



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

PADRE/GUARDIAN NECESITA TRADUCTOR SI NO

Student Name: _____ **Grade:** _____

Sibling's Name: _____ **Grade:** _____

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

- Proof of Residency (current utility bill or service agreement for gas/oil; electric; phone, cable TV; driver's license; vehicle registration; deed or signed current property lease; or a notarized statement from parent/guardian indicating address of residence). Residency is subject to investigation and verification by the school district).**
- Guardianship- Legal Document**
- Immunization Records (11th grade student)**

Required Forms

- Enrollment Notification**
- Transportation Form 372**
- Photo/Video Release**
- Parent Questionnaire**
- Parent Contract**
- Before/After-school Program**
- Field Trip Release**
- Student Contract**
- 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
Returning Student Enrollment Notification Form
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 dromero@myrccs.com
RCCS Contact Person: Damian Romero, Principal

I. Student Information

Last Name: _____ First Name: _____ MI: _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 County: _____ Home Phone # _____
 Cell phone #: _____
 Email Address: _____
 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
 School School School Nonpublic 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

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: _____ (Do you need a translator Yes No)

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell: _____ Work: _____

Mother's Name: _____ (Do you need a translator Yes No)

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: _____ (Do you need a translator Yes No)

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: _____

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
Photo/Video Release
School Year 2018-19

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 purposes of preparing news reports.

A member of Roberto Clemente Charter School staff has explained this to me and I understand my right to refuse to be included in any such photographs or videotapes.

I hereby consent to being included in any such photograph or videotape and release Roberto Clemente Charter School, its officers, employees, and the photographer from any liability arising out of my inclusion in any such photograph or videotape.

➤ Student Signature: _____ Date: ___/___/_____

➤ Parent Signature: _____ Date: ___/___/_____



**Roberto Clemente Charter School
Parent Questionnaire
School Year 2018-19**

Parent Name: _____

Student Name: _____

1. Are you interested in joining the Parent Teacher Association or being a volunteer in the school?
Yes ___ No ___

2. What type of things would you like to volunteer for?

___ Cafeteria ___ Field Trip Chaperone ___ Assist with school extracurricular activities

___ Food Sales ___ Fundraisers ___ Office work (copies, letters preparation, etc.)

3. Are you interested in?

___ Adult Education Classes

___ English as a Second Language classes (E.S.L)

___ Technology

___ Parenting Skills

___ Career Opportunities

4. Are there any other concerns you wish to share, let us know...

health: _____

academic: _____

discipline: _____

social: _____

attendance: _____



Roberto Clemente Charter School-Parent Compact 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 two 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 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 letter to any parent 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. Parent volunteers will be trained to assist in student

learning.

Parent Responsibilities

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

Preparation

Homework — Create a place for and assist and ensure the completion of all homework assignments.

Reading — Read each day with my child

Success — Provide my student with a healthy diet and enough sleep. Be sure student arrives each day on time and in complete and correct uniform.

Communication

With Children- Set clear, positive expectations 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 classroom activities, field trips, HASA meetings, and events.

Support

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

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

Preparation

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

Reading — Spend time reading each day outside of school.

Success- Eat healthy and get enough sleep (8 hours) each day, and arrive at school on time, in my complete and correct 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.

Please sign below.

➤ Parent(s): _____ Date: ___/___/___

➤ Student: _____ Date: ___/___/___

➤ School: _____ Date: ___/___/___



Roberto Clemente Charter School
Before and After School Programs Policy
2018-19 School Year

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

The before school program will be offered every school morning from 7:00-8:00am for homework assistance, and the after school program meets four days a week (Monday, Tuesday, Wednesday and Thursday) from 3:15pm to 5:30 pm. The after school program provides help with homework, academic instruction in core subject areas, and extracurricular 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 progress reports will be given by the teacher to determine the need for continued participation.

Besides helping students with homework and core subjects, the after school program provides a chance for students to participate in 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



Roberto Clemente Charter School
Permission to Participate in Local Fieldtrips
2018-19 School Year

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 educational, recreational and historical field trips as part of their classes.

All locations are within a 1.5 radius of the school and within walking distance. Prior to a fieldtrip we will send a notice including the date, time, and any requirements for the field trip.

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 requirements for the field trip, however, my signature above will serve as permission for the fieldtrips within walking distance of the school,

Parent Signature: _____ Date: ___/___/____

Fieldtrips that require transportation will require a separate permission slip.



Roberto Clemente Charter School
Student Contract
2018-19 School Year

Student: _____ Grade: ____ Date: __/__/____

Enrollment at Roberto Clemente Charter School for the current school year is conditional and depends on the wholehearted willingness of the student and his or her family to commit himself/herself to fulfilling the agreement described below. The following contract is individual, and is to be completed and signed by each student upon entrance into the school or at the beginning of the 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, and an individual contract to be completed and discussed by each student as part of the enrollment process. Following this contract is a similar one which outlines the expectations for Roberto Clemente staff, and for families (parents or guardians) of all Roberto Clemente students.

The following are a list of the expectations for all Roberto Clemente students. Each statement should be discussed and then initialed by the student.

Attendance/Uniform: I promise that I will do the following:

1. _____ Come to school every day unless I am seriously sick, maintain a 90% attendance rate, and bring a legal written excuse within three days of any absence.
2. _____ Arrive at school on time and remain in school for the full school day.
3. _____ Obey the school uniform and dress code policy as outlined in the parent/student handbook.

Behavior: I promise that I will do the following:

1. _____ 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 or end of the school year if it is the second infraction.)
2. _____ I will not disrespect other students, fight with them, or encourage other student's to fight.
3. _____ I will not curse in school. I will not use any form of inappropriate language in school.
4. _____ I will treat teachers, staff members, and visitors with respect.
5. _____ I will comply with all disciplinary guidelines as described and stated on the RCCS Code of Conduct

Academic: I promise that I will do the following:

1. _____ When I am in class, I will sit up and pay attention at all times.
2. _____ I will do all my class work, even when I don't feel like it.
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."

➤ Student Signature: _____

