



# Lehigh Valley Dual Language Charter School

## Parent/Student Handbook

**2024-2025**

\*All families and students enrolled in LVDLCS agree to follow and adhere to all policies, rules, codes of conduct, and procedures adopted by the Board of Trustees as an admission to the school, including but not limited to our Parent Compact, Code of Conduct, and disciplinary policies. If you do not agree to adhere to these policies, then your admission to the school will be considered declined. Copies of these policies are available in this packet and on the website for your review prior to signing the agreement in this form.

Dear Parents, Guardians, and Students,

Welcome to Lehigh Valley Dual Language Charter School! We are looking forward to starting another successful school year offering our Dual Language Model of instruction where students learn to read, write, and speak in both English and Spanish.

This year we are focused on increasing student learning by identifying areas of need on an individual student basis by reviewing student data, and providing students supports at various levels so that ALL of our students achieve success. We will be continuing to implement our School-Wide Positive Behavior Support Program that will include opportunities for students to earn Fun Friday Events and Dress-Down Days. Also, we have scheduled fun monthly assemblies that will focus on positive behavior and also student motivation. We will continue to use the Class DoJo app, where students can earn DoJo points a daily basis for exhibiting positive behavior and making good choices throughout the school and on the school bus. Parents will continue to have access to this information through the app and we encourage all parents to download and register for your child's DoJo Classroom.

Please remember that parents are responsible to complete 25 hours of volunteer service for the school. There are many different ways to complete these hours from completing projects for the classroom teacher, donating necessary items, attending workshops and events at the school, and also participating in an approved educational program. Volunteering at the school is also an option with a completed volunteer packet that includes appropriate clearances. Please call the school office if you have questions about completing volunteer hours. Also, please plan to attend school activities, which are held monthly throughout the year, and become an active member of our school community!

I am excited and looking forward to working together with the wonderful staff, faculty, parents, and students in my role as Principal here at the Lehigh Valley Dual Language Charter School. Working together, supporting each other, and creating a community of learners will assure the success of each student, family, and the entire school community.

Sincerely,

Lisa Herrmann  
Principal  
LVDLCS

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## **WELCOME/OVERVIEW**

### **LVDLCS Mission Statement**

The mission of LVDLCS is to create a community of bilingual, multicultural, life-long learners committed to academic excellence and leadership while celebrating diversity and identity.

Community \* Diversity \* Identity

### **LVDLCS Vision Statement**

**Our vision is a community of bilingual/bicultural life-long learners committed to excellence and dedicated to learning and leadership.**

The thematic focus is on dual language acquisition and academic achievement. Students will be placed in heterogeneous language groups to learn content materials in both English and Spanish. They will acquire the critical skills and information for each subject area as defined in the PA Common Core Standards.

The Lehigh Valley Dual Language Charter School (LVDLCS) will be an academically rich educational community creating generations of stewards who embrace our world and each other. All members of the Lehigh Valley Dual Language Charter School community are committed to creating a public education alternative that promotes sustainability and citizenship with an interdisciplinary, individualized, project-based curriculum.

### **Curriculum Overview**

Lehigh Valley Dual Language Charter School (LVDLCS) offers an innovative educational alternative to traditional public education. LVDLCS strives for excellence in all academic subject areas.

LVDLCS has a few key instructional approaches like:

- Instruction in two languages; English and Spanish
- Instruction that focuses in two areas; academic content and developing language skills
- Active participation in learning for all students is encouraged.

LVDLCS will benefit our students and community by providing a smaller school environment with valuable 21st century skills, becoming bilingual, multicultural, and learning how they can positively affect the local community and global relationships.

### **The School's Profile of Graduate**

***Upon the successful completion of the educational programming at Lehigh Valley Dual Language Charter School our students will:***

#### ***Foundational Skills;***

- Understand the need to be a life-long learner and build skills to persevere on an educational path

- Utilize critical thinking skills and decision making skills
- Demonstrate competency in reading, writing, listening, and speaking in both English and Spanish
- Demonstrate competency in math computation and math problem solving skills
- Demonstrate competency in implementing the scientific method across settings
- Demonstrate competency in local, regional, national, and world geography and use this knowledge to think critically about current events
- Demonstrate competency in technology resources to utilize those resources to improve all other foundational skills
- Demonstrate an appreciation for art and music throughout our multicultural society

### *Personal Qualities*

- Demonstrate competency in understanding the benefits of a healthy lifestyle and making appropriate choices
- Display a strong sense of personal responsibility for choices and behaviors
- Demonstrate an awareness and respect for our diverse, multicultural society
- Utilize all foundational skills to be positive citizens in any setting
- Utilize all foundational skills to be caretakers of the environment
- Demonstrate an understanding of democracy and the responsibilities of being a good citizen within a democratic system.

## **GOVERNANCE/ORGANIZATION**

### **School Hours**

|              |                    |
|--------------|--------------------|
| Office Hours | 8:00 AM to 4:30 PM |
| School Day   | 8:55 AM to 3:20 PM |

### **Equal Opportunity**

LVDLCS will provide every child with equal educational opportunities regardless of skin color, creed, sex, national origin, religion, age, economic status, or (dis)ability. No child will be excluded on such basis from participating in, or having access to, any aspect of programming, student athletics, counseling services, extracurricular activities, or other school resources.

### **Sexual Abuse and Molestation**

LVDLCS prohibits and does not tolerate sexual abuse or molestation of children in any form. LVDLCS actively works to prevent any incidents by obtaining background checks and clearances on all school staff members and volunteers. Staff members are educated on how to identify such abuse as well as informed of their duty to report suspected incidents. Suspected or witnessed acts of abuse should be immediately reported to school leadership who will notify local authorities as well as child protective services as quickly as possible.

### **Sexual Harassment**

Sexual harassment is unacceptable. Sexual harassment occurs when a person perceives behavior by others as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, or spreading sexual rumors and/or pictures. This list represents a sample of unacceptable behaviors and is not exhaustive. Key to this definition of sexual harassment is the perception of the receiver (i.e., unwelcomed) as opposed to the intention of the person engaging in the unwelcomed behavior.

Students believing that they have been subjected to sexual harassment, whether by an individual on school property or at school activities, should report the alleged misconduct immediately to a teacher or the school leadership. Appropriate corrective action up to and including discharge of an employee or suspension of a student may be taken. The corrective process will align with LVDLCS's by-laws and policy regarding conflict resolution and in full accordance with due process rights.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will begin an investigation promptly.

### **Racial Harassment**

Racial harassment of individuals consists of different treatment based on skin color and/or national origin. LVDLCS prohibits discrimination based on skin color and/or national origin. Any individual affiliated with LVDLCS who believes that s/he has been subjected to racial harassment should report the alleged misconduct immediately to a teacher or a School Administrator. Appropriate corrective action up to and including discharge of an employee or suspension of a student may be taken. The corrective process will align with LVDLCS's by-laws and policy regarding conflict resolution and in full accordance with due process rights.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any racial harassment, will begin an investigation promptly.

## **ATTENDANCE POLICY**

### **Attendance Summary**

Attending school is important in supporting the student's educational growth and personal development of learning for every member of LVDLCS community. Each child and his/her parent(s)/guardian(s) have the responsibility of ensuring he/she attends school regularly. Attendance is taken at the beginning of each day and is permanently recorded on the student's record. Should a student transfer to another school, the attendance record at LVDLCS will be forwarded to their new school.

*LVDLCS School Doors Open: 8:25 am*

*Official Start of School Day: 8:55 am*

*(all students MUST be in their homerooms for attendance at 8:55 in order to avoid being tardy)*

*LVDLCS Dismissal Begins: 3:15 pm*

### **Morning Arrival Time**

Students should arrive between 8:25 am-8:55 am. Morning activities will begin promptly at **8:55 am** and all students are expected to be in their class room. Being on time is important to the learning of every community member.

### **LATE ARRIVALS**

**Students who arrive after 8:55 am must enter the building accompanied by a parent/guardian who is required to register the student on a sign-in sheet in the Main Lobby. The student will receive a tardy slip for admittance to class.**

- Students arriving after **8:55 am yet before 12:00 pm** will be marked TARDY for attendance purposes.
- **Tardy Excused (TE)** is tardiness due to a doctor or dentist appointment, illness, or family emergency **ONLY** when the Attendance Lobby has received a documented excuse within three days of the appointment.
- **Tardy Unexcused (TU)** is tardiness due to being late, missing the bus, traffic, weather conditions not approved by LVDLCS's Administration, or car trouble and the reason is not excused and/or a written excuse is not received by the Attendance Office. Exceptions to unexcused tardy issues will be based upon Administrative approval. Unexcused tardy is recorded in accumulated minutes on the student's record. Unexcused tardy minutes will be logged and when the minute's totals are equal to or greater than the minutes in a school day, the student will be charged for an unexcused absence. Notification of this occurrence will be sent to the parent/guardian in letter form. This habitual tardiness is reported by LVDLCS to the student's resident school district in accordance to their attendance code violations and may result in a court citation.



## **LEAVING EARLY**

Parents/Guardians should make every attempt to schedule medical and dental appointments outside of regular school hours of 8:55 am to 3:15 pm. Please refer to the heading entitled “Release of Student Policy” for information concerning persons authorized to pick-up the student. LVDLCS requests notification in advance of a student leaving early either in writing or a phone call. When a last-minute circumstance arises, the parent(s)/guardian(s) needs to call the school immediately up until 2:30 pm. After 2:30 pm, parent(s)/guardian(s) will need to wait outside and pull their child from the appropriate bus line.

**Students leaving early, after 12:01 pm up to 3:15 pm**, will be marked as leaving early for attendance purposes. A parent/guardian must SIGN OUT the child when she/he is leaving early AT THE MAIN LOBBY.

- **Leaving Early Excused (LEE)** will be recorded when a student leaves school before 3:15 pm due to a doctor or dentist appointment, illness, or family emergency ONLY when the Attendance Lobby has received a documented excuse within three days of the appointment.
- **Leaving Early Unexcused (LEU)** will be recorded when a student leaves school before 3:15 pm and the reason is not excused and/or a written excuse is not received by the Attendance Office. An unexcused reason for leaving early will be logged in accumulated minutes on the student's record. These minutes along with unexcused tardy minutes will be calculated and when the minutes total is equal to or greater than the minutes in a school day, the student will be charged for an unexcused absence. Notification of this occurrence will be sent to the parent/guardian in letter form. This habitual leaving early is reported by LVDLCS to the student's resident school district in accordance to their attendance code violations and may result in a court citation.
- **Leaving the Building and Returning to School (LB)** will be recorded when a student leaves the school building and returns the same day due to an appointment. A parent/guardian must SIGN OUT & SIGN IN the child AT THE MAIN LOBBY.

## **RELEASE OF STUDENT POLICY**

Anyone seeking the release of a child from school must report to the Main Lobby and show satisfactory identification (i.e., picture identification). The student MUST be signed out in the Main Lobby by the parent, guardian or individual approved by the parent or guardian. In the event of an **emergency**, an **Administrator** may release the student to an individual not appearing on Emergency Contact information **ONLY** if the parent/guardian has **contacted** an **LVDLCS Administrator** and he/she has **approved** the release. **We discourage parents from signing students out before the regularly scheduled dismissal as it interferes with the instructional time of the student.**

In order to ensure the children’s safety, LVDLCS maintains records of individuals who are authorized to obtain the release of students. No student may be released to any individual who is not the parent or guardian of the student or whose name is not recorded in the Emergency Contact view of LVDLCS's computer system. Parent(s)/Guardian(s) must inform LVDLCS in writing immediately of any changes concerning the student's record of individuals authorized to obtain release of their child/children from school.

Certified copies of any court orders or divorce decrees, which restrict an adult's ability to seek the release of a child, will be maintained by LVDLCS confidentially in the Enrollment Lobby. The custodial parent is obligated to provide LVDLCS with current documentation concerning court orders or divorce decrees. A person seeking the release of a student when presenting an out-of state custody order will be subject to review by a School Administration before allowing the student to be released.

## **EXCUSED AND UNEXCUSED ABSENCES**

Regular attendance at school is very important and we believe it is key to academic success. In severe cases, it can even impact your child's ability to be promoted. When your child will be absent from school or will arrive late, we ask that you call the school at 610-419-3120 to inform the Attendance Office. Someone from the school will call home if the child is absent and no phone call was made to school.

### **Excused Absence (EA)**

The Department of Education states that an absence shall be excused for the following reasons:

1. Sent home during school hours by a certified school nurse or administrator
2. Personal illness or quarantine
3. Religious observances
4. Death or severe illness of family member
5. Impassable roads or inclement weather as per approval by LVDLCS's Administration.
6. Attendance at a medical or dental appointment.

When the medical excuse has a specific time listed for the appointment and the student has been absent from school the entire day, a separate excuse from the parent/guardian is required explaining the absence.

7. Required court attendance
8. Family Emergency  
When an excuse has been received explaining the details of the emergency and approved by an Administrator.
9. Family Educational Trips/Vacation days  
When approved by the Principal in advance. ***Please note: These days are limited to 5 per school year with permission from school Administration.***
10. Sibling(s) that must attend an appointment due to the absence of an adult present at the bus stop before or after school. A separate excuse needs to be submitted to the Attendance Lobby for this student.

An excuse explaining the reason(s) for an absence, including the student's name, date of absence, and parent/guardian's signature and/or a medical excuse letter MUST be received in the Attendance Office within three school days of returning from the absence.

Excuses may be submitted in:

- written form
- emailed to [attendance@lvdcls.org](mailto:attendance@lvdcls.org)
- faxed to 610-419-3968, attention Attendance Lobby

### **Unexcused Absences (UA)**

According to the Pennsylvania law, all absences will be treated as unlawful until the school receives an acceptable written excuse explaining the reason(s) for an absence.

Parents/guardians are required to submit the written explanation within three school days of the absence. When the Parent(s)/Guardian(s) fails to provide a written excuse within three days of the absence, the absence will be permanently counted as unlawful. The Parent(s)/Guardian(s) will be sent an attendance warning letter, explaining the consequences when a student accumulates three unexcused absences.

**Compulsory Attendance Law of PA - Unexcused Absences:** LVDLCS is required to report to the student's school district of residence when a student has accrued three days of unexcused absences. Each additional unlawful absence will also be reported to the student's school district of residence and recorded as an illegal absence for attendance purposes. In addition, the school will schedule a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP). If a student is habitually truant the school may refer the child to a community-based attendance improvement plan or county children and youth agency. The school may also file a citation against the parent/guardian.

### **REQUIRED DOCTOR'S NOTE –**

**Grades Kinder through Fifth Grade:** Any student absent more than 10 school days (not including doctor's excuses) regardless if consecutive or not and even if prior absences were excused, must have a signed doctor's note for each and every day for any subsequent absence. Any absence not excused by a physician's note will be considered unexcused and the Compulsory Attendance Law - Unexcused Absence procedure detailed above will be followed.

**Grades Sixth through Eighth Grade:** Any student absent more than 7 school days (not including doctor's excuses), regardless if consecutive or not and even if prior absences were excused, must have a signed doctor's note for each and every day for any subsequent absence. Any absence not excused by a physician's note will be considered unexcused and the Compulsory Attendance Law - Unexcused Absence procedure detailed above will be followed.

### **Student Vacation Policy/Educational Trips**

Student attendance is a critical component of a successful learning environment. We strongly discourage taking vacations during the school year that prevent your child from being in school. In the event of an absence due to a trip or vacation, parents/guardians are required to submit a written request at least **two weeks prior** to the trip for approval by the school principal. **If the trip exceeds 5 days any day absent beyond the fifth day will be recorded as unexcused.** Students in grades 3, 4, 5, 6, 7, and 8 will not be approved for trips during the PSSA testing window. Parent(s)/Guardian(s) are responsible for contacting the teacher for classwork that will be missed during the absence.

### **PERFECT ATTENDANCE**

A "Perfect Attendance Award" will be presented to those students who do not have any attendance code recorded on their record. A student must be present in school from 8:55 am to 3:15 pm every in session school day in order to achieve this award.

## **Transportation Safety**

Child safety during school-based transportation is critical to LVDLCS and requires adult and child responsibility. The following responsibilities are important:

- Children are at the bus stop ten minutes before the bus arrives.
- Children are dressed properly for the weather.
- Children are the responsibility of the parents/guardians monitored while they wait at the bus stop
- Children wait until the bus has come to a complete stop before approaching the curb.

On the bus, each child has the responsibility of:

- Being seated immediately and remaining seated at all times.
- Helping keep the bus clean. No objects are to be thrown in or out of the bus.
- Obeying the driver at all times.
- Wearing a seat belt (where provided).
- Keeping windows closed unless opened by the driver or with his/her permission.
- Keeping all body parts from extending out the window.
- Refraining from yelling or making loud noises.
- Refraining from consuming food, gum, or drinks, depending on the rules of the driver
- Understanding that projects, musical instruments, etc. will be transported if the object safely fits in the bus. Check with the driver ahead of time to avoid difficulties.

Children behaving in unsafe or disrespectful ways on the bus will be reported to the school administration by the bus driver. Administrators will address all concerns regarding the bus transportation. Consequences, such as losing bus privileges or assignment of a seat on the bus, will be determined by transportation services and administration.

## **Transportation Changes**

In order for a child to change his/her typical after school routine, permission from the parent/guardian is required and the main office should be notified by **2:30pm** of that day. These changes may include such things as being picked up instead of using the bus or going home rather than to after school care or After School Program. Parents/Guardians should contact the main office to notify the staff the change. All permanent changes to bussing arrangements must be reported to the child's home district's transportation office.

## **Video/Audio Surveillance**

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

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Refer to Policy #810.2

### **Communication**

Communication is a two-way process. Your child's teacher is responsible to notify you when she/he believes that there is a genuine concern regarding your child's progress or behavior. Should a parent/guardian have a concern about their child, or any circumstance involving the classroom or teacher, it is the policy of Lehigh Valley Dual Language Charter School that the **parent must first go directly to the teacher to discuss any concerns.** If the parent/guardian feels that the concern has not been addressed, it is then appropriate to reach out to the school administration.

Lehigh Valley Dual Language asks our families to please not discuss any sensitive issues regarding your child's academic process, your child's classroom environment, or any confidential issues involving students, staff or Lehigh Valley Dual Language in general. Most often, we have found that issues being shared are simply perspective and not fact. Misconceptions soon become truth and this informal communication process can have a profound impact on our school community.

### **Guidelines for Email Communication**

When using email, staff and parents/guardians should keep in mind that email is a quick way to send a message, but it is not necessarily the best way to get a quick reply or resolve an issue. With this in mind, parents/guardians are asked to adhere to the following guidelines:

1. Email must never be used to discuss contentious, emotional or highly confidential issues.
2. Using email as a communication tool is voluntary. Parents/guardians and staff must agree to use email as a form of communication.
3. Emails should be short and directional in nature and only include facts.
4. When referencing your child, use only the child's first name.
5. Email should not be used for time-sensitive communication.

## **EMERGENCY SCHOOL OPENINGS AND CLOSINGS**

### **Closings & Late Openings**

When school is closed or there is a late opening, the announcement will be made on: WFMZ – TV and Website and on the school website. A call home will also be made. When the child's district of residence is closed, transportation **will not** be provided if LVDLCS is open. It is the responsibility of the parents to transport their child to/from school. If the roads are not safe, please do not drive!

### **Early Closings**

We cannot always predict when school will be closed early due to inclement weather. Due to transportation issues, we are required to follow each district's decision to close and adhere to their schedule for picking up the children early. Therefore, when it is snowing or when snow is anticipated, please check WFMZ- TV and website for **your child's resident district** and then, if needed, call the office for the specific time district transportation will be picking up the children. School numbers for each District are as follows: **BASD - 610-861-0360 ASD - 484-765-4000**

Parents/Guardians should have plans in place as early as possible for late openings, early closings, and school closings due to inclement weather or other emergencies. Before and after school care is not available.

## SCHOOL COMMUNITY

### A Safe Environment

Children attending LVDLCS have the basic constitutional rights guaranteed to all United States citizens. To enjoy the right of citizenship in school, children must display responsibilities that pertain to citizenship. One purpose of school is to encourage the responsible use of these rights and to develop good citizenship within the framework of an educational community. We are committed to supporting children in becoming healthy, responsible, and productive members of our communities. Everyone has a personal responsibility for reducing the risk of violence within our school. Steps to maintain an orderly and safe environment, demonstrate mutual respect and caring for one another, and ensure that children who are troubled get the support they need are taken on a daily basis. Research has shown that effective prevention, intervention, and crisis response strategies operate best in school communities that:

- Convey the attitude that all children can achieve academically and behave responsibly, while at the same time appreciating individual differences;
- Involve families in real and meaningful ways;
- Develop links to the community at large;
- Emphasize meaningful relationships among children and adults;
- Discuss safety issues openly;
- Treat all children with equal respect;
- Create ways for children to share their concerns;
- Support children in feeling safe enough to express their feelings;
- Have in place a system for referring children who are suspected of being abused or neglected.
- Promote good citizenship and character;
- Identify problems and assess progress toward solutions; and
- Support children in making the transition to adult life and the workplace.

Three components to a comprehensive approach to preventing violence thus ensuring safety in schools are (a) prevention, (b) identification and intervention for children at risk for having difficulty and (c) effective responses once irresponsible behavior has occurred. LVDLCS focuses on basic prevention and the creation of a school climate that prevents school violence.

**Our approach to ensuring a safe school includes a NO TOLERANCE POLICY of assault and/battery of any kind, bullying, fighting, weapons possession, gambling, and the possession/use of narcotics, stimulant drugs, or alcoholic beverages.** All alleged violations are to be reported immediately to a teacher or the school leadership. Appropriate corrective action up to and including discharge of an employee or suspension of a student may be taken. The corrective process will align with LVDLCS's by-laws and policy regarding conflict resolution and in full accordance with due process rights.



## **Disciplinary Responses & Procedures for Student Misconduct**

Note that the behaviors listed in each level are only examples. There may be other behaviors of a similar nature which are not listed but are included within each level.

### **LEVEL I - DESCRIPTION**

**Minor misbehavior on the part of the student which interferes with the orderly operation of the school and its activities. These misbehaviors usually can be handled by an individual staff member, but sometimes the intervention of the principal is required.**

### **LEVEL I – EXAMPLES**

- Classroom/cafeteria/in-school/bus verbal disruption (Disrespectful language)
- Classroom/cafeteria/in-school/recess/bus physical disruption or gestures
- Students removing food or beverage from the cafeteria without permission
- Refusal to carry out directions (ex; rude, defiant, disrespectful behavior)
- Student possession, sale, or transfer of cell phones, electronic games, audio devices, games, inappropriate toys, slime, or distracting objects
- Possession/use of laser point
- Presence in unauthorized areas of the building or school grounds
- Loitering in the lavatory
- Classroom tardiness
- Violation of computer use/technology guidelines
- Inappropriate display of affection
- Inappropriate attire
- Bullying and Cyber Bullying

### **LEVEL I – DISCIPLINARY RESPONSE**

**Such misconduct may result in one or more of the following responses:**

- Verbal reprimand
- Possible removal from class
- Notifying parents by telephone or Dojo
- One recess detention
- Administrative detention
- Suspension of privileges (bus transportation, class parties, assembly programs, field trips, and/or special school events)

**Continued misbehavior at this level may result in:**

- Up to a two-day recess detention
- Up to a two-day bus suspension
- In-school suspension with parent conference

**Parents are to sign and return to the office all written discipline notices within two days of notification.**

### **LEVEL II - DESCRIPTION**

**Misbehavior which is frequent or serious in nature or which tends to disrupt the learning climate and/or orderly operation of the school or its activities**

### **LEVEL II - EXAMPLES**

**-Continued Level I Misconduct**

- Cheating
- Falsifying teacher and/or parent signatures, altering documents signed by them
- Repeated misconduct on a school vehicle
- Walking out of class or leaving school grounds without permission
- Abusive language, use of profanity, vulgar, and/or obscene words, gestures, and/or any other similar actions
- Throwing of objects without a legitimate purpose
- Use of racial/ethnic slurs, as well as derogatory terms
- Possession /use of matches or lighters
- Misconduct in the hallway
- Insubordination
- Forgery
- Ignoring the authority of any staff member and/or the bus driver\*
- Harassment of students

### **LEVEL II – DISCIPLINARY RESPONSE**

**Such misconduct may result in one or more of the following responses:**

- Temporary removal from class
- Possible after school detention with parent notification
- A two-day lunch & recess detention with parent notification
- In-school suspension with parent notification
- Out-of-school suspension with parent notification (up to 2 days)
- Parent-teacher or Parent-administrator conference
- Referral to Social Worker
- Suspension of privileges

\*\*Bus rule violations may require a parent conference, video documentation, and other procedures; - Suspension of bus privileges if continued misbehavior on the school bus.

**Parents are to sign and return to the office all written discipline notices within two days of notification.**



### **LEVEL III – DESCRIPTION**

**Acts against or affecting persons (including self) or property, the consequences of which do not seriously endanger the health or safety of others**

### **LEVEL III - EXAMPLES**

- Continued Level II Misconduct
- Repeated insubordinate, rude, defiant, and/or disrespectful behavior.
- Intimidating, or threatening others, pushing.
- Fighting
- Obscene behavior (including but not limited to mooning, shanking, wedging).
- Vandalism of school property or property belonging to others, that includes but is not limited to graffiti, tagging and/or marking of such property.
- Theft or attempt to theft
- Truancy
- Disruptive behavior that interferes with conducting of school drills (fire drill, weather drill, evacuation drill, lockdown drill).
- Gambling
- Striking matches or illuminating lighters.
- Possession of, smoking, or use of tobacco products on school district property, on school buses, or while under school supervision.
- Possession or use of fireworks including novelty items such as snappers, poppers, sparklers, stink bombs, and smoke bombs.
- Violation of Computers use Guidelines or damage to technology devices.

### **LEVEL III – DISCIPLINARY RESPONSE**

**Such misconduct may result in one or more of the following responses:**

- A three-day lunch & recess detention with parent notification.
- Revoking of school privileges, such as, class parties, assembly programs, field trips, and/or special school event.
- A three-day recess detention with parent notification.
- Revoking of school privileges, such as, class parties, assembly programs, field trips, and/or special school event.
- Assignment of an after-school detention with parent notification.
- In-school suspension with parent notification (up to 5 days).
- Out-of-school suspension with parent notification (up to 2 days).

**Parents are to sign and return to the office all written discipline notices within two days of notification.**

## LEVEL IV – DESCRIPTION

- Acts of violence which result in harm or damage to another person or property, unwarranted or inappropriate physical contact, acts which pose a threat to the health or safety of others in the school, or criminal acts, on school property, in school vehicles, or at school functions, or effecting school property or persons such as students, school employees, or invitees.
- Most of these acts are criminal in nature and are so serious that they require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and expulsion by the Board of School Directors.

## LEVEL IV – EXAMPLES

### - Continued Level III Misconduct

- Intentionally striking, fighting, pushing, or threatening bodily harm to another student or staff.
- Interfering with the safe operation of a school district vehicle that jeopardizes the health and/or safety of the passengers, driver, or school district employee/employees.
- Breaking or entering any school district building or vehicle.
- Possessing, using, distributing, delivering, selling, manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood-altering substance paraphernalia on school property, in one's bookbag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts. Included in the classification of "drugs" are all controlled substances; any synthetic chemical, which has the same effect as a controlled substance; and any item, which is represented as, or believed to be, a controlled substance.
- Possessing, using, distributing, delivering, or being involved in any aspect of a transaction of any steroid or other substance intended to enhance physical or athletic performance.
- Possession of, use of, transfer of, or selling cigarettes.
- Possession of weapon or dangerous instruments on school property.
- Possession, distribution, or use of inhalants, volatile solvents, and prescription drugs.
- \*The school nurse may authorize a student possess and use inhalants and other prescription drugs.
- Possession, distribution, or use of over-the-counter drugs. \*The school nurse may authorize a student to possess and use over-the-counter drugs.
- Attacking, fighting, striking, pushing, attempting to strike or harm, threatening (written, verbal, or physical), and/or intimidating a student, while on school grounds, or under the jurisdiction of the school or streaming from an event at school, even if the attack occurs off school property or after hours. Any person who is assaulted has the right to file charges with the proper authorities.
- Attacking, striking, attempting to strike or harm, pushing, threatening bodily harm, or harassing (verbally or in writing or physically) a school district employee, school board member, or guest of the school, whether on or off property. Any person who is assaulted has the right to file charges with the proper authorities.
- Sexual contact or indecent exposure.
- Bullying/Hazing.
- Intentionally tampering with or falsely activating a fire alarm or safety device.
- Misusing 911, fire alarms, or other safety devices.

- Making bomb and similar threats.
- Serious violation of Computer Use Guidelines.
- Other behaviors of a similar nature.

#### **LEVEL IV – DISCIPLINARY RESPONSE**

**Such misconduct may result in one or more of the following responses:**

**For a first offense, the consequences may include:**

- Imposing an out-of-school suspension with parent notification and mandatory re-entry conference.
- Revoking of school privileges.

**Depending on the severity, the misbehavior(s) also may result in:**

- Referral to outside agency for intervention and/or recommendation for Board expulsion.

**Possession of a weapon in school, on school grounds, while in transport to or from school, or at school-sponsored event will lead to a ten-day suspension and a formal due process hearing and may result in an expulsion from school for at least one year.**

**Each Level IV offense that requires an out-of-school suspension will be dealt with on an increasing disciplinary action model.**

#### **\*\*EACH INCIDENT REQUIRES A PARENT/ADMINISTRATION RE-ENTRY CONFERENCE**

**First incident – 1 day**

**Second incident – 2 days**

**Third incident – 3 days (Meeting with Educational Team Required)**

**Fourth incident – 4 days**

**Fifth incident – 5 days**

**Sixth incident – 6 days (Meeting with Educational Team Required)**

**Seventh incident – 7 days**

**Eighth incident – 8 days**

**Ninth incident – 9 days (Meeting with Educational Team Required)**

**Tenth incident – 10 days (Recommendation for Board expulsion)**

**The Educational Team shall consist of the classroom teacher, instructional support teacher, one administrator, and parent/guardian. Each Educational Team Meeting will be utilized to reevaluate student behavior plan, student academic achievement plan, and determine a strategic plan to improve student performance.**

**PLEASE REVIEW THE ATTACHED SUSPENSION / EXPULSION POLICY – APPENDIX A**

#### **Care of School Property**

Just as it takes an entire family to care for a home, all members of our community are vital in maintaining our Lehigh Valley Dual Language home (the school building and grounds). When

children are allowed to make a healthy contribution, it fulfills every child’s need to feel valued. Therefore, all members of our school community are equally responsible for maintaining the health of our school building. All persons are expected to show the same respect and care for school property as they do when relating to people. If any individual witnesses damage being done by another person or sees something damaged at the school, a member of the faculty should be notified. Willful destruction, damage, or defacement of school property will result in disciplinary action and may result in prosecution to the full extent under the law. If a person intentionally or maliciously damages school property, such person, (including his/her parents/guardians when a child), shall pay the school the value of the damaged property to the limit of the law. Additionally, should a person lose any item belonging to the school, such person and his/her parents/guardians will make arrangements for making restitution with the school administrators.

**Dress Policy**

**LVDLCS has a dress code. If a student arrives at school in attire that is not part of the school dress code parents will be contacted to supply appropriate clothing for the day. LVDLCS has the following dress code:**

| <b><u>Girls</u></b>   | <b><u>Boys</u></b>  |
|---|---|
| LVDLCS Navy Blue Polo (Long or Short Sleeve)<br>Navy Blue Cardigan with School Logo<br>Khaki Pants<br>Khaki Skirt (knee length)<br>Khaki Shorts<br>Dress Jumper<br>Dress Shoes or Boots ( <b>Black</b> -no flip flops or sandals) | LVDLCS Navy Blue Polo (Long or Short Sleeve)<br>Navy Blue Cardigan with School Logo<br>Khaki Pants<br>Khaki Shorts<br>Dress Shoes or Boots ( <b>Black</b> – no flip flops or sandals) |

**Gym Uniform**

LVDLCS Navy Blue T-shirt with printed logo  
 LVDLCS Navy Blue Sweatshirt  
 Navy Blue Sweatpants  
 Navy Blue Gym Shorts (thigh length)  
**Sneakers – ALL BLACK SNEAKERS ONLY**

**JEANS ARE NOT PART OF THE SCHOOL UNIFORM AND ARE NOT PERMITTED**  
**NO HOODIES ARE TO BE WORN DURING THE SCHOOL DAY. SWEATSHIRTS**  
**WITHOUT A HOOD MUST BE NAVY BLUE IN COLOR**  
**Crew neck style shirts only / v-neck shirts are not permitted**

## **Visitors**

We enjoy sharing students with their families! It is important, however, for us to know who is on the school grounds. As required by law, all visitors to the school must report to the front desk in the Main Office when they arrive to sign in and receive a visitor badge.

In addition, in order to visit any LVDLCS classroom a parent/guardian must complete the following steps:

- If a parent would like to volunteer in the classroom, they must first contact the classroom teacher or the Main Office to complete the Volunteer Packet as required by PA State Law. This packet includes the completion of all required clearances.
- Contact classroom teacher before the desired visitation date
- Make an appointment with the classroom teacher for the specific date and time of visit
- Arrive at the school on the agreed upon day and at the agreed upon time, identify yourself upon arrival, and report to the Main Office to receive a visitors pass
- Upon departure from the classroom report to the Main Office, sign out, and leave the building

## **Parent Involvement/Volunteers**

A significant success factor of a successful learning environment is that of adult facilitation and support. Within our learning environment, adults are critical for the processes of dialogue, brainstorming, problem solving, resource location, among other learning processes. Therefore, volunteers are pivotal to providing this kind of support. If a parent would like to volunteer in the classroom, they must first contact the classroom teacher or the Main Office to complete the Volunteer Packet as required by PA State Law. This packet includes the completion of all required clearances.

## **Parent Organization**

The Lehigh Valley Dual Language in collaboration with our parents has developed a Parent Teacher Organization (PTO). The PTO is intended to serve as the forum for communication between all members of the school community, including families, staff, board members and founders. Their monthly meetings will provide an opportunity to share, discuss, and make collective recommendations regarding our ideas and concerns about our school, and to learn about the activities of the various committees. This is part of the unique mission of LVDLCS—to ensure that all can be heard and become part of our collective decision-making. We invite you to come and take part in this vital facet of our school.

Meetings dates can be found on the school calendar.

## **CLASSROOM COMMUNITY**

### **Community Learning/Field Trip Opportunities**

Community learning opportunities and field experiences are an integral aspect of LVDLCS's learning environment. A general permission slip for community learning opportunities and field experiences is included on the Emergency Contact Card. Parents/Guardians may revoke general permission at any time. NOTE: Parents/Guardians will be informed in advance of any trips via classroom teacher communication, posting on the school website or newsletter, etc.

Prior to a child participating in a trip that exceeds normal school hours, a specific permission slip will be sent home for a parent/guardian's signature. It must be signed and returned to the school prior to the beginning of the trip.

To ensure the safety of everyone in the community the following practices will be implemented on a consistent basis:

- (a) all groups that go into the community will have one adult who has a cell phone in her/his possession for emergency communication purposes, and
- (b) all persons going into the community will check in/out with a faculty/staff who is staying in the building (normally at the front desk) and provide the following information (i.e., destination, purpose of outing, estimated return time.

### **Homework**

At Lehigh Valley Dual Language Charter School, we believe that homework should be developmentally appropriate, meaningful, and supportive of our educational goals. We support the fact that homework develops student's study habits, initiative, and responsibility. We strongly feel that it is equally important for our students to unwind, reflect on their day, and pursue other activities of interest after the school day ends.

It is our intention to limit the amount of homework given to our students to allow for independent reading time. We feel the benefits of reading at home will positively affect all areas of learning. As a general guideline the amount of homework you may expect to see Monday through Thursday nights is as follows:

K and 1<sup>st</sup> Grade –10 minutes

2<sup>nd</sup> Grade –20 minutes

3<sup>rd</sup> Grade –30 minutes

4<sup>th</sup> Grade –40 minutes

5<sup>th</sup> Grade through Middle School – 30 – 60 minutes

More information regarding homework will be given by each classroom teacher.

Parents/Guardians can help their children succeed at homework by designating a "homework area" in the home and providing guidance and encouragement.

## **Progress Reports and Conferences**

There will be 4 quarterly Progress Reports. Distribution dates for progress reports can be found on the school calendar. Conferences will occur in both the fall and Winter and the school will communicate information regarding this information via school website or newsletter.

## **Standardized Testing**

Children in grades 3<sup>rd</sup> – 8th will participate in the Pennsylvania System of School Assessment (PSSA) as required by state law. The window of testing dates is outline in the school calendar each year. The purpose of this testing is to both monitor student achievement and evaluate curriculum and instructional goals and objectives. A parent/guardian will be notified in writing when test scores are returned to the school. Parents/guardians should address questions about the standardized testing program and their child's test results to the Principal.

## **Cell Phones and Electronic Devices**

The use of cell phones at school by students for any reason is not permitted. If a student does have a cell phone at school, **it must be turned off and remain in their book bag during the entire school day UNLESS THE GRADE LEVEL TEAM DECIDES TO COLLECT AND STORE CELL PHONES FOR THE DAY.**

The use of electronic devices and video games is restricted to before and after school hours. Students should not play games or use electronic devices during a break time or recess. These items are distracting during school hours and are best left at home.

# **STUDENT SERVICES**

## **Student Assistance Program (SAP)**

LVDLCS utilizes the Student Assistance Program process to identify students and families that may be in need. The SAP team is trained school personnel that meets regularly to identify and assist students and parents/families in seeking appropriate help through SAP. SAP is an intervention program, facilitated by a core team, that involves referrals and information gathering. SAP services are not punitive and are not part of the students' academic records. Students are referred to SAP because someone who cares about them has noticed behaviors of concern. The SAP team does not diagnose, treat, or refer a student for treatment. Rather, the SAP team provides school and community resources and services; parents make the decision to participate. Contact the LVDLCS School Social Worker at 610-419-3120 for more information about our Student Assistance Program.

## **Child Support Team**

When classroom teachers are having difficulty with a student in their class, they may attempt several strategies to see if the problem can be resolved within the classroom. These strategies may include meeting with the child, extra help, simplified assignments, parent conferences, peer tutoring, and so on. If there is no progress within a realistic amount of time, the teacher may decide to refer the student to the school-based team, called the Child Support Team. The purpose of this team is to find alternate ways to support the child in his/her area of need. This team consists of the Classroom Teacher, Instructional Support Teacher, English Language Learner Teacher, Curriculum and Instruction



Coordinator and the Principal. Parents are also an important part of this process. If your child is referred to the Child Support Team, you will be contacted by your classroom teacher.

### **Special Education**

The purpose of the Special Education Team at Lehigh Valley Dual Language Charter School is to provide Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) to students with disabilities. We want to ensure that students with disabilities find success in a regular education setting and therefore follow an inclusion model.

If you have any questions regarding the special education services please contact the school administration at 610-419-3120.

### **English Acquisition Program**

#### **Home Language Survey for All Students**

In compliance with state and federal law, every student who enrolls in the Lehigh Valley Dual Language Charter School is given a home language survey to determine the student's home language. If a language other than English is noted, then the student is referred to the LVDLCS Language Acquisition Department for appropriate assessment.

#### **Assessment for Identification of English Learners**

The student is assessed using the state-mandated WIDA-ACCESS Placement Test (W-A PT) for Kindergarten and the WIDA Screener for grades 1-12 to determine language proficiency. If the student is identified as an English Learner (EL), instructional support services from the English Acquisition Program are provided.

#### **English for Speakers of Other Languages (ESOL)**

Specialized teachers of ESOL (English for Speakers of Other Languages) provide targeted instruction to develop students' oral language and literacy skills to help English Learners (ELs) meet the academic standards. Parents have the right to opt out of ESOL services for their child by meeting with the Supervisor of ESOL and completing the required waiver. *Students who have been opted-out of ESOL services are still considered to be ESOL students and are still required to participate in the annual WIDA ACCESS for ELLS assessment.*

#### **WIDA: ACCESS for ELLs Annual Assessment**

All identified ELs are given a state-mandated annual assessment entitled Assessing Communication and Comprehension in English State to State for English Language Learners (ACCESS for ELLs). It is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains of listening, speaking, reading, and writing. The assessment is used to monitor student growth in English acquisition and to assist in appropriate placement for ESOL support.



## **Reclassification, Monitoring, and Re-designation for English Learners**

Pennsylvania Department of Education required criteria are used for reclassification of English learners (ELs) as Former English learners (FELs), monitoring of FELs, and re-designation of ELs. For questions regarding ESOL instructional services, please contact Sacha Gonzalez, Supervisor of ESOL, at 610419-3120.

## **Homeless Youth Information: McKinney-Vento Act**

*If you need assistance regarding the Homeless Youth/McKinney-Vento Act please contact Ms. Lisa Herrmann, LVDLCS Homeless Liaison at 610-419-3120 or [lherrmann@lvdcls.org](mailto:lherrmann@lvdcls.org)*

## **HEALTH AND WELLNESS**

### **Nutrition and Snacks**

As educators, it is our responsibility to reinforce proper nutrition habits and choices with our students. Breakfast is the most important meal of the day and enables children to concentrate, cooperate and learn better! Any foods from the five food groups can be acceptable breakfast foods, even if it is on the run.

Snack time provides your child with an opportunity to eat something nutritious that can replenish energy and support his or her best throughout the day.

### **Lunch**

School Lunch will be provided by LVDLCS. Children and staff alike are asked to bring a nutritious lunch and snack to eat at school. Please label each part of all lunch containers (e.g., box, bag, containers) with the person's name.

The faculty may decide to return uneaten food in the child's lunch bag/box as a way of ensuring that parents/guardians are aware of how much food their child has eaten for lunch.

We request that any and all packaging you send with your child be either recyclable or reusable so that we can reduce the amount of trash going into our waste stream. Even if the items you are sending in your child's lunch are "recyclable" please try to avoid sending bottles, cans, or anything that can be tossed into our recycling containers.

**GLASS BOTTLES, JARS, OR CONTAINERS ARE NOT PERMITTED.**

**SODA IS NOT PERMITTED AS PART OF A SNACK OR LUNCH.**

### **Wellness**

**Pennsylvania State law requires a physical examination upon entry and in sixth grade, dental examination upon entry and the third and seventh grade, and up to date immunizations for all elementary-age children who attend public school.** New students must be in compliance upon entrance. Documentation of immunizations must be submitted prior to beginning school, and all other records must be submitted to school personnel by October 1<sup>st</sup>. All physical and dental examinations must be completed within one year prior to the start of the school year. By state law, LVDLCS is

required to administer certain health screening tests to children at certain chronological ages (e.g., speech/hearing, vision), when needed.

### **Illness**

Parents/Guardians must notify LVDLCS if their child is absent because of a communicable disease (e.g., measles, mumps, chicken pox, meningitis, strep throat). While respecting the child's right to privacy, LVDLCS will notify all parents/guardians in an expedient manner if/when a child attending LVDLCS is absent because of a communicable disease. **Additionally, parents/guardians are asked to honor the following guidelines for returning a child to school following an illness: 24 hours have elapsed since the child's temperature returned to normal, s/he last vomited, and/or s/he last experienced diarrhea.** When a child experiences a fever above 100.4, vomits or has diarrhea at school, the parents/guardians will be contacted and asked to pick up the child from school. While waiting to be picked up, the child who has become ill at school will be provided a space to lie down and rest under the supervision of an attending adult. NOTE: All trips to the school nurse for health related issues will be documented and maintained in the child's records and be communicated to the parents/guardians at the nurses discretion.

### **Food Allergy Management and Prevention Plan**

**Parents/Guardians are asked to put in writing a list of all known food and substance allergies their child(ren) experiences and send it to school within the first week of attendance at the school.** This list should include the name/age of the child along with known allergies, known manifestations (e.g., rash, difficulty breathing, etc.) of the known allergy, possible anecdotes for countering the allergic reaction, and a description of emergency treatment as needed.

Parents/Guardians of children with severe allergies should have documentation from a physician with an Allergy Action Plan and maintain medication on site per the medication policy.

LVDLCS recognizes the number of students in our school community who suffer from allergic reactions and have designated our school an "Allergy Aware" environment. Families are discouraged from sending in food items for their child that contain nuts or traces of nuts including but not limited to lunch, snacks, or classroom projects. If snacks are sent to school for special days or occasions, parents must check with the student's teacher or school nurse for "allergy safe" suggestions and NEVER send a snack containing nuts or tree nuts. All food sent to school must have labels with ingredients for teachers to review prior to distributing to avoid a potential reaction in students with allergies.

### **Medications**

**The Department of Public Education policy requires an authorization form for the administration of medications by the school nurse.** In the event that a child needs to take medication at a time when the school nurse is not in the building, a faculty member who has completed extensive medication training by the nurse and receives continuous follow-up supervision will administer emergency medication (e.g. inhalers, Epipen). For long-term prescriptions and non-prescription medications, a signed authorization from a physician is required to cover the entire school year. To help students with common complaints and minor injuries a standing order has been obtained for nonprescription medications. This means that a school physician wrote an order for school students to receive selected medications with certain guidelines. A consent form is sent home at the beginning of the year, if you would like your child to be able to receive these medications, this form must be signed

by a parent/guardian and returned to the school nurse. All medication prescribed by a physician, must be brought to school by the parent in the original pharmacy container, with the proper labeling. In addition, a signed authorization form from the physician stating the name of the medication, dosage, the time for the doses to be administered at school, and a list of possible side effects to which faculty/staff should be alerted should accompany the medication. This authorization must also be signed and dated by the parent/guardian.

**Children may not carry any prescription or non-prescription medication on their person during school hours. All prescription medication should be delivered to school by the parents for reasons of safety.**

### **Emergency First Aid/Accidents**

When a child experiences a minor injury (e.g., scratch, superficial cut, bump, bruise, insect bite) while at school, Red Cross first aid procedures will be administered. A report will be completed and maintained on file in the office. Except in the instance of a minor injury, the school nurse, child's teacher or office staff will typically contact the parents/guardians about the injury by the end of the day.

Should a child become injured seriously while at school (e.g., suspected broken bone, dislocated shoulder, deep cut, eye), the school nurse will administer to the child's immediate needs and make arrangements to transport him/her to the hospital. Attempts to notify parents/guardians of the injury and subsequent medical care will be made immediately, using the information on the child's Emergency Treatment Data Card. In the event that a parent/guardian cannot be located or cannot meet the child at the hospital in time to sign release papers, LVDLCS faculty member who accompanies the child to the hospital will sign release papers. Any parent/guardian who does not want this practice implemented with their child can indicate so in writing on the Emergency Treatment Data Card that is to be returned to the school by the end of the first week of attendance at the school.

In the event of a medical emergency when the school nurse is not in the building, in accordance with state law, 911 will be called and the child will be transported to the nearest hospital. Parents will be notified immediately.

### **Head Lice Policy**

Please contact the school nurse if head lice are found.

A student found to have head lice will be informed privately and a parent will be called with notification by the end of the school day to discuss treatments for the child, family members and home environment.

## **GENERAL**

### **Student Enrollment/Withdrawal**

A student is formally enrolled in LVDLCS upon receipt of the Charter School Student Enrollment Notification Form and associated documentation. A student is formally withdrawn upon receipt of a Release of Records/Information from an alternate school or verbal/written notification from the parent/guardian. Parents are also asked to complete a Withdrawal Questionnaire.

## **Student Records**

### **Notification of Rights under FERPA**

The procedures for maintaining the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing restrictions, and state law. These procedures will include any updates as required by changes to state or federal law. Copies of these procedures will be given to the Pa. Department of Education at the request of the Secretary of Education.

A parent/guardian of a child less than 18 years of age, or a person 18 years of age or older, has the right to inspect and review any and all official records, files, and data directly related to their child(ren) or themselves. These records may include all material that is incorporated into each child's cumulative record folder and intended for school use. They also include those records that may be made available to parties outside LVDLCS, including, but not necessarily limited to, identifying data, academic work completed, level of achievement (progress reports, portfolios, work samples, standardized achievement test scores), attendance data, scores on standardized tests (where administered), interest inventory results, health data, family background information, teacher or counselor ratings/observations, and verified reports of serious or recurrent behavior patterns.

A parent/guardian of a child less than 18 years of age or a person 18 years of age or older, shall make a request for access to that person's records, in writing, to the school's leadership. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than 15 calendar days after the request has been received.

If information contained in the person's record is believed to be inaccurate or misleading, the parent or eligible person may seek amendment to the record by putting the request in writing to school leadership. The request should clearly identify the part of the record s/he wants changed, and specify what information is inaccurate or misleading.

Student records, and any material contained therein, which is identifiably personal and confidential, may not be released or made available to persons other than parents/guardians or the student without the written consent of such parents/guardians or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials who have a legitimate educational need for access to such records in the course of their employment.

Parents/guardians have the right to file, with the U.S. Department of Education, a complaint concerning alleged failures by the School to comply with the requirements of the Family Educational Rights and Privacy Act of 1974.

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationship, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students or marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information, surveys of students;
2. Instruments used to collect personal information from students for the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

From time to time, LVDLCS may release for publication certain information about students who participate in school activities, receive recognition, or distinguish themselves as school citizens. Students also may be identified and included in photographs and/or videos taken for publication and/or other educational and professional uses. This practice will be implemented for all children attending LVDLCS without first obtaining consent unless LVDLCS is notified in writing that such information should not be released. Such notice should be received by the school's leadership no later than 15 calendar days after the first day of attendance at school.

**Use of School Computers/Electronic Resources**

The school's telecommunications resources provide open access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In defining the Internet's resources as an extension of the Media Center, the school subscribes to the Library Bill of Rights which states that a person's right to use a library should not be denied or abridged because of origin, age, background or views. In return, every school telecommunication user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use on the Internet, and the laws of Pennsylvania and the United States.

Using the telecommunications resources is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Responsible use of computing and communications facilities and services requires that users:

1. respect the legal protection provided by copyright and licenses to programs and data
2. respect the rights of others by complying with all policies and laws regarding intellectual property
3. respect the rights of others by complying with all policies and laws regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access
4. respect the privacy of others by not tampering with their files, tapes, disks, passwords, or accounts, or representing others when messaging or conferencing
5. use only computer ID's or accounts and communications facilities which you are duly authorized to use, and to use them for the purposes for which they were intended
6. respect the integrity of computing systems or data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or illegally gain access to other facilities accessible via the network
7. use computing and communications facilities in a manner which is consistent with the ethical principles set forth by the school and with accepted community standards
8. respect and adhere to any/all local, state or federal law which may govern use of these computing and communication facilities in Pennsylvania and The United States
9. protect their own safety by not releasing personal information and by reporting to their teacher any attempts by others to discover personal information about them

### **Emergency Management Plan/Emergency Drills**

Fire drills will be conducted in order to instruct children and adults in exiting the school building in an emergency in the shortest possible time with certainty and order. Fire drills shall include instruction on fire drill exits, fire alarm boxes, as well as fire drill procedures.

Children are expected to cooperate with faculty/staff members during fire drills, and to leave the building in a quiet and orderly manner with the teacher with whom they are signed in at the time of the drill/fire. The exit route for each room is posted in full view inside the room, by the door. Children must stay with the teacher with whom they exited the building. Unsafe behavior will be subject to disciplinary actions.

### **Lost and Found**

Parents/Guardians are asked to LABEL EVERY ITEM that comes to school. In the event that an item is unlabeled and unclaimed, it will be placed in a school Lost and Found which can be located by speaking with someone in the office. Several times a year, lost items will be displayed on a table in the school cafeteria for pickup. At the end of the year, all unclaimed items will be dropped off at a local charitable organization.



## **Policy and Procedure for Searches**

The Lehigh Valley Dual Language Charter School (“LVDLCS” or “the School”) is committed to providing schools free of drugs, alcohol and weapons. The School actively works to protect its students, ensure school discipline, protect school property and ensure the healthcare of students while in the school environment. The School will not tolerate students buying or selling drugs, alcohol and weapons on school property.

All storage areas provided for students use on school premises remain the property of the school and are provided for the use of the students, subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any storage area except with a lock approved by the school in which the storage area is located.

The Principal, or his/her designee may search any student storage area after notifying the student and giving the student opportunity to be present. However, where administration have a reasonable suspicion that a backpack contains materials which pose a threat to health, welfare and safety of the students of the school, students’ backpacks may be searched without warning.

Students and their parents shall be advised of this policy at the beginning of each school year through inclusion in the Lehigh Valley Dual Language Charter School Parent or School/Student Handbook.

## **Homeless Youth Information: McKinney-Vento Act**

If you need assistance regarding the Homeless Youth/McKinney-Vento Act please contact Ms. Lisa Herrmann, LVDLCS Homeless Liaison at 610-419-3120 or [LHerrmann@lvdcls.org](mailto:LHerrmann@lvdcls.org)

**Lehigh Valley Dual Language Charter School (LVDLCS) School Board**

**Ms. Claudia Parrales – Board President**  
**Ms. Raiza Gutierrez - Board Vice President**  
**Mr. Joshua Santana - Board Secretary**  
**Mr. Carlos Lopez - Board Treasurer**  
**Dr. Judith Rance-Roney - Board Member**  
**Ms. Wanda Weaver - Board Member**

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**Scheduled School Board Meetings for 2024-2025**

July 23, 2024  
August 20, 2024  
September 24, 2024  
October 22, 2024  
November 12, 2024  
December 17, 2024  
January 21, 2025  
February 18, 2025  
March 25, 2025  
April 22, 2025  
May 20, 2025  
June 24, 2025

All meetings begin at 6:00PM and are held in the school cafeteria and broadcast on Google Meet (the link can be found at [www.lvdlcs.org](http://www.lvdlcs.org)). All are welcome to attend. Copies of minutes are available for public review on the school website.

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**Lehigh Valley Dual Language Charter School**

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|---------------------|--|
| <b>Office Phone</b> | <b>610-419-3120</b>                                |
| <b>Fax Phone</b>    | <b>610-419-3968</b>                                |
| <b>Website</b>      | <a href="http://www.lvdlcs.org">www.lvdlcs.org</a> |

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**LVDLCS Administration**

|                   |  |
|-------------------|--|
| Ms. Elsie Perez   | Chief Executive Officer /Chief Operating Officer |
| Ms. Lisa Herrmann | Principal  |
| Mr. Daniel Perez  | Assistant Principal                              |



## **Lehigh Valley Dual Language Charter School Anti-Bullying Policy**

The Board of Trustees recognizes the importance of a safe school environment to the educational process of Lehigh Valley Dual Language Charter School. The Board has determined that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at Lehigh Valley Dual Language Charter School. Because students learn by example, school administrators, faculty, staff, students and volunteers are directed to: demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate bullying.

“Bullying” is defined as an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) Directed at another student or students;
- (2) Which occurs in a “school setting” or occurs outside of school and the outside of school conduct materially and substantially interferes with the educational process or program in the school, as allowed by law;
- (3) that is severe, persistent or pervasive; and
- (4) That has the effect of doing any of the following:
  - substantially interfering with a student's education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school; and

A “school setting” shall mean in the school, on school grounds, on school property, at any school testing sites or other sites used by the school, on the school's server or school's electronic, web-based, Internet or on-line programs, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school and any time spent necessarily traveling to and from these locations. Additionally, any student who's out of school conduct materially and substantially interferes with the educational process in the school is also subject to this Policy.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

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

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to a Building Administrator of the school.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension from the charter school and/or expulsion or other disciplinary removal

from the charter school, in the case of a student, or suspension and/or termination in the case of an employee, as set forth in the school's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board.

The Board requires the Administrator/designee at the school to be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this Policy to the Administrator/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Board requires the Administrator/designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Administrator/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the Administrator/designee.

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

The Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying shall be disciplined in accordance with school policies, procedures, and agreements.

The Board requires school officials to annually disseminate the Policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, or in a school vehicle and to develop procedures for investigating and addressing any alleged violations of this Policy.

The Board further requires school officials to ensure that this Policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the Policy is adopted and at least once each school year thereafter.

The Board directs Administration to develop procedures necessary to implement this Policy and to develop appropriate prevention, intervention and education strategies related to bullying.

The Board directs that this Policy be included in the Student Handbook/Code of Conduct and be made available on the school's website as well as in a prominent location at the school's main office.

Lehigh Valley Dual Language Charter School will comply with applicable federal and state laws relating to bullying, including but not limited to those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments relating to bullying.

Lehigh Valley Dual Language Charter School will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

Lehigh Valley Dual Language Charter School will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

**TO REPORT AN ACT OF BULLYING, CONTACT:**  
**ADMINISTRATORS OF THE LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL**  
**AT: (610) 419-3120**  
**675 EAST BROAD STREET BETHLEHEM,**  
**PA 18018.**

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.**

# Parent / Guardian Code of Conduct

## Purpose and Scope

The purpose of the Parent/Guardian Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school district events and when interacting with school employees and/or students. The Parent/Guardian Code of Conduct also applies to off-campus/virtual learning and after-hours (including weekends) behavior if the incident impacts the school community.

## General Propositions

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to succeed
- Teachers, administrators and parents/guardians must work together for the benefit of the community
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect
- The school requests it be provided an opportunity to resolve issues of concern before public criticism

## Prohibited Behaviors

In order to provide a peaceful and safe school environment, the school prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office or duty station, school lobby, or school grounds, including parking lots and car-pickup
- Threatening to do bodily harm to a student, school employee, visitor, fellow parent/guardian or
- Threatening to damage the property of a student, school employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Violation of any federal or state statute, local ordinance, or Board policy while on school property or while at a school function
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral communications
  - School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails

within 24 hours with great success. Your calls and visits will be responded to consistently with this practice if someone is not immediately available to speak with you.

- False and offensive or derogatory comments regarding the school or school staff made publicly to others.
- We request that any concerns that you may have regarding School matters be brought to the Administration so they can be dealt with fairly, appropriately, and effectively for all
- This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, and Twitter

### **Consequences**

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school sponsored events. School Administration may decide, in situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child’s educational needs, nor will a parent/guardian be excluded from a child’s IEP meeting.

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Parent/Guardian Signature

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Parent/Guardian Signature

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Parent/Guardian Signature

**\*THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL**

## **SUSPENSION AND EXPULSION POLICY**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

### **Guidelines Exclusion From School - Suspension**

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Chief Executive Officer in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the school shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal.

### **Purpose Of Informal Hearing**

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

### **Due Process Requirements For Informal Hearing**

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school shall offer to hold the informal hearing within five (5) days of the suspension.

### **Exclusion From Class - In-School Suspension**

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The school shall provide for the student's education during the period of in-school suspension.

## **Expulsion**

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the school rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.

## **Expulsion Hearings**

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

## **Adjudication**

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

## **Attendance/School Work During Suspension And Prior To Expulsion**

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension. If it is not possible to hold the formal hearing within the first ten (10) school days, the school may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

## **Attendance/School Work After Expulsion**

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide



for the required education, the school shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education. The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

### **Students With Disabilities**

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

### **Delegation of Responsibility**

The Chief Executive Officer or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.



## Handbook Acknowledgment Form

The contents of LVDLCS's Handbook are intended to familiarize you and your children with all aspects of our learning environment. To acknowledge receipt of this Handbook and a commitment to the LVDLCS Charter, please review this statement and return a signed copy by the end of first week of attendance at the school.

We have read and engaged in a dialogue about the information regarding LVDLCS's policies as set forth in this Handbook.

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| Child's Name (please print) | Grade |  | Child's Signature |
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| Child's Name (please print) | Grade |  | Child's Signature |
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|---------------------|---------------------|
| Name (please print) | Parent's/Guardian's |
|---------------------|---------------------|

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|-------------------------------|------|
| Parent's/Guardian's Signature | Date |
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**\*THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL\***