom and home participation.

LEVEL 2 OFFENSES-Automatic Suspension

1. Forgery.
2. Fighting (involving at least two students) Note: Self defense is described as an action to block an attack by another person or to prevent one self from being hit by another person. Hitting a person back is not self-defense and will be considered fighting.
3. Cheating and/or copying the work of another student or Plagiarism.
4. Damage, Destruction or Theft of School Property and False Alarms. Damage to school property that disrupts, impairs or prevents the school from carrying out any of its programs will be treated as an aggravated offense. Damage and defacement include graffiti, carving, tearing, cutting or otherwise marking school property. Stealing or attempting to steal school property is prohibited. Serious property damage, defacement or theft of property that interferes with the safety and rights of others will be treated as an aggravated offense. School property is to be respected at all times. The false activation of

the fire alarm system may disrupt the educational process and endangers others is strictly prohibited.

5. Unauthorized Absence from Class or School. It is expected that students are in school each day, unless he/she is sick or has permission from a parent. When a student returns from an absence, a note must be given to his/her teacher.
6. Refusal to attend or participate in other previously assigned discipline. A student who has a detention or any other disciplinary matter with a teacher or staff member must attend that detention and report to the designated area at the time discussed.
7. Theft, damage, destruction or defacing the property of others. Whether it is on school grounds, during a school-related activity or function, off school grounds, or while traveling to or from school.

Destruction or harm done to data of other students, staff, The Internet or other network is strictly prohibited. This would include but is not limited to: the creation, download, or upload of computer viruses. Computer violations of a criminal nature shall be treated as an aggravated offense.

8. Harassment/Bullying

It is strictly prohibited to place a member of the school community in fear of injury, pain or social ridicule, by way of physical menace, threat, or verbal taunt. The intentional posting on networks of addresses or telephone numbers of fellow students or other members of the school community is a clear violation of this rule. Threats of bodily injury or repeated acts of harassment or bullying are violations.

Harassment, for the purpose of this rule, constitutes a repeated course of conduct, or a single aggravated incident.

At no time will a student engage in any verbal or physical activity, in which he/she should reasonably expect to have the effect of harassing any student, staff member, or school visitor.

Harassment may include among other things:

- a) Unwelcome sexual advances, sexual abuse, requests for sexual relations, sexually-explicit comments, sexually-oriented gestures, sounds, or remarks about a student, staff member or visitor's sexuality or sexual experience ;b) Offensive expressions concerning a person's race, sex, religion, disability or national origin;
- c) Behavior which serve to intimidate bully or ridicule.

Pan American Academy Charter School is steadfastly committed to the prevention of sexual harassment and sexual abuse. Complaints of a sexual nature will be addressed promptly and if credible be treated as an aggravated offense.

9. Being in a visible state of intoxication or "high"

No student shall have, use or be under the influence of any unauthorized prescription or non-prescription medication, or any narcotic drug, hallucinogenic drug, steroid, growth

hormone, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or look-alike substance of any kind.

Possession of a drug authorized by medical prescription from a licensed physician and carried in the container supplied by a pharmacist, shall NOT be considered a violation of this rule when a Medical & Parental Consent Form has been properly completed and submitted to the office or if the supply carried by the student does not exceed the amount necessary for use during that school day.

Non-prescription medications may be used only when a Medical & Parental Consent Form has been properly completed. Sale or distribution of any of the above substances (drugs, alcohol or look-alike substances), or possessing these items in sufficient quantities, or under circumstances which indicate intent to distribute is an aggravated offense.

10. Abuse of Computer/Internet Privileges

Students must keep passwords and email accounts confidential and not permitted to use another person's password or account.

Students are not permitted to break into or "hack" other files or systems, download copyrighted material, or conduct personal business enterprise while using the school computer network.

LEVEL 3 OFFENSES—Grounds for Expulsion

1. Indecent Exposure or Sexual Assault

Students are not to touch the sexual parts of another person, or encourage another person to touch his or her private parts. Students may not show the sexual parts of his or her body to another person in any sexually provocative manner or in a way that would offend them. Sexual acts of any kind whether forcible with regard to the offender, or consensual with regard to the student, will be treated as an aggravated offense.

2. Assault of School Personnel

No student shall intentionally cause or attempt to cause physical injury or harm to any school employee. Any attack on an employee that results in an injury, or places the person in danger of incurring serious injury, or which involves the use or the attempted use of a weapon (such as mace, pepper spray or laser pointer) will be considered as an aggravated offense. The robbery of any school employee by a student will be treated as an aggravated offense. Pepper sprays and laser pointers will be confiscated and will not be returned.

3. Assault of Students, Parents or Non-Employees

No student shall intentionally cause or attempt to cause physical injury or harm to another student, a parent or non-employee. An attack that results in an injury, or places the person in danger of incurring serious injury, or which involves the use or attempted use of a weapon (such as mace, pepper spray, or laser pointer) is an aggravated offense.

4. Possession of Drugs, Drug Paraphernalia and Alcohol
Students may not possess or use any tobacco products. Possession of cigarette lighters, matches, rolling papers, pipes, or other such paraphernalia is prohibited and will be treated as an aggravated offense.
5. Setting Fires. Setting any fire that potentially risks injury to any person or damage to any property (school or private) will be treated as an aggravated offense.
6. Reckless Endangerment or Threats. Students must not act in a manner which places others in danger of injury, or pain. Threats to bomb, kill, or injure any person, or the possession of explosive devices or dangerous and deadly weapons, (including drugs, biological or other toxic substances) will be treated as an aggravated offense.
7. Possession of Weapons Capable of Causing Death or Serious Injury. Possession of any tool, instrument, implement or weapon capable of causing serious in-jury or death by students on their person, among their belongings, or in any storage space provided by the school is expressly prohibited. Such weapons, include, but are not limited to, firearms, knives, razors, stun guns, BB guns, starter pistols, harmful bio-logical or toxic substances, explosives, potentially harmful fireworks or other devices which may cause a fire. Possessing or using a weapon or other object not traditionally viewed as a weapon in ways that may cause risk or serious injury, will be treated as an aggravated offense.
- 8. Attendance, Lateness, Suspensions- Students who have had more than one of the following are subject to expulsion:

- **10 unexcused absences or 10 unexcused lateness or 3 suspensions.**

If any misconduct should violate criminal laws, we are then obligated to notify the Philadelphia Police Department. Whenever the police are contacted concerning any student misconduct, the school will also attempt to contact the parent/guardian of that student immediately.

DISCIPLINARY PROCEDURES/CORRECTIVE ACTION

Approved Corrective Actions include but are not limited to:

1. A Meeting between the teacher and the student to discuss the student's behavior and expectations for improvement.
2. Detention
3. Meeting between the student and the counselor
4. Meeting between the student and the principal.
5. Phone call or letter to parents.
6. Written notice to parents informing them of the student's behavior (Disciplinary Write-Up)

7. Temporary re-assignment to a different class setting.
8. Supervised mediation between the students involved.
9. Use of Daily Behavior Report

Other Corrective Action:

1. Suspension from privileges, including, but not limited to: graduation ceremonies, class trips, dances, or extracurricular activities such as athletics, clubs, participation in non-instructional music programs, and suspension or revocation of network user accounts.
2. Suspension for one to five days.
3. Permanent re-assignment to another class or section.
4. Expulsion (By the Board of Trustees)
5. Arrest (Notifying the Philadelphia Police Department)

DISCIPLINARY GUIDELINES for STUDENTS with DISABILITIES

Students with disabilities (except those in MR categories 1*) may be suspended and cease educational services for up to 10 consecutive days, or 15 cumulative school days in one school year without providing special education procedural safeguards. In cases where there is a referral for expulsion from the school, or when suspension may exceed 15 cumulative school days, the following shall apply: Written notice to the parent/guardian or surrogate parent with regard to the disciplinary action being considered and the date of an Individualized Education Program (IEP) meeting, which will be held within 24 hours of the date of misconduct.

The IEP team will: 1) Meet with parents to review evaluative and diagnostic results, consider information from the parent/guardian, discuss observations of the student and the student's IEP, in order to complete a Manifestation Determinations as to whether misconduct is related to the student's disability and/or placement.

Misconduct will NOT be considered a manifestation of the student's disability if:

- a. The current IEP was deemed appropriate and implemented properly
- b. The disability does not impede ability to understand and control behavior.

2) Review and revise, if necessary, the current Behavioral Intervention Plan or conduct a Functional Behavioral Assessment and Intervention Strategy to address the misconduct.

3) Determine appropriateness of an interim alternative educational setting, and if deemed appropriate, revise the IEP to include such services and modifications that would enable the

student to continue with the general curriculum program and correct the behavior so that it will not recur.

4) Issue a NOREP (Notice of Recommendation of Educational Placement) containing the results of the Manifestation Determination.

If the student's behavior is NOT considered to be a manifestation of the disability, the Standard Discipline Code will apply, with all due consideration given to the student's special education and disciplinary records. At no time, however, may the student be suspended for more than five or ten (10) consecutive days, or fifteen (15) cumulative school days within a school year without providing appropriate educational services.

If the student's behavior is found to be a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting if misconduct involves carrying a weapon to school or a school function, possession, use or the sale of illegal drugs or the solicitation of sale of a controlled substance while at school or a school function. If the parent requests a Due Process Hearing, alternative placement shall be limited to 45 days. The principal may request an expedited hearing and ask the Hearing Officer to order a 45-day interim placement if the student is likely to cause injury to himself/herself or others. Students with disabilities, even if expelled, are entitled to Free and Appropriate Education (FAPE).

PETS, IPODS®, GAMEBOYS®, and OTHER COOL THINGS

Beepers or other such devices are not permitted. Pets, toys, Gameboys®, PS2®, Walkmans®, iPods, and other gadgets should be left at home. If such items are to be brought for show-and-tell, arrangements should be made between the parent and teacher as to the appropriate time to bring the pet or toy.

An exception may be made if the principal has determined that one of the items above (or similar items) will be permitted for a special event or presentation. Otherwise, these items will be confiscated and returned to a parent only after the parent has been advised of the situation by their child. Pan American Academy Charter School does not assume financial responsibility for loss or damage to personal property (Walkman's, CD's, etc.) brought from home.

LEGAL RECOURSE IN SCHOOL-RELATED OFFENSES

If you believe that you or your child were victims of a crime by a school student, school staff member, or school visitor, you have the right to pursue criminal charges by contacting the Criminal Justice, or Juvenile Court systems. The principal, her designee or the parent, may contact the Philadelphia Police to respond to any type of allegation.

In cases where the offense is against a particular person, the Police will bring criminal charges if the victim expresses a desire to prosecute. Such include assault, threats, sexual abuse and theft of personal property. Where it is agreed that criminal conduct has occurred, the principal or her designee will initiate an Internal School Investigation to determine appropriate disciplinary action, and notify the Philadelphia Police Department. The principal or designee will provide information related to the investigation with the Philadelphia Police Department as necessary.

If there is disagreement between you and the school staff as to whether a crime has been committed, you may contact the Philadelphia Police directly through the 911 system. Depending upon the nature of the alleged criminal act, you may be referred you to the private criminal complaint process.

If the alleged offender is an adult, a private criminal complaint is issued by the District Attorney's Office. The telephone numbers of that unit are 215-686-9863, 9864/9865.

Where the accused is a juvenile (under 18 years of age), a private criminal complaint is issued by the Juvenile Court. The telephone number for the Juvenile Unit is 215-686-7430. Where you have been the victim of an assault and are not satisfied with the school's response, or if you wish assistance in dealing with the school, contact the Office of Safe Schools Advocate from the Pennsylvania Department of Education. The Safe Schools Advocate telephone number is 215-644-1277.

Note: Internal school disciplinary action shall not in any way deprive the school or an individual victim from pursuing any legal remedies available in the Criminal, Civil or Juvenile Courts of the Commonwealth of Pennsylvania, or the United States.

Parent Rights and Responsibilities

Parents of Students at the Pan American Academy Charter School have the right to:

1. Receive regular official reports of student's academic and behavioral progress.
2. Access to all information contained in the student's records.
3. Receive an explanation of the rationale for any grade given by the teacher.
4. Notification of student's tardiness or absence from one or more classes.
5. Information concerning the complete school program offered.
6. Participate in volunteer activities.
7. Receive, as requested, a conference with the teacher and/or the principal according to procedures.
8. Exercise the right to appeal disciplinary actions, when appropriate.

We are accountable to the parents of the students we teach. Parents have the primary responsibility for their children. Therefore, they have the right to question what is said and done in the classroom. The school, in turn, has a duty to meet with the parents and respond to their questions, needs, complaints, and suggestions in a kind, courteous manner.

- Parents are strongly encouraged to volunteer.
- They should address all matters with the principal, her designee, teachers and all other school staff in a calm and courteous manner.
- Parents must adhere to ALL school policies and procedures.
- Work with the school on disciplinary matters, in the best interest of the student.
- Attend all requested conferences and support school activities including becoming an active member of the Pan American Academy Parent Council.

- Invited to participate in Back to School Night, two Home & School meetings, and other activities as deemed necessary.
- Monitor consistently their child's work assignments and academic performance and communicate with the teacher with regard to any related matters in a timely fashion.
- Review and remind your child about school activities and expected behavior.
- Assume responsibility for their child's prompt and regular attendance and compliance with rules and procedures.

Any parent wishing to address any of the preceding information may request a meeting with the principal or teacher.

Student Rights and Expectations

Students attending the Pan American Academy Charter School have the right to:

1. A free and appropriate education, as per Federal law (FAPE).
2. Be treated with dignity and respect.
3. Be graded fairly on their academic performance.
4. Be permitted to make up class work after an excused absence.
5. Due process as to suspension and expulsion as required by law.
6. Information about guidance services and extra-curricular activities.
7. Express themselves unless they should interfere with the education program, threaten immediate harm to the welfare of the school or community, encourage unlawful activity, take away another individual's lawful rights or undermine the school's basic academic and educational mission.

STUDENT EXPECTATIONS and RESPONSIBILITIES

1. Attendance– Students are expected to arrive on time for class and to strive for perfect attendance. Lateness to class is not excusable and repeated lateness may result in disciplinary action and possible expulsion.
2. Students are expected to follow ALL school rules and procedures.
3. Students are expected to behave in a courteous and peaceful manner toward staff, visitors, and other students.
4. We expect our students to be proud of their school.
5. Honesty and courtesy are expected at all times.
6. Completion of ALL assignments is expected as is striving for academic excellence.
7. Improvement of performance upon notice of unsatisfactory progress is expected.
8. Students at Pan American Academy Charter School are expected to practice good sportsmanship.
9. Fighting with peers or others to inflict harm will be treated with Zero Tolerance, and may result in immediate suspension, and/or exclusion from school activities and even possible expulsion.
10. Students are expected to refrain from the use of illegal drugs, alcohol, as well as the possession, concealment, or use of illegal weapons.
11. Respect the rights of your peers and others.
12. Set a good example and contribute to fostering a positive learning environment.
13. Always seek positive assistance from others to prevent or resolve conflicts.

14. Report any incidents or activities that may threaten someone or disrupt the school environment to your teacher, principal, and/or parents.

If you are aware a fellow student is in possession of illegal substances, firearms, weapons or any items that could endanger his or her safety or the safety of others, you are expected to be responsible and inform an adult such as a parent, teacher, counselor, director or staff member.

HEALTH CARE RESPONSIBILITIES

Parents must provide periodic student health examinations as required by law. Routine medical and dental appointments should be scheduled after school hours. Personal or family matters should be conducted after school hours. In case of a medical emergency, a note from the physician or hospital is required.

Head Lice- If you discover your child has contracted head lice, please inform the school office.

A note is sent to all students in the class indicating a case has been discovered and requesting parents check their children. Your child will be sent home immediately if lice are discovered.

Please check your child when this note comes home. Your child can return once treatment of lice is completed and your child is free from lice. The empty container of lice treatment must be presented to the school as proof that a treatment has been completed. If you would like assistance in checking your children, please contact the office.

Pink Eye

If it is discovered that your child has pink eye, the school will immediately send the child to the nurse for a confirmation and the school will call the parent. The child must be taken to the doctor and medication must be prescribed. Physician orders must be followed. The child may return to school once treatment has been given and the child is free from pink eye. When the child returns to school, an official doctor's note must be presented

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