



# ENLACE

AN NCN ACADEMY

## Family Handbook 2022-2023

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<b>Introduction</b>	<b>5</b>
<b>School Contact Information</b>	<b>5</b>
<b>NCN Beliefs and Core Values</b>	<b>6</b>
<b>School Governance</b>	<b>7</b>
Enlace Academy Board of Directors	7
Anti-Discrimination Policy	7
<b>Enlace Academy 2021-2022 School Calendar</b>	<b>8</b>
<b>Daily Schedule</b>	<b>9</b>
<b>School and Classroom Policies</b>	<b>11</b>
Before and After School Program	11
Attendance	12
Explanation of Attendance Policy	12
Attendance Notification Process	12
Excused Absences	12
Unexcused Absences	13
Truancy	13
Make-up Work	13
Tardiness	13
Early Dismissal	14
Early Arrival	14
Late Pick Up	14
Transportation Change	14
Arrival & Dismissal Procedures	15
Leading with Love Conflict Resolution	15
<b>School Closings or Delays</b>	<b>16</b>
<b>Change of Address or Phone Number</b>	<b>16</b>
<b>Medications</b>	<b>16</b>
<b>Student Illness</b>	<b>17</b>

<b>Reporting Illness</b>	<b>17</b>
<b>Visitation</b>	<b>17</b>
<b>Dress Code</b>	<b>18</b>
<b>Code of Conduct</b>	<b>19</b>
<b>Enlace Discipline Levels Matrix*</b>	<b>22</b>
Bullying Policy	24
Hero Program	24
Technology Agreement	25
Personal Device Policy	25
<b>Family Service Program</b>	<b>27</b>
<b>Wellness Policy</b>	<b>28</b>
<b>Family Educational Rights and Privacy Act (FERPA)</b>	<b>28</b>
<b>Enlace Academy Bus Transportation Policy</b>	<b>30</b>
Bus Referral Protocol	31
Student Responsibilities	33
<b>Enlace Academy – Commitment to Excellence</b>	<b>34</b>
Families' Commitment	34
<b>Enlace Academy – Commitment to Excellence</b>	<b>35</b>
Students' Commitment	35

Dear Enlace Academy Families,

¡Welcome, bienvenidos a todos! My name is Stephanie Campos and I am the school leader of Enlace Academy. I am proud to be leading alongside a committed Enlace community composed of teachers, staff, community members, students, and families. Whether you are new to Enlace or are a returning family, I want to thank you for trusting us with your most prized possession: your Enlace jaguar. At Enlace Academy, we believe that all children can and will learn. You will easily see the distinction between our school and the rest of the community schools because we provide personalized instruction for students that cultivates character, fosters intellect, and ignites imagination so your child can become a leader who chooses their futures in high school, college, and beyond. This is our commitment to you, your child, and your family.



Leading with love is the core value we keep in the forefront as we strive to create a school community where our students can learn and grow. The purpose of this handbook is to provide students and their families with meaningful information about Enlace's policies and procedures to help every student be successful in our school community.

Please take time to read and review this handbook with your child. By reviewing our handbook as a family, each person will gain an understanding of their role in the student's education and what you can expect of us as a staff. Please feel free to contact our front office if you have any questions about our programs or policies. The home to school connection is critical to the success of your child's academic and social development at Enlace Academy and we are here to support your child to reach their fullest potential under our leadership, instructional guidance, and unconditional care.

We are humbled to serve you as part of our school community and are looking forward to working collaboratively together this school year! I welcome you to visit us as needed, volunteer often, and frequently attend our school wide events. You are always welcome at Enlace Academy and we look forward to your contribution in our Enlace community.

With all my love,

Stephanie Campos  
School Leader

# **Introduction**

Enlace Academy is a free public charter school. Our school is driven by its core values, starting with a foundational commitment to Lead with Love. Enlace seeks to create a culture that embraces and celebrates the diversity of families in the International Marketplace. Our character education curriculum is grounded in the virtues of justice, good judgment, courage, and kindness, and we foster character through the formation of strong habits such as grit, self-control, curiosity, and social intelligence.

We use rigorous classroom curriculum and assessments to meet students where they are and achieve challenging academic goals each year that put our students on the path to choose their own futures in high school, college, and beyond.

In the classroom our student-focused school model emphasizes social-emotional learning and data-driven instruction from teachers to allow us to reach each child where he or she is, in order to help raise him or her up to higher levels of achievement.

## **School Contact Information**

Enlace Academy  
3725 N. Kiel Ave.  
Indianapolis, IN 46224  
Main Office: 317-383-0607  
[www.enlaceacademy.org](http://www.enlaceacademy.org)

*Note: Enlace Academy reserves the right to make changes in the  
Enlace Academy Family Handbook at any time.*

# NCN Beliefs and Core Values

Enlace Academy is a member of the Neighborhood Charter Network (NCN).

The mission of The Neighborhood Charter Network is to expand educational equity to the communities we serve by raising the achievement of all students.

**NCN Belief Statement:** We believe all children can and will learn.

**NCN Vision:** The vision of The Neighborhood Charter Network is to cultivate the intellect, foster the character, and ignite the imagination of our students so they can become leaders who choose their own futures in high school, college, and beyond.

## NCN Core Value

Enlace Academy seeks to enable their students to achieve at their highest level. Enlace can be translated as a link or connection, and we strive to foster strong relationships between our staff, students, families, and communities.

**Lead with Love.** We strive to touch the hearts and minds of our students, families, and community partners in order to build an interconnected support team. We define leading with love as cultivating genuine relationships while pairing high expectations with strong support.

**Cultivate Genuine Relationships.** Enlace Academy intentionally creates an environment where staff, students, and families are known and loved. Genuine relationships are foundational for all of our work.

**Maintain High Expectations.** Enlace Academy maintains high expectations for staff, students, and families to keep students on the path to choosing their own future in high school, college and beyond.

**Provide Strong Supports.** Enlace Academy strives for educational equity by providing staff, students, and families the unique supports and resources they need to be the best version of themselves.

# School Governance

## Enlace Academy Board of Directors

Board Member	Position
Patricia Castañeda	Board President
Terry Baker	Board Vice-President
Martin Dezelan	Board Treasurer
Rob Hall	Board Secretary
Dennis Casey	Board Member
Raul Zavaleta	Board Member
Kenith Britt	Board Member
Caitlin Byczko	Board Member
Brandon Delk	Board Member

The strength of Enlace Academy begins with its outstanding board members. Our board members are highly active and visible members of both the Indianapolis community and the Latino community. The unique skills that they collectively possess, especially in regard to growing businesses and educational reform have led to strong momentum and community interest for the school. Additional information regarding our board members could be found at [www.enlaceacademy.org](http://www.enlaceacademy.org).

## **Anti-Discrimination & Title IX Policy**

It is the role of Enlace Academy to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated; any act of this nature will result in disciplinary action.

Due to a variety of factors, the school experience can be significantly more difficult for some students including those with marginalized identities. For this reason, Enlace Academy will provide the availability of gender inclusive restrooms.

The Neighborhood Charter Network has a designated a Title IX Coordinator who has the responsibility for compliance with Title IX, including directing the investigation of complaints of sex discrimination and harassment and assuring that prompt and effective corrective action is taken when appropriate.

Lesley Tharpe, Title IX Coordinator  
3725 N Kiel Ave, Indianapolis, IN 46224  
(317) 383-0607  
[hr@ncnschools.org](mailto:hr@ncnschools.org)

Enlace Academy's complete Gender Diversity Policy, Title IX Policy, and Title I Complaint Policy can be found on the Enlace Academy website at [www.enlaceacademy.org](http://www.enlaceacademy.org).



# Enlace Academy 2022-2023 School Calendar

Below are important dates in our school year. Dates are updated to reflect the 8/1 start date.

## 2022-2023 School Event Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**July**  
**18-29 - Summer Institute (No students)**  
**21 - Back to School Block Party**

**August**  
**1 - First Day of School**  
**25 - Back to School Night**  
**25 - High School Seminar (8th graders only)**

**September**  
**5 - Labor Day (No School)**  
**6 - Fall NCN Data Day (Student eLearning Day)**

**October**  
**7 - Quarter 1 ends**  
**10-14 - Fall Break (No School)**  
**21 - Conferences (Student eLearning Day)**  
**27 - Fall Festival**

**November**  
**23-25 - Thanksgiving Break (No School)**

**December**  
**21 - Quarter 2 Ends**  
**22-30 - Winter Break (No School)**

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**January**  
**2 - 4 - Winter Break (No School)**  
**5 - Winter NCN Data Day (No Students)**  
**6 - NCN PD Day (No Students)**  
**16 - MLK Holiday (No School)**

**February**  
**20 - President's Day (No School)**

**March**  
**17 - Quarter 3 Ends**  
**24 - Conferences (No Students)**  
**27 - 31 - Spring Break (No School)**

**April**  
**3 - Spring NCN Data Day (No Students)**  
**20 - International Festival**

**May**  
**25 - Quarter 4 Ends/ Last Day of School**  
**26 - Staff Closeout (No Students)**  
**13 - Community Clean Up Day**  
**19 - 8th Grade Graduation**

**June**

School Hours  
Monday 8:00 AM - 3:07 PM  
Tuesday 8:00 AM - 3:07 PM  
Wednesday 8:00 AM - 3:07 PM  
Thursday 8:00 AM - 1:30 PM  
Friday 8:00 AM - 3:07 PM

# Daily Schedule

The school day runs from 7:30 am to 3:07 pm. Monday - Wednesday and Friday.

On Thursday, the school day runs from 7:30 am - 1:30 pm in order to allow teachers time for weekly professional development.

Here is an example of a typical day for a lower-school (K-3) student:

Time/Allotted Time	School activities and subjects
7:30am – 8:00am	<b>Arrival and Breakfast.</b> Students eat breakfast either in the cafeteria or classroom and begin morning work.
8:00am – 8:15am	<b>Morning Meeting:</b> Students deepen their knowledge of our core values, learn about emotional regulation through our socio-emotional curriculum, or character habits to ensure they are successful citizens in society.
150 minutes daily	<b>Literacy Block:</b> The literacy block consists of three components: foundational skills, reading comprehension, and small-group reading. There is a mixture of direct instruction, digital learning, collaborative work with peers, and individual practice. Wit & Wisdom, Wilson’s Foundations, and Lexia Core5 are integral parts of literacy instruction.
75 minutes daily	<b>Math Block:</b> Teacher led math instruction, either small group or whole group, collaborative work with peers, individual practice, and fluency. Zearn and Eureka Math are integral parts of math instruction.
20 minutes daily	<b>Recess</b>
30 minutes daily	<b>Lunch</b>
45 minutes daily	<b>Special:</b> Art, Physical Education, and STEM are taught to all students each semester.
2:30 pm - 3:07 pm	<b>Student Choice</b>
3:07 pm	<b>Dismissal</b>

Here is an example of a typical day for an upper-school (4-8) student:

<b>Time/Allotted Time</b>	<b>School activities and subjects</b>
7:30am – 8:00am	<b>Arrival and Breakfast.</b> Students eat breakfast either in the cafeteria or classroom and begin morning work.
8:00am – 8:15am	<b>Advisory:</b> Students deepen their knowledge of our core values, learn about emotional regulation through our socio-emotional curriculum, or explore career interests.
90 minutes	<b>Literacy Block:</b> The literacy block follows high-quality curricula that integrates practice with complex texts, answering evidence-based questions, and requires students demonstrate understanding orally or in writing. Students receive a minimum of 90 minutes of literacy instruction daily.
75 minutes	<b>Math Block:</b> Teachers lead math instruction using our high-quality curriculum that regularly includes concept development, application problems, and fluency practice through collaborative work with peers, and individual practice. Students receive a minimum of 75 minutes of math instruction daily.
30 minutes	<b>Lunch</b>
60 minutes	<b>Adaptive Reading &amp; Math:</b> Students practice personalized literacy skills or math concepts in small groups with teachers or on computer-based programs.
60 minutes	<b>Social Studies/Science Block:</b> Students analyze primary source documents to gain an understanding about world and American history. Students also explore scientific processes and concepts through hands-on learning. Students receive 60 minutes of science or social studies instruction daily.
45 minutes	<b>Specials:</b> Art, Physical Education, and STEM are taught to all students each semester.
2:50 pm – 3:07 pm	<b>Student pack up and dismiss at 3:07 pm</b>
3:07 pm	<b>Dismissal</b>

# **School and Classroom Policies**

## **Before and After School Program**

Enlace Academy will offer a before and after school program through Project One Love. This program is available from 6:30-7:30am and 3:30pm - 6:00pm.

Daily, Weekly and Monthly Rates:

- AM or PM CARE/\$50 weekly
- AM and PM CARE/\$75 weekly
- AM or PM-DAILY RATE/\$10 PER DAY
- AM AND PM-DAILY/\$20 PER DAY
- SINGLE PARENTS DISCOUNT/\$40 weekly
- MULTIPLE STUDENTS DISCOUNT/\$35 per student for AM or PM / AM & PM \$50 per student
- MONTHLY PAYMENTS ARE DISCOUNTED/\$140 per month
- EMPLOYEES AND SCHOOL STAFF ARE DISCOUNTED/50% off rates

Parents are required to make all payments each week before the week begins and invoices will be sent. Missing payments will result in removal from the program. CCDF parents may have to make payments before their assistance is transferred. If you have any questions/concerns, please see the Director.

All payment agreements are scheduled with initial payment and ACH debits only.

If you need CCDF vouchers, please contact your Childcare service leader. If you need a CCDF form, please be sure to enter your email address on the pre-registration form.

For information, call 317-513-5106 or text.

Email: [communityfamily@project1love.org](mailto:communityfamily@project1love.org)

## **Attendance Policy**

Education is one of the most valuable undertakings of our country. Formal schooling is not only very desirable but also absolutely essential for the conservation of American society. The State of Indiana places education at the top of its priorities. A very high, positive correlation exists between formal learning and school attendance. Accordingly, it is incumbent upon this school system to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved; the dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism, which is viewed as a lack of effort.

The goal of our school is to reach above 95% attendance rate for the year. Students are expected to be in school on time every day. In order for this to happen parent cooperation is critical. Students miss valuable instruction every moment that they are not in the classroom. Your assistance in reaching this goal is greatly appreciated.

Student attendance shall be in conformance with I.C. 20-33-2-47 and School Board Policies.

### School hours:

Monday, Tuesday, Wednesday, and Friday - 8:00 am - 3:07 pm

Thursday - 8:00 - 1:30 pm

## **Definitions**

A. Absence - Each teacher will record an absence when the student is not in attendance for any time during the school day.

B. Tardy - A tardy is defined as an arrival after 8:00 am. Excessive or repetitive tardies will result in a mandatory attendance meeting. Excessive tardies are considered 5 consecutive or 10 total or up to the attendance committee's discretion.

C. Absences Excused - Parents/guardians are to call school to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence. Students will not be counted absent in the following circumstances:

- Authorized school-sponsored activities
- Death in immediate family
- Religious observations
- Subpoena to appear in court as a WITNESS in a judicial proceeding, verification in writing by parent/guardian upon student's return, further verified by the subpoena
- Personal illness up to 3 days, doctor's note required after the 3rd day.
- Medical/Dental appointments. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day.
- Family emergency that is approved by administration

D. Absences Unexcused - Students shall be counted absent in the following circumstances:

- Parent-requested funeral attendance for other than immediate family
- Family vacations
- Non-school sponsored school-to-work activities
- Personal illness after 3 days without a doctor's note

E. Make-up work - If the illness or absence from school will be longer than 2 days, we ask that arrangements be made for school work to be sent home. This would only qualify for a prolonged excused absence reason. That student may make up the work he or she missed and would receive full credit for it. The student has the same number of days he/she was absent to make up work after returning to school (ex: out from 3/10-3/15, work due 3/22). For unexcused absences, make up work may be requested but not counted towards attendance. Extended vacation are unexcused absences.

F. Excessive Excused Absences - Students who demonstrate a pattern of absences that qualify as excused over a prolonged period of time. (4-5 quarterly)

G. Truancy - Excessive absences from school without being excused or without being absent under a parental request filed with the school.

### **Explanation of Policy**

A. Student absences must not exceed ten (10) days per year. All absences other than those listed in Section C and those listed below will count toward the ten (10) day limit.

- Out-of-school suspension
- In-school suspension
- Expulsion

B. Truancy will be reported to officials as required by law.

C. Excessive Excused Absences will result in a mandatory attendance meeting (4-5 quarterly).

D. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the ten (10) day limit.

### **Notification Process**

During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.

- Two (2) consecutive unexcused absences will result in a phone call home from the classroom teacher.

- Five (5) excused/unexcused absences will result in a letter notification from the school serving as a reminder that his/her child has five (5) more days before reaching the ten (10) day limits. The notice will serve as a warning of possible legal proceedings.
- Seven (7) excused/unexcused absences will result in the parent/guardian being asked to attend a mandatory meeting with the school attendance team.
- Ten (10) excused/unexcused absences will result in the school complying with legal obligation and make a required report to the Department of Children's Services (DCS) for academic neglect.
- A home visit may be conducted after attempts to locate the student via phone have failed.

## **Tardiness**

All students should arrive on time. It is crucial to the success of students that they arrive on time and, thus, are in a position to make a strong start to the school day. A tardy is defined as an arrival after 8:00 am. If your child is tardy they must report first to the office to get a Tardy pass before they proceed to the classroom.

A member of our attendance committee will contact the family of students with five (5) or more consecutive tardies during the school year. Students with ten (10) or more tardies must meet with the school administration and parents to work out a plan to address this problem.

## **Early Dismissal**

All students should stay until the end of the school day to receive the maximum amount of instructional minutes. If a student needs to leave early, parents (or authorized caregiver) must sign their child out at the office. Students will be called from their classroom once the parent (or authorized caregiver) arrives.

Early dismissal will **not** be permitted during the last 30 minutes of the day (2:37-3:07 pm on regular school days and 1:00-1:30 pm on early dismissal days).

Each early dismissal is treated the same as a tardy against your child's attendance records and the same notification and reporting protocols will be followed.

## **Early Arrival**

For the safety of our students, students walking to school without a parent or guardian should not arrive before doors open at 7:30 am.

## **Late Pick Up**

Students that are not picked up by 3:30 pm will be sent to the Project One Love After School Program. Parents will be charged the \$10 drop in fee upon arrival.

## Transportation Change

All transportation changes must be made 90 minutes before dismissal. Transportation changes will **not** be accepted after 1:37 p.m. on regular dismissal days or noon on early dismissal days. All changes in transportation must go through the front office – changes reported to teachers or other staff will not be accepted

## Arrival & Dismissal Procedures

The safety of our students and staff is our top priority, for that reason, we ask that the traffic pattern below is used during our busiest times. You must turn right into our parking lot to avoid traffic jams on 38th Street. All students being dropped off or picked-up must enter and exit the building through door 5. Parents should not stop in front of the building to drop off or pick-up.



## Leading with Love Conflict Resolution

In spite of sincere attempts to avoid misunderstandings and conflicts within the school, there are times when both arise. It is the policy of the school to approach these problems in a loving and respectful manner. Both parties should assume the best of others when disputes arise.

Our "Leading with Love" guidelines are as follows:

- 1) If a conflict develops between members of our school family (whether students, staff, or parents/guardians), all parties will meet together to come to a common understanding. The goal of this meeting is to resolve the problem and rebuild the relationship through an improved understanding of the issues, a search for alternative solutions, and forgiveness for a conflict.
- 2) Parents and students who have a concern about a teacher and/or administrator will be directed to go to the teacher and/or administrator first to resolve the conflict. If a reasonable



solution is not reached, then a separate administrator can become involved in the process.

3) At no time should the steps be skipped or conflict be aired on social media or any public forum as this does not help the reconciliation process.

## **School Closings or Delays**

If school is closed or the opening is delayed due to inclement weather, power outage or other, please listen for our call blast. The statement will also be posted on the TV news (Fox 59, CBS, WISH TV, WTHR and RTV6), the school's website and/or Facebook page.

## **Change of Address or Phone Number**

In order for the school to handle emergencies, maintain communication, and keep records current, please notify a member of our Operations Team in the front office only and in writing of any address or telephone changes, both home and work.

## **Medications**

By State Board of Health mandate, the school nurse or a designated school staff member are the only employees allowed to dispense medication to children. If a child is required to take medication during school hours, the medication must be brought to school by an adult and in the original container with a label that has the physician's instructions and the signed permission form from the parent/guardian stating the dose and time medication is to be dispensed.

Medication brought in by the child will not be accepted for dispensing at school, as well as any medication that is not in the original package. The parent will be telephoned to return to school and pick-up the medication if it is brought in by a student.

**BY INDIANA LAW, NO STUDENT IS TO TRANSPORT MEDICATION TO OR FROM SCHOOL. THIS IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.**

## **Student Illness**

A child's physical health is a significant factor in their ability to learn each day. When a child does not feel well, it is difficult for them to concentrate on the tasks at hand. In order to help your child learn effectively each day, we ask that parents/guardians watch carefully for signs of illness and fatigue. When a suspected illness at school arises, the child may be sent to the nurse's office for evaluation. Parents/guardians will be contacted when symptoms of illness or communicable disease are present.

Children should remain at home after an illness until all of the following guidelines are met:

- Fever free (99.5° F or lower) for 24 hours without having taken any fever-reducing medication
- Free from vomiting and/or diarrhea for 24 hours
- Antibiotics need to be taken for 24 hours for any contagious disease, including pink eye
- Diagnosis of skin rash by a physician, and on any prescribed medication for 24 hours, including ringworm
- Lice (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the school nurse. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the school nurse and parent/guardians for signs of re-infestation is appropriate

## **Reporting Illness**

The State Board of Health requires that the occurrence of certain communicable diseases be reported to health authorities. We ask that you immediately report your child's documented cases of strep, chickenpox, influenza, or other communicable diseases to the front office so that the local and state health departments can be notified as soon as possible. The school reserves the right to require a doctor's clearance for a student to return to school whenever school officials feel it necessary to protect the health of either the pupil who has been ill or that of the other pupils in school.

## **Visitation**

Parents are always welcome and are encouraged to visit our school; however, classroom visits, teacher conferences, and meetings with staff members must be scheduled in advance out of respect for classroom and teacher schedules. Please reach out to the Main Office or classroom teachers directly to schedule.

For the safety of our students and staff members, all visitors must provide a Photo ID and sign the "Visitors' Register" in the school office prior to visiting the classroom and obtain a pass.

# Enlace Academy School-Wide Dress Code

The following dress code guidelines apply to all Enlace Academy students at all times. Please review and acknowledge as our dress code will be heavily monitored and enforced. If you have any questions regarding this policy, please visit our approved apparel at our uniform store on our school website ([www.enlaceacademy.org](http://www.enlaceacademy.org))

- **Shirts:** Navy blue, green, or white polo shirts
  - **Grades 5-8 only:** Light blue shirt
- **Bottoms:** Khaki, navy or black knee-length skirts (with shorts underneath), pants, shorts or skirt
- **Belt:** Black belt (optional)
- **Shoes:** Closed-toe shoes (preferably gym shoes)
- **Cardigan:** Solid colored navy, green, or white cardigan sweater
- **Sweatshirt** (with the hood): Enlace/NCN ONLY
- **Crew Sweater** (without a hood) Enlace/NCN or solid school colored (navy, green, light blue, or white)(with or without hood)



## School Swag

Students are permitted to wear Enlace tops with uniform bottoms Monday-Thursday and with jeans on Friday. This includes and is not limited to: polos, t-shirts, long sleeves, crew sweaters, cardigan over polo, etc. sold by our uniform store. (effective '22-'23)

## Additional Notes

1. Students are expected to meet dress code expectations every day. Students who are not compliant with our dress code expectations, risk losing choice time or other consequences for continuous violations.
2. Students may wear a navy blue, green, or white solid-colored long-sleeve shirt under their uniform polo during the cold months.
3. All pants must fit around the waist. Belts are optional, but should be of appropriate size and nature, i.e., no large-faced images or symbols, which may pose as a distraction.
4. Pants may not be excessively baggy and may not cover the shoes.
5. Students may NOT wear jogging pants, sweatpants or jeans (Jeans can be worn on Fridays).
  - **On Friday's:** Students are allowed to wear blue or black jean pants or shorts with their Enlace polo or Enlace t-shirt. Jeans may not be ripped, by accident or design, or contain any holes.
6. Students may not wear sleeveless or cut-off shirts, blouses, or dresses/rompers.
  - Students can wear dress/rompers that are sleeveless IF they have a Enlace polo underneath.
7. Students may not wear inappropriately tight fitting clothing. Students are not permitted to wear leggings as bottoms.
8. Students may not wear skirts that are inappropriately short (must be knee-length) or that have inappropriately long slits (must be above knees).
9. Students may not wear hoods, hats, caps, do-rags, or other head coverings in the school (except in the case of religious observance).

# Code of Conduct

Enlace Academy has very high expectations for student behavior and a strict code of conduct to ensure students act appropriately at all times and are always within a safe, structured environment.

Consequences are designed to help students recognize negative behavior, teach them alternative choices, and protect other members of the community from disruptions or danger. These consequences may include (but are not limited to) the following:

1. **Verbal Warning:** Students are informed that their conduct is not conducive to learning and are warned not to continue the conduct. Continuing the conduct will result in more severe consequences.
2. **Buddy Classroom:** Students take a “break” by going to a designated part of the room or to another classroom to complete their assigned work. This gives a student time to get back on track and think briefly about their actions. The length of a time out varies from grade to grade and is also based on the severity of the behavior.
3. **Parent Contact:** Teachers may call, email or write to family members to inform them of their child’s behavior and the consequences and to discuss appropriate strategies that can be used both at school and at home.
4. **Lunch Detention:** Teachers keep students in their classroom during the lunch period. Students may be required to complete written reflections, complete missed work or make up for their behavior by doing some form of community service during this time.
5. **Reconciliation:** We believe deeply in the idea of community and that students are responsible for their actions and the impact they have on others. Therefore, depending on the severity of the incident, students may be asked to publicly acknowledge the negative impact that their conduct had on the community and/or their individual class. If a child has been suspended, for example, the child will return to his/her class after the suspension and be asked to acknowledge his/her unacceptable behavior and articulate what he/she did wrong.
6. **Restitution:** In order to reinforce the idea that negative behavior affects others, students may be asked to compensate those affected by their negative behavior, or “fix” the situation. For example, a student may be required to clean or paint over vandalism, clean an area that was destroyed, replace
7. **Discipline Referral:** If a student repeatedly or significantly disrupts the learning environment, the student may be referred to the Student Support Team, which is

considered a discipline Referral. The student may then be removed from class and sent to another classroom until he/she is instructed to return to class.

8. **Parent Conference/Conversations:** Parents or guardians are integral partners in helping us support a child who is struggling in school either socially or academically. By coordinating strategies to support students in understanding appropriate behavior, we increase the likelihood of success and avoid confusion and mixed messages.
9. **Behavior Success Plans:** A Behavior Success Plan may be developed for students who regularly violate the Code of Conduct and require consistent monitoring to modify their behavior.
10. **Recovery Plans:** Recovery plans are used when behavior success plans are not successfully changing a student's negative behavior or in response to an incident that is a safety concern for the student or others. The recovery plan provides specific interventions for students and an alternative schedule that includes time in the recovery room to work on specific skills.
11. **Loss of Privileges:** Students who continue to exhibit negative behaviors will face the loss of privileges, including access to extracurricular programs, field trips, special events and ceremonies.
12. **Detention:** Students who continue to accrue in-school consequences may be assigned after-school detentions, which occur three days a week on Mondays, Tuesdays or Wednesdays. Parents will always be notified more than 24 hours in advance of assigned detention.
13. **In-School Suspension:** Enlace Academy may require students to serve an in-school suspension during which they are not allowed to spend the day as members of their class communities. In-school suspensions are determined by the School Leader or Dean of Culture and are used only for serious or persistent infractions.
14. **Out of School Suspension and/or Expulsion:** To create and maintain a safe, supportive, fair and reliable school community, Enlace Academy will suspend students from school for the most serious breaches of the Code of Conduct. In all cases, parents or guardians will be informed and must attend a conference with the School Leader or Dean of Culture. Suspensions will be recorded in student's records.
15. **Weapons:** No student shall bring, possess or use any object that may be used to inflict harm on another person or oneself. Such offense may result in a suspension which can lead to expulsion.

16. **Alcohol/Drugs/Tobacco Products:** No student shall consume, possess or sell any alcohol, drug or tobacco products in or around the school. Such offense will constitute a suspension which can lead to expulsion.

# Enlace Discipline Levels Matrix\*

Level	Student Actions	Teacher Actions	Admin/SST
<b>LEVEL 1</b>	<b>Disruptive Behaviors - MINOR</b> <i>*Behaviors disrupt the learning environment for self and a few other students.</i> E.g., <ul style="list-style-type: none"> <li>Speaking Out</li> <li>Off-task behaviors</li> <li>Not following procedures and expectations</li> <li>Making noises</li> <li>Talking</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> occurrence: Provides least invasive intervention <ul style="list-style-type: none"> <li>non-verbal</li> <li>positive group correction</li> </ul> </li> <li>2<sup>nd</sup> occurrence: Verbal Redirection <ul style="list-style-type: none"> <li>Private conversation</li> <li>restorative conversation</li> </ul> </li> <li>3<sup>rd</sup> occurrence: <ul style="list-style-type: none"> <li>Buddy room K-4</li> <li>1-to-1 Restorative Conversation</li> <li>In-class reflection during Choice Time</li> </ul> </li> <li>4<sup>th</sup> occurrence: Delayed Class Action+ Phone call Home or parent meeting.</li> </ul> <p><i>*additional occurrences result in referral and parent contact</i></p>	
<b>LEVEL 2</b>	<b>Disruptive Behaviors - MAJOR</b> <i>*Behaviors disrupt the learning environment for self and a larger group.</i> E.g., <ul style="list-style-type: none"> <li>Speaking Out</li> <li>Off-task behaviors</li> <li>Not following procedures or expectations</li> <li>Elopement from classroom(when not coinciding with calming strategies)</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> occurrence: Provides least invasive intervention <ul style="list-style-type: none"> <li>non-verbal</li> <li>positive group correction</li> </ul> </li> <li>2<sup>nd</sup> occurrence: Verbal Redirection <ul style="list-style-type: none"> <li>Private conversation</li> <li>restorative conversation</li> </ul> </li> <li>3<sup>rd</sup> occurrence: <ul style="list-style-type: none"> <li>Biddy Room K-4</li> <li>1-to-1 Restorative Conversation</li> <li>In-class reflection</li> </ul> </li> <li>4<sup>th</sup> occurrence: Delayed Class Action+ Phone call Home or parent meeting.</li> </ul> <p><i>*additional occurrences result in referral and parent contact</i></p>	
<b>LEVEL 3</b>	<b>Defiance</b> <i>*Level 1 and/or 2 behaviors are continuous (same behaviors over <u>multiple days in one week</u>) and teacher actions are not changing student behavior. Students have reached a 4th occurrence on Level 1 or 2 in previous days and behavior continues.</i>	<ul style="list-style-type: none"> <li>1<sup>st</sup> occurrence: <ul style="list-style-type: none"> <li>In-class reflection during choice time</li> </ul> </li> <li>2<sup>nd</sup> occurrence: Phone/call home</li> <li>3<sup>rd</sup> occurrence: Hero Referral + Class Action + Possible Out of Class Action</li> </ul>	<ul style="list-style-type: none"> <li>SST reviews referral to <b>possibly</b> assign an out of class action <ul style="list-style-type: none"> <li>E.g., restorative conversation with SST, acts of kindness</li> </ul> </li> <li>Phone Call Home to communicate actions answered by SST</li> <li>Re-entry restorative conversation when needed also may include counselor assistance</li> </ul>
<b>LEVEL 4</b>	<b>Aggressive Behaviors</b> <ul style="list-style-type: none"> <li>Verbal aggression <ul style="list-style-type: none"> <li>Threats to teacher</li> <li>Discrimination</li> <li>Harassment</li> <li>Continuous Bullying</li> </ul> </li> <li>Inappropriate use or treatment of school resources</li> <li>Bullying</li> </ul>	<ol style="list-style-type: none"> <li>1st occurrence: At teacher discretion, dependent on severity <ol style="list-style-type: none"> <li>Least invasive intervention</li> <li>In-class reflection</li> <li>Restorative conversation.</li> <li>Contact Support Team <ol style="list-style-type: none"> <li>Ext. 107</li> <li>Provide a detailed description of what has taken place.</li> </ol> </li> </ol> </li> <li>All occurrences <ol style="list-style-type: none"> <li>Phone Call Home</li> <li>HERO Referral</li> </ol> </li> <li>Bullying Policy should be followed for incidents identified as bullying.</li> </ol>	<p>The following steps are taken in this order:</p> <ul style="list-style-type: none"> <li>SST de-escalates student in the class, if possible</li> <li>If needed, SST removes students to the hallway to de-escalate within pod location using recovery methods.</li> <li>SST reviews referral to <b>possibly</b> assign with approval from DOC an out of class action</li> <li>E.g., restorative conversation, detention, acts of kindness, OSS (DOC approval)</li> <li>Re-entry restorative conversation when needed also may include counselor assistance</li> <li>Schedule re-entry conference with parent and DOC if OSS</li> </ul>

		<p><i>* School policies outlined in the Emergency Crisis Response Plan or Bullying Policy should always be followed.</i></p>	<p><i>*SL is notified of an incidents that are safety concerns for students/staff</i>  <i>* School policies outlined in the Emergency Crisis Response Plan or Bullying Policy should always be followed.</i></p>
<p><b>LEVEL 5</b></p>	<p><b>Physical Aggression/Illegal Behaviors</b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Elopement from building</li> <li>• Harm to self, others, or property</li> <li>• Inappropriate Touch/Exposing self</li> <li>• Drug or Tobacco use/possession</li> <li>• Weapon possession</li> <li>• Stealing</li> </ul>	<p>All occurrences:</p> <ul style="list-style-type: none"> <li>• Contact Support Team <ul style="list-style-type: none"> <li>o Ext. 107</li> <li>o Provide a detailed description of what has taken place.</li> </ul> </li> <li>• Phone Call Home</li> <li>• HERO Referral</li> </ul> <p><b>If needed:</b></p> <ul style="list-style-type: none"> <li>• Medical attention. Follow COVID guidelines for sending students to nurse.</li> <li>• Remove other students from the classroom if it is a safety concern and stay within the pod location.</li> </ul> <p><i>* School policies outlined in the Emergency Crisis Response Plan or Bullying Policy should always be followed.</i></p>	<p>The following steps are taken in this order:</p> <ul style="list-style-type: none"> <li>• SST conference with student</li> <li>• SST reviews referral to <b>possibly</b> assign with approval from DOC an out of class action <ul style="list-style-type: none"> <li>c. E.g., restorative conversation, detention, acts of kindness, OSS (DOC approval)</li> <li>d. Schedule re-entry conference with parent and DOC if OSS</li> </ul> </li> <li>• Re-entry restorative conversation when needed also may include counselor assistance</li> </ul> <p><i>*SL is notified of any incidents that are safety concerns for students/staff</i>  <i>* School policies outlined in the Emergency Crisis Response Plan or Bullying Policy should always be followed.</i></p>

\*Note: The Enlace Discipline Matrix is meant to provide guidance but is not comprehensive.



## **Bullying Policy**

Bullying is prohibited at Enlace Academy as referenced in Indiana Code 20-33-8-0.2 Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Enlace Academy expects all students and employees to treat each other with civility and respect and provides programs to promote these values. Disruptive or violent behavior interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. Enlace Academy prohibits acts of harassment, intimidation or bullying against any student. Enlace Academy recognizes its duty to ensure a safe school climate and has adopted policies and programs governing acceptable student conduct. Furthermore, Enlace Academy complies with all mandated prevention, intervention and response laws as created by the state of Indiana.

Students may not engage in bullying on school grounds, or while traveling to or from school or a school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by school.

The School Leader or designee will inform students, parents, and staff members concerning any reported incidents of bullying. Parents or students who suspect that bullying is taking place should report the matter to the School Leader. Upon receiving the report, the School Leader will investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the school's discipline policy.

The complete Bullying Prevention Policy can be found on the Enlace Academy website:

<http://www.enlaceacademy.org/bullying-policy>

## Hero Program

Enlace Academy utilizes a point system to create a positive school culture and encourage students to increase or maintain positive behaviors. Hero K-12 allows teachers to communicate students' academic and behavioral progress to parents in real-time.

Students who demonstrate **positive behaviors** can earn Hero points by demonstrating our character traits:

- Grit
- Love
- Self Control
- Gratitude
- Understanding
- Zest
- Curiosity
- Integrity
- Optimism
- Creativity
- Citizenship
- Open-mindedness

Students can earn daily, weekly, and monthly incentives, such as leadership lunch, dress down passes, classroom rewards, and access to our end of month celebration by meeting designated Hero point targets.

We encourage all parents to enroll their email with Hero K-12 to communicate regularly about student progress.

## Technology Agreement

The curriculum goals of Enlace Academy call for technology integration into our instructional practice. To this end, students' access to and use of electronic resources, including the internet, is age and grade-appropriate and increases gradually from year to year. To ensure responsible use, please discuss this agreement with your child and emphasize its importance.

Noncompliance can result in revocation of computer-use privileges, replacement fees, and/or other disciplinary measures.

The following expectations apply to Enlace Academy students, who are provided technology resources which may include username and password, network, internet, computing device, or software. These expectations apply when a student is using Enlace Academy provided technology resources, no matter where they are being used.

1. Student technology resources are for instructional use and activities only.
2. Passwords must be guarded and protected. Do not share your password with anyone or let others use it.
3. Do not reveal your address or phone number or the address or phone numbers of others. Be cautious in responding to unsolicited online contact.
4. School-provided HotSpots should **only** be connected to school-provided ChromeBooks and used for instructional purposes.
5. Enlace Academy HotSpots contain 100GB of data, which is sufficient for instructional purposes and will not be replaced if overused.
6. Enlace Academy internet resources and accounts will **not** be used to:
  - a. access another person's materials, information, or files.
  - b. access, upload, download, or transmit pornographic, obscene, abusive, or sexually explicit material.
  - c. violate any local, state, or federal law.
  - d. vandalize, damage, or disable the property of another person or organization.
  - e. subscribe to or solicit information which incurs a cost.
  - f. harass, bully or intimidate another individual.
7. Do not attempt to bypass Internet filtering.
8. Users will care for the Enlace Academy-owned device as if it were their own using the following standards of care.

### General Care

1. Do not leave your computing devices unsupervised or in unsecured locations at school or at home. Avoid using the device in areas where damage or theft is likely.
2. Do not use your computing device while it is on a bed or carpet or pillow, as this causes overheating. Keep your device on a flat, solid surface when in use.
3. Do not set books or stack items on top of the device.

4. Do not write, draw, paint, or place stickers or labels on the device.
5. Do not place a magnet near the device.
6. Do not place food or drink near the device. Liquids, food and other debris can damage it
7. The device should not be left inside a vehicle where temperatures can cause permanent damage.
8. Do not expose the device to direct sunlight, ultraviolet light, or extreme temperatures for an extended time.
9. Do not attempt repair or reconfiguration of a device.
10. Do not open, tamper with or remove internal or external components (ie: keys).
11. Immediately report any loss of a device to your school.

### **Cleaning the Device**

1. Wipe surfaces with a clean, dry, soft cloth. *Do NOT use liquids to clean the device*
2. Be sure your hands are clean when using the mobile device to avoid buildup on the touchpad and keyboard. *Grease and dirt buildup can cause problems with the device.*
3. Do not use the device in dusty, dirty, or sandy environments.

### **Screen Care**

1. Do not pick up a device by the screen.
2. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
3. Do not lean on the top of the device or place excessive pressure or weight on the device screen.
4. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT clean the screen with glass cleaner.

### **Carrying the Device**

1. Always close the lid and unplug cords and accessories before moving or carrying.
2. Do not leave the device in visible sight in a vehicle or in a vehicle for extended periods of time or overnight.

## Replacement & Repair Policy

It is your responsibility to keep your ChromeBook safe and secure. In the event that an Enlace Academy ChromeBook is damaged, broken, or lost, please immediately inform the Main Office.

### Accidental Damage:

<b>1st Incident</b>	<ul style="list-style-type: none"><li>● Conversation with teacher</li><li>● Technology agreement reminder sent home with parent signature required acknowledging a \$50 repair fee will be charged for a 2nd incident and a \$250 replacement fee for a 3rd incident.</li><li>● Device is replaced (if available)</li></ul>
<b>2nd Incident</b>	<ul style="list-style-type: none"><li>● \$50 repair fee. Device is repaired/replaced (if available)</li></ul>
<b>3rd Incident (or lost device)</b>	<ul style="list-style-type: none"><li>● \$250 repair/replacement fee required for a new device (if available)</li></ul>

### Purposeful Damage:

<b>1st Incident</b>	<ul style="list-style-type: none"><li>● Conversation with teacher &amp; a \$50 repair fee</li><li>● Technology agreement reminder sent home with parent signature required acknowledging a \$250 replacement fee for a 2nd incident.</li><li>● Device is replaced (if available) )</li></ul>
<b>2nd Incident (or lost device)</b>	<ul style="list-style-type: none"><li>● \$250 repair/replacement fee required for a new device (if available)</li></ul>

## Personal Device Policy

With recent advances in educational technology, personal devices (e.g., cell phones, tablets, laptop computers) are sometimes welcomed in settings to enhance instruction. However, at Enlace Academy, we have selected high-quality curricula and provided technology (e.g., iPads, netbooks) to enhance classroom practices.

We also understand families provide students' personal devices for communication associated with school drop off and pick up. The following guidelines are used for students who bring personal devices to school:

1. Students secure all personal devices they bring to school in their assigned locker each morning during arrival procedures. All devices should be powered off when placed in lockers to limit disruptions
2. Students retrieve their personal devices from their secured lockers during dismissal procedures
3. Students refrain from using devices from 7:30 am - 3:07 pm unless they receive permission for the purpose of communicating with their family regarding pick-up or dropoff changes
4. Students are not permitted to visit lockers to gain access to their personal devices, or for any other reason, between 8:00 am - 2:57 pm

The following process will be followed when students fail to secure personal devices in their lockers:

1. Teacher/Staff member confiscates personal device
2. Teacher delivers personal device to front office
3. Office Manager notifies family that personal device was collected due to policy noncompliance
4. Office Manager secures personal device until designated family member (e.g., parent or guardian) is able to collect it
5. Designated family member (e.g., parent or guardian) must collect the personal device in person. NOTE: Non-guardian siblings are unable to collect personal devices.

We recognize the inconvenience this policy may create for families, particularly if a family member cannot collect a confiscated device the same day. This is why we clearly communicate the policy to families and students, and we encourage families to encourage students to adhere to this policy.

We will make every reasonable effort to provide security for personal devices; however, under no circumstances may Enlace Academy or members of its staff be held liable for lost or stolen personal devices.

## Family Service Program

Enlace Academy is excited to have so many engagement opportunities at our school. While family service hours are required during the school year, we know that so many of our families have and will continue to meet much more than this requirement.

Because of the dedication and support of our families, our school is able to provide our students with fun and enriching experiences that build and strengthen our community.

Here are some of the many ways that parents can support the school:

<b>FAMILY SERVICE PROGRAM POINT SYSTEM</b> <b>50 points are required from each family by the end of the 2022-2023 school year</b>	<b>Point Value</b>
<b>Meetings/Classes/Family Therapy/Volunteering</b> <b>(IEP, Parent-Teacher Conferences, Behavioral Meetings, Chaperoning Trips, etc.)</b>	<b>10 pts.</b>
<b>Donations</b> <b>(Watch for flyers in folders and updates on social media (Facebook: Enlace Academy) to learn about collections)</b>	<b>10 pts.</b>
<b>Family Events</b> <b>(See the school calendar for all upcoming family events)</b>	<b>10 pts.</b>

Service hours performed will be reported by sign-in, either at the school main office or at the designated sign-in table during school events. Parents are responsible for signing in to record any service hours performed in order for their time to count.

## Wellness Policy

The Board of School Trustees of Enlace Academy supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The complete School Wellness Policy can be found on the Enlace Academy website:  
<http://www.enlaceacademy.org/nutrition-program>

# **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. For Enlace Academy families may call the main office prior to Labor Day each year to request that their "directory information" not be disclosed.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school. Enlace Academy informs parents of their FERPA rights through the Enlace Academy Family Handbook.



# Enlace Academy Bus Transportation Policy

## Purpose

It is the policy of Enlace Academy to provide transportation to students in a manner that will protect their health, welfare, and safety. We, the administration of Enlace Academy, recognize that transportation is an essential part of the school's service to students and parents. This policy is to inform students, parents, and bus drivers of the rules and regulations of school bus transportation at Enlace Academy.

## Conduct on Bus

Enlace Academy's school bus safety rules are to be posted on every bus. If these rules are broken, the Enlace Academy's discipline procedures are to be followed. Consequences are progressive and may include suspension or termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Leader or designee using the bus referral form.

- Bus Stop Rules
  - Arrive at your bus stop **AT LEAST five-ten minutes** before the scheduled pick up time. The school bus driver will not wait for late students. Do not wait on the porch or inside the house.
  - Respect the property of others (homes, lawns, etc.) while waiting at your bus stop.
  - Keep your arms, legs and belongings to yourself.
  - Use appropriate language. No fighting, harassment, intimidation or horseplay.
  - Stay away from the street, road or highway when waiting for the bus.
  - Wait until the bus comes to a complete stop before approaching. Once the bus driver signals you, you may cross the street to get on the bus, if necessary.
  - After getting off the bus, move away from the bus.
  - If you must cross the street, always cross in front of the bus where the driver can see you and signal oncoming traffic.
- Rules on the Bus
  - Immediately follow the directions of the driver the first time.
  - Sit in your seat facing forward with your feet on the ground.
  - Talk quietly and only to those in your seat – students should not yell across the bus.
  - Be courteous.
  - Use appropriate language and actions. No pushing, kicking, swearing, or yelling.
  - Keep your arms, legs and belongings to yourself.
  - No fighting, harassment, intimidation or horseplay.
  - No throwing objects, inside or out of the bus.

- No eating, drinking, or use of tobacco or drugs.
- Do not bring any dangerous objects on the school bus.
- Do not damage the school bus.

## Consequences

Consequences for school bus/bus stop misconduct will be applied using Enlace Academy's bus discipline procedures, but note that some situations may cause alternative consequences. The Enlace administration team will notify parents or guardians, students, and bus drivers of any suspension of bus privileges. **The bus driver does not determine if a student is suspended from the bus.**

Before writing a referral, the bus driver should try **3 strategies** to redirect the behavior:

- Have a private conversation with the student about their actions and review expectations.
- Talk to the parent in person, phone, or sending a letter home.
- Move the student's seat on the bus.
- Conduct acts of kindness on the bus (after morning drop-off).
- Give students logical choices (e.g. you may talk at a voice level 1 or be silent, you may put your food in your backpack or throw it in the trash, etc.)

## Bus Referral Protocol

For Enlace to take action on bus behavior, the bus driver must submit a written referral.

- **1<sup>st</sup> Referral:** Repeated offenses that violate the bus rules. Student will get a warning and complete acts of kindness during choice time for the bus or bus driver. Parent will be notified.
- **2<sup>nd</sup> Referral:** Repeated offenses that violate bus rules. Student will perform acts of kindness during choice time for the bus or bus driver for 3-5 days.
- **3<sup>rd</sup> Referral:** Repeated offenses that violate bus rules. Student will be suspended from the bus for one day.
- **4<sup>th</sup> Referral:** Repeated offenses that violate bus rules. Student will be suspended from the bus for three days. Parents will need to come in for a meeting with the administration and bus driver prior to the student returning to the bus.
- **5<sup>th</sup> Referral:** Repeated offenses that violate bus rules. Student will be suspended from the bus for five days. Parents will need to come in for a meeting with the administration and bus driver prior to the student returning to the bus.
- **6<sup>th</sup> Referral:** Repeated offenses that violate the bus rules. Student will no longer be able to ride the bus for the remainder of the school year.

Depending on the nature of the offense, consequences such as suspension or expulsion from school and/or bus also may result from school bus/bus stop misconduct. The following could result in a suspension or expulsion from school or school bus:

- Fighting
- Destroying property
- Physical altercation that involves hitting, pushing, and/or punching
- Possession or use of drugs and/or weapons

## **Parent and Guardian Responsibilities**

1. Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
2. Instruct your children to be at the school bus stop at least 5-10 minutes before the scheduled pick-up time. Under no circumstances should students arrive at the bus stop more than 10 minutes prior to the scheduled pick-up time. In addition, students need to wait at the bus stop and not in the house or on the porch.
3. Students that are in grades K-3 need to have a parent meet them at the bus stop during drop-off. Students in grade 4-8 may get off the bus on their own and walk home. In addition, students in grades 4-8 may escort younger students home with the permission of the parent or guardian.
4. All changes in transportation must go through the front office – changes reported to teachers or other staff will not be accepted. **All transportation changes must be made no later than 1:37 p.m. on the day of the scheduled change.** Transportation changes will not be accepted after 1:37 p.m. Thursdays only, no later than noon (12:00PM).

## **Student Responsibilities**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.

All students that ride the bus will participate in a transportation safety training the first two weeks of school. Students will be responsible to attend these trainings in order to ride the bus. Training will take place from 3:00 to 3:30. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege not a right
- District policies for student conduct and school bus safety
- Appropriate conduct while on and waiting for the bus
- The danger zones surrounding a school bus
- Procedures for safely boarding and leaving a school bus

# **Enlace Academy – Commitment to Excellence**

## **Families' Commitment**

We fully commit to Enlace Academy in the following ways:

1. We will make sure our child arrives at Enlace Academy every day by 8:00 A.M. (Mon. - Fri.)
2. We will make arrangements so our child can remain at Enlace Academy until 3:07 P.M. (Mon. - Wed, Fri.) and 1:30 P.M. (Thurs)
3. I affirm that my child will attend school and do his / her work regularly.
4. We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, try to read with him/her every night, and limit the amount of television they watch.
5. We will always make ourselves available to our children, the school, and any concerns they might have.
6. This also means that if our child is going to miss school, we will notify the teacher as soon as possible and we will carefully read all the papers that the school sends home to us.
7. We will allow our child to go on Enlace Academy field trips.
8. We will make sure our child follows the Enlace Academy dress code.
9. We understand that our child must follow the Enlace Academy rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

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*Family Member Name*

*Date*

# **Enlace Academy – Commitment to Excellence**

## **Students' Commitment**

I fully commit to Enlace Academy in the following ways:

1. I will arrive at Enlace Academy every day by 8:00 A.M. (Mon. - Fri.)
2. I will remain at Enlace Academy until 3:07 P.M. (Mon. - Wed, Fri.) and 1:30 P.M. (Thurs)
3. I affirm that I will attend school and do my work regularly.
4. I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
5. I will always make myself available to parents, teachers, and any concerns they might have.
6. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Enlace Academy teammates and give everyone my respect.
7. I will follow the Enlace Academy dress code.
8. I am responsible for my own behavior.

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*Student Name*

*Date*