

UNIVERSAL BLUFORD CHARTER SCHOOL STUDENT HANDBOOK

TABLE OF CONTENTS

Welcome from Administrative Staff	2	Medication Policy	10
.....		
Universal Companies' School History	3	Parent/Guardian Location	11
.....		
UBCS's Mission	3	Parent/Guardian Pick-Up of Students	11
.....		
UBCS's Expectation of Respect	4	Parent/Guardian Conduct	11
.....		
Attendance	4	Parent/Guardian Process for Concerns	12
.....		Parties/Celebrations	12
Assessment and Evaluation	5	
.....		Personal Property	12
Breakfast and Lunch Program	5	
.....		Press Release	13
Change of Pertinent Information	5	
.....		Recess	13
Child Abuse and Neglect	5	
.....		School Hours	13
Confidentiality Statement	6	
.....		School Safety	13
Contacting Your Child's Teacher	6	
.....		School Uniform	14
Early Dismissal	6	
.....		Special Education Services	15
Emergency Closing Procedure	7	
.....		Student Code of Conduct	15
Emergency Drills	7	
.....		Student Due Process Rights	17
Enrollment Policy	7	
.....		Student Health Services	17
Fieldwork Trips	7	
.....		Telephone Use	18
Fundraising	8	
.....		Textbooks	18
Helpful Hints Procedures for Parents	8	
...		Technology Policy	18
Home-School Association	8	
.....		Transportation	18
Homework Policy	8		

.....		
Immunization of Students	9	Visitor Log	19
.....		
Instructional Program Overview	10	Visitors and Guests	19
.....		
Intent to Enroll Policy	10	Withdrawal Procedure	19
.....		
Lateness	10	UBCS Parent Acknowledgement Page	20
.....		
Make-up Work	10	UBCS Student Acknowledgment Page	21
.....		
		UBCS Home-School Involvement	22
		Policy ...	

UNIVERSAL BLUFORD CHARTER SCHOOL STUDENT HANDBOOK

WELCOME to **Universal Bluford Charter School (UBCS)**! UBCS is looking forward to working with you and your child this school year. This handbook is designed to provide you and your child with the necessary information needed to have a successful school year. If you have any additional questions or concerns, please feel free to call us. We will be more than willing to help you in any way we can, and we will answer any questions you may have.

Thank you from the Administrative Staff!

Universal Bluford Charter School Administrative Staff

Mr. Ray Ragland, Principal
Ms. Angela Ryans, Assistant Principal

Dr. Crystal V. Breedlove, Assistant Principal

UNIVERSAL BLUFORD CHARTER SCHOOL CONTACT INFORMATION

Address:	5720 Media Street Philadelphia, PA 19131
Phone:	215-581-5502
Fax:	215-581-5725

It is the policy of Universal Bluford Charter School's Board of directors to promote diversity and equal access to educational opportunity and all categories of employment without regard to age, gender, sexual orientation, race, color, creed, religion, ancestry, national origin, social or economic status, parenthood, marital status, handicap or any other protected class.

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)
Universal Bluford Charter School staff, students and their families will have access to activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA). This handbook outlines how the entire school staff, the students and their families will share the responsibility for improving student academic achievement and the means by which the school and families will build and develop a partnership that will help our children achieve Adequate Yearly Progress.

UNIVERSAL COMPANIES' SCHOOL HISTORY

The renowned music impresario and creator of the Sound of Philadelphia, Kenny Gamble, founder and CEO of Philadelphia International Records founded Universal Institute Charter School in 1999, the first school established under the management of Universal Education Companies, Inc., a subsidiary of Universal Companies.

The vision of Mr. Kenny Gamble is to provide a 'world class' academically rich program to the children and families of Philadelphia through his amazing efforts to revitalize the South Philadelphia community. The sole purpose of Universal Homes and Universal Educational Companies, Inc. is to put **children first** through the many efforts of our parent organization. It is with this vision in mind that Kenny and Faatimah Gamble's unprecedented socio-economic and socio-educational initiative in Greater South Philadelphia began.

Under the guidance of Universal Education Companies, Inc., Universal Institute Charter School has made Adequate Yearly Progress for consecutive years. It is their proven academic track record of success that afforded Universal Companies the opportunity to manage two of the

School District of Philadelphia's Renaissance Schools. This is how Universal Bluford Charter School became a member of Universal Companies' Family of Schools.

UNIVERSAL BLUFORD CHARTER SCHOOL'S MISSION

Universal Bluford Charter School (UBCS) is a community enriched educational institution serving West Philadelphia students in grades K through 6th. One of Universal Bluford Charter Schools' central goals is enriching the community through the provision of resources and viable community partnerships. Universal Bluford Charter School's Family and Student Resource Center will connect social and mental health services to families in need, while UBCS's partnerships with the Police Athletic League (PAL), Families and Schools Together (FAST), St. Mary's Episcopal Church and Wordsworth's School Therapeutic Service (STS) will enrich the school environment with resources designed to nurture the whole child's development into a well-balanced adolescent. Interwoven within the fabric of UBCS's daily practices are the principles of Nguzo Saba. These culturally-based principles are reviewed daily and used to nurture each student's development of a positive self-image. In addition to these enriching partnerships and practices, UBCS students will also have access to after school tutoring and extra-curricular activities such as dance, drums and taps. The collaborative goal of each of these services and practices is to fulfill **Universal Bluford Charter School's Mission:**

All Universal Bluford Charter School students will be provided with daily academic rigor, community-enriched resources and extra-curricular opportunities designed to nurture their development into well-balanced adolescents who are efficacious¹ and empowered with positive self-images.

Universal Bluford Charter School's Expectation of Respect:

We respect all members of the school community --- we are kind and courteous to everyone.

We respect our hallways – we always walk quietly on the right side of the hallway.

We respect our classrooms – we come to school each day on time and prepared to learn and we follow all directives given by the teacher.

We respect our school – we keep our school clean and free of debris and graffiti; we place all trash in the nearest garbage can and we remind visitors and members of our school community to do the same.

¹ efficacious: (effi kay shess) having the power to produce a desired result, especially an improvement.

FROM THIS POINT, THE FOLLOWING ITEMS ARE ALPHABETIZED.

ATTENDANCE

Consistent attendance assures that our students will not miss valuable instructional time and opportunities that will enhance their success in school. Students are required to be in school everyday except for:

- Illness
- Approved religious holidays
- Family emergencies

If a child is absent, the parent should notify the school. All absent students are expected to submit a note from the parent or guardian with the reason for the absence upon their return. If a student is absent for three days or more for an illness, a physician's note is required. Please notify the school nurse if your child is ill with a communicable disease, i.e. chicken pox, meningitis, strep throat, etc.

It is the policy of Universal Bluford Charter School that all children attend school regularly, on time and for the entire school day in accordance with the laws of the State of Pennsylvania.

Students with excessive unexcused absences, latenesses or early dismissals are truant and will have to attend a Mandatory Conference. If after this conference, the student truancy continues, the parent or guardian will be notified that a report will be submitted to the Department of Human Services and Office of Truancy Prevention.

ASSESSMENT AND EVALUATION

Student Evaluation: Student progress will be evaluated through the use of formal and informal assessments.

1. Formal:
 - Teacher-created assessments, projects
 - Teacher-created academic report cards (3 per year)
 - Terra Nova Test, administered to all 1st and 2nd graders at the end of the school year.
 - PSSA Mathematics & Reading Tests administered to all 3rd – 6th grade students
 - PSSA Science & Writing Tests administered to 4th grade students
 - 4Sight Tests
2. Informal:
 - Rubrics for special projects, writing assignments, daily class work, and weekly tests in all subjects

- Daily Progress reports for students

BREAKFAST AND LUNCH PROGRAM

Universal Bluford Charter School provides a free breakfast and lunch program through the School District of Philadelphia. All students will receive a full lunch every day in **Universal Bluford Charter School's Café** and breakfast will be provided daily from 7:45 a.m. to 8:15 a.m.

CHANGE OF PERTINENT INFORMATION

Please notify the school office if you have a change of address, home or work telephone numbers, or any other pertinent information. It is important to have current parental information should an emergency arise.

CHILD ABUSE AND NEGLECT

It is the policy of Universal Bluford Charter School that all of its employees are to be aware of, and comply with, the Child Protective Services Law of the Commonwealth of Pennsylvania. **This law makes it mandatory** for UBCS employees to report suspected cases of child abuse and/or neglect to the Principal, who must file a report with the Department of Human Services. Compliance with the laws of Pennsylvania and the policies of UBCS will serve to protect everyone concerned.

CONFIDENTIALITY STATEMENT

Universal Bluford Charter School maintains a firm policy regarding the confidentiality of its students and prohibits the discussion of any student or student matters in any public venue.

CONTACTING YOUR CHILD'S TEACHER(S)

Teachers are available to meet with you to discuss your child's progress or concerns you may have about class procedures. To request a meeting, please send a note with your child or leave a message for the teacher at 215-581-5502. Please include your telephone number and the time of day when you can be reached and the teacher will contact you within 48 hours.

Home and School communication is vital to the educational success and experience of your child. Together we form a team that focuses on your child's needs, concerns, and growth. We invite you to

participate in the process with your inquiries. We will also communicate with parents/guardians through the following:

- Scheduled family/teacher conferences
- Progress reports for students
- Report Card Conferences
- Newsletters
- Monthly School Calendars
- Open House
- Student Daily Reports
- Email
- Parent Association Meetings (monthly)
- Notes or telephone calls to parents

Please do not hesitate to contact the school or classroom teacher with questions you may have. Parents are welcome to observe in their child's classrooms. Arrangements for visits must be made in advance with the classroom teacher.

Any parent who would like to request information regarding their child's teacher(s) and or paraprofessional instructor qualifications, please contact the main office with a written request.

EARLY DISMISSAL

Whenever possible, appointments for students that would require an early dismissal should be scheduled after school hours to avoid interfering with your child's learning program. When children have an appointment that requires them to leave early, the following procedure must be followed:

- Send a note stating the reason for early dismissal that morning by 10:00am or come to the main office to ask that your child be excused early.
- Notify the office if someone other than yourself is picking up your child (the person must be listed on the authorized pick-up list you submitted, and must have photo ID for security reasons).
- You or the designated pick-up person must sign your child out at the main office. Those picking up students, including parents, may not go directly to the child's classroom.

No student will be released from the school during regular hours without being accompanied by a responsible adult. All early dismissals should be before 2:45 p.m. Any parent or guardian requesting an early dismissal after 2:45 p.m. will be asked to wait until 3:30 p.m. so that the last instructional period of the day is not interrupted.

EMERGENCY CLOSING PROCEDURE

Universal Bluford Charter School follows the same emergency closing procedure as the School District of Philadelphia. Most local radio and television stations broadcast school closing

information early in the morning beginning at 5:00a.m. If it becomes necessary to close during the school day, information will be forwarded to local radio and television stations.

EMERGENCY DRILLS

Students will participate in two evacuation drills per month which include fire drills and shelter-in-place. These unannounced drills are to prepare the students and staff for any emergency that may arise which would require the building to be evacuated. We ask that you reinforce the importance of following directions during an evacuation drill at home. During emergency exercises, student should quietly follow the directives given. Students should move quietly along their evacuation routes, during fire drills, so that any further directions given may be heard.

ENROLLMENT POLICY

Universal Bluford Charter School is a charter school under the School District of Philadelphia's Renaissance Initiative and thereby partially governed by the enrollment practices of the School District of Philadelphia. Therefore, admission is through an application process and students are admitted based on available slots in each respective grade. Applications made for grades without any available slots will not be processed and families will be directed to apply to the nearest neighborhood School District of Philadelphia public school.

FIELDWORK TRIPS

The mission of Universal Bluford Charter School is to connect what students learn in the classroom to the real world. We accomplish this through fieldwork trips. Fieldwork trips are planned to enrich and enhance the programs in the classroom **and are not optional. All students are required to participate and uphold our expectation of respect and are assessed each marking period.** Parents will be notified in advance and may be asked to contribute towards admission. A signed permission slip for each child is necessary before each trip. The classroom teacher will recruit the specified number of parent chaperones. Each chaperone is needed to accompany the class on the bus and to fulfill specific responsibilities to help facilitate student safety and focus students on the event. Only designated parent chaperones are expected to attend the event. **Chaperones are not permitted to use corporal punishment or profanity and should bring all disciplinary concerns to the attention of a UBCS staff member.** Students with behavioral issues or concerns will be required to have a parent/guardian accompany them on the trip.

FUNDRAISING

Raising monies to support the instructional program of Universal Bluford Charter School is a necessary responsibility of the entire educational community. Monies are used to also support classroom trips, chaperones, student uniforms, student emergencies, etc. Therefore, parents are expected to commit to supporting all of the fund raising efforts of the school to its greatest extent. Please feel free to offer any suggestions that would help us to meet the financial goals of the school. Personal, private and corporate donations or contributions are accepted and always encouraged.

HELPFUL PROCEDURES FOR PARENTS

Provide children with a place of their own in which to study and complete their homework.
There should be proper lighting, a table or a desk, and a comfortable chair.
Set a time for homework to be done; be available to help keep your child on task.
Encourage your child to use reference books, computers and the library.
Set high standards for neatness, form and accuracy.
Give your child praise for his/her work.

HOME-SCHOOL ASSOCIATION

You will be invited to join Universal Bluford Charter School Home-School Association to enhance the educational opportunities for our children, and to provide another means through which parents can gain information about UBCS and its programs. Home-School Association membership is \$1.00 and we need active participation. We hope you take this opportunity to become involved in your child's school experience.

HOMEWORK POLICY

Homework is assigned Monday through Thursday to practice what was introduced in the classroom, as preparation for class discussion, or as an extension of a classroom assignment.

Ensure that your child reads for at least twenty minutes every night. Parents should read to or with kindergarten and first grade students.

Help your child avoid distractions such as television, video games and/or loud radio music.

Assignments as well as projects are directly related to the core curriculum. Weekly Homelinks provide skills in reading & math on grade level for 3rd through 6th graders.

Notify the classroom teacher if your child is having problems completing assignments.

IMMUNIZATION OF STUDENTS

All students must be completely immunized or exempted before admission to any public, parochial or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, Philadelphia County Board of Health and Universal Family of Schools.

The purpose of requiring immunization is to protect students from preventable communicable diseases and their medical and educational complications.

Immunizations Required for Admission

Immunization	Number of Doses
--------------	-----------------

DTD	Five
OPV	Five
Hep.B	Three
MMR	Two
Varicella	One to Two

There are two exemptions:

Religious Exemption – Pupils need not be immunized if the parent or guardian objects in writing to the immunization on religious/ethical grounds.

Medical Exemption – Pupils need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the medical exemption ceases to be valid and the child must be immunized.

In the event of an outbreak of a disease for which the child is exempt from the requirement to be immunized, that child will be excluded from school until a competent medical authority determines that the child may return, or until the child is appropriately immunized.

Disposition of Immunization Records

When transferring from one school to another, parents should request the Certificate of Immunization from the current school and take it to the new school. No pupil will be admitted to a new school without the certificate. The Certificate of Immunization shall follow the student when he/she transfers, graduates, withdraws or otherwise leaves UBCS.

INSTRUCTIONAL PROGRAM OVERVIEW

To accomplish Universal Bluford Charter School’s mission, the academic program is driven by Pennsylvania Academic Standards, PSSA Assessment Anchors, and the School District of Philadelphia Core Curriculum.

Universal Bluford Charter School’s Educational Program includes high expectations and a performance driven approach which is emphasized by:

- Rigorous lessons in Literacy, Mathematics, Science and Social Studies
- A diversity of curricular text resources: Harcourt, Elements of Literature, Holt Science & Technology, Junior Great Books, 100 Book Challenge
- Project-based learning
- After school academic and enrichment activities
- Art, Technology, Spanish, LIMA, Physical Education & Music Classes

•

INTENT TO ENROLL POLICY FOR RETURNING STUDENTS

Students who are currently enrolled must submit an Intent to Enroll form by April 29th and a signed parental contract must be on file by the last day of June 2011.

LATENESS

Being prompt to school is a habit that will remain throughout life and will benefit your child's efforts. If your child is late for school, he or she must report to the welcome desk to sign in and he/she will be escorted to class by UBCS staff.

MAKE UP WORK

Upon request, we will make every effort to provide assignments for a child who has an excused absence for three days or more. When an absence is anticipated, please let your child's teacher know ahead of time so that you and the teacher can work together to provide the necessary work assignments during the period of absence.

MEDICATION POLICY

For the safety of all students, NO medication (this includes prescription and over-the-counter medicines) may be given OR taken in school unless we have ALL of the following in the health office:

- 1) written orders from the student's health care provider,
- 2) written permission from the parent/guardian, and
- 3) properly labeled medicine (in a container from the pharmacy or the health care provider, including the date the prescription was filled).

This **medication process must be repeated each school year**, beginning with the first day of school and ending on the last day of school.

Under special circumstances, the school nurse may give permission for the student to take his/her own medication if the **Student Contract Form** has been completed and signed by the parent/guardian and the student.

PARENT/GUARDIAN LOCATION EMERGENCY CONTACT PARENTAL CUSTODY

Parent/guardian location forms are collected at the beginning of the school year. These forms are a source of emergency information about family contact. For the well being of the students, it is important that the forms are completed and returned to the school.

Please notify the school office if you have changed your address, home or work telephone numbers, emergency contact persons or any other pertinent information. It is important to have current information should an emergency arise. Please be sure to inform the person(s) you have selected as your emergency contact(s).

In addition, a copy of any Court order or agreement affecting the custodial rights of a parent should be filed with the school.

Failure to keep your child's school informed about your current address and telephone number may result in the schools' inability to reach you in an emergency; you may not receive notices of important academic, disciplinary and/or health information, and, hence, lose your right to participate in important decisions.

PARENT/GUARDIAN PICK-UP OF STUDENTS

Parents or guardians must pick up students from school at 3:30 p.m. Students must be picked-up no later than 3:45 p.m. Parents or guardians who arrive past 3:45 p.m. will be asked to attend a Mandatory Conference to discuss the importance of their timely pick-up of their children. Students who are not picked up in a timely manner, and for whom contact is not made with a parent or guardian, may be transported to the nearest police precinct.

PARENT/GUARDIAN CONDUCT

All parents/guardians are expected to follow the school's general rules of conduct as they are designed to ensure the safety of our students and staff. When conversing with school personnel, parents are expected to not use profanity or engage in any form of behavior that is threatening to students and/or staff. Such misconduct will not be tolerated and legal consequences will be pursued including, but not limited to, being barred from the school's premises.

PARENT/GUARDIAN PROCESS FOR CONCERNS

Parents/guardians can address problems, issues, and/or concerns by following the process listed below:

1. Schedule an appointment with a member of the Student and Family Resource Team to discuss and resolve problems, issues, or concerns.
2. As a result of any unsatisfactory resolution, parents/guardians may request an appointment with an Assistant Principal to express and rectify their concerns.
3. If a decision is reached that is still unsatisfactory to parent/guardian, then the parent/guardian has the right to request a meeting with the Principal to resolve the issue.

PARTIES/CELEBRATIONS

There are opportunities during the school year for celebrations within classrooms. They may include, but are not limited to, the following events:

- Special events and holidays may be celebrated with the approval of the Principal. **Religious observances are not permitted in deference to the varied religious beliefs of our students.**
- Birthdays of children (grades K-3) are always acknowledged in classrooms. If you wish to send in a treat for the entire class for the child's birthday, this is permissible. Teachers must be notified in advance. **To avoid hurt feelings, invitations to private parties should not be delivered in school.**
- Families who do not wish to have their children participate in such events should notify the teacher.

PERSONAL PROPERTY

Parents are requested to place the name of their child clearly on all personal items such as coats, jackets, book bags, lunch boxes, etc. Please encourage your child to be responsible for looking for and finding lost items. The Lost and Found is located in the café. Care should be taken when you approve of your child bringing valuable or irreplaceable items to school. The school cannot be held responsible for items that are lost, damaged or otherwise missing.

Items Not Permitted

- Electronic games, pagers, walkman, radios, CD players, headphones and telephones are not permitted in school. **If an electronic item is confiscated it will not be returned until the last day of school.**
- Dangerous items/weapons are not permitted in school such as: razors, pen knives, hunting knives, matches, pointed objects, guns, aerosol sprays, etc.
- Students may not bring items to school for the purpose of selling them to students or teachers. Playing cards or the trading of Baseball, Basketball, Pokemon, Digimon, YuGiOh Cards or similar materials on school property is not permitted.

PRESS RELEASE

Throughout the school year, students are involved in activities or projects that may be newsworthy. We enjoy publicizing the good things that happen at our school. In these cases the children's pictures and names may be published in one of the local papers.

If you have any questions or concerns regarding this procedure, please contact the school. If you would prefer, we will make every effort to make sure that your child/children and/or their work is not included in the media.

RECESS

Students will have approximately 20 minutes of recess daily. Most often this will be outside; therefore, students should dress in accordance with the weather. Please remind your child to respect the non-

teaching assistants in charge during recess. During inclement weather, recess will be held in the auditorium. Appropriate indoor activities will be arranged.

SCHOOL HOURS

Universal Bluford Charter School operates Monday through Friday from 8:30 a.m. to 3:30 p.m. (except for identified holidays, half-days or official school closing due to inclement weather; if the School District of Philadelphia schools are closed due to inclement weather, Universal Bluford Charter School will also be closed).

The Breakfast program begins at 7:45 a.m. and ends at 8:15 a.m. daily. Early dismissals will not be permitted after 2:45 p.m. Students who arrive to school late should be escorted to the Welcome Desk and UBCS staff will escort the student to class. PARENTS WILL NOT BE PERMITTED TO ESCORT LATE STUDENTS TO CLASS.

SCHOOL SAFETY

In order to maintain a safe and secure environment for all children and to protect valuable instructional time, all visitors must report directly to the Welcome Desk. No one is permitted in the halls, in the café, in the classrooms, or on the schoolyard without authorization from the Welcome Desk. Visitors of Universal Bluford Charter School are expected to abide by the rules and regulations that govern a safe and secure environment. **Anyone found to be in violation of this policy can be refused admission to the school and/or can be escorted from the building by the appropriate legal authorities.**

During entrance procedures in the morning, to ensure the safety of all students, all parents/guardians who walk their children to school, and are not UBCS School Staff, must escort their children to one of UBCS's schoolyard gates. Parents/guardians should not enter any schoolyard gate from 7:45 a.m. – 8:45 a.m. Parents/guardians with school business that needs to be addressed in the main office, should report to UBCS between 9:00 a.m. and 2:45 p.m.

Only parents/guardians with scheduled reinstatement conferences will be permitted to enter the school building beginning at 8:45 a.m. with their children. Please bring the letter indicating the date and time of your conference with you to the Welcome Desk to sign-in.

SCHOOL UNIFORM

The Board of Directors has approved the Universal Bluford Charter School Uniform and Dress Code. The uniform provides the school with a cohesive look and satisfies the city mandate. The appearance of the student is primarily the responsibility of the parent/guardian. Students who continually come to school out of uniform are in violation of the dress code and responsive

actions will be taken, i.e. student conference, Mandatory Conference, home visit, exclusion from school activities.

No outerwear, such as hoodies, should be worn over the school uniform during the school day.

Boys' Uniform	Shirt	Pants	Shoes		K-4	5-6
	White button-down oxford shirt with red tie	Navy pants (no jeans) with navy belt	Navy or black leather shoes with navy socks		Navy sweater with Universal Bluford logo	Navy Blazer with Universal Bluford emblem
Girls' Uniform	Shirt	Shoes	Skirt		K-4	5-6
	White peter pan blouse w/red cross tie	Navy or black leather shoes (no toe or back-out shoes) with navy socks or stockings	<u>K-4</u> Pleated, plaid jumper	<u>5-6</u> Plaid skirt	Navy sweater with Universal Bluford logo	Navy Blazer with Universal Bluford emblem

Physical Education uniform for all students: Grey t-shirt
Navy blue sweat pants

Physical Education (P.E.) is a requirement of the academic curriculum. Students who are not properly prepared for P.E. cannot participate and can fail the course due to lack of participation.

Hats are not permitted to be worn in the school, pants must be worn on the waistline with a belt and girls cannot wear dangling or hooped earrings (earrings can not be larger than the size of a quarter). All shirts must be tucked in pants/skirts. We ask that you reinforce the uniform requirements with your children.

SPECIAL EDUCATION SERVICES

Universal Bluford Charter School provides special education and related services to all children with disabilities who are between the ages of five to eleven, or students who are in the Kindergarten through the Sixth grade. The purpose of this service is to describe (1) the types of disabilities that might qualify the child for the program, (2) the special education programs are to screen and evaluate such students to determine eligibility, and (3) the special rights that pertain to such children and their parents and legal guardians. If you feel your child is in need of Special Education Services, please notify the counselor for

information and to begin the process. To receive more details regarding our procedures contact the school at 215-581-5502.

Students with disabilities will be promoted if they have made measurable progress on their IEP in the areas of core subjects. Progress is to be determined by a review of the IEP goals and the corresponding progress reports. Students with disabilities will be promoted or will graduate if they satisfactorily complete a special education program developed by an Individualized Education Program Team.

STUDENT CODE OF CONDUCT

Level 1 Offenses (Minor)

Failure to follow classroom rules/disruption/disrespect for authority

Fighting

Simple assault

Threats

Reckless endangerment

Destruction and/or theft of property in amounts less than \$150

Defacing school property

***Dress code violation**

Failure to carry hall-pass or appropriate identification

Failure to participate/unprepared for class

Truancy/excessive tardiness/cutting class

Possession of beepers, pagers or cell phones, and other electronic devices

Possession of inappropriate personal items

Using profane/obscene language or gestures

Public display of affection; inappropriate touching

Forgery of administrator, staff or parent's signature

Alteration of grade reporting, medical excuses, or other school documents

***Denim jeans are not allowed under any uniforms. In the event of inclement weather the gym sweat pants may be worn under dresses or skirts. This policy will be strictly enforced everyday.**

If a student commits a minor infraction against Universal Bluford Charter School's Student Code of Conduct, UBCS's Intervention Process will be implemented. UBCS's Intervention Process has two levels: Classroom and Administrative.

The Classroom Level Intervention Process is implemented by the teacher. At this stage the teacher will implement three weeks of interventions to address the student's behaviors. This will only be done in response to behaviors that do not endanger the safety of any member of the school community. When this process is implemented, the parent or guardian will be contacted and asked to support the teacher's efforts. Interventions are more successful when home contingency

is achieved. Home contingency refers to the parent or guardian working with the teacher to address and remediate the disruptive behavior.

Classroom Level Interventions include, but are not limited to, teacher reaction (verbal redirection or warning), student apology to the class, teacher-student conference, community service, stimulus cue between teacher and student and classroom behavior plan.

Level 2 Offenses (Major)

Destruction and/or theft of property in the amount of \$150 or more
Vandalism
Breaking and entering school property
Robbery
Extortion
Harassing/bullying/intimidating a member of the school/community
Threatening students or school personnel with aggravated assault
Assault of school personnel
Instigates or participates in group assaults
Aggravated assault
Possession of a weapon
Possession/use of fireworks/explosive or incendiary device/poisonous gas
Possession of a controlled substance with the intent to distribute or use
Possession of alcohol with the intent to distribute or use
Unauthorized possession of non-controlled substances; intent to distribute/use
Voluntary or involuntary sexual acts

If a student commits a major infraction against Universal Bluford Charter School's Student Code of Conduct, or repeatedly commits minor infractions and the Classroom Level Intervention Process is unsuccessful, UBCS's Administrative Level Intervention Process will be implemented.

The Administrative Level Intervention Process is implemented by the Dean of Students. The Dean of Students will inform the parent/guardian of the requirement of their presence at a Mandatory Conference to discuss the child's behavior. The student will not be permitted to return until the date of this conference and must be reinstated to the learning environment. A member of the Student Family Resource Center Team will attend this conference to assess if the student has a need that is not being met by the current instructional program, and if that is at the root of the observed disruptive behavior.

For more serious Level 2 infractions, an assignment to the Student Response Center for no more than two days or a suspension may be necessary. If this occurs, the Dean of Students will inform the parent/guardian of the assignment or suspension and schedule a reinstatement conference with the parent. The

attendees and purpose of this conference is the same as a Mandatory Conference.

The Student Response Center is a program designed for students who repeatedly disrupt the learning environment and for whom the Classroom Level Intervention Process was unsuccessful. During a student's assignment in the Response Center, intensive instruction will be administered in Behavior and Choices. Students will also be required to complete their regularly assigned work from their classrooms. While assigned to the Response Center, students are not permitted to have any contact with other students. They do not matriculate to their specialists classes (art, music, etc.) and they remain in this room for lunch.

STUDENT DUE PROCESS RIGHTS

The Board recognizes that exclusion from the education program of Universal Bluford Charter School, whether by assignment to the Student Response Center, suspension, or expulsion is a severe sanction that can be imposed upon a student. However, no such reprimand can be imposed without due process:

This process includes all of the following:

- Investigation by school administration
- Parent notification by the administration, or his/her designee
- Rendering of a school-based decision which may be appealed through parent/guardian complaint outlined above
- Post-conference with school administration

STUDENT HEALTH SERVICES

The school nurse handles a variety of student concerns each day and maintains medical records on each student. Please inform the nurse of any special health problems. When the nurse is not in school, the Principal (or designee), who has received training by the nurse, may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

If a child becomes ill during the school day, he/she will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your children that they should not personally call home if they feel ill but should inform their teacher who will then send them directly to the nurse's office.

Please complete the **Emergency Contact Form and the Student Medical History Form** for the school nurse by October 6th. These forms provide important information, which can help to keep your child safe and healthy during school hours. Please note that it is still the parent/guardian's responsibility to directly inform the nurse of any special medical conditions or needs by phone or in person.

TELEPHONE USE

The school telephones are not available for children's use unless there is an emergency as determined by the school. Use of cell phones **are not** permitted in the building. Forgetting books, notes or assignments are not emergencies. Our goal is to help students develop more responsibility for gathering the necessary materials required daily for school prior to coming to school. **Students will not be interrupted in their classrooms to receive telephone calls.** In the event of a family emergency, please call the school office.

TEXTBOOKS

Each student at Universal Bluford Charter School will have access to his or her own textbooks and resource materials in all subject areas. The students are expected to take extreme care of the resources provided to them. Students will be held responsible for any or all materials lost or damaged before the end of each school year. Parents are financially responsible for any damage, loss or theft.

TECHNOLOGY POLICY

At UBCS we nurture and encourage students' use of technology. Hence, students will be held accountable for complying with the following standards which include:

- Not sending or displaying offensive messages or pictures
- Not using obscene language
- Not giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent/guardian
- Not harassing, insulting or attacking others
- Not damaging or modifying computer systems or computer networks
- Not violating copyright laws
- Not using other's passwords
- Not trespassing in others folders, work or files
- Not intentionally wasting limited resources
- Not employing the network for commercial purposes, financial gain, or fraud

TRANSPORTATION

Bus transportation for all eligible students in 1st through 6th grades will be provided by the School District of Philadelphia as required by Pennsylvania law. The School District will contact families directly indicating pick-up and drop-off locations and times.

VISITOR LOG

Parents who have made arrangements with the teacher to work in the classroom must first have the approval of the Principal. Parents will sign the Visitor Log at the Welcome Desk each time they visit prior to going to the classroom. **A visitor's pass must be obtained from the Welcome Desk before a parent or visitor enters a classroom. A child abuse and criminal background check is needed for any one who volunteers on a consistent basis. Every volunteer should complete and keep on file a Volunteer Information Form that is kept in the Assistant Principal of Operations' office.**

VISITORS AND GUESTS

We love visitors and guests to enter our buildings. To ensure the safety of our students, we ask that prior arrangements be made with the teacher before a planned visit to a classroom. All guests must report to the Welcome Desk to sign in and receive a Universal Bluford Charter School Visitor's Badge. Thank you in advance and we look forward to your visits during the year.

WITHDRAWAL PROCEDURE

Parent's Responsibility: It is the responsibility of the parent to notify the school of their intent to withdraw a student. A withdrawal form must be completed. Parent or guardian will be asked to complete an exit interview. All financial obligations must be satisfied and all books and or other school property must be returned before withdrawal will be completed. Once all requirements are completed, clearance will be granted.

School's Responsibility: Pending clearance, the school will complete the withdrawal process within 48 hours of written notification. Records will be forwarded to the receiving school immediately. In case of expulsion or administrative withdrawals, parents will be notified in writing and all records will be forwarded to the feeder school.

**UNIVERSAL BLUFORD CHARTER SCHOOL
PARENT ACKNOWLEDGEMENT PAGE**

As the parent/guardian of _____, a student at Universal Bluford Charter School, I understand the Code of Student Conduct, including the consequences of unacceptable behavior by students. I have reviewed the Code of Student Conduct with my child/children and I also understand that the teacher and my child/children share in the responsibility for ensuring a safe, secure learning environment.

Parent/Guardian Responsibilities

I, as a parent, will support my child’s learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child’s classroom.
- Participating, as appropriate, in decisions related to my child’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding when appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

I have received the Child Find letter providing notification of Special Education Services and I understand that if I would like to receive more information regarding Child Find procedures and special educations programs I should contact the counselor.

Parent’s Signature _____

Date _____

Child’s Grade and Room Number

**UNIVERSAL BLUFORD CHARTER SCHOOL
STUDENT ACKNOWLEDGEMENT PAGE**

Student Responsibilities

I am _____, a student at Universal Bluford Charter School and I understand the Code of Student Conduct, including the consequences of unacceptable behavior by students. I have reviewed the Code of Student Conduct with my parent/guardian and my teacher and I also share in the responsibility for ensuring a safe, secure school for learning.

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

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parent/guardian or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Student’s Signature _____

Date _____

Grade and Room Number

UNIVERSAL BLUFORD
CHARTER SCHOOL
Home - School Involvement
Policy
2010-2011

PART I. GENERAL EXPECTATIONS

Universal Bluford Charter School (UBCS) agrees to implement the following statutory requirements:

- UBCS will put into operation programs, activities, and procedures for the engagement of parents/caregivers, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Title I, Part A programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents/caregivers of participating children.
- Consistent with section 1118, UBCS will work to ensure that the required school-level parent/caregiver engagement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a home-school compact consistent with section 1118(d) of the ESEA.
- In carrying out the Title I, Part A parental engagement requirements, to the extent practicable, UBCS will provide full opportunities for the participation of parents/caregivers with limited English proficiency, parents/caregivers with disabilities, and parents/caregivers of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents/caregivers understand.
- UBCS will involve the parents/caregivers of children served in Title I. Part A schools in decisions about how the percent of Title I, Part A funds reserved for parent engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school for parent-related activities or other school-related activity as agreed upon between the parents and the school administration.
- UBCS will be governed by the following statutory definition of parent engagement, and expects that it's Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parent involvement means the participation of parents/caregivers in regular two-way, and meaningful communication involving student academic learning and other school activities including ensuring-

(A) that parents/caregivers play an integral role in assisting with their child's learning;

(B) that parents/caregivers are encouraged to be actively involved in their child's education at school;

(C) that parents/caregivers are full partners in their child's education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW UBCS WILL IMPLEMENT REQUIRED PARENT ENGAGEMENT POLICY COMPONENTS

I. UBCS will take the following actions to involve parents/caregivers in the joint development of its parent engagement plan under section 1112 of the ESEA:

- Involve the Title I school-wide Parent Advisory Committee in discussions of the School parent engagement plan.

- Invite all parents to participate in discussions of the UBCS parent engagement plan.

2. UBCS will take the following actions to involve parents/caregivers in the process of school review and improvement under section 1116 of the ESEA:

- Title I representatives will be available to work collaboratively with parent leaders and the Parent Liaison to provide school level trainings on various aspects of Title 1

- Schools will develop means to obtain parent input and signatures by UBCS personnel on the School Action (Improvement) Plan.

- Provide adequate advance notice to parents of meetings and cancellation of meetings through newsletters, through Home and School Association, on bulletin boards (includes electronic), phone calls, and in notices sent home.

- Provide language access services for parents/caregivers whose first language is other than English, including summaries of major School Action (Improvement)

3. UBCS will provide the following necessary coordination, technical assistance, and other support to assist Title I. Part A in planning and implementing effective parental engagement activities to improve student academic achievement and school performance:

- In collaboration with the Parent Liaison and other parent groups, UBCS will provide workshops to necessary staff on parent engagement.

- Provide professional development by parents/caregivers for new and existing principals and other administrators on how to involve parents/caregivers effectively.

- Train new and existing staff with parental engagement duties (e.g., Parent Ombudsmen, School-Community Liaisons, School Community Coordinators. and Bilingual Assistants) to assist school in implementing parental engagement.

- Title I funds will be used to provide technical assistance to UBCS and the parent organization.

- Provide coordination of professional development efforts through Instructional Development.

- Provide workshops to parents on supporting student achievement and parent engagement.

- Provide workshops to parent volunteers on school safety, cultural diversity, conflict resolution, customer service, and other topics, as requested.

4. UBCS will take the following actions to conduct, with the engagement of parents/caregivers, an annual evaluation of the content and effectiveness of this parent engagement policy in order to assess its impact on family engagement in Title 1, Part A. The evaluation will include identifying barriers to greater participation by parents/caregivers in parental engagement activities (with particular attention to parents/caregivers who are economically disadvantaged,

disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). UBCS will use the findings of the evaluation about its parental engagement policy and activities to design strategies for more effective parental engagement, and to revise, if necessary (and with the involvement of parents/caregivers) its parental engagement policies.

The primary goal of the Parent Engagement Policy is to increase parental engagement within UBCS. Within this primary goal, three sub-goals have been identified:

- a) Inviting parents' input into UBCS policies and procedures;
- b) Making the school and its educational and physical resources more accessible for parents and;
- c) Providing opportunities for parents to gain as much information as possible about their children's academic achievement and how to access resources to support their children's education. Depending upon available resources, UBCS will employ the following methods to evaluate the status of the goal and sub-goal attainment: surveys (including the Survey of administrators, teachers, parents, and students), parent focus groups, record analysis, as well as observation of meetings and training workshops.

6. UBCS will build the school's and parent's capacity for strong parent engagement, in order to ensure effective involvement of parents/caregivers and to support a partnership among the school, parents/caregivers, and the community to improve student academic achievement, through the following activities specifically described below:

A. UBCS with its Title I, Part A, and Parents, Family, Community Engagement and Faith-based Partnerships, provide assistance to parents/caregivers of children served by the school, as appropriate, in understanding topics, such as the following, by undertaking the actions described in this paragraph,

- the State's academic content standards;
- the State's student academic achievement standards;
- the State and local academic assessments including alternate assessments;
- the requirements of Title I, Part A;
- how to monitor their child's progress, and
- how to work with educators.

- UBCS will collaborate and coordinate with the parent liaison to provide presentations and workshops about Title I under the No Child Left Behind Act.
- Invite parents/caregivers on staff development days when above topics are discussed.
- Add a parent component to staff development.

- Support parent attendance at conferences and workshops such as the PA State Parent Advisory Council, Regional Family Involvement Conferences, Annual Family Involvement Conference (PA Coalition for Parent Involvement), National Network of Partnership Schools, Good Schools Pennsylvania Conference, Pennsylvania Association of Federal Program Coordinators' Parent Awareness Training Conference, PA Parent Teacher Association (PTA), and PA Governor's Institutes.

- Utilize parents/caregivers who attend conferences and workshops to do turn around training or write a report as a condition of sponsorship.

- Provide information to parents/caregivers in clear and simple language.
- To the extent practicable, provide workshops in the target language to families whose first language is not English.
- Disseminate materials to the extent feasible, translations to parents/caregivers that will be useful references at home.

B. UBCS will provide materials and training to help parents/caregivers work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent engagement by:

- Implementing Parent Workshops which will include a range of parent education offerings by UBCS personnel among other providers, including how to support one's child in school and computer literacy.
- Working with various agencies including, but not limited to, Office of Attendance and Truancy, PA Parent Information and Resource Center (PIRC) and PA State Parent Advisory Council (SPAC), to establish Parent Resource Centers.
- UBCS will encourage *at least* two parents, one representative and one alternate, to voluntarily participate in professional development opportunities about Title I related information.
- Supporting the involvement of parents, Title I Parent representatives will be required to conduct turnaround trainings at their schools.
- Supporting UBCS in planning and implementing school based activities such as family literacy and family math nights and other workshops to help parents/caregivers understand how to support their child's academic progress.
- Providing the above workshops and materials, where possible, in languages other than English.
- Providing the above workshops at community locations besides schools such as libraries, community organizations, and faith-based organizations, where families may feel more comfortable.

C. UBCS will, with the assistance of parents/caregivers, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents/caregivers as equal partners, in the value and utility of contributions of parents/caregivers, and in how to implement and coordinate parent programs and build ties between parents/caregivers and schools, by:

- Designing and implementing a series of professional development sessions around the above themes.
- Involving parents/caregivers as trainers in sessions with administrators, teachers, and other staff (Instructional Development and the Parent Liaison, Family, Community Engagement and Faith-based Partnerships).

- Planning regular meetings between the Instructional Development, Parent-Liaison, Community Engagement and Faith-based Partnerships, and Title I Parent Advisory Committee parent representatives.

D. UBCS will, to the extent feasible and appropriate, coordinate and integrate parental engagement programs and activities with various programs, and conduct other activities, such as parent resource centers, that encourage and support parents/caregivers in more fully participating in the education of their children by:

- Conducting inter-office meetings on a quarterly basis as mentioned in Item 4 above.
- Including the parents/caregivers and staff of the above programs in the activities of the Parent Advisory Council.
- Provide language assistance for English language learner (ELL) Kindergarten children and their families.

E. UBCS will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents/caregivers of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that the parents/caregivers can understand:

- To the extent practicable, provide communications in clear and simple language.
- Provide glossaries to explain acronyms or jargon.
- To the extent practicable, provide materials for people with vision disabilities, e.g., large print materials, upon request.
- Provide summaries and introductions to official documents.
- Provide audio or video tape versions of selected documents.
- Provide oral explanations of written documents when requested.
- Provide language access services to families whose first language is other than English through on-site or telephonic interpretation services, as appropriate.
- Post above mentioned communications on the UBCS website.
- Provide communications using the auto-dialer, parent link, and websites.
- Develop a systematic way to gather announcements and relevant information.
- Ask community partners, including libraries, recreation centers, community-based organizations, and faith-based organizations, to assist in disseminating information.

PART III. PARENT NOTICE AND PARTICIPATION IN SCHOOL REFORMS FOR SCHOOLS IN CORRECTIVE ACTION OR RESTRUCTURING STATUS

A. *Purpose.* UBCS recognizes the extent of its responsibility to implement the requirements of the federal No Child Left Behind Act of 2001 (NCLB) in the schools concerning parent participation in planning and implementation of reforms, as set forth in 20 U.S.C. § 6316(b)(7) and (8) for schools in corrective action and restructuring status under NCLB. This policy sets out procedures for ensuring notice to parents and opportunities for parents and teachers to participate in these key reform actions.

B. *Delegation of Responsibility.* Reserving to its senior management team their decision making role as provided pursuant to the Pennsylvania Public School Code, including but not limited to 24 P.S. §§ 5-510, 6-693, and 6-696

1. If UBCS is in Corrective Action or Restructuring

a. UBCS shall publish and disseminate information regarding any corrective action it takes under subsection 6316(b)(7) of NCLB at UBCS

(1) to the public and to the parents of each student enrolled in the school subject to corrective action;

(2) in an understandable and uniform format and, to the extent practicable, provided in a language that the parent can understand; and

(3) through such means as the Internet, the media and public agencies.

(4) if, after one (1) full school year of corrective action under 20 *V.S.c.* § 6316(b)(7), UBCS subject to such corrective action continues to fail to make adequate yearly progress, then prepare a plan and make necessary arrangements to carry out one or more of the alternative governance options set forth in 20 U.S.c. § 6316(b)(8)(B); provide prompt notice to teachers and parents whenever it becomes subject to restructuring under subsections 63 16(b)(8)(A); and

(B) provide the teachers and parents with an adequate opportunity to (a). comment before taking any action under subsections 6316(b)(8)(A) and (B); and

(b). participate in developing any plan under subsection 6316(b)(8)(A)(iii) (providing for alternative governance for a school).

2. Duties.

a. UBCS shall give necessary notices to parents as required by NCLB and this Policy, and shall organize, sponsor and carry out the parent participation process required under NCLB and this Policy.

b. Wherever possible, UBCS shall integrate the notices, meetings and other requirements mandated by NCLB and this Policy into existing parent notice and participation procedures already implemented pursuant to NCLB, such as school improvement plans and policies.

c. Communications with parents shall comply with 34 C.F.R. § 200.36, with the provision that, as provided in 34 C.F.R. § 200.36(c)(I), due to local circumstances, UBCS officials and schools may elect to provide information, including notices, to schools for distribution to parents.

3. Reservations.

a. Final decision making authority in connection with if UBCS is in corrective action or restructuring status lies with the School Reform Commission under NCLB and the Pennsylvania Public School Code, *see, e.g.*, 24 P.S. §§ 5-510, 6-693, 6696. In order to carry out its reform mission under the law, the Commission reserves its discretion in regard to all such matters.

b. Subject to the foregoing reservation, UBCS shall seek and make available all reasonable opportunities for parents to participate as provided under NCLB in restructuring decisions concerning their child's schools. Parents may participate through their representatives, including community and advocacy groups. The School Reform Commission encourages participation by all stakeholders committed to the improvement of each school, and looks forward to working with parents and our many other stakeholders.

4. Definitions.

a. "Corrective Action" has the meaning specified in 20 U.S.C. § 6316(b)(7)(A)(E) of NCLB.

b. "Restructuring" has the meaning specified in 20 U.S.C. § 6316(8), and "alternative governance" has the meaning specified in 20 U.S.C. § 6316(b)(8)(B).

PART IV. DISCRETIONARY SCHOOL WIDE PARENTING AGREEMENT POLICY COMPONENTS

- Involving parents/caregivers in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents/caregivers;
- Paying reasonable and necessary expenses associated with parental engagement activities, including transportation and child care costs, to enable parents/caregivers to participate in school-related meetings and training sessions, as budgets allow;
- Training parents/caregivers to enhance the involvement of other parents/caregivers;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents/caregivers who are unable to attend those conferences at school; in order to maximize parent engagement and participation in their children's education;
- Researching, adopting and implementing model approaches to improving parent engagement;
- Establishing a representative and inclusive district-wide parent advisory council to provide input on all manners related to parent engagement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent engagement activities; and
- Providing other reasonable support for parent engagement activities under section 1118 as parents/caregivers may request.

For more legislation information on Title I go to the following website listed below:

<http://www2.ed.gov/policy/elsec/leg/esea02/pg2.html>