

Nueva Esperanza Leadership Academy



Family Handbook 2019-2020 School Year

1111 Fishhook Park Rd.
Prescott, WA 99348 Tel: (509) 749-2138

Rev. 04/05/2019

Mission Statement

That each of our students at NELA is **KNOWN** deeply, **LOVED** unconditionally, and **LEARNING** holistically.

NELA Student Pledge

I am special.
I am created by God with unique gifts and talents!
I am creative, smart, and capable of success.
I have dreams for the future, and I will climb to reach those goals and dreams every day.
All children are capable of success and worthy of love.
NO EXCEPTIONS!

Student Motto

"I am safe, I am loved, and I am capable of learning"

NELA's Goal

Your child's success is our goal. We believe parents are educators and essential to their child's academic success. We value our partnership with parents as we strive to offer endless educational opportunities for students. Please help us make each child's experience in the school safe and positive. **Please take time to review the school rules and general safety tips with your child.** Discuss your child's day and be sure to communicate with your child's teacher. As partners in their learning, we will make a difference.

NELA School Day:

8:30am-3:30pm

Extended programming hours provided by the *21ST Century Program*:
6:00am-8:30am, 3:30pm-6:00pm

Please contact NELA's main office for more information at 509.749.2138.

ADMISSION

Parents wanting to enroll their child at Nueva Esperanza Leadership Academy should turn in a completed application.

ATTENDANCE

Studies have shown that regular and prompt attendance is a key factor to success in school. Developing the habit of good attendance and punctuality is an important factor for student growth. Therefore, parents and students should make every effort to schedule appointments outside of the school day and vacations outside of the school calendar. According to federal and state laws, absences are only excused for personal illness or injury of the student, doctor or dental appointments, participation in recognized religious holidays, or other absences deemed appropriate by the principal. School related absences, such as field trips, are also excused. A written explanation or telephone call from the parent is required for every absence.

ABSENCES AND TARDIES

Please notify the office by 8:30 a.m. if your child will be absent from school. The number is 509-749-2138. Regular attendance is critical if a child is to make the most of his/her educational opportunities. Excused absences from school will include the following:

1. Short term illness or health condition.
2. Long term illness or health condition.
3. Family emergency.
4. Pre-arranged medical or dental appointment.
5. School related activities.

Students who become ill during the day will be taken care of to the best of our abilities. If your child is ill, do not send him/her to school. It is much better to stay home and get well than to attend school when he/she is physically incapable of participating. If a student is absent, parents may request homework assignments by contacting the school or upon returning to school. Please remember family trips need pre-approval by the principal. In addition, arrangements must be made in advance to make up the missed work due to this type of absence. A separate agreement must be completed for students planning to be gone for extended vacations (more than two weeks). Please understand that much of what occurs in school cannot be 'made up' or given in advance of an absence. Discussions, problem-solving activities, team projects, hands-on activities, etc. are carefully guided by the professional judgment of the teacher. Teachers, however, may provide some of the schoolwork that a student will miss to mitigate the detrimental effects of missing proper instruction and direction from the teacher. Parents should know that their child's growth may be impacted due to extended or frequent absences. It is important for children to develop a sense of responsibility for getting to school on time. Students who are late disrupt their education and the educational process or their entire class.

Excessive Absenteeism Upon the fifth absence in one month, or tenth absence in one year, we will take action to reduce the student's absenteeism. This may include parent contact to notify them of the excessive absenteeism and discuss possible remedies, a conference with the student, parent, teachers, and/or principal to discuss attendance concerns and their impact on the student's education, and/or requiring notes from a medical provider, counselor, etc.

If you must remove your child from school during the day (doctor's appointment, family emergency, etc.), please come in and request that your child be sent to the office. You will be asked to sign your child out from school. If your child returns to school during that same day, please come to the office and sign your child back into school.

Emergency Release and Illness

If the student becomes ill during the day, the teacher will send the student to the office. Office personnel will contact the parent/guardian. No student will leave the school for any reason without being signed out at the office by a parent/guardian.

Truancies

A student absent without prior knowledge or without the consent of his/her parent/guardian will be considered truant.

A student is considered truant if they miss 5 or more unexcused days in a month or 10 or more unexcused days in a year.

CHANGE OF CONTACT INFORMATION

Please contact the school office immediately if any of your contact information changes, such as address, phone numbers, or people authorized to pick up your child.

WEATHER

Extreme Cold

In temperatures of 30+ degrees F, there will be normal outdoor activities. In temperatures of 20-29 degrees F, students will go outside for no more than 15 minutes at a time. In temperatures of 19 degrees F and below, students will not be allowed to go outside for recesses. **subject to change due to wind chill factor**

Extreme Heat

In temperatures of 89 degrees F and below, there will be normal outdoor activities. In temperatures of 90-94 degrees F, students will go outside for no more than 15 minutes at a time. In temperatures of 95+ degrees, students will not be allowed to go outside for recesses. **subject to change due to air quality**

Please make sure that your child comes dressed in weather appropriate attire.

Snow days

Late Start- If NELA were to go into a late start due to weather, a text will be sent by 6am to all parents. All parents will be receiving a text message to their phone number on file. On a late start school will start at 10:30am. NELA will not provide any child care prior to 10:00am.

Cancellation- If NELA were to go into a cancellation due to weather, a text will be sent by 6am. All parents will be receiving a text message to their phone number on file. On a cancellation all classes have been cancelled for the day. NELA will not provide any child care in case of a cancellation.

Under the circumstances that a late start turns into a cancellation, a message will be sent to parents by 10:00am

TELEPHONE USE

Telephones are placed in the school for business purposes and should be used by students for emergency purposes only. Parents may always contact students through the office telephone. If students bring cell phones to school it is "at their own risk"- and must be turned into the office in the morning and collected immediately after school is over. Students will not be allowed to use cell phones during school hours. If a staff member deems it necessary, a student may call their parents using the school phone.

BOOKS, EQUIPMENT, AND ACCOUNTABILITY

Nueva Esperanza Leadership Academy will provide books and equipment needed to participate in each class. Students are accountable for this property and parents will be charged for any loss or damage. School supplies, such as pencils, crayons, notebook paper, glue, and other such items are the responsibility of the students.

COMPUTER USE

Nueva Esperanza Leadership Academy provides the opportunity for each student to utilize computer, laptop and iPad technologies and to have internet access as resources to help reach curriculum goals. This utilization and access is conditional and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive,

inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed.

Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in disciplinary consequences. **All students at Nueva Esperanza Leadership Academy will be accessing the internet. If you do not want your student to have access to the internet, please contact the NELA principal to opt out.**

Computer Rules:

1. Students are responsible for good behavior and communications on school computer networks.
2. The network is provided to students for research and instructional purposes as long as the student agrees to act in a responsible manner.
3. Access to the computers is a privilege, not a right, and entails responsibility.
4. While complying with the Children's Internet Protection Act (CIPA – internet filtering), and making every attempt to supervise students while accessing internet resources, Nueva Esperanza Leadership Academy is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
5. Network storage areas, or storage devices provided by the school, may be reviewed by administrators and teachers to maintain system integrity and insure that users are using the system responsibly. Users should not have expectations of privacy in their electronic files.
6. All use of the system must be in support of education and research and consistent with the mission of the school.

Laptops and iPads MAY NOT go home unless an arrangement is made between teacher, administrator, student, and parent.

CURRICULUM AND ASSESSMENT

Our core curriculum is comprehensive, including reading skills, math, writing, science, social studies, and social-emotional learning. In addition, students have technology, music, art and physical education. Grade level expectations, as well as Common Core Standards, have been established by the State of Washington and will be utilized as a guideline for teachers. Assessments for what children know and are able to do are varied. Teachers will use screening (a baseline measurement for students understanding in the different subjects), formative (periodic assessments are used to guide teachers in instruction, determining if students are learning critical skills), diagnostic (used to identify specific skills or areas in which the student may benefit from additional

assistance), and summative (used after a period of time, a chapter, or unit to measure student growth).

HOMEWORK

Homework is an opportunity to practice the concepts and skills taught in the classroom, prepare them for an upcoming lesson, or extend their understanding/abilities. It is also a wonderful avenue for parents to positively interact with their children by discussing homework assignments with their children, and keeps parents informed about their child's learning. Homework helps students develop study skills and habits. Homework will always be tied to the learning occurring in the classroom and, in most circumstances, children should be able to complete it with little assistance from their parents. If your child consistently struggles with homework assignments, please contact the teacher to discuss your concerns and, if necessary, determine alternate assignments. Homework is given at teacher discretion—or by parent or student request.

CITIZENSHIP PLAN

We chose to base this plan on the school motto--"I am safe, I am loved, and I am capable of learning." Our motto will be at the heart of teaching the children what it means to be a good citizen at NELA. It is our desire to build a culture where students know these words to be true for themselves, but also seek to make sure that their choices are protecting other people in a way that they, too, can say and feel these words with confidence. If a student is not feeling safe, loved or capable of learning--or if they made a choice that has caused someone else not to feel these things--then a staff member will take the following steps:

- **Reminding** will be the time when a staff member talks the motto through with the students in order to find out which piece they are not feeling. When it is a case of transgression against another student--to help them figure out their behavior that made someone else feel unsafe, unloved, or incapable of learning.
- **Relating** will be the time when a staff member talks with a student or facilitates communication between multiple students to figure out the trigger for their feeling or transgression.
- **Restoring** will be the time when a staff member helps restore the feeling of safety, love, and readiness to learn or the child or children involved. This may include the facilitation of a means of restorative justice between students, a staff member, or the school community.
- **Reflecting** will be the time when a staff member and student(s) will be able to intentionally reflect on the entire occurrence-- breaches in the motto, triggers, restoration pieces, planning ahead, etc. It will be a written document that will be a collaboration of staff and student.

HARASSMENT, INTIMIDATION, OR BULLYING

Acts of harassment, intimidation, or bullying will not be tolerated. Harassment, intimidation, or bullying is defined as an ongoing intentional written, verbal, or physical act which:

1. Physically or emotionally harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Nueva Esperanza Leadership Academy is committed to a safe and civil educational environment for all students, employees, volunteers, parents/guardians, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically, verbally, or physically performed, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics—or when an act: Physically harms a student or damages the student's property; or Has the effect of substantially interfering with a student's education; or Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other Nueva Esperanza Leadership Academy rules.

Nueva Esperanza Leadership Academy will provide students with strategies aimed at preventing harassment, intimidation and bullying. Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. Nueva Esperanza Leadership Academy will consider the frequency of incidents,

developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. The principal is the primary school contact to receive copies of all formal and informal complaints and ensure policy implementation.

MEAL-TIME NORMS

- No outside food, unless prior arrangements are made between parents and principal.
- Meals times:
 - Breakfast will be served during the Before School Program
 - Snack 10:00am-10:15am
 - Lunch 12:00pm-12:20pm
- If students are hungry during any time other than meal time, the school provides apples for the students to eat.

Playground Rules

1. Children will be encouraged to partake in physical play outside in all kinds of weather, as long as safety is not compromised by doing so. As a general rule, if the weather is below 20 degrees, or above 94 degrees, outside recess will be indoors.
2. There is no acceptable reason for fighting.
3. Pretend fighting or pretend wrestling, piggy-back riding, and tackle football are not allowed.
4. Gum chewing is not allowed.
5. No gun play with sticks, shovels, or other improvised media is allowed. Staff must redirect violent play into constructive and peaceful interacting.
6. Discipline of students is to be handled, whenever possible, through children considering their behavior, communicating with each other, and thinking through a reasonable resolution.
7. Verbal name calling and/or physical violence of any kind is never tolerated between either students or adults. A cooling down time, when the child/children are removed from the area of conflict, may be required for extremely emotional situations.
8. Any concerns regarding student discipline, including, but not limited to, name calling, intimidation, and physical violence, should be communicated to the school principal.

EMERGENCY PROCEDURES

Nueva Esperanza Leadership Academy has a comprehensive Emergency Preparedness and Disaster Plan detailing our intended response to various crises situations. A copy of this plan is posted in each classroom.

IMMUNIZATIONS

Washington State law requires that each child attending school be adequately immunized according to a schedule determined by the Washington State Board of Health. Registration and attendance are contingent upon either adequate immunization or exemption from immunization. The vaccination schedule requirements are available at: <http://www.doh.wa.gov/cfh/Immunize/schools/faccine.htm>.

Please be aware that requirements for school attendance may be different than those requirements during an 'outbreak' of actual vaccine preventable disease at school. The local health department determines when an outbreak is occurring and determines any additional requirements needed during the outbreak. For this reason, it is very important to continue reporting the dates of your child's immunizations since you completed the original form when you registered your child.

LIFE THREATENING CONDITIONS

Washington State law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication or treatment order, as well as a nursing care plan on file at school. Life-threatening means a condition that could put your child in danger of death during the school day. This can include severe food allergies, allergies to bee stings, diabetes, or other potentially life-threatening conditions.

Students determined to have life-threatening conditions will not be allowed to attend school until completed forms and necessary supplies have been received and reviewed by the nurse.

ACCIDENT PROCEDURES

Accident Reports

In the event that a child has an accident that requires first aid, a report will be written by the staff member present at the time of the accident. A copy will be given to the parent and one will be placed in the student's file. Any head injury will be taken seriously and parents will be notified.

In Case of a Medical Emergency

1. All staff will work toward being trained in CPR and First Aid and will treat medical emergencies as trained.
2. The office will be immediately notified to render assistance.
3. Administrative staff will call 911 (if needed) and then the Community Director/Community Life Office. Parent(s)/Guardian(s) will be notified immediately (if needed).
4. Student information is easily accessible in the school office.

MEDICAL AND ILLNESS PROCEDURES

Medical Emergencies

All children attending NELA must have a medical release form signed by parents giving school staff permission to seek medical attention in case of emergency. We must have current home, work and medical phone numbers. We will conduct first aid and notify parents. In the event a parent cannot be reached, we will proceed with securing emergency services.

Health Care Procedures

Children with any of the following symptoms will not be permitted to remain at school: diarrhea, vomiting, eye discharge or pink eye, fatigue that prevents participation in regular activities, open or oozing sores, lice, nits, and scabies. If your child presents one or more of these symptoms, we will notify you to pick up your child. They will be expected to remain outside of school until symptom free. If the student is sick during the day a staff member will send the student to the office and we will inform the parents. If the student has a temperature of 100° the staff will notify the parents of the student and he/she will be sent home and can return in 24hrs of the time he/she was sent home if they no longer have a high temperature.

MEDICATIONS

Preferably, prescribed medication should be dispensed before and/or after school hours under the supervision of a parent or guardian. If a student must receive prescribed oral or injectable medication while at school from an authorized staff member, the following conditions must be met:

1. The parent must submit a Medication Request Form signed by both the parent and physician/dentist.

2. The medication must be brought to the school by the parent or legal guardian in the ORIGINAL CONTAINER. The container must be labeled with the student's name, physician/ dentist's name, drug name, and dosage.
3. Requests shall be valid for not more than the current school year.

Medications are defined as all prescribed and over the counter medications, including aspirin, Tylenol, allergy tablets, cough medicines, cough drops, asthma inhalers, etc. If your child brings medication to school without the signed Medication Request Form, the staff will not be able to administer the medication. You, the parent, are always welcome to come to school to administer the medication yourself.

No medications shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. Medications will never be sent home with a student. Parents must pick up and drop off all medications.

PARENT-TEACHER CONFERENCES AND COMMUNICATION

Conferences with the teacher are scheduled each trimester. These conferences clarify the skills and knowledge expectations for your child, how he/she is evaluated, how the teacher individualizes instruction for the varying needs of all students, and how parents can support their child's academic progress.

While conferences are extremely beneficial, our entire teaching staff believes that more frequent communication with parents is essential. Teachers will communicate on a regular basis with parents. Monthly reports will be handed to parents at the end of each month. In addition, we are committed to providing the type of educational experience that is best for your child. To that end, parents are encouraged to contact their child's teacher anytime they have concerns or questions about experiences in the classroom. The teacher will be timely in meeting with parents and establishing an agreed upon action plan. Parents who do not feel their concerns are addressed effectively should contact the principal.

PARENT'S RIGHT TO KNOW

Per the Elementary & Secondary Education Act (ESEA), or better known as No Child Left Behind, parents always have the right to request information on the professional qualifications of their child's teachers. The following information is available upon request:

- Licensing for grade level and subject
- Emergency or provisional status
- BA major and graduate degrees
- Paraprofessionals' qualifications.

UNIFORM POLICY

Wearing a uniform is a part of the policy at NELA. Students in all grades will be expected to wear a uniform at all times. If your child is unable to wear the uniform, call the school to notify them of the problem.

Uniforms for boys: White, navy blue, or burgundy polo or button-down shirt. Pants may be khaki or navy.

Uniforms for girls: White, navy blue, or burgundy polo shirt or blouse. Khaki, navy, or burgundy uniform style jumper, skirt, or pants. Leggings must be white, navy blue, or burgundy. Other leggings are unacceptable.

If a boy or girl decides to wear a sweater over a collared shirt, it must be white, navy blue, or burgundy without logos or writings on it. Colors other than uniform colors are not acceptable. Coats of other colors are acceptable, but not in chapel or the classroom.

LOST AND FOUND

Please put your child's name in his/her clothing. We will return marked items to children. Items found with no identification will be placed in the lost and found box. Items not claimed will be donated to an organization at the end of each trimester.

VISITORS

Visitors, including parents, guardians, and relatives are encouraged to visit and participate at NELA. All visitors to Nueva Esperanza Leadership Academy must sign in at the front office. If you want to lunch with your child, please let the office know the morning of the visit so that we can include you in the count for lunch preparations. All visitor lunches, regardless of age, are \$3.50 and should be paid for in the office.

VOLUNTEERS

Parents are highly encouraged to volunteer within the variety of programs offered by the school. Volunteers are expected to honor the privacy of students and not have discussions about students outside of the school. Volunteers and visitors are not allowed to be alone with students.

NOTIFICATION OF THE FAMILY RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They have: 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. Parents, or eligible students, should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent, or eligible student, of the time and place where the records may be inspected. 2. The right to request the amendment of student's education records that the parent or eligible student believes is inaccurate or misleading. Parents, or eligible students, may ask Nueva Esperanza Leadership Academy to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, or eligible student, when notified of the right to a hearing. 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education 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 personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an 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. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-4605

Student Picture/Video Opt-Out Form

Students will be photographed and videotaped for a variety of reasons while they are onsite. These reasons can include, but are not limited to: Website, Facebook, brochures, coaching for professional development, teacher artifacts, etc.

I would like my student to opt out of being photographed/videotaped.

Student Name:

Parent Name:

Parent Signature:

Date:

OPT-OUT FORM FOR OFF-CAMPUS ACTIVITIES

Students will be participating in many activities off campus such as field trips, nature walks, etc.

I would like my student to opt out of any off campus activities

Student Name

Parent/Guardian Signature

Date
