



Student Name: _____ Grade: _____

Sibling's Name: _____ Grade: _____

Required Documentation (Parents and Guardian, please provide the following)

Birth Certificate

Proof of Residency

***This must be a recently dated rent receipt, mortgage statement or utility bill with the student's current address.**

Custodial Instructions/Guardianship- Legal Document

Immunization Records

Grades/School Records

Transcripts

IEP

Required Forms

Enrollment Notification

Transportation Form 372

Release of Student's Records

Photo/Video Release

Parent Questionnaire

Parent Contract

Before/After-school Program

Field Trip Release

Student Contract

Student Essay

Home Language Survey

Letter of Recommendation

Handbook Signature

Student Medical History

Emergency Contact Permission form

Physician Examination (Grades 6, 11, and new)

Private Dentist Report

Application Processed by: _____ **Date:** ___/___/___



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

Warning: A child enrolled in another public school or a nonpublic school cannot, at the same time, enroll in a charter school.

Name of Charter School: Roberto Clemente Charter School
Address: 136 S. 4th Street
 Allentown, Pa 18102
Phone: 610-439-5181 Fax: 610-435-4731
RCCS Contact Person: Damian Romero, Principal dromero@myrccs.com

I. Student Information

Last Name: _____ **First Name:** _____ **MI:** _____
Home Address: _____ **City:** _____ **State:** ____ **Zip:** _____
County: _____ **Home Phone #** _____
Email Address: _____ **Cell phone #:** _____
Mailing Address (If different from home address)
Address: _____ **City:** _____ **State:** ____ **Zip:** _____
Date of Birth: _____ **Age:** _____ **Gender:** _____ **Ethnicity/Race:** _____

II. Information

School District of

Residence: _____

Former School information (other than Pre-School):

Public Charter Home Nonpublic
 School **School** **School** **School**

Student Not Enrolled in School Preceding Enrollment in Charter School Because:

Re-enrolling **Dropout** **Other**

Name of Former School: _____

Address of Former School: _____

Previous Grade: _____ **Withdrawal Date From Former School:** _____

Was your Child receiving Special Education Services based on an IEP? **Yes** **No**

If yes, Do you have the child's Special Education Records (IEP)? **Yes** **No**

Was your Child receiving English as Second Language (ESL) services? **Yes** **No**

If yes, Do you have the child's ESL Records? **Yes** **No**

Is the student currently suspended or expelled? **Yes** **No**

Approximately, how many days was the absent in the previous school year? _____

Has the student ever been prosecuted for truancy? **Yes** **No** **If so, when?** _____

If so, who is the Probation Officer? _____ **Telephone:** _____

Is the student currently on probation? **Yes** **No**

Please explain reason for probation: _____

III. Parent/Guardian Information

Please provide contact information for your student and notify the secretary of any changes which occur during the year

Child lives with: Both Parents Both Parents Alternately Mother Father Legal Guardian
 Foster only Other Adult _____

Special Custodial Court instructions? Yes (If yes, please provide a copy of the Court Order) No

IV. Complete Parent/Guardian Name and address Information as applicable

Father's Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Telephone: _____ **Cell:** _____ **Work:** _____

Mother's Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Telephone: _____ **Cell:** _____ **Work:** _____

If the student is not living with parents, please complete this section.

Guardian or Foster Parent Other Adult: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

My signature on this form indicates my intention to have my child attend the charter school named on page 2 of this form, and signifies my request that appropriate school records to be forwarded from the school district to the charter school. My signature also certifies that my child is not, and will not be enrolled in another public school, a nonpublic school or a private school at the same time he or she is enrolled in this charter school.

Signature of Parent/Guardian: _____ **Date:** ___/___/___

To be completed by Charter School

Verification of Date of Birth: Birth Certificate Other _____

Proof of Residency: Mortgage Statement Lease Utility Bill Other: _____

Official Enrollment Date: _____ **Anticipated Date of Attendance:** _____

Grade Student is entering: _____

Signature of Charter School Representative: _____



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

**TRANSPORTATION REQUEST
(Distribute to Parents of Qualifying Students Needing Transportation)**

School Name _____ School Year _____
 Street Address _____ City _____ State PA Zip _____
 Phone Number _____ Fax Number _____
 Email _____

Dear Parent,

According to Pennsylvania Law, students are entitled to transportation as follows:

1. Non-Public Schools - A District which provides transportation for resident public school students must also make identical provisions for the transportation of resident non-public school students. Allentown School District transports elementary students (K-5 grades) who reside 1.5 miles or more from their school. Non-Public Elementary students (K-5 grades) must reside 1.5 miles or more walking distance from home to school to qualify for transportation.
2. Charter Schools – A District must provide transportation for resident public school students who attend charter schools and reside 1.5 miles or more walking distance from home to school for elementary students (K-5 grades) and 2.0 miles or more walking distance from home to school for secondary students (6-12 grades).
3. Transportation for students who qualify by walking distance must be provided transportation to and from the non-public or charter school in which the student is enrolled, even if the school is located outside the district so long as the distance is not more than 10 miles beyond the district boundaries.

If you think your child is eligible for transportation, please complete the required information below and return this form to your school promptly.

Date _____
 Name of Child _____ Birthdate ___/___/___ Grade _____
 Home Address _____
 Name of public school district in which child resides _____

Mother's Information

Father's Information

Name	_____	_____
Home Phone #	_____	_____
Cell Phone #	_____	_____
Work Phone #	_____	_____

Parent(s) Signature _____

Emergency Contact Name and Phone Number (other than parents)

Name _____ Phone _____

Administration Only

Allentown School District Approval: _____ Date: _____

ASD Verify Miles from School: _____ Address Verification: _____ Date: _____



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

PARENTAL PERMISSION FOR RELEASE OF STUDENT'S RECORDS

I hereby authorize the Roberto Clemente Charter School to exchange information regarding:

Student's Name _____

Student's Date of Birth _____ Current School _____

School Address _____
Street City State Zip Code

Telephone _____ Current Grade _____

Information to be exchanged includes the following:

- ___ Education
- ___ Discipline Records
- ___ Health Record
- ___ Attendance
- ___ Case Summary
- ___ Speech/Language Reports
- ___ Psychological Testing data, if student has been tested (IEP)
- ___ State Assessment Information
- ___ Transcripts

Please contact the main office if you have any other information which might help the administrative office at RCCS to better understand my child.

Signature of Parent Date

RCCS School Official Signature Date



Photo/Video Release

- **KNOW ALL PERSONS** that the undersigned has been told that while they are a student at Roberto Clemente Charter School there may be photographing or videotaping of the premises of RCCS for the purpose of preparing news reports.
- Roberto Clemente Charter School staff has explained this to me and I understand my right to refuse to be included in any such photograph or videotape.
- I hereby consent to being included in any such photograph or videotape and release Roberto Clemente Charter School, its officers, and employees, and the photographer from any liability arising out of my inclusion in any such photograph or videotape.

Student Signature: _____ Date: ___/___/___

Parent Signature: _____ Date: ___/___/___



Parent Questionnaire

Parent Name: _____

Student Name: _____ Grade: ____

1. Are you interested in joining the Parent Teacher Association or being a volunteer in the school?

Yes ___ No ___

2. For which activities would you like to volunteer?

___ Cafeteria ___ Field Trip Chaperone ___ Assist with school activities

___ Food Sales ___ Fundraisers ___ Tutoring

___ Hall Monitor

3. Which of the following are you interested in?

___ Adult Education Classes ___ Technology

___ ESL ___ Parenting Skills

___ Career Opportunities

4. If you have other concerns you wish to share, please provide details below.

Health: _____

Academic: _____

Discipline/social: _____

Attendance: _____

Other: _____



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

**Roberto Clemente Charter School-Parent Contract
2018-19 Title I Requirement**

Roberto Clemente Charter School and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement. The compact describes the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2018-19.

School Responsibilities

Roberto Clemente Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - The school will provide explanations of the standards the students are expected to meet. The school will provide quality texts, supplies and materials that support instruction. The school staff will value diversity and treat persons with dignity, consideration and respect at all times.
2. Hold parent-teacher conferences (at least three times a year in middle school and high school students) during which this compact will be discussed as it relates to the individual child's achievement.
 - The school will hold parent-teacher conferences in September, November and February.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - The school will provide reports to parents through annual report cards, progress reports (including IEP progress monitoring), teacher correspondence and copies of standardized testing result
 - Send a report to our parents whose child is failing in a Core Subject half way through the marking period. Parents will be asked to come in for a conference. Students who get below a 'C' in a Core Subject will be required to attend the after school program for at least the rest of the marking period.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - The school will provide parent-teacher conferences, school newsletters, hold open houses, parent cafes and conduct evening events related to Math and Reading for parents to attend. Oral and written translation will be provided, if necessary
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
 - As written in our Parent/Student handbook, parents are invited to visit Roberto Clemente Charter

School at any time. They are to register in the office and wear a Visitor's Pass prior to visiting any classroom. The school will orient parent before they get involved in school activities.

Parent Responsibilities:

We, as parents, will support our children's' learning in the following ways:

Preparation:

Homework - Create a place, assist and ensure the completion of all homework assignments.

Reading - Read each day with my child.

Success - Provide the student with a healthy diet and enough sleep. Be sure student arrives each day on time and in uniform.

Communication:

With Children- Set clear positive expectation about achievements and behavior.

Encourage them to always be their best!

With Teachers- Keep students' information up to date (i.e. address, phone number, health information, etc.), share concerns and encouragements, read and respond to messages from teachers.

Participation:

Attend parent conferences, educational events, and other school-based meeting.

Volunteer to assist with school activities, field trips, and parent meetings.

Support:

Review, enforce, and support the RCCS Standards of Conduct, Guidelines on Discipline, and school/classroom expectations with my student.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

Preparation:

Homework - Do my homework every day and return it to school.

Reading - Spend time reading each day outside of school.

Be prepared for success- Eat healthy and get enough sleep (8 hours) each day, and arrive at school on time, in my uniform every day.

Communication:

With Parents -Bring home newsletters, teacher notes, messages and other important papers.

With Teachers -Ask for help with work or any other problems at school.

Participation:

Be an active listener and do my best work each day.
Cooperate with students and teachers so others may be successful.

Support:

I will review and follow Roberto Clemente Charter School's Standards of Conduct, Guidelines of Discipline, and school/classroom expectations.

➤ Parent: _____ Date: __/__/____

➤ Student: _____ Date: __/__/____

➤ School: _____ Date: __/__/____



Before- and After-School Programs

Roberto Clemente Charter School offers FREE before- and after-school programs.

The before- school program will be offered every school day from 7:00-8:00 a.m. for homework assistance, and the after-school program meets four days a week (Monday, Tuesday, Wednesday and Thursday) from 3:15pm to 5:15 pm. The after-school program provides help with homework, academic instruction in core subject areas, and club activities.

All students are welcome to come to the Before- and After-School programs. Any student who receives a grade lower than a “C” in a Core Subject (or ended the 2017-18 school year) with a grade lower than a “C”, will be required to come to after-school by subject area during the given marking period. Monthly evaluations will be given by the teacher to determine the need for continued participation.

Besides helping students with Homework, English, Math and Science, the After-School Program provides a chance for students to participate in other extracurricular activities. Please check which of the following activities would be of interest to your student.

- Theater
- Dance
- Art
- Sports (indicate which one) _____
- Technology
- Games
- Community Service
- Reading
- Math
- Science
- Homework Assistance



Permission to Participate in Local Field Trips

Roberto Clemente Charter School is fortunate to be located within walking distance of many recreational, educational, and historical resources. During the school year, your student will be invited to participate in several field trips as part of their classes.

All locations are within walking distance of the school, no more than 1.5 miles away. Prior to a field trip, we will send a notice including the date, time, and any particular requirements.

At this time we are requesting permission for your student to participate in walking fieldtrips to educational, recreational, and historical learning locations during the academic year 2018-19. Please sign below giving permission for your student to participate in these academic fieldtrips within walking distance of the school during the academic school year 2018-19.

Please sign below giving permission for your student to participate.

I, _____ give my son/daughter _____ permission to participate in the educational, recreational, and historical field trips sponsored by Roberto Clemente Charter School during the 2018-19 academic school year. I understand that I will receive a flyer prior to the field trip including the date, time and any special requirements. However, my signature below will serve as permission for the field trips within walking distance of the school.

➤ Parent's Signature: _____ Date: ____/____/____

For field trips that require transportation, the school will provide a separate permission slip.



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

Student Contract

Name of Student: _____ Grade: ___ Date: ___/___/___

Enrollment at Roberto Clemente Charter School for the current school year is conditional, and depends on the wholehearted cooperation and commitment of the student and their family to fulfill the agreement described below. The Student Contract is to be completed and initialed by each student upon acceptance into the school, and at the beginning of the new school year. This contract will be revisited during the school year, and includes a clear statement of the expectations for all students at Roberto Clemente Charter School. Attached to this contract is a similar one outlining the expectations for Roberto Clemente staff, and for families of all Roberto Clemente students.

Following is a list of the expectations for all Roberto Clemente students.

Each statement should be reviewed and initialed by the student.

Attendance/Uniform:

1. _____ I will come to school every day unless I am seriously sick, I will maintain a 90% attendance rate, and I will bring a legal written excuse within three days of any absence.
2. _____ I will arrive at school on time and remain in school for the full school day.
3. _____ I will comply with the school uniform and dress code policy as outlined in the RCCS Parent/Student Handbook.

Behavior:

1. _____ I will leave my cell phone and any other electronic devices turned off in my locker during school hours. I understand that if I am found carrying one, it will be taken away from me, and can only be returned when my parent comes to school to get it.
2. _____ I will not disrespect or fight with other students, and I will not encourage other students to fight.
3. _____ I will not curse or use any inappropriate language in school.
4. _____ I will treat all teachers, staff, and visitors with respect.
5. _____ I will fulfill all discipline guidelines as indicated in the code of conduct of RCCS.

Academic:

1. _____ When I am in class, I will sit up and pay attention.
2. _____ I will do all my class work.
3. _____ I will complete my homework as assigned.
4. _____ I will attend After School Tutoring for additional academic help if any of my grades falls below a "C".



Home Language Survey

The Civil Rights Law of 1964, Title VI requires that Charter Schools identify Limited English-Proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

Student's Name: _____ Grade: ____

1. What is the student's first language? English___ Spanish ___ Other _____
2. Does the student speak a language other than English? Yes ___ No ___
3. If yes, specify language: _____
 (Do not include languages learned in school)
4. What language(s) is/are spoken in your home? English___ Spanish ___ Other _____
5. Has the student attended any United States school in any 3 years during his/her lifetime?
 Yes___ No___

Name of the School	State	Dates Attended
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

6. How long have you lived in the United States? _____
7. What is your native country? _____

Person completing this form (please print): _____

Signature of Parent/Guardian: _____ **Date:** ___/___/___



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

**TEACHER/GUIDANCE COUNSELOR RECOMMENDATION
136 S. 4th Street, Allentown, PA 18102
FAX: 610-435-4731**

PLEASE FAX OR MAIL TO THE ADDRESS ABOVE.

DIRECTIONS TO APPLICANT: It is your responsibility to ask one of your classroom teachers or guidance counselors to complete this recommendation. Roberto Clemente Charter School must receive this form before your application will be processed.

Student's Name: _____ Current Grade: _____

School Name: _____ Date: _____

This recommendation is being completed by:

Name: _____ Teacher Counselor

Subject: _____

5- Strongly Agree 4-Agree 3-Neither agree/disagree 2-Disagree 1-Strongly disagree

1. Has a good attendance record.....	5	4	3	2	1
2. Expresses interest in academic endeavors.....	5	4	3	2	1
3. Demonstrates effort in class work and in assignments	5	4	3	2	1
4. Completes assignments efficiently and on time.....	5	4	3	2	1
5. Needs supplemental academic support and services...	5	4	3	2	1

Personal

1. Displays an appropriate maturity level.....	5	4	3	2	1
2. Behaves responsibly.....	5	4	3	2	1
3. Has a positive self-concept.....	5	4	3	2	1

Social

1. Cooperates with faculty and staff.....	5	4	3	2	1
2. Relates well to peers.....	5	4	3	2	1
3. Shows good citizenship skills.....	5	4	3	2	1



**Roberto Clemente Charter School
New Student Enrollment Packet
For School Year 2018-19**

The Student Handbook of The Roberto Clemente Charter School Middle & High School

The administration of the Roberto Clemente Charter School has developed this handbook for the benefit of all the parents, students, and faculty. This handbook is designed to provide not only the rules and regulations, but also guidelines for proper behavior for all students. All students and parents/guardians must follow the rules and regulations in this handbook. Any parent/guardian or student who does not comply with the rules and regulations of Roberto Clemente Charter School runs the risk of losing the student's slot for the following year.

As parent and/or guardian of a Charter School student you should read this handbook, share it with your child, and make sure you understand all of its contents. You and your child will be held responsible for the information it contains.

The administration of this school will rely on professional judgment and common sense when dealing with student situations that arise throughout the school year.

Student and Parents/legal guardians must sign this handbook agreement below.

We have read, understand, and agree to the policies described in this handbook.

Name: _____

Student Signature: _____

Parent(s) Signature: _____

Date: _____

Principal: _____

The signature page is due to the homeroom teacher or main office by August 31, 2018. This signed agreement will be placed in student files as proof as both parent/legal guardian and student have read, understand, and agreed to policies and procedures described in this handbook.