

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 faculty and staff 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

2011-2012

**126-136 W. Dauphin Street
Philadelphia, PA 19133**

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

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PAN AMERICAN ACADEMY CHARTER SCHOOL

September 2011

To Parents and Guardians,

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

We are pleased to present our Parent and Student 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 well as important school policies. 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 some time 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. We look forward to serving our students and families.

Sincerely,

Mrs. Wanda Novalés
Chief Executive Officer

Dr. Darcy Russotto
Principal

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ABOUT PAN AMERICAN ACADEMY CHARTER SCHOOL

Pan American Academy Charter School is an independent, free, public K-8 charter school. In the 2011-2012 school year, we will serve grades Kindergarten through 7th. We will add a grade level each year growing with our students, until the school has reached 8th grade in the 2012-2013 school year.

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, bilingual leaders in our community.

A unique feature of Pan American Academy is our implementation of a dual language program. During the 2011-2012 school year the dual language program will run in kindergarten through third grade. 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.

During our third year we will actively implement the International Baccalaureate Organization (IBO) curriculum in grades K through 5. 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.

Pan American Academy Charter School is a candidate school for the IBO Primary Years Program (PYP). We are pursuing authorization as an IBO World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Pan American Academy Charter School believes is important for our students.

Parents at Pan American Academy Charter School 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 to 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 School prepares students for a successful future by promoting academic excellence through rigorous instruction, bilingualism, the integration of cultural awareness and respect throughout all aspects of the curriculum.

Pan American Academy Charter School strives to create a student-centered environment where critical thinking, hands-on learning, self reflection, strong parental involvement and global understanding guide our learning so that we can take care of our planet and contribute to a peaceful world.

VISION STATEMENT

Pan American Academy Charter School empowers each student to reach their academic and social potential by developing into inquiring, bilingual, intercultural citizens of the global community.

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 learning

Our students will strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- 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. These positive attitudes contribute to the well-being of the individual and of the group.

At Pan American Academy students should demonstrate: appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect and tolerance.

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.

Admission Policy

In the admission of students, Pan American Academy Charter School will comply with § 17-1723-A of the Charter School Law (Act 22). Specifically, the charter school will be open to all resident children in the Commonwealth of Pennsylvania. If more students apply to the charter school than the number of attendance slots available, then students will be selected on a random basis (a lottery) from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline. However, preference will be given in enrollment to a child of a parent who has actively participated in the development of the charter school and to siblings of students presently enrolled in the charter school. First preference will be given to students who reside in the School District of Philadelphia. Furthermore, pursuant to the terms of our charter with the School District of Philadelphia, preference in admission is given to students residing in a catchment area defined in our charter.

In accordance with § 17-1723-A of the Charter School Law, Pan American Academy Charter School will not discriminate in its admissions policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language, or any other basis that would be illegal if used by a school district. Also, the school will not discriminate in its admissions policies on the basis of race, sex, color, national origin, ethnic origin, religious beliefs, or political affiliation.

Admission Process

Specifically, Pan American Academy Charter School will adhere to the following steps for admissions:

1. Each year, the school will establish a deadline for parents/guardians to submit applications for new student admission. The deadline will be posted in the school office and on all application materials.
2. Beginning in the fall each year, admissions applications will be made available in the school office and on the school's website (www.panamericanacademy.org). On these application forms, parents will be required to provide basic student data (name, parent and/or guardian, contact information, current school attending if any, etc.) as well as indicate if they have another child currently enrolled in the charter school.
3. Each year, Pan American Academy Charter School will conduct multiple informational sessions ***before the application deadline***. The sole purpose of these sessions will be to explain the mission of the school as well as inform parents/guardians of the instructional programs and related services offered at Pan American. Failure for parent/guardian to attend one of the sessions will result in an incomplete student application.

4. The school will determine the number of available spaces in each grade, accounting for re-enrollment of current students. If the number of applications for new students (filled out completely and submitted by the stated deadline) is equal to or less than the number of slots available in each grade, all applicants will be accepted into the school. If the number of completed applications exceeds the slots available in each grade, a lottery will be conducted to determine who will be admitted to the school and, if they are not admitted, what spot they occupy on the waiting list. An independent party will conduct the lottery. Preference will be given in enrollment to a child of a parent who has actively participated in the development of the charter school and to siblings of students presently enrolled in the charter school. Also, first preference will be given to students who reside in the School District of Philadelphia and the pre-determined catchment area (19133 and 19134).
5. Anyone who applies after the deadline has passed will be placed on the end of the lottery waiting list on a first come-first, first-serve basis.
6. Admissions notification will be sent to all parents/guardians who submitted applications for new students – Enrollment packets sent to those parents of children who have been accepted and waiting list notification sent to those parents of children not selected in lottery (if necessary).
7. Parents must submit enrollment paperwork to Pan American Academy Charter School by a date explicitly stated in the enrollment packet (academic transcripts, records from schools previously attended, complete Physical Examination conducted by a Primary Health-Care Provider, 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, and other items outlined in packet). ***Failure to submit the requested paperwork by the stated deadline will result in student being placed at the end of the waiting list.***
8. Upon admission to the school, attendance by a parent at an orientation session held by members of the faculty and staff will be required.
9. If a space becomes available during the school year, students will be enrolled based on their spot on the waiting list.

Registration Requirements

All children residing in Pennsylvania are eligible for admission. However, children residing in the 19133 and 19134 catchment areas are given preference. 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.

Immunization Policy update with info for 7th grade immunization from Ingrid

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

Children attending 7th grade need the following vaccines:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since the last tetanus immunization)

1 dose of meningococcal conjugate vaccine (MCV)

DAY-TO-DAY OPERATIONS

School Hours

The official school day begins at 8:15 am and ends at 3:45 pm. Breakfast will be offered from 8:00 am to 8:10 am.

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 on time at dismissal.

Arrival

Students will be accepted into the building at 8:00 am for breakfast. Students arriving before 8:00 am must remain under the direct supervision of their parent(s), outside of the building. Parents and escorts may not leave their child before 8:00 am. Parents who are dropping off students by car must use the designated drop off area that is marked by orange cones. Please enter the drop-off line to ensure that your child is dropped off safely. Attempting to bypass this line will block traffic and will not be a safe drop-off point for your child. Please follow the “*Kiss and Go*” procedure - 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 find a legitimate parking space on the street.

Dismissal

Students will be dismissed at 3:45. Contact information regarding the person or persons permitted to pick up your child on a daily basis must be provided to the school office. Photo identification of the person picking up your child is mandated and must be presented before the school releases 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 advanced notification from the school. Students are not permitted to re-enter the building, for any reason, after dismissal. No child may remain in the building after 3:45 pm. Students are expected to be picked up at 3:45. To maintain their personal safety, children are not permitted to wait outside or in the main office. Parents must indicate in writing if a child is permitted to walk home or to travel home on their own via public transportation.

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*. Early dismissals will not be honored after **3:00 (12:15 on Wednesday)**. Parents wishing to pick up students at or after 3:00 (or 12:15) must wait until regular dismissal time. This is to allow office staff to prepare for dismissal of the school.

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 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.

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

Boys' Uniform

Pants

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

Shirt

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

Tie

A solid navy blue tie must be worn along with the oxford style shirt every day.

Sweater Vest

A solid navy blue sweater vest with the Pan American emblem affixed on the left side must be worn over the oxford style shirt.

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 every day. Sneakers, boots, or athletic shoes are NOT 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.

Girls' Uniform:

Skirt Jumper

Girls are required to wear a specific, green and navy plaid skirt jumper. The jumper should not be shorter than two inches above the knee. No jeans, sweat pants, leggings or pants may be worn under the jumper. In extremely cold weather, girls should wear thick wool tights.

Shirt

A short or long sleeve white shirt with a peter pan collar (round) 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.

Socks, Tights, 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 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.

Middle School Students

Boys

In addition to the above mentioned boys' uniform requirements, boys in middle school (grades 6, 7, and 8) are required to wear a navy blue sport jacket with the Pan American Academy Charter School Logo. For middle school boys, the sport jacket takes the place of the sweater vest that the younger students wear. Middle school boys will be required to keep their sports jacket on at all times.

Girls

Girls in middle school (grades 6, 7, and 8) are required to wear a navy blue vest with the Pan American Academy Charter School Logo and a blue and green plaid skirt. The skirt may not be worn shorter than two inches above the knee. For middle school girls, the vest takes the place of the cardigan sweater that the younger students wear. Middle school girls will be required to keep their vest on at all times.

Summer Uniform (may be worn until October 3 and at the end of the school year- date to be announced)

K- 5 grades

Boys – We will allow for boys not to wear the sweater vest. They must wear a white shirt with tie. Navy blue uniform shorts are allowed.

Girls – same uniform. Girls are encouraged to wear blue socks instead of tights.

Middle School

Boys- Boys do not have to wear their jacket to school, however they must wear white shirt and tie with navy pants. They may also wear navy uniform shorts.

Girls- Do not have to wear a sweater vest but must wear skirt at proper length and white blouse.

Physical Education Uniform

All students are permitted to wear navy blue sweat pants and sweat shirt with Pan American logo on days their class has physical education. Students may also wear a green Pan American t-shirt on days their class has physical education. Students must wear all black plain sneakers. Colorful sneakers or sneakers with visible logos are not permitted.

All Students are required to adhere to the following uniform rules:

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 closets.

Hair/Grooming

Hair should be of natural color and neatly groomed. Mohawks are strictly prohibited as are shaved in hair designs.

Tattoos: No visible permanent or temporary tattoos are permitted.

Coats and Hoodies

No outdoor coats, jackets, or sweaters are permitted to be worn in the school building. All students will be required to remove coats, jackets, or sweatshirts upon their arrival in the classroom. All coats and jackets must be kept on student hooks in classrooms.

Attendance Policy

Students enrolled at Pan American Academy Charter School are required to attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Under this law, parents and guardians are required to make sure that their children attend school every day that school is in session and arrive at school on time.

In order to provide your child our educational program, the child must be in attendance at Pan American Academy Charter School for the entirety of the school day.

If a student is absent for any reason, the student is required to make up all course work missed. Upon returning to class, the student must obtain assignments from his or her teachers. The teacher will work with the student to make up any tests, homework, or other work that was missed due to absence. The student will be given the amount of time he or she was absent, plus one additional day, to submit the make up work for full credit without penalty. For example, if a student is absent for two days, he or she will be given three days to make up missed work for full credit.

What is an excused absence? What is unexcused?

Absences fall into two categories: excused and unexcused. The school understands that there are some days when a student is prevented from attending school for mental, physical, or other urgent reasons. An absence will be considered excused if the absence was due to one or more of the following reasons:

- Illness and injury
- Family emergency
- Death of a family member
- Medical or dental appointments that could not be scheduled outside of school hours – prior written notice to the school is required.
- School sponsored trips
- Religious holidays observed by the student's immediate family – prior written notice to the school is required.
- Religious instruction, not to exceed 36 hours per school year.

The school may also grant excused absences for other urgent reasons, at the sole discretion of the Attendance Officer.

Requested leaves for family vacations during the school year will not be considered excused absences. If a vacation must be taken during the school year, please provide written notice at least two weeks prior to the vacation. Please do not schedule vacations for periods in which a student will be taking a standardized test or other test.

If a student is absent for two or more consecutive days due to illness, the parent or guardian must provide the school with a doctor's note upon the child's return to school.

Unexcused absences are those absences for which written notice is not provided by the parents, or the reason for the absence is not in the approved list above

Written Notice

As soon as a parent knows that his or her child will not be able to attend school on a certain day, that parent must provide written notice to the school concerning the absence.

Written notice must be in the form of letter or a school attendance card returned with the student to his homeroom teacher or directly to the main office. The notice must contain:

- The Student's name
- The Student's birth date
- The student's homeroom
- The date the student was absent
- The reason for the absence
- Parent or Guardian name and signature

If a parent or guardian fails to provide written notice to the school within three (3) school days of an absence, even if the student had a legitimate reason for the absence, the absence will be permanently counted as unexcused.

A maximum of ten (10) absences per year can be excused based on a parental note. Any absences beyond ten cumulative days required a written note from a physician.

Lateness

If a student arrives after 8:25 AM, the student must report to the school office and obtain a late slip before being admitted to class. After two instances of lateness, the parent or guardian will be notified of the penalties associated with excessive lateness.

A valid doctor's note or prior written notice from a parent approved by the school will excuse a lateness. Penalties and procedures for excessive lateness:

- Late 5 times: Notification Letter
- Late 10 times: Saturday Detention
- Late 15 times: Parent/guardian conference
- Late 20 times: Saturday Detention

Excessive Absences

After a student has three (3) or more unexcused absences, the school may report the student's absence to the School District of Philadelphia.

Excessive unexcused absences constitute misconduct and will be handled in the following ways:

- After three (3) unexcused absences, the attendance officer will contact the parent or guardian of the child via telephone and letter, and inform the parent that additional unexcused absences will result in parent conference with Director.
- After five (5) unexcused absences, the attendance officer will contact the parent or guardian of the child via telephone and letter, notifying them that the student's absences

were unexcused. Additionally, the Director will schedule a meeting with the parent or guardian and student to develop a truancy elimination plan (“TEP”). A case manger will be assigned.

- After seven (7) unexcused absences, the principal will contact the parent via letter and inform the parent that the student’s absences were unexcused. Additionally the principal will schedule a meeting with the parent or guardian and the student to review the unexcused absences and inform parent of consequences to additional unexcused absences.
- After nine (9) unexcused absences, the Director will contact the parent via letter informing the parent/guardian that Pan American Academy Charter School is referring the student to the Assistant District Attorney’s Office, specifically to the Director of Truancy Prevention.
- After eleven (11) unexcused absences Pan American Academy’s CEO will inform the parents that additional unexcused absences totaling fifteen (15) unexcused absences will result in the recommendation of an expulsion hearing.
- Each subsequent violation of the TEP will be documented and sent to the parent or guardian by the Director
- If a student misses ten (10) consecutive school days, which are not excused, the student will be dropped from the rolls at the school and the matter will be referred to the School District for truancy proceedings.

Grounds for Expulsion

- 15 unexcused absences; or
- 20 unexcused latenesses

Attendance Officer

Attendance at the school will be continually monitored for compliance with the above attendance policy. The attendance officer may be required to make home visits to conduct conferences with parents.

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.

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.

Visitor 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 before going to desired destination. An escort and/or a visitor badge 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.

Cell Phones, Electronic Devices and Toys

Use of cell phones is not permitted at Pan American Academy Charter School. If a student must bring a cell phone to school, they are required to keep their cell phone in a school bag, coat or locker. Cell phones must be turned off in the school building. If a cell phone is used during the school day or is visible at any time in the school building, the phone will be confiscated from the student. Confiscated cell phones will be held until a parent or guardian can come and claim the phone in person and have a conference with the principal or her designee. The student will also face disciplinary action by school personnel. Pan American Academy Charter School is not responsible for lost or stolen cell phones.

Use of other electronic devices such as handheld games or music players is not permitted at Pan American Academy Charter School. If a student brings an electronic device to school, they are required to keep it in a school bag or coat. If the electronic device is used during the school day or is visible at any time in the school building, it will be confiscated from the student. The student will also face disciplinary action by school personnel. Pan American Academy Charter School is not responsible for lost or stolen electronic devices.

Students are not permitted to bring toys or games to school. This includes dolls or stuffed animals as well as beyblades. 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.

Lunch and Recess

The lunch schedule is as follows:

Regular		Wednesday
10:30-11:00	3 rd Grade	9:30-10:00
11:00-11:30	2 nd Grade	10:00-10:30
11:30-12:00	6 th & 7 th Grade	10:30-11:00
11:30-12:00	Kindergarten	10:30-11:00
12:00-12:30	1 st Grade	11:00-11:30
12:30-1:00	4 th Grade	11:30-12:00
1:00-1:30	5 th Grade	12:00-12:30

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 are 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.
- Students are not permitted to leave the cafeteria without permission.
- Lunch monitors will assign student helpers.
- Students will listen and follow directions.
- Students will stand and wait quietly in line for their teacher to pick them up.
- Any student who does not follow the lunchtime rules will receive a disciplinary report from the lunchroom monitor.

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.

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.

According to Charter School Law, all parents attending a class trip as a chaperone or working in the school as a volunteer must have all three PA clearances (criminal, child abuse, and FBI). Please see main office staff for information about obtaining these clearances.

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.

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).

Communication 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 conference appointments from teachers.
- ✓ Letters about absences and lateness
- ✓ Weekly News from the classroom
- ✓ 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 for the Pan American Academy Charter School communications each week. It is important that families read, sign, and return any forms to the school the following school day.

Additionally, teachers are furnished with a cell phone to assist with communication to students' families. At the beginning of the school year, your child's teacher will give you their cell phone number. This is a work phone for teachers. If you call before or after business hours, your call may not be answered. Your call will be returned the next business day.

Parental Concerns

It is the intent of the Board of Trustees and the school staff that concerns should be resolved as quickly and amicably as possible with the best interests of the students held firmly in mind. Staff and parents will know the procedures so that communication about concerns can be carried out in an open and convenient way.

1. Parents should talk with their child's teacher
2. If resolution does not occur after speaking with teacher, parent should complete a Parent Concern Form
3. Administrator will contact parent within 48 hours of submission of Parent Concern Form
If parents are unsatisfied with outcome, they may share their concern with Pan American Academy's Board of Trustees by contacting Sandra Cruz at cruzs@congreso.net or 215-291-0561.

STUDENT SERVICES

Academic Support Programs and Support Staff

Student achievement is of the utmost importance at Pan American Academy Charter School. At certain times of the year, if deemed necessary, a Saturday School Program may be offered.

Additional Professional Support Staff include a Speech Therapist, School Psychologist, Student Support, 2.5 Full-Time ESL Teachers, and 3 Special Education Teachers.

Dual Language Program

Pan American Academy Charter School prides itself in its Dual Language Program. The intended outcome of the dual language program is to graduate bilingual students who can read, write and speak proficiently in English and Spanish. 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 the responsibilities that come with 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 Latino cultural and historical roots and take pride in the contributions and traditions of Latino/Caribbean ancestry.

The dual language program is currently being implemented in Kindergarten through Third Grade. A grade will be added each year until our goal of becoming a K-8 Dual Language school is achieved.

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

Students in grades not yet included in the dual language program will receive Spanish instruction from the specialist 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 students 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 it is our intention that our students complete homework, 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 and 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 matter each night. Each time students do not complete a homework assignment, their overall grade suffers.

Technology

One of the most important curricular objectives of Pan American Academy Charter School is to provide students with the technological expertise to assist them in the completion of projects and in gaining access to primary sources of information from around the world.

Students are encouraged to learn the basic skills through the use of software that 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

Children with disabilities who need special education are entitled to receive a free appropriate public education (FAPE). Under Pennsylvania and federal law, eligible children have a right to special education and related services provided at public expense, without charge to eligible preschool, elementary, or secondary school students; under the supervision and direction of a state department of education and described in an Individualized Education Program (IEP).

Your child may need specially designed instruction not normally needed by other children in the general education classroom. Some indications that your child may be a child with a disability are as follows: exhibition of an emotional disturbance over a long period of time that affects your child's ability to learn, consistent problems getting along with others, difficulty communicating, lack of interest or ability in age-appropriate activities, resistance to change, difficulty seeing or hearing that interferes with the ability to communicate, health problems, difficulty performing tasks that require reading, writing or mathematics.

Pan American Academy Charter School conducts Annual Child Find to gather information that will be used to determine if your child does in fact need special education and if so what types of services are needed. Your child may be referred for an initial evaluation in two ways: you may ask the school to evaluate your child at any time or the school may contact you to ask permission to have your child evaluated. Consent must be given by you, the parent in writing before school officials can proceed.

The special education program will be completely developed by the IEP team. The law requires that children with disabilities be placed in situations that will give them as many opportunities as appropriate to be with students who are not disabled. This is called placing the student in the Least Restrictive Environment (LRE). The LRE is the general education classroom with supports and services unless the IEP team determines that the special needs of the child cannot be met there.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) promotes the behavioral health and well being of students by mobilizing the school and the community to respond to student and family issues. The school's SAP Team is comprised of administrators, teachers, case managers, and health care providers who accept referrals from parents, students, teachers, administrators and support staff. The SAP Team collects information from school staff and initiates contact with the child and his/her family. If the problem is related to behavioral health, the SAP Team may seek permission from the parent for an assessment by a SAP clinician. This service is provided to children showing a wide variety of social emotional needs including depression, suicidal thoughts and actions, grief and bereavement, anxiety, anger, peer/family conflicts and drug or alcohol abuse. If your child is having trouble in or out of school, Pan American Academy is able to help you. Students are referred to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program. The SAP team will develop a plan of action to help your child after

you have signed the permission form. The SAP team may refer your family for an assessment conducted by a certified SAP Assessor. As a result of the assessment, a recommendation may include referrals for additional services including counseling, suggestions for school staff, and participation in other community programs.

Pan American Academy's SAP team will help you find services and assistance with the school, and if needed, in the community. Pan American Academy does not diagnose, treat, or refer your child for treatment. Rather, you will be provided with information, and as you are part of the team, you will make choices for your child. The goal of the school is to help your child succeed in school. The SAP team will continue to work with and support your child.

If you feel that your child may need help, please contact Pan American Academy and ask to speak with a member the Director of Special Education & Student Services.

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 child's teacher, the school principal, or the director of student services.

Wellness Policy

The Wellness Policy refers to the physical activity and nutrition of students at Pan American Academy Charter School. The school is committed to promoting and protecting children's health, well-being, and ability to learn by promoting healthy eating habits, hygiene, and physical activity.

To the extent of practicability, all meals served at our school will meet or exceed the minimum nutrition requirements established by the local, state and federal laws. Also, these meals will, to the extent possible, meet the appropriate dietary guidelines. Nutrition education will be integrated into different areas of the curriculum.

Snacks and home lunches

Parents are required to inform the school nurse and the classroom teacher of any food allergies and dietary recommendations for their children. In addition, all snacks and lunches sent from home need to include healthy foods only. No candy, chips, or sugary beverages are allowed in the school. Fruit, fruit juices, water bottles, and cut vegetables are examples of the snacks that are acceptable at Pan American Academy Charter School.

Physical activity

Physical activity will be offered to all students in Physical Education class every week and integrated across the curriculum with activities that are safe, enjoyable and developmentally appropriate for all students. In addition, when available, the school will offer the opportunity to join sports clubs or other activities through the after school program. These activities will be available to students who demonstrate interest, are team players, and follow the Pan American Learning Goals.

Hygiene

Parents are expected to send their children well groomed every morning. Taking showers, wearing clean uniforms, and brushing teeth are not optional. Coming to school not properly groomed may result in a child being sent home to clean up. As every minute of the school day is important, please assist your child in their proper grooming for school. Students will be discouraged from sharing food and/or beverages with others.

Wellness Center

Pan American Academy Charter School opened a school-based Wellness Center in 2010 and has sustained the program for the 2011-2012 school year. Temple University School of Nursing will provide all state required and primary health care services in the Wellness Center, using three part time nurse practitioners, faculty member, and nursing and allied health students supported by other partners that will provide electronic medical records, quality assurance and evaluation. The Wellness Center will create enhanced medical support by providing Pan American students with continuous high quality care through school-based service and community care. The Wellness Center will offer the following Primary Care Services to students with parental/guardian consent: medication management and prescriptions, required immunizations, dental services, vision services, behavioral health services. The Wellness Center will also provide health and wellness education to students and teachers.

If your child has a specific medical problem, it should be made known to the staff at the Wellness Center. 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 Wellness Center staff with appropriate paperwork for dissemination.

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.

Home 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

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 and a half miles from his/her school and a participant in the voluntary School Desegregation Program of the School District of Philadelphia.
- Enrolled in grade one and above, and live one and a half miles, or further from the assigned school.
- Possess an exceptionality or severity of physical disability.

Bus behavior expectations

Because our students' safety is of utmost importance to us, we ask that you review with your child the expected behaviors of all students while riding the school bus. These expectations and the accompanying consequences will be strictly enforced.

Expectations

- Students are to remain seated and facing the front of the bus at all times
- Students are to be respectful of one another and the bus driver at all times
- Students are to keep their hands and all belongings inside the bus
- Students should refrain from arguing, cursing and using physical aggression
- Students may not eat or drink on the bus

Please be advised that failure to adhere to the above expectations will result in consequences. These consequences are 1 to 3 day suspensions from riding the bus as well serving after school detentions. Repeated occurrences of not meeting expectations on the bus will result in expulsion from the bus.

Food Service

Students may be eligible to participate in the Federal Breakfast and Lunch programs. Meals are served in the student cafeteria. Breakfast is served from 8:00 a.m. to 8:10 a.m. daily. Lunch is scheduled according to the teaching roster. Students may bring their own lunches. Please note glass containers and sodas are not permitted on school grounds.

BEHAVIOR MANAGEMENT

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.

Learner Profiles

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

Inquirers develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable students explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Students who are Principled act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Students who are Open-minded understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring students show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Students who are Balanced understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective students give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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 Charter School is weekly Class Meetings held in every classroom throughout the academic year.

During 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.

Bullying/Cyber-Bullying Policy

The Board recognizes the importance of providing a safe school environment. 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 students in a safe environment. School administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate bullying.

Definitions

Bullying means an intentional electronic, written, verbal, psychological or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting or using school property that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying is characterized by:

1. Aggressive behavior or intentional harm doing
2. Carried out repeatedly over time
3. Occurs within an interpersonal relationship where there is an imbalance of power (one person is physically larger, stronger, mentally quicker, or socially more powerful)

Bullying, as defined in this policy, refers to direct and indirect action, which may include but are not limited to:

- Physical: hitting, kicking, pushing, shoving, getting another person to hurt someone
- Verbal: racial slurs, name calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumor
- Non-verbal: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying

Cyber-Bullying means bullying that occurs by use of electronic devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, or websites.

School Setting is defined as being in the school, or school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying and 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 encourages students who have been bullied to promptly report such incidents to the teacher, Dean of Students, or the Assistant Principal.

Consequences

Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and will be consistent with the school's Code of Conduct.

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.

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, dean of students, assistant principal, 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.

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.

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.

Disciplinary actions of misconduct may include a conference between the parents, student, teacher, dean of students and/or assistant principal. *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 educational or school-related programs such as:

LEVEL 1 OFFENSE

Behaviors that impede orderly classroom procedures

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. 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.
5. Getting out of seat without permission
6. Coming to school unprepared
7. Incomplete assignments/homework
8. Posting Materials. No student may post, sell, solicit, or distribute materials without permission of the assistant principal or designee.
9. Nonconformity to Uniform Code. All students are expected to be in full uniform at all times while in school
10. Inappropriate display of affection. Students must not show inappropriate affection to others while in school
11. 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

Possible consequences for LEVEL 1 violations: teacher conference with student, teacher directed consequence, parent contacted by teacher, administrative referral.

LEVEL 2 OFFENSE

Behavior whose frequency or seriousness disrupts the learning climate of the school

1. Repeated occurrences of level 1 offenses.
2. 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

3. Forgery
4. 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.
5. Cheating and/or copying the work of another student or Plagiarism.
6. 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.
7. Unauthorized Absence from Class or School. It is expected that students be 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.
8. 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.
9. 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.
10. Destruction or harm done to data of other students and/or staff. The improper use of 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. Teachers will provide the sites and supervise any research or activity that involves the use of the Internet.
11. 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.

12. 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.

13. 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.

Possible consequences for LEVEL 2 violations: teacher conference with student, teacher directed consequence, parent contacted by teacher, administrative referral that may result in detention or suspension.

LEVEL 3 OFFENSES

Behavior that may threaten the health, safety, or welfare of a member of the school community.

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 biological 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.

Possible consequences for LEVEL 3 violations: teacher conference with student, teacher directed consequence, parent contacted by teacher, administrative referral that may result in detention, suspension, or expulsion.

Suspension and Expulsion

Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. Depending on the nature of the offense, an informal hearing (suspension) or a formal hearing (all expulsion actions) will take place. In these settings, the student has the right to be represented by counsel. The student also has the right to hear the charges against him or her, and to present evidence on his or her behalf, including the presentation of witnesses.

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 assistant 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).

Legal recourse for 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 assistant 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 assistant 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.

Title I PARENT COMPACT

Pan American Academy Charter School , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2011-2012.

Parent Rights and Responsibilities

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

1. Receive regular formal and informal 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. Serve 30 hours/year to the school community and participate in other 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 assistant 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, monthly 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 assistant 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 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.

School Responsibilities

Pan American Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
 - Curriculum alignment with state content standards and eligible content
 - Instructional focus on student centered strategies
 - Provide tutoring and Saturday School for support and enrichment
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.
3. Provide parents with frequent reports on their children’s progress.
- 4. Provide parents reasonable access to staff and information about teachers' and paraprofessionals’ qualifications including degrees, fields of discipline and certifications.
5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
 - Parents are strongly encouraged to volunteer 30 hours per year at Pan American Academy Charter School. These volunteer activities and hours are coordinated with the Parent Coordinator.

Parent Responsibilities

As Pan American Academy Parents, we will support our children’s learning in the following ways:

- Monitoring my child’s attendance.
- Making sure that my child’s homework is completed.
- Monitoring amount of television my child watches.
- Volunteering at least 30 hours to support class and school efforts.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

As Pan American Academy Students, we will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Come to school prepared to learn every day.

Pan American Academy Charter School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).