



learning literacy living

GUADALUPE SCHOOL

1385 North 1200 West
Salt Lake City, UT 84116

2023-2024

Charter School K-6

Preschool 3 & 4

In-Home Family Support

Toddler Transitions

Adult Education

GUADALUPE SCHOOL PARENT HANDBOOK

2023 - 2024

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Guadalupe School is an equal opportunity provider and employer

GUADALUPE SCHOOL HOURS

2023-2024

GRADES K – 6

Regular School Day	Monday, Tuesday, Thursday, Friday	8:00 a.m. – 2:45 p.m.
	Wednesday	8:00 a.m. – 1:30 p.m.
After School Enrichment	Monday through Thursday	2:45 – 5:00 p.m.

PRESCHOOL

Full Day 4 year-olds	Monday – Thursday	8:00 a.m. – 3:00 p.m.
Half Day 3 & 4 year-olds	Monday – Thursday	8:00 a.m. – 11:00 a.m.
		12:00 p.m. – 3:00 p.m.

Preschool classes are closed all Fridays.

TODDLER TRANSITIONS

Half Day 1 year-olds	Monday – Thursday	8:00 a.m. – 11:00 a.m.
Half Day 2 year-olds	Monday – Thursday	12:00 p.m. – 3:00 p.m.

Toddler Transitions classes are closed all Fridays.

IN-HOME PROGRAM

Weekly home visits scheduled by Parent Educator and enrolled parent.

ADULT EDUCATION

Morning Class Sessions	Monday – Thursday, 9:00 am – 11:00 am
Evening Class Sessions	Monday – Thursday, 7:00 pm – 9:00 pm

BUS SCHEDULES DEPARTURE TIMES

Parents may pick charter school students up from school at 2:45 pm on Monday, Tuesday, Thursday and Friday; and at 1:30 on Wednesday.

Parents can pick up preschool students from school at 3:00 p.m. Monday-Thursday.

Note: preschool students *are not released early* on Wednesdays.

The buses depart from the school at the times marked below.

Grades K-6	Monday, Tuesday, Thursday, & Friday	AM pick up: 6:45
		PM drop off: 3:00
	Wednesday	AM pick up: 6:45
		PM drop off: 1:30
Preschool 3 & 4	Monday through Thursday	AM pick up: 6:45
		Half-Day AM drop off & PM pick up <i>combined route</i> 11:00
		PM drop off: 3:00

2023-24 Guadalupe School Calendar

Important Dates

Open Registration	Monday – Friday, July 01, 2023
Contract Week	Monday-Friday, August 14-18, 2023
Regular student year 1 st -6 th	Monday, August 21, 2023 – Friday, May 31, 2024
Beginning of classes (ELC & Charter)	Monday, August 21, 2023
Last day of classes for TT & Pre-K	Thursday, May 30, 2024
6 th Grade Progression Ceremony	Thursday, May 30, 2024
Last day of classes K-6, Progression	Friday, May 31, 2024
Summer school begins	Monday, June 17, 2024

Back to School Night

Wednesday, August 16, 2023, 3:00- 6:00 p.m.

Parent Teacher Conferences PreK & K-6

Wednesday & Thursday, November 1 and 2, 2023 2:00 PM. – 6:30 p.m.

Wednesday & Thursday, March 6 and 7, 2024 2:00 PM. – 6:30 p.m.

Picture Day

Tuesday, October 5, 2023 and November 14, 2023

End of First Semester: Friday, January 05, 2024

Grades due: Friday, January 12, 2024

End of Second Semester: Friday, May 31, 2024

Grades due: Friday, June 7, 2024

NO SCHOOL

Event	Date(s) Closed
Labor Day	Monday, September 4, 2023
Non-Student Day PD	Wednesday, September 27, 2023
Fall Recess	Thursday - Friday, October 12 and 13, 2023
Non-Student Day	Friday, November 3, 2023
Thanksgiving Recess	Wednesday - Friday, November 22 – 24, 2023
Winter Recess K-6 th	Thursday, December 21, 2023 – Wednesday, January 3, 2024
Winter Recess TT & Pre-K	Wednesday, December 20 – Friday, January 5, 2024
Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Non-Student Day PTC	Friday, March 8, 2024
Non-Student Day	Monday, March 11, 2024
Spring Recess	Monday – Friday, April 1 – 5, 2024
Memorial Day	Monday, May 27, 2024

EDUCATIONAL PROGRAM DESCRIPTIONS

Welcome to Guadalupe School!

Guadalupe School is a community of students, staff, and volunteers who believe that education is the greatest tool to transform the lives of children and adults. We are five unique learning programs within one school, focusing on parent involvement, elementary education and college preparation, adult education, and healthy families. Guadalupe School is composed of a public charter elementary school, a preschool, a Toddler Transitions Program, an In-Home Family Support program (these latter three are considered the Early Learning Center), and an Adult Education program, all under one roof. Guadalupe School has provided the Salt Lake Valley with unique education programs and support for over five decades.

Mission Statement

Transforming lives through education

Vision

To teach economically disadvantaged children and non-English speaking adults the vision and skills needed to live productive, rewarding lives

CHARTER SCHOOL PROGRAM DESCRIPTION

One of the central components of Guadalupe School is its charter school. Guadalupe Charter School is a public charter school that serves 300 elementary students from Kindergarten through Grade 6.

Guadalupe Charter School receives Title 1 funding, which is government support to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards, and state academic assessments. The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch.

It is a privilege to be accepted for enrollment at Guadalupe Charter School. We also know that a child's success in school depends upon **parents, families and the school working together**. In that interest, the Guadalupe School Board of Directors and the charter school teachers have developed guidelines that parents and families are asked to follow when their child comes to Guadalupe Charter School.

EARLY LEARNING CENTER PROGRAMS

Guadalupe's Early Learning Center (ELC) houses three programs for children ages 5 and younger. These programs, separate in funding and administration from the charter school, support the organization's mission to transform lives through education by **providing high-quality early learning experiences and family support** such that parents and caregivers are prepared to be active participants in their child's education and children are prepared for long-term educational success. The three programs housed within the ELC are:

In Home Family Support Program (IHFSP): The purpose of the IHFSP is to provide family support specifically in the areas of development-centered parenting, family well-being, and concrete support. Our Parent Educators connect with families, teaching individualized weekly lessons in the family home.

Toddler Transitions (TT): The purpose of TT is to provide a safe and supported transition from learning at home to learning at school for students and their families. Toddler Transitions uses evidence-based curriculum tools to partner with parents and caregivers to connect learning at school with learning at home, assess and monitor child development, and develop a positive working relationship between parents and schools for lasting educational success.

Preschool 3 & 4 (PK): Guadalupe's preschool program prepares children for successful educational experiences in kindergarten and beyond as we provide the highest quality preschool program for children ages 3 and 4 years old. The philosophy of Guadalupe's preschool program is that high quality preschool is achieved through ongoing intentional free play activities, targeted to a child's developmental stages, and guided by teachers who are experienced and highly qualified in the field of early childhood education.

In addition to the listed programs, ELC works to support Adult Education at Guadalupe by providing childcare services during class. Parents who are enrolled in Adult Education at Guadalupe may bring their child for care during the hours they are in class.

ADULT EDUCATION PROGRAM DESCRIPTION

ENGLISH CLASSES AT GUADALUPE SCHOOL

Guadalupe School has a night program for parents who want to learn to speak and read in English. This program is called the Adult Education Program.

Classes are held at Guadalupe School from 7:00 p.m. to 9:00 p.m. two nights a week or 9:00 a.m. to 11:00 a.m. two mornings a week. Please go to the Guadalupe website (guadschool.org) and request an appointment. Then, fill out an application (application appointments are held on Tuesdays and Thursdays at 6 PM or call the program director and set up an appointment.

The maximum time a student can study English is five years. Students are expected to attend two nights a week. If a student misses three (3) classes and does not contact the school, the student will be dropped from the program.

For more information, please call 801-531-6100 (ext. 102).

VOLUNTEER OPPORTUNITY

The English program needs volunteers to teach English to parents and others from the community who need to learn to understand, speak, and read in English. This is an opportunity for the English-speaking parents of Guadalupe School to help the non-English speaking parents. Volunteers do not need to speak another language, they just need to speak English and want to help. Most volunteers work one night a week for three months. The staff prepares the lessons for the volunteers to use and they assist the volunteers with the teaching. If you are interested in becoming a volunteer, please call 801-531-6100 (ext. 102).

Policies Pertaining to Guadalupe Charter School & ELC Programs:

ATTENDANCE POLICY

According to the Utah Compulsory Attendance Laws (53A-11-101), it is the law that every school-age child must be in school. Parents are responsible for their child's regular school attendance. Students are expected **to remain in school for the whole day** on all scheduled school days. These include those days before and after scheduled school vacations. Guadalupe School is committed to 100% attendance for all students.

Guadalupe Charter School students may be dropped off at the school any time AFTER 7:30 am. Students cannot be dropped off prior to 7:30 am. Preschool students CANNOT be dropped off before 7:55 am. **PK children must be signed in and out daily**, no exceptions.

All students arriving between 7:30 am and 8:00 am may go to the cafeteria for free breakfast (preschool students must be accompanied by a parent/guardian).

Student absences:

Occasionally, a student must be absent from school for reasons which are acceptable under the law. School policy includes the following reasons as acceptable: illness, medical appointments, family emergencies, the death of a family member or close friend, observance of religious holidays, or travel with prior approval of school principal.

Parents can excuse up to **five absences without** medical documentation.

In order to excuse your child's absence, you must:

- Call the main office number (801-531-6100) and provide the reason for the child's absence (see above for excusable absences).
- If your child was out sick, you may be asked to provide documentation of medical care. Acceptable documentation for a medically excused absence includes a note from the child's doctor, a screen grab of an appointment, or a copy of visit follow-up notes.

If the student is absent 10 days in a row or a total of 15 days in any 3-month period, the student will be unenrolled from the Charter School or ELC programs. THIS IS APPLICABLE TO ALL PROGRAMS. If you need an exception to the above policy, please schedule an appointment with the ELC Director or the Charter School Principal to review options.

If the above guidelines for attendance are not followed, the school will take the following action to address unexcused absences:

1. If your charter school student has **5** unexcused absences, you will be sent a Compulsory Education Information Letter by the attendance coordinator on behalf of the Principal; If your ELC student has **4** unexcused absences, you will be

contacted (phone call or text) by the ELC director assistant.

2. After **10** unexcused absences, a second letter will be sent apprising you of your legal obligations and those of Guadalupe Charter School;
3. After **15** unexcused absences, a conference with the Principal will be scheduled; (ELC Director/Assistant Director will meet with ELC families).
4. If, after **3** attempts to contact you (phone call, text, letter or email) regarding unexcused absences you do not contact the school, your child will be unenrolled from the Charter School or ELC program.

Guadalupe Charter School maintains a waiting list of potential students; priority is given to students who maintain satisfactory attendance.

Tardiness:

Tardiness is defined as a student arriving to school after school day hours have begun. Charter School begins at 8:00 am, Monday – Friday. Attendance data is collected daily by 10:00, any student arriving after 10:00 AM will be considered absent. When a student is tardy, the parent must come into the school to sign in the student at the front office.. Guadalupe Charter School considers five tardies to be excessive. The following procedure will apply with regard to tardies:

1. If your student has **10** tardies, you will be sent a letter by the attendance coordinator on behalf of the Principal;
2. After **15** tardies, a second letter will be sent;
3. After **20** tardies, a meeting with your student’s teacher, the attendance coordinator, and the Principal will be scheduled.

Preschool classes begin at 8:00 am (full-day and half-day AM) and 12:00 pm (half-day PM), Monday-Thursday. Attendance data is collected daily 30 minutes after class begins. Any student arriving more than 30 minutes late is considered absent. Excessive tardiness (more than 5 in a semester) will be considered the same as an unexcused absence. Children who are tardy for full-day preschool classes more than 8 times in a semester will be reassigned to a half-day preschool class.

Pickups during school hours:

Guadalupe School’s Attendance Policy defines attendance as a student remaining in school for the whole school day. Regular Charter School days end at 2:45 pm. PK and TT classes end at 11:00 am (AM half-day) and 3:00 pm (full- day and PM half-day). PK and TT classes are not released early on Wednesdays. If a PK student consistently misses class time because of early parent pick-up, you will be contacted about reassigning your child to a class time on a different schedule.

If you need to pick up your child from school during school hours, you must call the school office at least one hour in advance to notify the front desk so your child's teacher can be notified that your student is leaving early.

If you need to make a one-time change to your child's transportation (parent pick-up instead of bus), you are required to call the office 1 hour before buses depart. Any requests to change transportation made after 1:45 pm will not be approved.

Late pickups:

All students must be picked up by a responsible party at the student's end of the school day but no later than 10 minutes after the end of student's dismissal time. Any student who is to be picked up later than the 10 minutes mentioned above, their parents must be cleared to do so beforehand by the front desk staff. Cal 801-531-6100

Guadalupe School front desk closes at 4:00 pm, Monday through Friday.

Please note that Guadalupe School cannot allow students to wait for their families in the park across the street due to safety and liability concerns.

If any student is not picked up by 5:00 pm (12:30 pm for PK/TT AM classes) from regular school hour or by 5:15 pm from After School, Guadalupe School is obliged to seek appropriate care for the child, including contacting the police or the Department of Human Services.

ILLNESS AND EMERGENCIES

There are no provisions to care for sick children at school. If your child is vomiting, has a fever, diarrhea or other highly contagious disease, keep your child home. Most cold symptoms are not severe enough to miss school. In the event your child becomes ill or hurt at school, you or the person listed on the student registration card, will be notified as soon as possible. For this reason, **it is extremely important to supply the school with correct telephone numbers and addresses at all times.**

ELC classrooms follow Utah's Office of Childcare Licensing policies for dealing with illnesses and communicable diseases. Please see attached ELC policies for specific information on ELC's illness and emergency policies.

SCHOOL-WIDE EMERGENCY

In preparation for a potential school-wide emergency, regular fire drills, earthquake drills, and lock down drills are conducted. In case of an actual emergency, children will be kept on school premises or if the situation is deemed unsafe, students will be evacuated to Newman Elementary School, 1269 Colorado Street, Salt Lake City. The school will contact families using information available on the student registration card.

In case there are health-related outbreaks with children during the school year, Guadalupe Charter School will work closely with the Utah State Office of Education and the Utah Department of Health outlining procedures to help prevent the spread of any diseases. These procedures will be sent home to parents in a letter and posted on the school's website, www.guadschool.org.

IMMUNIZATIONS, HEALTH, DENTAL AND EYE SCREENING

Parents/guardians must provide adequate documentation of immunization status upon registration. All students must have up-to-date immunizations before entering school. In addition, each kindergartner must have a health and dental exam and vision screening; and each third grader must have a health and dental exam, as well. Students will not be able to start school until paperwork or an appointment date is given to the school.

VISITING THE SCHOOL

Parents and guardians are encouraged to visit their child's classroom. To ensure school security, please check in at the office to acquire appropriate VISITOR identification before going to the classroom. Most parent/teacher meetings require an appointment.

FOOD POLICY

School Food Culture

- Fresh fruits and vegetables, whole grains, and fat-free or low-fat dairy products are featured in school menus, are displayed in an attractive manner, and prepared appropriately.
- Food items available to children through school meals, a la carte, vending machines, school stores, events, celebrations, fundraisers, concessions, etc. support healthy food choices and the goal of improving student health and well-being.
- Guadalupe School shall provide an environment that ensures students have the best opportunity to practice healthy eating behaviors with minimal distractions. There shall be no advertising on Guadalupe property that conflicts with health information provided through nutrition education and wellness efforts.
- All items sold to students during the school day meet the USDA Smart Snacks in School nutrition standards. Questions regarding food related fundraisers, school stores, etc. should be directed to the Food Service Department.

Students are encouraged to participate in the school's meal program. Guadalupe School is a federal National School Lunch Program – Community Eligibility School; therefore, Kindergarten through sixth grade students and all students in the Toddler Transitions and Preschool programs are provided breakfast, lunch and snacks at no charge.

Students may bring a home lunch if they choose. Please keep in mind the following rules about home lunch:

- Try to make the meal healthy and balanced, with a variety of nutritious foods, avoiding fast food if possible
- We discourage sodas and energy drinks because of their high sugar and/or high caffeine content. Healthy beverages may include 100% juice boxes or pouches, milk or alternative milks. A water dispenser is available in the cafeteria for use during lunch service.
- Students are not allowed to bring family-sized chips, candy, sodas, energy drinks or other beverages with a high-sugar or caffeine count for lunch or classroom consumption. A small, one-serving bag of chips may be included in the home lunch
- Children bringing a home lunch cannot share their food with others. It is against the Board of Health and food safety rules that govern our federal reimbursement program.

Guadalupe School participates in the Fresh Fruit and Vegetable Program. This program provides fresh fruit and vegetable snacks during the school day to all students in Toddler Transitions, Preschool, and Charter School. This program gives the students an opportunity to experience new fruits and vegetables that they would not otherwise be exposed to.

All treats brought from home (e.g., birthday celebrations) must be approved in advance by the class teacher, and by order of the Utah Board of Health, only commercially prepared items may be brought to school from home. No homemade items are allowed to be distributed to the class.

If you have a question or concern involving the food program or this policy, please contact Child Nutrition Director Jodi Key directly at 385-424-1056.

USDA is an equal opportunity employer and provider.

SCHOOL FEES

Guadalupe School does not charge any fees for the educational activities provided for the students.

TRANSPORTATION

The following guidelines apply for busing services:

- Students who live within a one (1) mile radius of the school are required to walk to school or be transported
- Due to financial and logistical constraints, we are unable to transport students west of I-

215, east of 500 West, north of 1700 North, and south of 1700 South. Parents who live outside these boundaries can either transport their children to school or go to one of the many Guadalupe bus stops within our routes.

- All students must complete a Bus Transportation Form.
- Students may be dropped off and picked up by parents on a daily basis.
- There will be pick-up/drop-off points on predetermined routes for Kindergarten through Sixth Grade students.
- Guadalupe School cannot accommodate repeated changes in the student pickup routes.
 - **If there must be a change of routing, parents must turn in to the office a request in writing at least two weeks prior to the requested change.** Bus drivers cannot accept a student's verbal instruction or request regarding bus routes and drop offs.
 - Requests for bus stop changes will be considered by the transportation department. Necessary changes will be made once a month.
- Due to state and federal law, bus drivers are not allowed to use their cell phones while operating the school bus. If you need to talk to the bus driver, please call the school or leave a message with our bus drivers 24 hours in advance at 801-531-6100, Ext. 215.
- **At times, it may be necessary to cancel or change a bus pick up route due to bus mechanical problems or driver illness.** If this should happen, the office will notify all parents of students on that route as soon as possible via text. Be advised that, given that these situations are difficult to predict, this notification might happen with very little notice. In any case, parents will be responsible for the transportation and school attendance of their students.
- Children fitting safety height/weight guidelines will be required to be secured by a safety belt on the bus. Guadalupe School program aides will assist with buckling and unbuckling children. If a child needs support to remain safely buckled, the parent may be asked to accompany their child on the bus until their child is able to ride independently.
- Parents are reminded of the necessity to securely sign their preschool children in and out every day. Preschool students riding the bus must be accompanied by a parent/caregiver at the bus stop to be signed in when boarding the bus and signed out when exiting. If a parent/caregiver is not at the bus stop to receive a preschool student at drop off, the child will be brought back to the school and the parent will be responsible for picking them up.

It is not possible to provide bus service for two-year olds in the Toddler Transitions Program or families in the In-Home Program.

BUS RULES FOR ALL BUS RIDERS

1. Walk quickly and quietly to your seat.

2. Stay in your seat until the bus stops.
3. Use indoor voices and stay silent during railroad crossings.
4. Keep hands, feet, mouth and objects to yourself (ride the bus safely).

If a student does not comply with the rules outlined above, the school will take the following actions:

1. Student discipline on the bus is managed by the bus driver and program aide. This includes advising students of bus rules and expectations, assigning seats, acknowledging good behavior, and other generally accepted ways to maintain and develop constructive student/school relations.
2. If a violation of the bus rules occurs, the policy is for the driver to issue a verbal warning first, then complete a written warning if the former is not effective.
3. In the case of a written warning, it is completed by the driver and communicated to the student and the Vice Principal. It is also communicated to the student's teacher.
4. If the violation results in a temporary loss of transportation privileges, this will be communicated to the student and the parents by the Vice Principal.
5. Bus drivers are allowed to issue warnings to students who choose not to control themselves while riding the bus. The following procedure addresses repeat offenses:
 - a. First written warning: Typically, a first written warning results in moving a student to a different seat. An exception is for severe behavior (fighting or severe misconduct) which will immediately result in a loss of transportation privileges, as determined by the Vice Principal.
 - b. Second written warning: loss of transportation privileges for a period of days up to a week.
 - c. Third written warning: loss of transportation privileges for a period of up to two weeks.
 - d. Fourth written warning: if circumstances warrant, either because repeated warnings have failed to improve behavior or because of gross misconduct require immediate address, the student's transportation privileges may be suspended by the Vice Principal.
6. The following describes the procedure for loss of transportation privileges:
 - a. The Vice Principal or designee will issue a Loss of Transportation Privileges Notice to the student and the parents, both in writing and by telephone. The parents shall be advised of the reason and terms of the loss of privileges and the procedure for appeal. The loss of transportation becomes effective when the parents are notified.
 - i. Appeal of loss of transportation services shall follow established school procedures, starting with the Charter School Principal and through the Executive Director.

7. When the behavior of a student with handicap needs requires disciplinary action, that student shall be treated the same as any other student, unless the handicap itself is a contributing factor to the behavior.
8. The Charter School Vice Principal or designee will oversee the general functions of the school's busing services, including discussing corrective actions with drivers, parents, and teachers.

The Charter School Principal or designee will review all bus infractions. Principal may then discuss the matter with the driver and recommend corrective action to be taken on the bus.

MASS COMMUNICATION POLICY

In order to communicate with families more efficiently, Guadalupe School employs mass communication via text, email, and/or phone to communicate information about emergencies, school closures, transportation changes, or other situations where information needs to be disseminated quickly. If you do not wish to receive notifications from the school by text, you must indicate this during the registration process. However, you are strongly advised to provide the office with your text information because this is the best way we have to reach all of our families at once and avoid unnecessary frustration.

PK and TT programs use the communication tool ClassDojo as an additional communication method. Parents and caregivers are strongly advised to connect to ClassDojo to receive ongoing communications specific to ELC programs.

PERSONAL ITEMS

The school provides all items necessary for the school day. No personal items, most specifically electronic devices including phones, computers, portable games, etc., are to be brought to school. Any item taken by the teacher may be kept by the teacher until a parent comes in to pick up the item. If a student chooses to bring a personal item to school and leaves it unattended in a locker or desk, resulting in the item's damage or loss, Guadalupe Charter School assumes no responsibility for the item or its replacement.

Weapons and accessories, real or a look-a-like, that can cause harm are absolutely prohibited. Any weapon will be confiscated and turned over to the proper authorities.

UNIFORM POLICY

Our purpose is to establish a school where each student gains the scholarly knowledge and skills vital to becoming a self-motivated, lifelong learner and to succeed in this rapidly evolving and complex world. Uniforms assist students in gaining scholarly knowledge and life skills by creating a safe and orderly classroom environment. Specifically, uniforms:

- help students concentrate on schoolwork by setting a tone for serious study;
- remove distractions created by socioeconomic differences and shifting fashions;
- assist administrators, faculty, staff, parents, and students in instantly recognizing intruders;
- and assist students in the development of discipline and a sense of community.

All students attending Charter School, Preschool 3, and Preschool 4 are required to follow Guadalupe School's uniform policy.

Guadalupe School's uniforms are defined as the following:

- **Girls:** polo style shirts in navy blue, canary yellow, or burgundy (short or long sleeve, with no straps, logos, or visible undergarments); long pants or shorts, skorts, skirts, jumpers, and dresses no shorter than 3 inches above the knee in navy blue, denim, khaki, or plaid; indoor sweater/sweater vest or cardigan in navy blue or white.
- **Boys:** polo style shirts in navy blue, canary yellow, or burgundy (no logos); long pants or shorts in navy blue, denim, or khaki (no cargo pockets); indoor sweater/sweater vest or cardigan in navy blue or white.
- **Shoes:** no flip flops or sandals, slippers, Crocs, shoes with lights, or shoes with wheels.
- **Outerwear:** outside jackets must be worn outside only; only uniform indoor sweaters may be worn for layering in the classroom.

All uniform clothing should be clean and follow the guidelines outlined above. Staff members have the responsibility to determine when an individual student is in violation of the uniform policy. Parents may be called to bring the student a suitable change of uniform clothing.

ACADEMIC POLICIES

ACADEMIC CALENDAR

Each February, the Guadalupe Charter School administration develops the calendar for the following academic year, and will distribute it to the staff for input. In April, the proposed calendar is presented to the Guadalupe School Charter Board of Trustees. In April or May, the calendar is distributed to parents. The academic calendar will closely follow the Salt Lake City School District traditional year calendar and will provide for **a minimum of 180 days** as per current state law and rule. At the beginning of each school year, each family will be given one copy of the Family Calendar for their reference throughout the year. Please request a calendar if you need an additional one. A calendar will also be available online on the Guadalupe website, www.guadschool.org. PK and TT classes are scheduled to match, as closely as possible, the calendar approved for Guadalupe Charter School.

CHILD FIND

Guadalupe Charter School offers special education services to children with disabilities. If you suspect your child is in need of special education services, contact your child's teacher. For any other accommodations, contact the Principal. If you know of any other child who may need evaluation services, contact the Principal for more information. Your child will be evaluated to determine if he/she needs special education services.

Guadalupe ELC Programs commit to participating in the Child Find process. This includes regularly screening for developmental or social emotional learning delays and referring families to their district of residence for special education services. ELC programs are not funded nor staffed for providing special education services. If you suspect your child is in need of special education, early intervention, or evaluation, ELC program staff will make a good faith effort to meet the needs of your child during the time period of evaluation and placement determination. Depending on the evaluation results and the recommendations of the special education department of the district of residence, a student may continue to attend Guadalupe ELC programs or may be referred to another preschool program.

Guadalupe ELC commits to serving all students who are appropriately placed in a general education classroom.

PARENT/TEACHER CONFERENCES

Your child and his/her teacher want to tell you about your child's progress. Parents are required to **attend two child-parent-teacher conferences each year, one in the first quarter of the school year and another in the third quarter**. Report cards (ELC Progress Reports) are

given out after the end of the second quarter and at the end of the school year. Additional conferences will be scheduled as situations arise.

- **All meetings with teachers require an appointment, including all parent/teacher conferences set for Parent/Teacher Conference day**
- **Parents wanting to speak with a teacher can schedule an appointment through the front office (801) 531-6100.**

PATRIOTIC EDUCATION

All schools are required to offer instruction on the flag of the United States of America. Education about the flag, the Pledge of Allegiance, and the individual rights embodied by the flag will be offered via social studies curriculum. Be advised that students recite the Pledge of Allegiance daily.

Parents who do not want their child to recite the Pledge of Allegiance must notify the school through the Patriotic Education election form available upon request at the front office.

FIELD TRIPS

Field trips are planned by teachers to enrich the curriculum. Parents must sign a field trip permission slip prior to any field trip to allow their student to participate in the field trip. Students who do not return a signed field trip permission slip by the day of the field trip will not be allowed to attend the field trip and will be left in the care of another classroom while the class is away. Over the phone permission from parents the day of a field trip will not be accepted as valid proof of permission; Guadalupe School must have written proof of permission.

PERMISSION TO LEAVE SCHOOL GROUNDS

Students are not permitted to leave the school grounds during regular school hours. If a student needs to leave school early at the parent's request, a parent, legal guardian, or an adult 18 years or older, who is listed on the student's registration card, **must sign out the student at the front office**. If parents need to pick up a child from school during school hours, they must call the school office at least one hour in advance so the child's teacher can be notified and the student prepared for early dismissal.

If the parent or guardian needs the student picked up by someone not listed on the student's registration card, a note or telephone call from the parent is required in advance. Additionally, the individual picking up the student will be required to sign out the student at the front office and present identification which will be copied and filed in the student's cumulative file.

PARENT/FAMILY VOLUNTEER HOURS

Guadalupe School prides itself in fostering a special bond with the parents and families of the students we teach. Understanding how Guadalupe School operates and fulfills its needs is an important demonstration for all parents and families. To this end, all families of Guadalupe School students are encouraged to provide at least 20 hours of volunteer time during school hours or after school as directed. The school has a Volunteer Coordinator who will manage all volunteer tasks and hours throughout the school year.

GRIEVANCE POLICY

POLICIES AND PROCEDURES

All Guadalupe School Policies and Procedures are available in the front office.

IF YOU HAVE ANY QUESTIONS ABOUT THESE GUIDELINES, PLEASE ASK your child's teacher, Charter School Principal, ELC Director, or the Executive Director for clarification at 801-531-6100.

If you feel the school has been unfair or if you feel there are special reasons that have not been considered, **YOU HAVE THE RIGHT TO APPEAL ANY ACTION** by following these guidelines:

- Individuals with complaints should initially attempt to resolve the problem by addressing the people directly involved.
- If disagreements cannot be resolved individually, the Principal, ELC Director, or Executive Director may serve as mediator to resolve concerns and facilitate understanding (801-531-6100).
- Problems that cannot be resolved with the Principal, ELC Director, or Executive Director may be presented to the Charter Board of Directors (charter) or Guadalupe Agency Board of Directors (ELC programs) for consideration. The issue should be stated in writing and should specify the prior attempts at resolution both individually and with the Principal or Executive Director. The Charter Board of Directors will investigate the complaint and make a decision according to the student's best interest.
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Parents of charter school students served under Section 504 or IDEA will work closely with the special education teacher to ensure that services provided are in accordance with state and federal law, and the student's IEP. If parents choose to file a formal complaint in writing, the Executive Director and/or Charter Board of Directors will gather information and conduct an

internal investigation according to the procedures outlined in the Utah State Board of Education's Special Education Rules section IV.G. Within 30 days, a written statement of decision in regards to the complaint will be sent to the complainant and a copy will be sent to the State Director of Special Education. This statement will include the parent's right to appeal the decision to the USBE.

TITLE IX RIGHTS AND GRIEVANCE PROCEDURE

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Consistent with Title IX of the Education Amendments of 1972, Guadalupe School does not discriminate against students, faculty, or staff based on sex in any of its programs or activities, including, but not limited to, educational programs, employment, and admission. Sexual harassment, including sexual violence and sexual assault, is a type of sex discrimination and is prohibited by Title IX and by the school.

Guadalupe School is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The school responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. If you believe you are being mistreated on the basis of your race, color, religion, gender, age, national origin or handicap or you believe you or your student are being sexually harassed, you have a right to complain. Please contact one of the following individuals for assistance in this order:

1. Tonya Passey, Title IX Coordinator: tonya.passey@guadschool.org 385-424- 1058
2. Richard Pater, Executive Director: richard.pater@guadschool.org 385-424-1059

An individual also may contact the U.S. Department of Education's, Office for Civil Rights ("OCR"), 1400 Independence Avenue S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

ANNUAL NOTICE

Revised August 2007

Guadalupe School has adopted policies for student records and information management consistent with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99; Protection of Pupil Rights Amendment (PPRA), 20 USC §1232h, 34 CFR Part 98; the Elementary and Secondary Education Act, 20 USC §7165, 20 USC §7908, 10 USC §503; Utah Code 53A-13-301; Utah Code 53A-13/302.

STUDENT RECORDS

Under FERPA, parents and legal guardians of students currently enrolled or eligible students (those over the age of 18 years or who have been emancipated) have the following specific rights:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

If you wish to exercise this right, you should submit to the Principal/Executive Director or designee a written request that identifies the record(s) you wish to inspect. The Principal/Executive Director will make arrangements for access and notify you of the time and place where the record(s) may be inspected.

2. The right to request the amendment of the student’s education records that the parent, guardian, or eligible student believes are inaccurate or misleading.

If you wish to exercise this right, you should write the Principal/Executive Director, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided with notification of the right to a hearing.

3. The right to give written consent before the school may disclose personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Consent is not required for disclosures to “school officials with legitimate educational interests.” A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Guadalupe Charter Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Consent is not required to disclose education records, including disciplinary records, to officials of another school district in which a student seeks or intends to enroll.

DIRECTORY INFORMATION

Guadalupe School may also disclose appropriately designated Directory Information without prior written consent, unless parents, guardians, or eligible students have specifically

requested, in writing, that such information not be disclosed. Guadalupe School defines directory information as the following:

- Student's name, address, and telephone list
- Date and place of birth
- Participation in officially recognized activities and sports
- Weights and heights
- Dates of attendance
- Awards and honors
- School and grade
- Photographs and other images

Such information, which is generally not considered harmful or an invasion of privacy if released, may appear in school publications and be disclosed to outside organizations, including, but not limited to, companies that publish yearbooks. Examples of the use of directory information include the following:

- Student directories
- School yearbooks
- Class lists and team rosters
- Graduation, theatrical, athletic, and music programs
- Videos of performances, school activities, and athletic events
- Articles about school activities and athletic events
- Lists and photos of students receiving honors, awards, or scholarships
- News media coverage of school events or programs

DENIAL OF RELEASE of All Directory Information

If you wish to deny the release of your student's directory information, in all contexts, as described above, you must submit a written request to the Principal/Executive Director within 20 days of your student's enrollment. A release form pertaining to this is available for review and signature at the time of your student's registration.

Choosing this option means that your student's directory information will not be released without your prior written consent. It also means your student will be excluded from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists; sports, musical and theatrical programs; student directories; and other documents related to school-sponsored organizations or activities.

SPECIFIC PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment (PPRA), appended to FERPA, requires Guadalupe School to notify you and obtain consent or allow you to opt your child out of participating in any federally funded student survey, analysis, or evaluation that reveals information concerning

the following eight protected areas:

1. Political affiliations or beliefs of the student or student's parent or guardian
2. Mental or psychological problems of the student or student's family
3. Sexual behavior, orientation, 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 relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or student's parent or guardian
8. Income, other than as required by law to determine program eligibility

Parents, legal guardians, and eligible students have the right to review, upon request and before giving consent, any survey that concerns one or more of the eight protected areas and any instructional materials used in connection with such a survey. To review a survey instrument or instructional materials connected with it, please contact the Principal/Executive Director of your child's school to arrange a time and place for review.

Utah Code (53A-13-301-302) expands the requirements for parental notification and consent under the federal FERPA/PPRA law. The state law requires that parent(s) or guardian(s) be notified at least two weeks before planned activities or assignments pertaining to the eight protected areas are scheduled in the classroom, or before any survey, analysis, or evaluation about one or more of the protected topics is to be given. A parent or guardian must give prior written consent; if consent is not obtained, a student may not participate in such activities or discussions.

Complaints of alleged failures by the school to comply with student privacy requirements should be addressed to the school's Principal/Executive Director. If they are not or cannot be resolved at the local level, FERPA/PPRA complaints may be filed with the following federal agency:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone: (202) 260-3887*

Guadalupe Charter School Policies

Philosophy Statement

Student academic achievement is the primary goal of Guadalupe Charter School. We believe that only when students master fundamentals and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills. Therefore, the foundation of our instruction will focus on mastery of fundamentals.

We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, an increasing degree of challenge, and considerable practice. As our students master the fundamentals, our instruction focuses on building conceptual knowledge and promoting independent expression of knowledge. Finally, our instruction focuses on individual internalization of conceptual knowledge, expressed in extensive written work and verbal presentation, preparing our students for advanced study at the high school level and in college.

Guadalupe School respects this well-founded, proven educational model and uses it in selecting and implementing the school's curriculum. Our academic policies support our academic mission and philosophy.

An important and vital component of academic achievement is that of organization of student work. Guadalupe School students will be given tools and training that will assist them in becoming independent students and in organizing their school work, thus maximizing the potential for them to succeed.

Organization – Dockets

Each student at Guadalupe Charter School is issued a zipper binder called a Docket at the beginning of the school year free of charge. If they are lost or stolen, replacement dockets must be purchased from the school office at a cost to the parent of \$5 for the first replacement and \$10 for any thereafter.

- The Docket will contain several colored files for the organization of student school work and communication fliers to go home to parents.
- Students will take the Docket home each night and will bring it back to school each day.
- If students lose or damage their Docket, they will need to purchase a new one from Guadalupe Charter School.

One purpose of the Docket is to help Guadalupe Charter School implement a “no loose papers” policy. All papers should be placed in the correct file folder inside the Docket. In this way,

students will always have with them what they need – in class and at home.

Learning Plans

A Learning Plan will be issued to each student every week by the student's teacher. Teachers write the week's lessons, subjects covered, and assignments on the Learning Plan for the students.

It is the expectation of Guadalupe Charter School that parents will review their student's Learning Plan each week and may be required by the student's teacher to sign off on the plan possibly daily or weekly.

Homework Policy

Homework is an integral part of the education program at Guadalupe Charter School. It is an extension of the classroom lessons and should directly relate to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. Some guidelines for the assignment of homework follow:

- Homework is assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities.
- **A Guadalupe Charter School student should spend time each day studying, whether or not homework is assigned.** If no homework is assigned, students are encouraged to review math facts, read, practice writing, study spelling words, or read a book independently\or with their parents.

Students will be given homework most weekday evenings. It is our intention that homework given will be appropriate, relevant, and at times, challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school. Students should be able to complete their homework within the time frames below, with the exception of special projects or in cases where the student fails to complete classwork in a timely manner, falls behind due to tardy arrivals, or absences, or fails to use time effectively during the school day:

- Kindergarten – 15 minutes
- First grade – 20 minutes*
- Second grade – 20 minutes*
- Third grade – 20 minutes*
- Fourth grade – 20 minutes*
- Fifth grade – 20 minutes*
- Sixth grade – 20 minutes*

*These times do not include free reading time. Students should read an additional period of time each evening (at least 20 minutes).

Parents need to provide an environment in the home that will make it possible for students to engage in scholarly pursuits at home on a daily basis. A successful learning environment contains the following elements:

- a quiet place to study and complete assignments;
- access to necessary tools (pencils, paper, adequate lighting, resources such as reference books, possibly computer and/or Internet access);
- **freedom from distractions (TV, video and computer games, distracting music or conversations).**

Guadalupe Charter School recommends that families adopt a “no TV, no video games” policy Monday through Thursday. We believe it is in the best interest of our students to spend their free time reading, studying, engaging in physical activities, and playing games that are mentally stimulating. We encourage our families to provide opportunities for their students to exercise and study during the weekday evenings.

Guadalupe Charter School recommends that families, where possible, establish study time in the early evenings, allowing their students time after school to engage in physical activities. We encourage families to engage in study time together, possibly at a central location such as the kitchen table. Family study time works well as parents are close by to act as a resource should the student need it, and also to help keep the student focused on studying.

Guadalupe Charter School recommends that parents review the weekly learning plan for their student and then utilize the public library to have educational resources on hand at home that will serve to extend and expand the student’s learning on the subjects they are studying at school.

Academic Communication

A Learning Plan will be provided to each student each week. Students will bring the Learning Plan home in their Docket at the beginning of each week. Information regarding schoolwork, activities, academic progress, and homework may be communicated to Guadalupe Charter School families from the teacher via the Learning Plan.

Academic Performance Standards

Guadalupe Charter School is a “school of choice” with a rigorous academic program. Guadalupe Charter School’s academic program is comprised of three vitally important components:

- the work and effort of the teachers and staff,

- the work and effort of the students,
- and the support of the parents and families of the students.

Our staff and teachers are trained and well prepared to teach our students. They are an experienced, well-trained group of professionals who are enthusiastic about their job in assisting your students as they achieve academically, learn, and grow. Most students who attend Guadalupe Charter School are well prepared and bring their own enthusiasm and love of learning to school with them each day.

However, if a teacher is not putting forth sufficient effort to enable the students to achieve mastery in their content area, the administration is committed to rectifying this through staff development, coaching and training. If, after the remedies have been implemented, the teacher continues to be unsuccessful in working at the level required, s/he will be dismissed.

Likewise, the students at Guadalupe Charter School bear much responsibility with regard to the effort to complete assigned work so that they can benefit fully from the excellent academic programs offered by Guadalupe Charter School. We believe that it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers and relevant, interesting curriculum for students so that they can achieve academic success. We are confident that working together, all students can achieve this success.

We recognize that parental support is vital to student achievement. Guadalupe Charter School parents commit to support the learning process by ensuring their student has time each day for studying, a place at home to study, by checking the Learning Plans, ensuring on-time arrival and minimizing absences, and engaging in positive communication to address questions, concerns, or provide feedback.

We recognize that we cannot control student effort, participation, and work or parental participation. We feel it is our duty to provide all the tools necessary, and do all we can to motivate students to succeed. **Ultimately, however, we recognize that student effort is controlled by the student and motivated by the parent, and after all we can do, academic success will not be the result if the student and/or parents are unwilling to do their part.**

If a student consistently fails to participate in the Guadalupe Charter School academic program, or if their parent fails to honor the Acceptance of Policy, the School Administration may recommend to the Charter Board that they meet with the family to discuss their student's enrollment status. The Charter Board will hold a meeting with the family to discuss the areas of concern. Any of the following and other violations of the Acceptance of Policy or other school policies may result in a Charter Board hearing:

- students who fail the academic course of study as a result of lack of effort,
- students who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in class work,

- and parents who are unwilling to review the Learning Plan for students and who fail to ensure their student completes assignments.

THINGS YOU CAN DO TO HELP YOUR CHILD'S ACADEMIC ACHIEVEMENT

When parents bring their children to Guadalupe School, we believe it is because they want their children to do well in school. Over the years, we have encouraged parents to help us do a better job by doing the following:

- **Tell the teachers about any concerns you have about your child in school.** If your child complains about the teacher, another child, that school is too hard or that it is too easy, you need to call the teacher or the principal.
- **Set a regular bed-time schedule so your child has enough sleep each night.** Kindergartners and 1st graders need from 10 to 12 hours of sleep; 2nd, 3rd, 4th, 5th and 6th graders need from nine to 10 hours on all school nights.
- Set limits on TV watching. **Supervise what your child watches** and DO watch favorite shows with him/her.
- **Have a reading time in your home.** You can read to or with your child or each family member can read alone for 15 minutes or so. However, fourth through sixth graders need at least 30 minutes of daily reading time.
- **Encourage your child** to do well in school and reward him/her for doing so.
- **Admire the good** school work your child brings home; display it in your home.
- Look for all the things your **child does right** and tell him/her how pleased you are.
- Every day, **tell your child that you love him/her.**
- **Listen and talk to each of your children daily.**
- Be sure your child attends school every day. The easiest way to avoid an illness that would keep your child away from school is **keep your hands clean.** Make sure your child washes his/her hands before eating, after using the bathroom, and when coming in from playing.

Promotion Policy

Students must meet minimum criteria for promotion each year. Teachers may automatically recommend a student for promotion only if the student meets the following criteria:

1. Student passed all subjects three quarters of the school year with at least an *Approaching Grade Level* grade (as defined by the Guadalupe Charter School report card).
2. Student attended school a minimum of 160 days (less than 21 absences).
3. Student passed at least the lowest level of the skills classes – reading and mathematics - for their grade level.
4. Student has not been suspended during the school year.

Teachers may choose not to recommend for promotion any student who does not meet the

above criteria. In the case of such a situation, Guadalupe Charter School will convene a Student Promotion Advisory Board. This group, composed of the student’s teacher(s) and relevant members of school administration, will review all relevant documentation for each student not recommended for promotion. This consideration of the student’s performance, will include but not be limited to: grades, attendance, academic achievement records including assessments, work product, and Learning Plans. The Student Promotion Advisory Board will make a determination if the student qualifies for promotion to the next grade. In order to recommend promotion, the Student Promotion Advisory Board will ensure that, in their estimation and utilizing concrete data, the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If, in their best estimation, the student has not demonstrated sufficient skills and content knowledge, as evidenced by grades, test scores and other evaluative measures including but not limited to those listed above, to be successful at the next grade level, the student will not be recommended for promotion. **The parents will be notified in writing or in person regarding the student’s promotion status. At this point, a plan for remediation will be suggested (which usually includes work to be completed over the summer) OR the student will be offered a seat in the current grade for the subsequent year on a space available basis.** If the remediation plan is carried out successfully, the Student Promotion Advisory Board may, at that time, approve promotion for the student.

School/Classroom Management Policy

Guadalupe School’s student management policy is designed to improve future performance and make sure a safe learning environment is maintained. Below are the behavioral expectations and consequences for acceptable and unacceptable behavior.

Student Discipline Policies and Procedures

I. Purpose

To foster a safe and positive environment for learning.

II. Equity

Fair and just treatment of students, staff and community members is the cornerstone of the educational framework at Guadalupe Charter School. Achieving equity means individual differences are valued; high expectations are held for all; instruction occurs in inclusive environments; diversity is recognized and appreciated; and discrimination, stereotyping, and bias are not accepted.

Guadalupe Charter School believes that all students should be provided with equitable opportunities to learn and flourish. At Guadalupe Charter School we believe that all students can learn and must have full opportunity to learn in an intentionally inviting, academically rigorous atmosphere. We are committed to effecting change in student performance by providing an appropriate school curriculum, quality

instruction, a safe and caring school climate, ongoing teacher education, and frequent parent involvement in order to ensure that all students are provided with equitable opportunities to learn.

Student achievement must be the final outcome of effective and equitable instruction. This effort enables them to be active, thoughtful participants in a rapidly changing society. This vision includes:

- high expectations for all students,
- equitable access to rich curriculum content,
- high quality instruction in all classrooms,
- sensitivity to equity issues by teachers and administrators,
- knowledgeable educators who use inclusive practices,
- and policies that support and facilitate equity.

III. Student Discipline Procedures and Guidelines

The Executive Director, Charter School Principal, and Charter School Board have developed a school discipline policy that contains expected behavior standards for students in the classroom as well as on the school grounds. The Principal and Vice Principal will review school discipline rules and policies with the instructional staff, the Executive Director, students and parents, and the Charter School Board every spring.

A teacher may use disciplinary action, including isolating, detaining after school (with principal consent and parent notification), and removing privileges. School employees may not inflict nor cause the infliction of corporal punishment upon a student.

Guadalupe School follows specific guidelines and adheres to behavioral policies to ensure the appropriate handling of any situation that would place students, staff or patrons in danger. Any student removed from school for a reason or condition that threatens his/her welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel. If the parent cannot be notified prior to the removal, the parent shall be notified as soon as possible after the removal and informed of the reasons for it.

Disciplinary records shall be made available to parents and students. Suspension and expulsion records are part of the student's record and shall be transferred with student records.

IV. Rights and Responsibilities

All students and staff have a right to learn and teach in a safe, intentionally inviting, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits the student's ability to learn or the teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures, or bring inappropriate print/pictures to school.

Personal responsibility and respect for self and others is central to good citizenship. All students and staff have the following rights:

1. You have the right to personal respect and a safe environment in this school and on its grounds.
2. You have the right to be protected from offensive and demeaning comments or behavior.
3. You have the right to report any type of harassment or bullying immediately to school authorities.
4. You have the right to learn in a quiet, cooperative place where you can work and think.
5. You have the responsibility to treat others in a kind, understanding, and caring way.
6. You have the responsibility to conduct yourself in a way that will enable others to learn.

V. General Expectations and Procedures

Guadalupe School's staff have discussed and agreed upon the rules listed below. To encourage students to make positive behavior and academic choices, staff will reward desirable behavior. For example, children who follow the rules will be rewarded with positive verbal reinforcement, positive phone calls to parents, and notes home.

The school-wide rules are:

- Follow directions the first time they are given.
- Keep hands, feet, mouth and objects to yourself.
- Use kind and appropriate school language.

When a child does not follow one of the above rules, intervention will consist of:

- telling the child what he/she is doing (describe the behavior);
- showing the child what he/she can do (model the behavior that is expected);
- stating the choices the child has to correct the behavior;

- removing the child from the situation by a staff member until his/her behavior changes enough to return to the situation.

Teachers will describe their individual classroom management plan at Back to School night.

If a student does not comply with the expectations outlined above and/or the individual classroom management plan, the problem will be resolved through the following steps:

Step 1- Parent/Guardian Notification: This may be written and/or verbal. Educators, Principal, or any other supervising adult may give this notification. Notification may require parent signature and/or a conference with the teacher and possibly the referring adult. Notification will include the inappropriate behavior of the student and the consequence given by the school as outlined in the student handbook.

Step 2- Principal Intervention & Parent/Guardian Notification: This will include a mandatory meeting with the Principal, the parent/guardian, the student and/or any other involved parties. This meeting will be held for the purpose of all parties involved to have an opportunity to discuss the situation. If necessary, interventions will be mutually planned to improve the behavior. The plan must include the intervention, consequence if the behavior continues, reward if the behavior ceases, and an appropriate time frame for the students to improve their behavior.

Step 3- Bring Community Resources into the Intervention: After appropriate intervention and allowing sufficient time for behavior changes to be made, if there is still evidence that the student continues to need intervention, a team comprised of the Principal, parent/guardian, student, and other parties as determined will meet. Community resources may be identified that may have an expertise to better meet the needs of the student and educator. A new behavior plan will be established.

Step 4- After following the behavior plan for a mutually agreed upon time frame and the team identifies evidence that the student still is unable to control behavior, the team may recommend a more appropriate place for the student to succeed.

VI. Prohibited Conduct & Related Discipline

Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms the school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.

A student **MAY** be removed from school for:

- willful disobedience or violating a school rule
- defying authority
- disruptive behavior
- assault/battery
- foul, profane, vulgar or abusive language
- defaming or making false statements about students or staff
- destroying, defacing or vandalizing school property
- criminal mischief
- burglary, theft, or stealing
- posing a significant threat (including harm to self or others) to the welfare or safety of a student, school personnel, or the operation of the school
- possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing (including inhaling) any substance
- possessing or using tobacco
- hazing, demeaning, intimidating, or assaulting someone or forcing someone to ingest a substance
- sexual or other harassment and inappropriate exposure of body parts
- bullying – aggression, verbal or physically threatening or intimidating behavior to include cyber bullying
- gang related attire or activity that is dangerous and disruptive

A student **WILL** be removed from school for:

- possession, control of a real weapon, explosive or noxious/flammable material, or the actual or threatened use of a lookalike or pretend weapon
- possession, control, sale, or use of an alcoholic beverage, drugs, or controlled substance
- using or threatening to use serious force
- any serious violation of *Section VI.A.* affecting a student or staff member.

Depending upon the nature of the violation, a student may be removed for up to one year. Students and their parents may also be required to attend a Charter Board Due Process Hearing as a result of a violation.

- A. The decision to remove a student or to discipline a student in some other way is made by the school administration based upon all the circumstance of the particular discipline situation.
- B. The type and length of discipline are based on factors such as previous violations, severity of conduct, and other relevant educational and safety concerns.
- C. When appropriate, a student may be placed on a behavior contract.
- D. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.

VII. Searches

School personnel can search a student's personal property based on reasonable suspicion.

School personnel can conduct searches that might include student desks and other school property, including lockers.

VIII. Suspension and Expulsion Defined

Suspension is defined as removal from school for a defined period of time not to exceed one year. A procedure will be established for returning to school after the defined period of time.

Expulsion is defined as removal from school for one year or more or permanently without the offer of educational services.

IX. Readmission and Admission

If a student is removed from school under Section VI. A., the student can be readmitted after the parent/guardian meets with school administration after the student completes the requisite days of suspension.

If a student is removed from school under Section VI.B., readmission depends upon satisfactory evidence that the student will not be a danger to themselves, others, or school property.

The school may deny admission to a student who has been expelled from any school in the last twelve months.

X. Record of Suspension

A record of a student's suspension or expulsion becomes a part of their cumulative school record.

XI. Due Process

- A. If a student is removed from school or otherwise disciplined, the student and the parents can meet with the school administration to represent their side of the story.

- B. If the Charter School Principal recommends removal for more than 10 school days, a due process hearing will be scheduled with the Executive Director, the student, and parent. A written request for the due process hearing must be received by the Executive Director within 10 days of the decision.
- C. If the Executive Director recommends removal for more than 10 school days, a due process hearing will be scheduled with the Guadalupe Charter School Board, the student, and parent. A written request for the due process hearing must be received by the Charter School Board President within 10 days of the decision.

XII. Students with Disabilities

If a student has a qualified disability, the charter school principal will explain the separate procedures (manifestation determination) that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Parents may contact the Guadalupe Special Education Director for more information.

ELC Program Policies Preschool 3 & 4, Toddler Transitions

Guadalupe ELC programs adhere to the relevant agency policies listed in the above document. The following policies are specific to ELC programs in accordance with Utah's Office of Child Care Licensing and Department of Workforce Services.

Philosophy Statement

Guadalupe Toddler Transitions program relies on the CDC developmental milestones for assessing child growth and development. Age-appropriate instruction is provided through fidelity to ITERS-3 classroom rating scales for quality and NAEYC best practices for infants and toddlers.

Guadalupe preschool adheres with fidelity to the Utah State Board of Education's Early Learning Standards (ELS) for preschool children ages 3-5. Success in mastery of the ELS is achieved as children engage in learning through intentional, play-based instructional interactions in a high-quality environment.

Teachers at Guadalupe ELC use knowledge of early childhood best practices and rely on the program director and instructional coach as they structure the learning environment and plan for daily, rich interactions between adults and children. Quality interactions target each child at their current level of development and then carefully lead children to take steps leading them to the next level of understanding and growth.

Policy for Dealing with Communicable Disease/Illnesses

Providing a safe, comfortable, and healthy environment facilitates the educational process, encourages social development, and allows children to acquire healthy attitudes toward organized settings.

Children who are ill or feel sick can create difficulties in group settings. An ill child often demands more attention from the teacher or caregiver and cannot fully participate in group or educational activities. Worse yet, the child with a communicable disease may spread the illness to others.

There are no provisions to care for sick children at school. Most cold symptoms are not severe enough to miss school. For this reason, it is extremely important to supply the school with correct telephone numbers and addresses at all times.

The following are conditions of special concern to us for which children should be kept home and when necessary, diagnosed and treated by a licensed clinician before returning to school:

Colds/Flu

Children with coughing, sneezing, chills, general body discomfort, fatigue, fever, and discharge from the nose and/or eyes, should be kept home until fever is resolved for 24 hours (without the use of fever-reducing medicine) and any yellow or green drainage is resolved.

COVID-19

Symptoms can be mild-severe and include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. Other less common symptoms include nausea, vomiting, diarrhea.

- In accordance with the policies set by the State of Utah Department of Health, a person testing positive and has symptoms should stay home until:
 - they have had no fever for at least 72 hours (that is three full days of no fever without the
 - use of medicine that reduces fevers)
 - AND other symptoms have improved (for example, when cough or shortness of breath have improved)
 - AND at least 10 days have passed since symptoms first appeared
- A person who DID NOT have COVID-19 symptoms, but tested positive and has stayed home may return to school under the following conditions:
 - At least 10 days have passed since the date of their first positive test
 - AND they continue to have no symptoms (no cough or shortness of breath) since
 - the test.

Persistent Cough

- Cough lasting longer than 3-4 days especially if induces vomiting, passing out or a cough that is productive of colored sputum.

If your child is vomiting, has a fever, diarrhea or other highly contagious disease, keep your child home. In the event your child becomes ill or hurt at school, you or the person listed as an emergency contact, will be notified as soon as possible. If your child cannot safely remain in the classroom for the duration of the school day, you will be asked to pick them up.

Biting/Pushing Policy

Biting and pushing is unfortunately not unexpected behavior for young children. Some children and many toddlers communicate through this behavior. However, biting/pushing can be harmful to other children and to staff. This biting/pushing policy has been developed with both of these ideas in mind.

As a preschool, we understand that biting/pushing, unfortunately, is a part of a preschool setting. Our goal is to help identify what is causing the biting/pushing and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten/pushed.

If a biting/pushing incident occurs, state regulations require that the parent of the child biting/pushing and the parent of the child who was bitten/pushed be contacted. Names of the children are not shared with either parent.

When Biting/pushing Does Occur:

The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten/pushed:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

For the child that bit/pushed:

1. The teacher will firmly tell the child, We do not bite/push. And ask them to check in with the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

Moving forward:

1. The child will be shadowed to help prevent any biting/pushing incidents.
2. The child will be observed by the teachers to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The child will be given positive attention and approval for positive behavior.

If biting/pushing continues:

- If a child inflicts 2 bites/pushes in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and a behavior plan will be agreed upon.

- If, following the implementation of a behavior plan, the child again inflicts 2 bites/pushes in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be observed in the classroom by a consultant from The Children's Center. If needed, modifications will be made to the behavior plan.
- If the child again inflicts 2 bites/pushes in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to meet with the ELC director to discuss enrollment.
- *A child may be asked to leave the program if it is determined that the documented behavior interventions are insufficient to support the child in the learning environment.*

If a child has been through steps 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting/pushing, we will go back to step one if the child bites/pushes again. If a child bites/pushes twice in a 1 hour period, the child will be required to be picked up from school for the remainder of the day.

GUADALUPE SCHOOL PARENT ACCEPTANCE OF POLICY AGREEMENT

PLEASE READ OVER THIS PAGE CAREFULLY AND CHECK THE CORRECT BOX. BE SURE TO SIGN YOUR NAME, PUT YOUR CHILD'S NAME AND DATE BELOW.

YES NO

- I understand and agree to the Attendance Policy.
- I understand and agree with the Transportation Policy.
- I understand and agree to the Uniform Policy.
- I understand the School/Classroom Management Policy and have discussed it with my child. **(K-6 only)**
- I give permission for my child to recite the Pledge of Allegiance to the flag. **(K-6 only)**
- I give permission for my child to be photographed and/or videotaped during the year. The photographs/videos will be used for public awareness for programs, ads, invitations or other development and public relations material to help Guadalupe School. I understand there is no time limit to this agreement.
- I give permission for my child's art to be auctioned to raise money for Guadalupe School.
- I give permission to release my name (parent) and phone number to be used for school functions and Parent Involvement Committee (PIC) meetings.

Parent/Guardian Signature: _____

Child's Name: _____ Grade: _____ Date: _____