



Academia Antonia Alonso Charter School



ELEMENTARY SCHOOL HANDBOOK K-5

Academia Antonia Alonso Charter School
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Academia Antonia Alonso Charter School does not discriminate on the basis of age, ancestry/national origin, race, disability, gender identity/expression, marital status, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities.

504 Coordinator: Call (302)351-8200 and ask to speak with our 504 Coordinator **Responsibilities:** To coordinate La Academia's efforts to comply with the disability discrimination laws.

Title IX: Contact Melysa Rodriguez, Dean of School Culture & Climate, at (302)351-8200. Title IX Coordinator **Responsibilities:** To coordinate La Academia's efforts to comply with and carry out the school's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title IX.



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Uniform / Dress Code
School Nutrition Services
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Community Health & Well-Being
Student Internet Use
Students with Disabilities

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2025-2026 SCHOOL YEAR

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2025-2026 SCHOOL YEAR

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Letter from La Academia's Executive Director

Dear La Academia Families,

Welcome to a new school year! We are thrilled to begin this year with you and your student(s). Each year brings new opportunities for growth, discovery, and connection—and we're honored to walk alongside your family every step of the way.

Enclosed you'll find our Elementary School Handbook, a guide designed to help you better understand our school policies, expectations, and the shared values that shape our community. It's here to support you, answer common questions, and ensure we're all working together to create a safe, nurturing, and inspiring learning environment.

We are filled with excitement and hope for what this year will bring. Thank you for trusting us with your student's education and for being an essential part of the La Academia family. Together, UNIDOS, we will make this a wonderful year!



With warmest regards,

Mercedes Alonso, M.Ed., MSOD
Executive Director

Carta de la Directora de La Academia

Queridas Familias,

¡Bienvenidos a un nuevo curso escolar! Estamos encantados de comenzar este viaje con ustedes y sus estudiantes. Cada año trae nuevas oportunidades para el crecimiento, el descubrimiento y la conexión, y nos sentimos honrados de caminar junto a su familia en cada paso del camino.

Adjunto encontrará nuestro Manual de Familia K-5, una guía diseñada para ayudarles a entender mejor nuestras políticas escolares, las expectativas y los valores compartidos que dan forma a nuestra comunidad. Este recurso es para apoyar, responder a preguntas comunes, y asegurar que todos estamos trabajando juntos para crear un ambiente de aprendizaje seguro, enriquecedor e inspirador.

Estamos llenos de entusiasmo y esperanza por lo que este año traerá. Gracias por confiarnos la educación de su estudiante y por ser una parte esencial de la familia de La Academia. Juntos, UNIDOS, ¡haremos de este un año maravilloso!

Con saludos cordiales,

Mercedes Alonso, M.Ed., MSOD
Executive Director

Mission

To inspire children to become joyful, confident, creative, bilingual learners.

Vision

UNIDOS in a more just, inclusive and kind world.

Core Philosophy

At Academia Antonia Alonso, students investigate who they are and what role they play in a diverse society. They are supported in becoming strong community leaders, as well as advocates on local, national, and global stages. Our academic programming provides students with a sense of community and awareness, as well as 21st century skills, such as critical thinking, problem solving and teamwork.

UNIDOS Values



Unity
Never give up
Integrity
Discovery
Ownership
Success

At La Academia, whether you are a board member, faculty, staff, student or parent/caregiver we live by a code, a solid set of principles we call **UNIDOS**. **UNIDOS** is the *La Academia's Way* – a path we choose that supports all of us in embracing our unique culture, empowering us to work with purpose, deliver on our commitments and make an impact for our students and families. **UNIDOS** is our community's shared understanding of what we at La Academia expect of each other and what we can expect from La Academia. Decisions at La Academia are based on the following guiding principles of **UNIDOS**:

U – **Unity** is the strength that binds our community. It gives us courage and inspires us to work together to complete the target-whatever that may be. As a community we help each other. We take care of one another. We stand together for the well-being of our students, faculty, staff, families and community.

N – At La Academia, we **Never Give Up**. We are resilient and decisive. We adapt in order to thrive. That is our commitment.

I – **Integrity**. We are honest and truthful with all members of La Academia's community. We commit to rapid response and transparent communication.

D – **Discovery**. If we are not discovering, then what are we doing? Then where are we going? Then who are we becoming? Engaging our stakeholders to discover new ideas, new ways of thinking, new ways of problem solving supports our commitment to continuous improvement.

O – **Ownership**. Ownership is leadership. It is a driving force in accountability. It is a mindset, a choice. It helps us achieve our goals, reach places of great vision, joy in our work and strategic leadership.

S – **Success**. We believe if we do what we say, take ownership, remain passionate to our mission, communicate honestly, frequently and transparently, think outside the box with our stakeholders—then, and only then, will we experience **SUCCESS**.

The UNIDOS Way



We are proud to grow not only strong bilingual learners, but also kind and compassionate individuals through *The UNIDOS Way*—our school-wide commitment to the values of **Unity, Never Give Up, Integrity, Discovery, Ownership and Success**. Guided by our **care mindset**—*Care for Yourself, Care for Others, and Care for Your Community*—students learn what it means to make good decisions, solve problems, and show respect in every space they enter. These values shape the way we learn and grow together, helping our early and growing Jaguars become thoughtful, curious, and responsible members of our school and the world beyond.

The UNIDOS Way Continuum

Early Jaguars K-2

- **Kindergarten:** Learn routines, use kind words, ask for help, walk safely, and express emotions.
- **1st Grade:** Solve simple problems with words, follow directions with fewer reminders, and include others.
- **2nd Grade:** Help classmates, show responsibility, explore solutions, and welcome new peers with honesty.

Growing Jaguars Grade 3-5

- **3rd Grade:** Solve social and academic problems with logic, listen actively, and take responsibility for learning.
- **4th Grade:** Coach peers, lead with empathy, make respectful decisions, and model unity and ownership.
- **5th Grade:** Mentor younger students, lead projects, model school values, and solve conflicts with reflection.

A Day in the Life Of An Elementary Student at La Academia: The UNIDOS Way In Action

Every student's day begins and ends with purpose. Guided by our Three Personal Standards—Solve Problems, Show Respect, and Make Good Decisions—students walk the Jaguar Way through a structured and nurturing environment.

Arrival & Morning Meeting

By 8:10 AM, students are warmly welcomed into class and begin breakfast at their desks. The day officially begins with morning announcements, followed by Morning Meeting—a key routine that builds



community, supports social-emotional growth, and sets a positive tone for learning. In English Immersion, this includes a greeting, sharing, activity, and message. In Spanish Immersion, it includes a greeting and message to prioritize instructional time in Spanish Language Arts.

Transitions & Hallway Expectations

Switching classes, walking in the hallways, and storing backpacks in cubbies all follow structured routines aligned with the Jaguar Way. The goal is for students to walk calmly, use appropriate voice levels (0–2), and keep spaces clean and safe in order to contribute to a nurturing, safe school environment. Each transition is an opportunity to practice our personal standards, care mindset and live our UNIDOS values.

Recess, Lunch & Brain Breaks

Through recess, lunch, and Brain Breaks, students practice following expectations, using kind words, and respecting personal space—while allowing their brains to refuel and re-energize. These unstructured moments build independence, social skills, and self-regulation, supporting a safe and respectful school community.

At La Academia, every part of the day shapes who our students are becoming—joyful, confident, creative, bilingual learners. Through our dual language academic program, structured routines, and the Jaguar Way, we nurture students who are learning to lead UNIDOS in a more just, inclusive, and kind world.

Academic Program Overview

The K-5 curriculum embraces the enriching philosophy of language immersion, ensuring a thorough, standards-based education across all content areas. This approach supports our mission to cultivate bilingual, biliterate, and bicultural citizens by integrating language and content, thereby enhancing language acquisition and critical thinking skills.

Dual Language Model K-4

Students in grades K–4 are enrolled in a Dual Language Program, where instruction is delivered in two languages: English and Spanish. Each day, students experience learning in both languages, with approximately 50% of instruction in English and 50% in Spanish.

This model follows a Roller Coaster schedule, in which students begin their day in one language (English or Spanish) and then transition midday to the other. In the English Immersion classroom, students receive instruction in English Language Arts (ELA) and Social Studies. In the Spanish Immersion classroom, they are taught Spanish Language Arts (SLA), Math, and Science.



The dual language model supports students in developing academic language across all four domains—listening, speaking, reading, and writing—in both languages. Language is used as a vehicle for content learning, and students build biliteracy, robust vocabulary, and a deep understanding of both languages and cultures.

5th Grade Language Model and Transition To Middle School

In 5th grade, La Academia begins transitioning students toward our Middle School program by increasing instruction in English. Students receive English Language Arts (ELA), Social Studies, and Math in English, while continuing to receive Spanish Language Arts (SLA) and Science in Spanish. This structure results in approximately 60% of instruction in English and 40% in Spanish.

This gradual shift supports continued bilingual development while preparing students for Grades 6–8, where they will enter either a Heritage Spanish Track or a Non-Heritage Track based on their language background and proficiency. Both tracks continue to nurture bilingualism, biliteracy, and multicultural competence.

Mathematics

The Zearn math curriculum is fully aligned to the Common Core State Standards and provides a strong foundation in mathematics. Students receive 60 minutes of daily instruction that blends teacher-led lessons with interactive digital learning. The program offers personalized support, allowing students to work at their own pace, revisit concepts as needed, and move ahead when ready. Zearn builds number sense, problem-solving skills, and math confidence through a mix of hands-on activities and engaging technology. In addition to strengthening core math skills, Zearn fosters 21st-century skills such as critical thinking, digital literacy, self-directed learning, and perseverance—equipping students to succeed in a rapidly evolving world.

English and Spanish Language Arts (ELA/SLA)

The English and Spanish Language Arts (ELA/SLA) curriculum adheres to the Common Core State Standards, ensuring a structured and rigorous approach to bilingual literacy. We utilize the *Wonders* and *Maravillas* curricula to deliver comprehensive bilingual literacy development. The ELA instructional block is a 90-minute and SLA instructional block is between 45-50 minutes. The block includes differentiated, skill-focused instruction. Additionally, we provide 30 minutes of targeted reading instruction as part of our Response to Intervention (RTI) program to enrich and accelerate student literacy skills.

Science

Science instruction follows the *Next Generation Science Standards (NGSS)*, giving students a deep understanding of key concepts through hands-on investigations and real-world problem-solving. Using



the *Amplify* Science curriculum, lessons are designed to spark curiosity and guide students in exploring, questioning, and discovering how science works in everyday life. Because instruction is delivered in Spanish, students build both scientific knowledge and bilingual skills, developing critical thinking, collaboration, and language proficiency through engaging, immersive learning experiences.

Social Studies

Our social studies program follows the Delaware Recommended Curriculum (DRC), which helps students build a strong understanding of history, geography, economics, and civics. Lessons are designed to be engaging and meaningful, encouraging students to think critically, explore different perspectives, and understand how people and societies work. The goal is to help students see how the past connects to the present—and how they can make a positive difference in their communities.

Through activities like group discussions, hands-on projects, and real-world examples, students learn to ask thoughtful questions, find reliable information, and explain their ideas clearly. Social studies also connects to reading and writing, helping students build important communication and thinking skills. Above all, the curriculum helps students grow into informed, responsible, and curious citizens.

Expressive Arts

Each week, students rotate through PE/Health, STEAM, Music, Art, Theater, and Math Lab (K-1)—specialized blocks that develop creativity, physical health, innovation, and problem-solving. These classes are integral, not supplemental, to our whole-child approach.

Technology Integration

Classrooms are equipped with Interactive Whiteboards, Document Cameras, and Chromebooks, enhancing learning through technology-enhanced instruction. Teachers use GoGuardian to monitor and manage students' online activities, ensuring a safe and focused digital learning environment.

Multi-Tiered System Of Support (MTSS)

At La Academia, we use a framework called MTSS, which stands for Multi-Tiered System of Supports. This approach helps us make sure every student gets the right level of help at the right time. We regularly review student progress and provide extra support based on their individual academic and non-academic needs. MTSS is not a “one-size-fits-all” model; it’s a flexible system that adapts to each learner. Parent/Caregiver partnership is a vital part of the success of these efforts.

Multi-Tiered System of Support (MTSS)

Tier I- Core/Universal Interventions consists of the core curriculum and all curricular materials and strategies used routinely with all students in the general education classroom. During core instruction, also known as Tier 1 instruction, teachers provide differentiated strategies to meet all of the documented areas of strength and needs of all students.
Tier II- Supplemental/Targeted Interventions are provided for a subset of students for whom Tier 1 supports alone are insufficient. Tier 2 supports and interventions are more intense and narrow the focus of instruction and intervention, extend the time allotted for intervention or otherwise make a meaningful change in the instructional day of a student needing extra support.
Tier III - Intensive/ Individualized Interventions are provided to students who require high levels of support. These supports and interventions are designed to help students overcome academic and non-academic barriers to learning.

Benefits of a Multi-Tiered System of Support include, but are not limited to:

1. Early screening and identification of challenges that could impact your student's learning.
2. Maximizing student achievement through whole-child problem solving. This method is inclusive of parents/caregivers.
3. Steady monitoring of student progress.
4. Increased communication between teachers and administrators regarding student progress and achievement.
5. Use of evidence-based interventions to meet student needs.

Literacy Support through MTSS

Students receive supplemental targeted literacy instruction through dedicated Literacy MTSS blocks, which are built into their daily schedule. During these blocks, students work in small, flexible groups that focus on key literacy skills such as phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is based on ongoing assessment data, so each child receives the type of support they need most. This structured time is designed to accelerate growth and help all students become confident, capable readers.

English/Multilingual Learners

Federal Law

The Delaware Department of Education (DDOE), together with the U.S. Department of Education and the Office of Civil Rights (OCR), is charged with the responsibility of enforcing Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin. In *Lau v. Nichols*, the U.S. Supreme Court affirmed the U.S. Department of Education's May 25, 1970, memorandum that directed Local Education Agencies (LEAs) to take steps to help English Learners/Multilingual Learners overcome language barriers and to ensure that they can participate meaningfully in educational programs.

Title III

The Elementary and Secondary Education Act (ESSA) Title III, Part A, provides supplemental financial assistance to states and eligible LEAs to develop and enhance their capacity to provide high-quality instructional programs designed to prepare English Learners/Multilingual Learners and immigrant children and youth to enter English instructional settings. Among the purposes of this part [Part A] are to help ensure that children who are English Learners/Multilingual Learners, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging state academic content and student academic achievement standards as all children are expected to meet.

Overview: The Elementary and Secondary Education Act (ESSA)

ESSA is a federal law that took effect in its current reauthorization in December 2015. Every Student Succeeds Act (ESSA) was implemented in the 2017-18 school year after a transition year in 2016-17. The law provides an overall system for improving student achievement. The law has three goals:

1. Ensure that all students, including those from low-income families, minority populations and students with disabilities, meet the state's challenging content and student performance standards.
2. Hold schools responsible if all children do not perform on or above grade level.
3. Ensure that all students have access to a high quality teacher.

What does this mean for my child?

Every child in Delaware is required to meet the standards set forth in the DESSA plan. Under the federal law and state plan, students and schools are required to meet a *Proficient* rating in reading and mathematics on state assessments. Deans, teachers, parents/caregivers and students each have a part to play in ensuring the success of each individual student. Strategies are in place at La Academia to ensure that no child is left behind. La Academia has also made tremendous gains in closing student achievement gaps. La Academia has measures in place to ensure that every child, regardless of race, social status or ability, receives a quality education.

Grades 3 - 5 Requirements

All students in grades 3-5 at La Academia are required to take the state assessment DESSA Assessments (Delaware System of Student Assessments) in reading and math. Students in grades 4 & 5 also take the Social Studies state assessment and students in grades 5 also take a Science state assessment. These assessments take place throughout the school year. La Academia holds parent/caregiver workshops to support parents/caregivers in supporting their students to succeed. More information regarding these state assessments and parent/caregiver workshops is forthcoming.

Class Placement

Class placements are thoughtfully designed to support the success of all students. When creating class lists, we consider a balanced mix of demographics, academic needs, and overall numbers to ensure every



classroom is set up for a strong year. The school administration reserves the right to determine final class placement to insure educationally appropriate placements for each student.

Homework

At La Academia, we believe students work hard during the day and need time to rest, play, and enjoy after-school activities. Homework, however, is important for reinforcing what they've learned. Homework is explained to the students in class before it is assigned. If a student cannot do the work, is having difficulty or is taking an excessive amount of time to complete it, your student should stop working on the assignment. The parent/caregiver should send a note or e-mail to the teacher to let the teacher know. The teacher will work to resolve the matter.

To keep a healthy balance, homework is assigned Monday through Thursday and follows recommended time guidelines—about 10 minutes per grade level:

Grade Level	I-Ready Spanish	Math: Zearn or I-Ready Math
Kindergarten	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>
1st Grade	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>
2nd Grade	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>
3rd Grade	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>
4th Grade	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>
5th Grade	<i>Complete the assigned lessons by the teacher 15 minutes 2-3 times a week</i>	<i>30 minutes 2 times a week/ 4 lessons a week as assigned by the teacher</i>

Monitoring Academic Progress

At La Academia, we are committed to keeping families informed about their child's academic and personal growth. We use a system to communicate progress: interim reports, report cards, and



parent-teacher conferences, along with state and curriculum assessments.

Interim Reports are shared twice a year to give families a mid-point check-in on their child's progress. Report Cards are issued at the end of each semester and reflect academic achievement and effort. Both documents will be available through the Infinite Campus Parent Portal.

Parent-Teacher Conferences are scheduled in the fall and spring for every elementary student. These meetings provide a valuable opportunity to discuss your child's growth, strengths, and any areas for support. Conferences are available in-person or virtually to meet family needs.

Students also participate in standardized assessments throughout the year. These help us monitor academic progress and identify areas of need. Families will receive updates and results once assessments are completed.

All La Academia parents/caregivers will receive interim reports and report cards documenting their child's academic progress during the school year. The report card schedule for Elementary School is as follows:

Report Card & Interim Report Distribution Dates:

- **First Interim Report Distributed:** December 15, 2025
- **First Report Card Distributed:** February 2, 2026
- **Second Interim Report Distributed:** April 20, 2026
- **Second Report Card Distributed:** June 5, 2026

Grading

The students' academic performance is represented by a letter grade. Letter grades are as follows:

Letter Grade Scale

Grade	Description	Range
A	Accomplished: Demonstrates proficiency or mastery in a skill or area	90-100%
P	Progressing: Makes noticeable advancements and improvements, but has not reached proficiency or mastery yet	80-89%
D	Developing: Engages in the initial stages of skill acquisition or improvement, showing early signs of progress	60-79%
B	Beginning: Engages in the very early stages of skill development, with minimal progress and limited demonstration of understanding.	59% and Below



Infinite Campus

We encourage all parents and caregivers to set up their Infinite Campus Parent Portal account. This online tool allows you to stay informed and involved in your child's education. Through the portal, you can check your child's grades on assessments, classwork, and projects, as well as monitor attendance, view report cards, and keep track of their class schedule.

Grade Level Newsletter

The Grade Level Newsletter comes directly from your child's classroom teachers and is shared every Friday through Class Dojo. It includes weekly homework assignments, upcoming events, classroom highlights, and tips for supporting learning at home. It's a simple, consistent way to keep you informed and connected to your child's growth—academically, socially, and in both languages: English and Spanish.

Family Engagement

Academia Antonia Alonso Charter School (La Academia) is committed to family and community engagement, and we are excited about the opportunity to serve you and your family this school year. The key to our success is the commitment, support and participation of our families. Our goal is to educate and support the development of the whole child – academically, socially, and emotionally – so every student at La Academia can experience SUCCESS in school and beyond. Your participation is crucial in achieving this goal.

This handbook is designed to give you an overview of what to expect as a La Academia community member and provide you with the information to ensure that your child has a successful school year. At La Academia, we recognize that learning is a partnership between families and school. Your input is extremely valuable to us and we invite you to contact the Academia Booster Club at academia.booster@academia.k12.de.us to inquire about volunteering or with any questions or recommendations regarding parent/caregiver involvement.

Opportunities to Get Involved at La Academia: Become a Parent/Caregiver Volunteer

Share your talent and time with La Academia! The Academia Booster Club is responsible for organizing and coordinating volunteers, activities and events throughout the school year that support our schools mission and vision. We encourage you to experience and strengthen your connection to La Academia through this form of service and contribute to the collaborative growth of our community.

The Academia Booster Club works to coordinate your volunteer placement and do their best to accommodate your family's needs. They look to maximize participation and also recognize that time is valuable. Throughout the school year, therefore, **we are asking each family to volunteer and/or support two school events.** We thank you in advance for modeling for each other, and our students the



importance of service. Working UNIDOS, we can continue to nurture a culture of collaboration and connectedness.

Please visit our website at www.academiacharterschool.org for a complete calendar of school events.

Two Categories of Volunteers

La Academia is bound to ensure the safety of our students and community members. To this end, we have two levels of volunteer approvals: SUPERVISED and UNSUPERVISED. SUPERVISED volunteers may not work with children without a La Academia faculty/staff present, whereas volunteers approved as UNSUPERVISED may. Please contact our Human Resources Supervisor, Krista Crumlish, at Krista.Crumlish@academia.k12.de.us regarding information / paperwork for obtaining a criminal background check to be an UNSUPERVISED volunteer, or the President of the Booster Club at academia.booster@academia.k12.de.us to ask for more information on opportunities to volunteer in either category.

Participate in Parent University Workshops

Parent University is a community collaborative to help families become full partners in their children's education. Throughout the year, La Academia partners with community agencies and organizations to offer free information sessions, workshops and activities that equip families with new, or additional skills, knowledge, and resources. Parent University offers free, informative content to parents and caregivers that is aligned to the following four areas:

1. **Parenting Awareness** – Workshops in this area explore how you can support your child's academic opportunities at La Academia, as well as opportunities to discuss challenges your student may be facing.
2. **Helping Your Student Learn in the 21st Century** – Workshops in this area are designed to empower you to raise confident students ready for the 21st century.
3. **Health and Wellness** – These offerings provide information and activities to help families build healthy lifestyles – physically, socially and emotionally.
4. **Personal Growth and Development** – These workshops are designed to help *you* grow personally and professionally, as parents/caregivers, so you can become the most effective advocates for your students.

Information for topics and dates will be shared with parents a few weeks before an event via normal communication, and parent newsletters. Contact person: Ariele.Castro@academia.k12.de.us

La Academia's Structure and School Staff Roles

La Academia has a variety of support resources that are available to you. The most important people to know are your student(s) classroom teachers. You may contact your student(s) teachers by writing a note, sending an email/Class Dojo message or calling the school during ***non-instructional times*** (8:00AM-8:10AM or 3:45PM-4:00PM). In addition to the teacher, there are many other staff members



who help families and students succeed at La Academia including, but not limited to:

1. The **Executive Director** is the lead school administrator.
2. The **Director of Admissions, Communication, and Marketing** works with prospective students/families and oversees the public image and communication efforts of La Academia.
3. The **Director of Curriculum, Instruction & Assessment and Literacy Specialist's** has two primary responsibilities: First, to oversee the development, alignment, and evaluation of curriculum, instructional practices, and assessment systems to improve student learning and achievement; Second, support and enhance literacy instruction by providing targeted interventions, coaching teachers, and using data to improve reading and writing outcomes for all students.
4. The **Deans of Curriculum, Instruction & Assessment** serve as the instructional leaders of the school and are responsible for all aspects of academics.
5. The **Dean & Assistant Dean of Special Education** organizes and leads education for children (K-8) with learning difficulties. Collaboratively the Deans coordinate programs according to state, federal, and school policy and procedures and work with special education teachers, other school professionals, and related-service providers to develop plans to help students with learning challenges succeed.
6. The **MTSS/PBIS Coordinator's** primary responsibility is to lead the implementation and coordination of multi-tiered systems of support and positive behavioral interventions to promote academic, behavioral, and social-emotional success for all students.
7. **Dean of Student Support Services** The Dean of Student Support Services oversees a comprehensive, data-driven system of social, emotional, and mental health supports for students in grades K–8. This role provides leadership and coordination of school counselors and mental health providers to ensure students receive timely, targeted interventions that promote well-being and success. Using data to guide services, the Dean collaborates with teachers, families, and support staff to implement schoolwide SEL initiatives, respond to student needs, and foster a safe, inclusive learning environment where all students can thrive.
8. The **Director of Facilities & Operations Coordinator** supports the Executive Director (ED) in managing all aspects of school operations and safety.
9. The **Dean of Climate & Behavior** holds a critical role in improving school climate through student attendance and in collaborating with teachers and the school administrative team to address discipline with the whole child in mind.
10. The **School Nurses** play two main roles at La Academia - provide direct social-emotional care for students and educate faculty, staff and students on issues regarding student overall well-being.

This team of experts, dedicated to ensuring that your student receives a quality education at La Academia, is committed to working with you to ensure that promise. Please feel free to reach out to the appropriate staff member with any questions, or concerns, you may have regarding your child's educational needs and experience.



Tips for Student Success

Did you know that your home can be a classroom too? In addition to learning at school, there are many wonderful opportunities for learning at home. Offer your student different types of reading materials such as magazines, newspapers, and books. Take time to read with your child every day. Talk to your child often as you work around the house, run errands and visit your local library together. Also, be sure to set aside time each day for your student, no matter how old they are, to do his/her homework and take the time to talk about what your student is learning at school.

Advocate for your student

Make sure the teacher, the school deans/directors and staff are aware of any special needs your student may have. Contact school staff by telephone, email or send your teacher a Class Dojo message whenever you have a question or concern, and please be sure to keep the school informed of any changes at home- personal or otherwise (change of telephone/address/custody, etc.).

Have family fun!

Spend time each day enjoying each other's company. Listen to your student. Let your student pick an activity to do with you like playing a game or taking a walk. Family time is important and helps students learn!

Responding To Family Questions & Needs

A strong communication between families and teachers is key to your child's success. If you ever have a question or concern about your student, your first point of contact should always be their classroom teacher. They know your child best and are ready to work with you to find solutions. Please don't wait—reach out early by phone or email to set up a time to talk. During the school day, teachers are focused on instruction, so calls will go to voicemail and be returned as soon as possible. For urgent matters, especially last-minute changes to dismissal, please call the main office directly.

If you have connected with the teachers and still have questions or if your concern is about broader school policies, you are welcome to reach out to school administrators. We are here to listen, support, and partner with you to make sure every child at La Academia feels seen, safe, and successful.

Birthdays

Birthdays are special days for our students. Birthday recognitions should not interfere with instructional programming. Birthday treats and/or food items are not permitted to be part of birthday recognition. Small gift items/goody bags/bouquets of flowers/balloons are not permitted. If you would like to



purchase a treat for your child's class to be shared during lunch, please place your order with our Nutrition Manager, Yajaira Walker, at Yajaira.Walker@academia.k1w.de.us

Communications

The relationship between home and school is of paramount importance in your student's education. This makes two-way communication a critical factor in the partnership between family and the school.

La Academia connects with parents/caregivers through phone calls, text messaging, website, portals, and other platforms.

We invite you to visit our website, www.academiacharterschool.org, for up-to-date information on the latest school news. The site provides daily updates, as well as information regarding our school's profile, board policies, school calendar, monthly school lunch menus/newsletters, and much more.

La Academia Social Media

Find and like/follow us on Facebook at **@AcademiaAntoniaAlonso** and Instagram at **@laacademiaaa**.

La Academia Class Dojo

Class Dojo is a school communication platform that the school, teachers, staff, students and families use every day to share what's happening at school, and what's being learned in the classroom through photos, videos, and messages.

La Academia's Final Site (Automated Robocalls to your phone)

Final Site is a mass notification system which allows La Academia to send updates and emergency alerts through phone calls and text messages to parents/caregivers, and emergency contacts who are listed for students as contacts.

La Academia's Infinite Campus Message System

We're excited to introduce the Infinite Campus message system as a new communication tool! This platform allows you to receive important updates, announcements, and personalized messages directly from the school. Stay informed about your child's progress, upcoming events, and more. Ensure you're connected by checking your Infinite Campus account regularly for the latest information.

Inclement Weather

IMPORTANT REMINDER: La Academia's Main Office must have your most updated telephone number, home address and other contact information in order for you to receive school communications. **Please make sure your telephone number, home address and email information is up to date in our school system! Contact the Main Office at 302.351.8200 to update your information TODAY!**

NOTE: Non-Continental U.S. phone numbers (i.e. Puerto Rico) do not receive robocalls, therefore, please check email, social media, and your local radio stations for information regarding school closings.



School Closings

Academia Antonia Alonso Charter School will implement a school closing during inclement weather, or other school emergencies, based upon level of severity. To alert you to such a closing, a robocall communication will be sent via telephone, text, and e-mail to all La Academia families. School closings will be posted on our Facebook page, school Website www.academiacharterschool.org and the state's school closing website <https://schoolclosings.delaware.gov/>. La Academia will also communicate all weather related school closings, late openings, and early dismissals through the following radio station:

- <https://www.wdel.com/>

Please note, in the event of inclement weather all offices will be closed and all before and after school activities will be canceled.

Delayed Openings

In the event of a delayed opening, the school will not be able to allow students in the school building until the rescheduled time is appointed for the delay. School buses will run according to the new school opening time, so families using La Academia's bus transportation will need to adjust their schedules accordingly. A robocall notification will be sent via telephone, text, and e-mail. Please be sure to check our website, www.academiacharterschool.org for any updates in the event the weather becomes worse and a delay changes to a school closing (See hours below).

1 - Hour Delay:

- 9:00 am – The Main Office begins to take calls.
- 9:10 am – School opens, **Car Riders** are unloaded and breakfast is available for students.
- Parents/Caregivers of **Bus Riders**: For example, if your student is normally picked up at 7:30AM, their new pick up time will be an hour later, 8:30 am.

2 - Hour Delay:

- 10:00 am – The Main Office begins to take calls.
- 10:10 am – School opens, **Car Riders** are unloaded and **breakfast is not available**. Lunch is served on a modified schedule.
- Parents/Caregivers of **Bus Riders**: For example, if your student is normally picked up at 7:30 am, their new pick up time will be two hours later, 9:30 am.

Early Dismissals

- A robocall communication will be sent via telephone, text and email to all parent/caregiver contact numbers and e-mail addresses in the school system.
- Lunch will still be provided for your student before going home.
- If your child is a car rider, please pick up your child on time based on the early dismissal schedule/announcement. Keep in mind that our staff members would like to get home safely as well, so please arrive at school at the newly announced time.



NOTES:

1. Please know, in case of school closing due to inclement weather, students may need to connect to La Academia's digital platforms to access student content for the day as directed by teachers.
2. If your student(s) is enrolled in SummerCollab for before/after care, please contact SummerCollab for updates on late openings/closings. Contact information for SummerCollab: info@summercollab.com or access their registration portal at <https://www.ezchildtrack.com/summercollab/parent>.

Class/Student Photos & Social Media

School Website, Social Media, and Class Dojo

In order to get the word out about all the wonderful and important events that are going on at La Academia, we often spotlight classroom activities on our website, Facebook, Instagram, and/or Class Dojo. Photos are what make activities come to life! We hope that you are open to having photos of your student's classroom in action shared through these platforms. Please know we will refrain from using student names with any photo. As stated on La Academia's registrations forms, if you DO NOT wish to have your student photographed, please fill out the [Consent Form for Film, Photo, or Interview](#) and return to the Main Office.

Student Life & Services

On-Time Arrival & Tardiness

Students are expected to be on time for school. Arrival begins at 8:10 am and ends at 8:40 am. Students are expected to report promptly to all classes and activities. Students arriving late to school must sign in at the Main Office. Frequent tardiness impedes a student's academic progress and will promote an administrative meeting to implement appropriate interventions. According to the Attendance Policy, three unexcused tardies equals one absence unexcused. The Dean of Curriculum & Instruction will be notified about students routinely tardy to class or to school.

Attendance

Attendance is taken at the beginning of the school day.

Partial-Day Absences



- Students who miss a morning class must sign in upon arrival to school at the Main Office.
- Students leaving school early for non-emergency reasons will only be released to parents/caregivers, other authorized persons, as listed in *Infinite Campus*. The person picking up the student must sign out that student at the Main Office. Parents/caregivers acknowledge and agree that the school is not responsible for students after they are released to parents/caregivers.
- Upon returning to school, an adult must sign the student back in at the Main Office.
- Students are expected to remain on campus during school hours. Students absent for all or part of a school day may only participate in school events, or other extracurricular activities on the day of that absence if they have obtained permission to do so from the Dean of Curriculum, Instruction & Assessment.

Excused Absences Excused absences are those resulting from:

- illness/injury
- religious observances
- medical appointments that cannot be scheduled outside of school hours
- family emergencies
- school team sports competitions
- Court appearances

If the absence is excused, students are still expected to make up for all missed work, consulting Schoology for missed assignments /class work. When absences are excused, late work, however, will not result in a reduction of points. For example, if a student is absent for two days, they will have two school days to complete their missed work without penalty. If further support or clarification is needed, students should reach out to the Middle School Dean of Curriculum, Instruction & Assessment.

Parents/caregivers are asked not to excuse students from school to avoid tests or deadlines. Such action undermines the resilience of a La Academia student and school standards.

Notes

A note, email, or phone call from a parent/caregiver explaining the reason for a student's absence must be provided either in advance of an absence, or the morning of the student's return. Parents/caregivers may submit an excuse note electronically, or through ClassDojo, to the student's homeroom teacher. If communication is not received by the end of the second day following the absence, the absence will be treated as unexcused. To excuse a student from physical education, the school requires that a doctor's note be sent to a School Nurse, the students PE teacher or Homeroom Teacher. The note must state the nature of the injury or illness, the limitations it creates, and the duration of the excuse from activities.

Truancy

There is strong evidence of a direct correlation between good attendance and student achievement. If students are not in school, they cannot learn. We cannot stress enough to our parents/caregivers the importance of their students attending school regularly. Please click on the following link to read [La Academia's Attendance Policy](#).



According to Title 14 of the Delaware Code, parents/caregivers are responsible for seeing that their student attends school each day it is in session. A parent/caregiver may be prosecuted if a student has more than 20 unexcused absences in the school year. Upon conviction a parent/caregiver shall be reported to the court to the Division of Family Services and the Division of Social Services.

Parents/Caregivers will be contacted by the Dean of Climate and Behavior when their child accumulates ten (10) unexcused absences. After 10 unexcused absences, the Dean of Climate and Behavior will issue a 10-day letter stating that the student is in violation of Delaware attendance law and will schedule a Truancy Conference. After 10 unexcused absences, parents/caregivers may be referred for prosecution at the discretion of the Dean of Climate & Behavior. The school will file truancy charges at the Justice of Peace Court when students have 20 or more unexcused absences.

Unexcused absences result from:

- skipping class
- family trips taken during instructional days
- participation in athletic competitions not sponsored by the school
- missing the bus, car trouble, oversleeping
- Birthday or other celebration.
- Family visiting.
- Family activities.

Students are expected to make up all missed classwork and assignments following an absence. They are responsible for regularly checking Schoology for any posted assignments or materials. Upon returning to school, students are responsible for making specific arrangements with each teacher to ensure completion of all work. To receive credit, all makeup work must be submitted before the interim or the end of the semester, depending when the absence occurred.

Illness

Sick students should stay at home and consult with their healthcare provider, especially if any of these symptoms are present:

- fever of 100 degrees or greater
- persistent or severe cough
- persistent or severe headache
- severe sore throat
- undiagnosed rash
- concussion or concussion symptoms not under the care and treatment of a physician

Students may not return to school until a temperature below 100°F has been maintained for at least 24 hours without the use of fever-reducing medication, such as ibuprofen (Advil, Motrin) or acetaminophen (Tylenol). If a student is ill for more than three (3) consecutive, a note from a healthcare provider is required to verify the illness. A note from a healthcare provider may also be required, as determined by



the school, if a student accumulates excessive absences due to a recurring illness. Any medical form or note requiring a healthcare provider's signature cannot be signed by a parent/caregiver or family member, even if that person holds a medical license.

While school attendance is very important, it is more important to be sure that the student is feeling well enough to attend school before sending a child back. A child who meets the symptom criteria for returning to school may still need an additional day to feel well enough to be at school for a full day. It is difficult for children to learn if they do not feel well, and often it will take longer to fully recover when students come back to school too soon.

Family Trips

The La Academia curriculum is demanding; class attendance is crucial. If absence due to a family trip is unavoidable, the parent/caregiver must schedule a meeting with the Dean of Climate & Behavior at Melysa.Rodriguez@academia.k12.de.us, well in advance.

Even if the school has been notified in advance of an absence for a family trip, the days missed are unexcused. Students are expected to make up all missed classwork and assignments following family trips. They are responsible for regularly checking Schoology for any posted assignments or materials. Upon returning to school, students are responsible for making specific arrangements with each teacher to ensure completion of all work. To receive credit, all makeup work must be submitted before the interim or the end of the semester, depending when the absence occurred.

Lost & Found Articles

All personal items belonging to your student should be marked or labeled on the inside with the student's name. This includes book bags, water bottles, lunch boxes, and articles of clothing such as sweaters, jackets, hats. Unclaimed items will be donated each month.

Library

The Librarian provides on-going instruction, conducts read alouds, facilitates book exchange, and makes available a wide range of learning resources. Technology and multi-media resources are also used to further enhance the educational program. The library also provides all K-5 students with the opportunity to select books to take home and share with parents/caregivers. Students are to return all borrowed items by the due date. Parents/caregivers are responsible for replacing damaged/lost items/books through payment to the Finance Specialist.

Resolving Concerns

The classroom teacher is the initial contact in situations concerning your student. Do not wait too long to discuss concerns. Please call/email the teacher to set up a time to ask questions or address worries. During instructional times, all phone calls will go directly to voice mail and messages will be picked up and responded to as soon as possible within a 24-48 hour period - excluding holidays/weekends.



Unscheduled meetings before/after school or in the halls are not appropriate times for any discussions. Privacy is important to provide you and your student with undivided and professional attention. The Elementary Dean or the Dean of Climate & Behavior should be contacted if the parent/caregiver cannot resolve the concern with the classroom teacher or in matters dealing with your student.

Students of Single, Separated or Divorced Parents/Caregivers with No Custody Decree

Both parents/caregivers will be allowed equal access to the student as well as to all data pertaining to the student: educational and health records, the right to attend parent/caregiver conferences and school activities. The parent/caregiver with whom the student is living will routinely receive all communications regarding their student. The nonresident parent/caregiver may request the same information. This request should be addressed to the main office. The School will make reasonable efforts to comply with such requests.

Parents/caregivers will not be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions, or other serious disciplinary matters. Therefore it will be the parents'/caregivers' responsibility to keep the school information of their current addresses and phone numbers.

The parent/caregiver with whom the student is living will be notified in the event of serious accidents. If this parent/caregiver is unavailable, the person(s) listed in the student information system will be contacted based on the listed emergency priority. The nonresident parent/caregiver may request in writing that he/she be notified in the event of a serious accident. The School will make reasonable efforts to comply with such requests.

Behavioral Expectations

La Academia's Care Mindset

Students are expected to demonstrate La Academia's care mindset by consistently caring for themselves, others, and their community. Daily expectations are rooted in respect. This includes following the school's uniform dress code, including the guidelines for dress down days. Students are required to attend school on time and speak appropriately, avoiding the use of unkind words or side conversations interrupting the instructional time.

Students must respect the privacy of others by refraining from using phones, smartphones, or Chromebooks to take pictures or videos of themselves or others within the school building, on school transportation, or at any school event. Additionally, students must never use another student's technology account under any circumstance.



Rudeness, unkindness, or malicious behavior—whether physical, verbal, or written—will not be tolerated. This applies in classrooms, assemblies, on school property, during transportation, and at all school-related activities. Bullying of any kind is strictly prohibited.

Students are expected to help maintain order in hallways and shared spaces. Everyone is responsible for keeping the campus clean by properly disposing of trash, whether it belongs to them or not. Students must not write on, mark, decorate, borrow without permission, or otherwise deface school property or the property of others. They are also responsible for taking good care of their Chromebooks.

Finally, students must work to resolve conflicts responsibly and peacefully, and should always seek help from a trusted adult when needed. Each student plays a vital role in contributing to the well-being of the school community through responsible, respectful, and considerate behavior.

La Academia's expectations for student behavior are described in its Student Code of Conduct (Visit our website at www.academiacharterschool.org to read more on the Student Code of Conduct)

Before/After-School Program

We are excited to be partnering with SummerCollab to provide our families a Before & Afterschool program to meet your students needs with an innovative program that excites students to learn and grow during their out-of-school time hours.

The Monday-Thursday after school program is supported by a grant from the Delaware Department of Education which allows us to provide the program for La Academia families from school dismissal until 5:30 p.m. Transportation is available if needed at the end of the afterschool program. In addition, SummerCollab offers morning care and Fun Friday (Friday afternoons) for an additional fee. For more information please contact info@summercollab.com or access their registration portal at <https://www.ezchildtrack.com/summercollab/parent>.

Uniforms/Dress Code

At La Academia, students are required to wear uniforms at school during the regular school day. The purpose of the uniform is to allow students to focus on instructional objectives of the school, favorably impact student attitude, promote harmony among students, increase safety, a sense of community and belonging and enhance the image of the school. The uniform, however, shall not prohibit students from wearing particular attire that is part of their religious practice.

For more information on how/where to order uniforms, please visit [our website](#).

2025-2026 UNIFORM POLICY



Grades K-5

Daily Uniform	Physical Education (PE) Uniform
<u>Shirt:</u> Polo Collared Shirt (Maroon) with School Logo (AAACS) ONLY. No other logos permitted. <u>Bottom:</u> Bermuda shorts, pants, jumper, skirts (all khaki). No logos, designs, lines permitted.	<u>Shirt:</u> T Shirt or Sweatshirt (Maroon) with School Logo (AAACS) ONLY. No other logos permitted. <u>Bottom:</u> Sweatpants/shorts (all dark grey). No logos, designs, lines, leggings/biker shorts permitted.

On special occasions, you will be notified about dress down days, spirit days, picture days when students may dress up, down or sometimes even a little crazy. Guidelines for those days are as follows:

- Clothing must be clean and tidy.
- Clothing must be sufficient to conceal undergarments at all times.
- Clothing must cover the chest, stomach, sides, back, and buttocks completely at all times (both when stationary and during all movement and activity).
- Hoodies/hoods are never permitted .
- Footwear is required at all times and shoes must be closed-toed and have a secure back. (No slip-ons, flip flops, open toed or backless shoes of any kind). **NO Crocs.** Crocs pose a safety hazard and are NOT allowed to wear them.

Violations of the Dress Code/ Student-Athletes Uniform Policy

All students are required to wear their designated uniforms during school days and field trips, unless otherwise approved by the administrators. Uniforms may not be modified in any way that deviates from the official standard. The School Administration has sole discretion to determine if a student's attire adheres to the uniform/dress code.

Purpose

To promote discipline, unity, and accountability, this policy establishes a clear set of consequences for violations of the uniform policy. Students out of dress code will be provided with and must wear a uniform loaned by the school for the remainder of the day.

Violations and Consequences

- **1st Violation:**
 - The student will receive a verbal warning.
 - The parent/guardian will be notified by the teacher of the violation.
 - Press [HERE](#) for the Dress Code Violation Form (K-4)
 - Notification will be sent via Deans List.
- **2nd Violation:**
 - The student will receive a written warning



- A parent/guardian conference may be required with the administration.
- **3rd Violation:**
 - The student will be subject to detention.
 - This decision will be documented in the student's disciplinary record.
- **4th-6th Violations:**
 - Constitutes Level 2 Behavior according to the Student Code of Conduct.
 - If a student accumulates four violations of the uniform policy, they may be deemed ineligible to participate in any school activities including athletic programs. Reinstatement for future activities or athletic programs will require administrative review.
 - Other disciplinary actions may include out-of-school suspension of up to 5 days, community work, behavior contracts as stated in the Student Code of Conduct.
- **7th Violations or more:**
 - Constitutes Level 3 Behavior according to the Student Code of Conduct.
 - Disciplinary Actions may include out of school suspension up to 10 days, behavior contract.

Enforcement Procedure

- Documentation: Staff must document all violations and submit reports in Infinite Campus for K-4 and in the Deans List for 5-8.
- Parent Communication: Parents/guardians will be informed of each violation and its consequences.

School Nutrition Services

It is the goal of School Nutrition Services to provide a healthy and nutritious breakfast and lunch daily, while allowing students to choose from the foods they enjoy eating. Menus are posted monthly on La Academia's website <https://academiacharterschool.org/parent-portal/nutrition>. **In order to achieve this goal, La Academia provides FREE breakfast and lunch daily & fruit / vegetable snacks at certain times of the year to ALL students enrolled in the school.**

Community Eligibility Provision Schools (CEP)

La Academia is approved to participate in a program called the Community Eligibility Provision (CEP). Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled. **Because your child attends a CEP school, you DO NOT have to complete any forms for your child to receive FREE BREAKFAST and/or FREE LUNCH.**

The Breakfast Program

Breakfast is offered daily at La Academia before the start of the school day at no charge to students. A



breakfast consists of:

1. An entrée made with grain and/or meat/meat alternate,
2. Milk
3. Two servings of fruit or juice (limit of one juice per meal)

All students are required to receive a minimum one serving of fruit or juice and two additional items in order to receive the meal at no charge. A breakfast entrée counts as three items. At a minimum, a student must receive an entrée / a fruit or/ fruit juice and milk to have the meal count as a breakfast.

The Lunch Program

Lunch is provided to all students at no charge. Students may select items from each of the following five meal components:

1. Meat/meat alternate
2. Grain
3. Vegetable
4. Fruit
5. Milk

Students must take an item from at least three of the five groups to make a complete school lunch. One item must be a fruit or a vegetable. By offering a variety of nutritious choices, students can select a meal made up of foods they enjoy. The menus follow the Nutrition Standards for School Meals established by the USDA and the Dietary Guidelines for Americans, which assure breakfast meets one-fourth and lunch meets one-third of the daily recommended intake of calories, fat, proteins, vitamins and minerals for students

Fresh Fruit and Vegetable Program (FFVP)

La Academia is part of the Fresh Fruit and Vegetable Program (FFVP). This is an effective and creative way to introduce healthy fruit and vegetables as a healthy snack option. This also increases the students' fruit and vegetable consumption. This is a snack option we will give students up to 2 times per week beginning in the fall and ending in the spring. For the other 3 days per week, and before the Program begins/after it ends, La Academia asks parents/caregivers to provide their students with a healthy snack- no sugary drinks permitted, takis, snacks containing peanuts, no candy or junk food. The FFVP is a free program for all of our students.

If you have questions or concerns about our program, please feel free to contact our Nutrition Supervisor, Yajaira Walker, at Yajaira.Walker@academia.k12.de.us or call her at 302.352.8200, EXT. 344.

Guidelines for Celebrations with Food in the Classroom

Food has played an important role in the classroom over the years in areas of celebrations, rewards and in many other ways. Recent changes in society and our environment necessitate that we use foods in the classroom with a measure of caution. Increases in food-borne pathogens that can cause severe illness and a great increase in the number of children with potentially lethal food allergies dictate that care be



taken with foods brought from home and eaten in school.

A school policy adopted in August 2019 at La Academia addresses these concerns in order to protect the health and safety of all students and staff and goes as follows:

Individual celebrations are not permitted in the classroom. No outside birthday food or drink of any type will be distributed to students in school during school hours. Parents have the option to order special treats from the school cafeteria to celebrate their student(s) birthday (pizza, cookies, snacks etc.) Please contact Yajaira Walker, Nutrition Supervisor, at Yajaira.Walker@academia.k12.de.us for more information, or to place an order.

Due to food allergies, food may not be shared between students- unless it is between siblings.

If/when families send snacks with their students, choices that are low in sugar and fat content must be considered. The following are some healthy snack suggestions:

- Pretzels
- Graham crackers, vanilla wafers, ginger snaps
- Carrot sticks
- Dried fruit
- Apple or banana slices
- Small pizza bagels
- Fruit yogurt

Special Nutritional Needs /Food Allergies

La Academia's School Nutrition is committed to serving your student a nutritious meal each day. We recognize that some students have special dietary needs due to medical reasons such as allergies, intolerance, or therapeutic diet. Parents/Caregivers are encouraged to review appropriate food choices from the menu with their students.

- Students, Parents/Caregivers must be aware that La Academia maintains a peanut-free environment.
- The special diet and healthcare needs of all students will be addressed in a confidential and supportive manner by all staff.
- It is the responsibility of the parent/caregiver to provide information regarding a food allergy to a school nurse. The School Nurse will review the required Emergency Action Plan (EAP) with the parent/caregiver. The School Nurse will then educate faculty and staff about the student's food allergy requirements.
- No foods with known allergens will be given to students who have previously been identified as having an allergy to any of its contents. Parents/caregivers may supply "safe" alternatives and request that their student avoid handling any food products. La Academia can also provide alternative options for the student.



- After breakfast, eating and/or drinking are not allowed in classrooms unless a student has a health reason.
- Eating and/or drinking are not allowed in the library, in hallways, or in any locker or common areas.

School Transportation Services

The school provides free of charge transportation services to and from school for students with bus stops and bus route assignments based on their residence address. It is very important to maintain a current address updated in the school's system at all times.

PLEASE NOTE: Delaware Code is specific in allowing each student to have **ONLY one seat on one bus**. By law, students **CANNOT** be assigned to multiple buses.

Transportation Information for Car Riders

I. First 2 Weeks of School

- For the safety of your student(s), **La Academia will not accept any temporary transportation changes during the first two (2) weeks of school**. Exceptions to this rule are a permanent change of address which must be requested in writing and turned into the Main Office.
- Please fill out your student's car tag with the following information and keep it attached to your student's bookbag
 - Student's First and Last Name
 - Teacher Name
 - Grade
 - Car Tag Number as assigned by La Academia

II. After the First 2 Weeks of School

- **Temporary changes** to arrival and/or dismissal routines that take place for one (1) day must be submitted in **WRITING** and received by the Transportation Department **NO LATER than 10:00 am** on the day of the request. Requests may be made by:
 - A handwritten note with/inside your student's **Maroon Communication Folder (for students K-4)** /dropped off at the Main Office in the morning.
 - Email request to the Transportation Department:
aaa.transportation@academia.k12.de.us
- **Permanent changes** to arrival and/or dismissal routines such as an address change must be submitted in **WRITING** and made at the Main Office.
 - Please allow 24 hours for your change to be approved and the changes to be updated



- Keep in mind address changes must be made at the Main Office. You will need to submit a copy of a lease or utility bill.
- **The Following Applies to Any Change to Transportation**
 - **Phone calls to the school, text, and/or ClassDojo messages** to staff and/or faculty **WILL NOT be accepted** to make any kind of transportation change for a student. A request from a student is also not accepted.
 - **Any notes or emails regarding dismissal changes received after 10:00 am will not be honored.**

III. Carline Procedures

- Car Tag Numbers will be distributed during student Orientation Days/first days of school, as well as the first day of school. Car Tag Numbers are only needed for afternoon pick up and for PERMANENT car riders.
 - If you do not receive your tag, please send your request with the full name of the student, grade, and his/her parent/caregiver full name to aaa.transportation@academia.k12.de.us or drop off a written note request at the Main Office
 - When you receive your **car tag, it must be placed in the rearview mirror**
- Car Arrival at La Academia is between 8:10 am and 8:40 am.
 - When you arrive, follow the signs to the car line
 - Come to a complete stop. A staff member will assist your student with getting out of the car. Your student will be unloaded by a staff member. We ask that you remain in your car at all times.
 - Once your student(s) is unloaded, remain in the car line until directed by staff members
 - **Parents arriving at 8:40am MUST park their car at the front entrance and ACCOMPANY THEIR STUDENT TO THE MAIN OFFICE.** to sign the student in. Parents are NOT permitted to allow their students to walk into school by themselves.
- Car Dismissal from La Academia will begin at 3:20 pm.
 - When you arrive, you will follow the signs to the car line
 - You must come to a complete stop and wait to be checked in by a staff member. Staff will check you in using your Car Tag Number, or by checking your government issued ID.
 - Once your student(s) is confirmed to be released, a staff member will load the student(s) into the vehicle. Please remain in your vehicle at all times
 - Students must be picked up by 3:45 pm. Parents/caregivers or authorized adults who arrive after **3:45 pm will be charged a late fee of \$1 per minute and payment will be remitted at the time of pick-up.**



Transportation Information for Bus Riders

I. First 2 Weeks of School

- For the safety of your student(s), **La Academia will not accept any temporary transportation changes during the first two (2) weeks of school.** Exceptions to this rule are a permanent change of address which must be requested in writing and turned into the Main Office.
- Please fill out your student's bus tag with the following information and keep it attached to the student's bookbag
 - Student First and Last Name
 - Teacher Name
 - Grade
 - Bus Number
 - Bus Stop

II. Following the First 2 Weeks of School

- **Temporary changes** to arrival and/or dismissal routines that will only take place for one (1) day must be submitted in **WRITING** and **received at the Transportation Department by 10:00 am** on the day of the request. Requests may be made by:
 - A handwritten note with/ inside your student's **Maroon Communication Folder (for students K-4)** /dropped off at Main Office in the morning
 - Email request to the Transportation Department:
aaa.transportation@academia.k12.de.us
- **Permanent changes** to arrival and/or dismissal routines such as a change of status, address change, etc. must be submitted in **WRITING** and **received in the Main Office.**
 - Please allow 24 hours for your change to be approved and your student's teacher to be updated
 - Keep in mind, address changes must be verified by the Main Office. They will request a copy of your lease or utility bill
- **ALL Changes**
 - **Phone calls to the school, text, and/or ClassDojo messages** to staff and/or faculty **WILL NOT be accepted** to make any kind of transportation change for a student. A request from a student is also not accepted.
 - **Any notes or emails regarding dismissal changes received after 10:00 am will not be processed**

III. Bus Procedures and Routes

- All Bus Routes for 2025-2026 SY can be found on our website in the "For Parents" Section at <https://academiacharterschool.org/parent-portal/bus-schedules>
- We kindly remind you that riding the school bus is a privilege.



Parents/Caregivers are a crucial part of bus transportation safety and are kindly asked to follow the **Parent/Caregivers Expectations for Bus Transportation**.

- **Morning Bus Stops:** Parents/Caregivers should arrive with their student(s) at their bus stop at least 10 minutes before the listed time of the bus pick up.
- **Bus Arrival at La Academia** is between 8:10 am and 8:40 am. Students will receive breakfast upon entering the school building.
- **Bus Dismissal** Buses will leave La Academia at 3:45 pm. Students will not be removed from the bus for last minute transportation changes.
- **Afternoon Bus Stops:** All parents/caregivers, or authorized adults, **MUST** be waiting for their student(s) outside of their vehicles, at the door of the bus, at the assigned bus stop. If a parent/caregiver, or authorized adult, is not at the stop to pick up their student, the student will be returned to school. The parent/caregiver, or authorized adult, will be contacted to meet the Transportation Supervisor at the school and a late pick up fee of \$1 per minute will be charged.

Parent Expectations for School Bus Transportation

- The Transportation department designates school bus stops. Stops are posted on the school website, <https://academiacharterschool.org/parent-portal/bus-schedules>.
- Bus assignments are based on the residence address, unless a request is made for a childcare center. It is very important to maintain a current and accurate address with the Main Office at all times. If you have to change your address, please contact the Main Office at 302-351-8200.
- Delaware Code is specific in allowing each student to have **one seat on one bus**. **In other words, students cannot be assigned to multiple buses.**
- A temporary change of bus stop assignment is reserved for emergency situations only. All requests should be made through the transportation office at aaa.transportation@academia.k12.de.us, or by calling 302-351-8200, EXT.321 or 322
- Bus drivers are unable to wait for a student who is not already at the bus stop and/or prepared to board the bus.
- Parents/Caregivers should arrive at the bus stop at least 10 minutes prior to the scheduled pick-up time. Please allow time for traffic delays or bad weather. Parents/Caregivers are also asked to wait for the bus at least 10 minutes after the scheduled pick-up time before leaving the bus stop.
- Parents/Caregivers of students K-8 are responsible for arranging for a responsible adult (18 years or older) to wait with the student at the designated bus stop (in the morning) to ensure their student(s) board/s the bus safely and in the afternoon to ensure they arrive home safely. If no one is present in the afternoon, the student(s) will be returned to the school and the Late/No Show Policy will be in effect.
- Parents/Caregivers should know their student's bus number and stop location. La Academia has partnered with ***Where's the Bus (See below for more information)*** to assist parents with tracking the bus.



Where's the Bus

Sign up:

1. Go to www.wheresthebus.com
2. Click Create Account
3. Choose Academia Charter School (DE) in the drop down.
4. Enter an email address - that will become the user name
5. Fill in the requested information
 - a. Please make sure your password is one you can remember. La Academia does NOT have access to passwords
 - b. If you need to verify Pick Up and Drop Off times, please refer to the website at <https://academiacharterschool.org/parent-portal/bus-schedules>
6. After submitting your information, La Academia's transportation department will be notified. They will then validate your request in order to keep our students safe.
7. Once your account has been validated, you will receive an email stating your account has been approved and it will prompt you to continue to the next phase which is downloading the app on your phone.

Download Where's the Bus app

1. Download the **WheresTheBus** app from the App Store (iOS / Apple) or Google Play (Android).
2. Sign into Approved Account.
3. Select School District - Academia Charter School (DE).
4. Sign in using the information you created when you signed up (username - email address; password).
5. After logging in, you can access your student's bus arrival information with one touch of the app.

Parent/Caregiver Role

- Please be reminded that riding the bus is a privilege for all students.
 - Incidents that endanger the safe operation of the school bus, or the safety of other individuals riding the bus, are considered misconduct.
 - Damage to the bus, or bus property, can result in loss of bus privileges or monetary fines.
- Unauthorized individuals cannot board the school bus
 - Students of La Academia and authorized school personnel are the only persons allowed to board the bus.
 - By federal law, under no circumstances may an individual block the doorway or otherwise hinder the operation of the bus, or bus route or the police may be called.
- All students must have a bus tag attached to their bookbag with their name, grade, teacher name for at least the first 2 weeks of school.
- Parents/Caregivers are fully responsible for their student's behavior on the bus- including property damage, vandalism, and/or any other issues that may occur at the bus stop, or on the bus



- Supervision at the student's bus stop is the parent's responsibility.
- Please show consideration and respect for the property of other citizens whose homes and places of business are located along the routes and bus stops.
- When potentially dangerous situations arise due to the misbehavior of a student, the student involved may be returned to the school.
 - Drivers are taught to use good judgment in determining if situations are dangerous to the safety of the students. In the event that such a situation arises, bus personnel will not allow students to unboard the bus and will return the student to school. School administrators will contact the parent to notify them of the situation and have them pick up their student.

Student Expectations for School Bus Transportation

The Do's

- Listen to the bus driver. Be respectful and courteous to him/her. The driver is in charge of the bus and has the same authority as a classroom teacher.
- Be at your bus stop at least 10 minutes before the scheduled time. The bus cannot wait for those students who are late to the bus stop.
- Stand a safe distance from the bus (10 feet) until it comes to a complete stop.
- Stay off the roadway while waiting for the bus.
- Ride your assigned bus only, sit in your assigned seat, and get on/off at your assigned stop only.
- Sit facing the front of the bus. Remain in your seat throughout the ride and until the bus comes to a complete stop.
- Keep the aisle clear. All student belongings must fit on the student's lap.
- Except with prior written permission from the Executive Director, objects that are prohibited in school, as listed in the Student Code of Conduct, are also not allowed on the school bus. This includes toys and personal devices, such as cell phones.
- Talk at a voice level 2, or lower.
- Help keep the bus clean and orderly. Damage to the bus, or bus property, may result in loss of bus privileges.
- If you must cross the road to reach your bus stop, please walk with your student on the left side of the road, facing traffic, as you approach. Upon leaving the bus, walk around the front of the bus and STOP before crossing. Wait for your bus driver's signal that it is safe. The driver will make sure the road is clear of all traffic, or that all traffic has come to a complete stop before telling you to cross.
- Look both ways and make sure all traffic has stopped before crossing the street with your student to his/her bus stop.
- In case of emergency, ask the driver to stop the bus.

The Don'ts

- Do not crowd to get in or disturb others who are already seated.
- Do not call out to bystanders.



- Eating and drinking is not permitted on the school bus.
- Do not open the bus window without permission from the driver.
- Never put your arms or head outside the window.
- Do not leave the bus without the driver's permission -except on arrival at your regular stop.
- Do not tamper with emergency doors, controls, or windows.
- Never throw anything out of the window of a bus.
- Fighting, harassment, or bullying on the bus will not be tolerated.
- Spitting, obscene gestures, romantic gestures, and indecent exposure are unacceptable.
- Cell phone use on the bus is strictly prohibited.
- No hoodies are allowed.

Student Code of Conduct: The Student Code of Conduct is enforced on buses at ALL TIMES.

The Code outlines the rules and expectations for appropriate conduct and details the consequences for infractions. It is effective at the bus stop while waiting, boarding, riding, or exiting the bus. Violations may result in the suspension of bus-ride privileges. We ask that parents/caregivers carefully review this information with their students in order to ensure the safety of all students.

Community Health & Well-Being

La Academia recognizes that health and academic success go hand-in-hand. Healthy students and healthy staff and faculty achieve more together. UNIDOS, we can help all students become healthy, educated, and productive adults. In order to achieve a safe and healthy campus at La Academia, we provide:

1. Classroom instruction that addresses the students physical, emotional and social needs to ensure academic success and reduce risk behaviors;
2. A planned, high quality curriculum that teaches developmentally appropriate skills and promotes a mindset of a lifelong commitment to physical fitness and good habits;
3. Nutritious meals (FREE breakfast, lunch, and for a certain period of the year a fresh fruit/vegetable snack) served in an environment that promotes healthy eating and healthy habits;
4. Services supporting the social and emotional well-being of students;
5. Screenings and related services that support the physical health of students;
6. A safe environment promoting the development of social emotional skills to enhance student learning and engagement;
7. An environment that promotes the well-being of all school employees who serve as role models for our students;
8. Partnership with parents/caregivers to promote student academic success and well-being;
9. Collaboration with community partners (University of Delaware, SummerCollab etc.) to enrich school services and academic programming.

Chronic Health Conditions Our goal is to keep our students safe, healthy, and ready to learn. If your



child has a chronic health condition such as diabetes, asthma, allergies, seizures, etc., and needs special assistance at school, please contact one of our School Nurses, Dr. Maria Contreras at 302.351.8200/ Maria.Contreras@academia.k12.de.us, or Nurse Alexandria Ball at Alexandria.Ball@academia.k12.de.us.

For those students with a health condition, parents/caregivers should:

1. Notify a School Nurse by phone or email ;
2. Ensure medication administration documentation is provided to a nurse;
3. Make sure your student has any emergency medications (rescue inhalers, epinephrine, etc.) available at the Nurse's office;
4. Complete an Action Plan with your student's doctor for Asthma, Diabetes, or Allergy Care and bring a copy to a School Nurse so it can be administered to your student at school;
5. Contact a School Nurse if there are any changes in your student's medical conditions or additional health concerns, or if you have further questions.

Your Student Should STAY HOME

1. If an oral temperature is above 100.4°F/38°C, your student should remain home until fever free for 24 hours AND without medication.
2. If vomiting or diarrhea 2 or more times within 24 hours.

The Use of Masks at School As we continue to navigate the ever-changing landscape of the COVID-19 pandemic, we would like to inform you of an important update regarding our **School Mask Policy. Effective August 30th, 2023, masks are no longer allowed within our school premises without a valid doctor's note.**

We understand that some students may have specific health conditions, or someone at home with health conditions, that require continued mask usage. If your student falls into this category and they need to wear a mask at school due to health conditions, we kindly request that you provide us with a doctor's note explaining the necessity for their mask usage. This note will be securely maintained in the school records to ensure confidentiality and to assist our staff in supporting your student's individual needs.

Student Internet Use

Purpose

La Academia provides a wireless connection network which allows students internal access to La Academia's internet. Access to the La Academia's network and the internet is a privilege provided to students solely to support student education and is therefore subject to certain restrictions. The provisions of this regulation apply to all students and include all aspects of network use, whether via desktop or laptop computer, or personal technology device owned by La Academia, or the individual



student or parent/caregiver.

Monitoring and Filtering

To help keep your child safe, La Academia monitors all online activities of students through online services provided by GoGuardian. Over 10,000 other schools use GoGuardian to protect 5.5 million students across the world, and the [Global Educator Institute](#) has endorsed the GoGuardian Teacher product.

How are we using GoGuardian?

We have chosen GoGuardian services to:

- Help protect students against harmful and inappropriate online material
- Help students stay more focused when learning online

We ask that all students use their school-managed Google accounts and school-managed devices for educational purposes only within the boundaries of La Academia's campus.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your student, and to reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.

Privileges

Use of La Academia's network is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation may result in limitation or cancellation of user privileges and possible disciplinary actions under appropriate federal or state statutes or La Academia's Code of Student Conduct. Activity by student users is not confidential or private.

Security and Damages

La Academia will distribute devices to students at the beginning of the school year. Parents will be expected to sign an agreement that states as follows:

1. La Academia reserves the right to charge the user/parent of the user, the full cost of repair or replacement when damage or loss is intentional or due to gross negligence as determined by the Executive Director/Director of Operations/Members of the IT department.
2. Parents/Caregivers will be charged for any missing power adapters, hotspots or power chords.
3. Parents/Caregivers understand that their student must return any lent device upon request of the school.
4. Parents/Caregivers accept the responsibility to support their student's use of a lent device outside of teacher guided instruction and outside the school day.

Technology Repairs and Replacements Price List

Academia Antonia Alonso Charter School lends school devices to all students. It is the expectation that students treat the device with the utmost care. However, accidents happen and damage occurs. It is the



parent/caregivers responsibility to pay the school for the cost of the repair and/or replacement of the loaned learning device. Below is the price list for repairs and replacements.

Tech Parts/Item Fee

Screen/Monitor	\$70.00
Keyboard	\$55.00 - \$70.00
Mouse	\$15.00
Battery	\$60.00 - \$70.00
Charger	\$20.00
Power Cord	\$15.00
Top Casing	\$30.00
Bottom Casing	\$20.00-\$30.00
Verizon Orbic HotSpot Device	\$75.00
Full Device	\$339.00

Student Agreement

Students do not have the right to use cell-phones/phone watches while at school/while riding the bus. If found with one, they will be taken away and parents/caregivers must come to the school to pick them up.. Students and parents must agree to the terms set forth in the Code of Student Conduct as they relate to technology use at La Academia. All students, parents/caregivers must accept the terms of the [Student Acceptable Use Policy for Technology](#) prior to accessing La Academia's network.

Student Support Services

Mission:

Our mission is to create a safe, inclusive, and supportive school environment that fosters the emotional and behavioral growth of every student. Through collaboration, comprehensive support plans, and evidence-based interventions aligned with our MTSS standards, we aim to empower students to overcome challenges, build resilience, and achieve their full potential both academically and personally.



Our school counseling and mental health team is dedicated to supporting the social, emotional, and behavioral well-being of all students. Through a combination of prevention, intervention and collaboration, we help students build essential life skills, navigate challenges and thrive both in and out of the classroom. Working closely with teachers, families and community partners, our counselors and mental health providers create a safe and supportive environment where every child can grow and succeed.

School Counseling & Mental Health Services Overview

- **Support for All Students:** Counseling services are available to all students to promote healthy emotional and social development.
- **Individual & Group Support:** Students may receive support through one-on-one sessions or small group counseling.
- **Social-Emotional Learning (SEL):** Focus on teaching students skills like self-awareness, self-regulation, social skills, and responsible decision-making.
- **Collaborative Approach:** School counselors work closely with teachers, staff, and families to ensure a safe and supportive learning environment.
- **Positive School Climate:** Counseling programs help foster a respectful, inclusive, and emotionally safe school culture.
- **Request Process:** Requests for student support services may come from: Parents, MTSS team or Teachers or from the student. Counselors will be contacted to collaborate and obtain consent. Please allow 24-72 hours for a Student Support Service team member to contact you once the request is submitted. [Student Counseling Request Form](#)
- **Confidential & Compassionate:** Services are provided with care, confidentiality, and respect for each child's well-being.

The school counselor and Mental Health Team is available to parents/caregivers and students when classes are in session; they are not, however, on call after the conclusion of the school day. Follow this link to access the [Counseling Support Request Form](#). If a concern arises after school hours regarding a student's physical or emotional safety, families are advised to call 911 or to take the student to the nearest emergency room. In compliance with Delaware law, the school is required to report cases of suspected physical, sexual, or emotional abuse to the state child protective agency.

Student Wellness and Crisis Response Protocol

In the rare situation when the school believes a student is exhibiting behaviors or feelings indicating a potential for harm to self or others, the school reserves the right to require a crisis risk assessment of that student by an outside licensed mental health professional or medical provider. The school further



reserves the right to excuse the student from attending school until the evaluation has been completed and the determination made that the student is not at risk of harm to self or others. In such circumstances, the school will require written confirmation from an outside mental health professional or medical provider that the student is not believed to be at risk or a risk and, further, will strongly recommend that the student's parent/caregiver sign a release of authorization allowing the school to consult with any outside mental health professionals involved.

McKinney-Vento Program Overview and Support

Services are available for students whose families are experiencing a housing crisis. Per the [Delaware Department of Education](#), and according to the federal McKinney-Vento Homeless Assistance Act, "homeless children and youth" is defined as individuals who lack a ***fixed, regular, and adequate nighttime residence***:

- Sharing housing of other persons due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; and
- Migratory children living in circumstances described above.

Please contact the McKinney Vento Liaison, Ms. Ariele Castro Ariele.castro@academia.k12.de.us for information regarding available supports to minimize any educational disruptions that may be experienced by these circumstances with your student(s). You may also access La Academia's [Basic Needs Virtual Office](#) to access resources.

Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education (FAPE) to eligible children with disabilities throughout the nation and ensures special education and related services to those children. (<https://sites.ed.gov/idea/>)

We, at La Academia, are committed to supporting every Special Education student with an appropriate education that emphasizes special education and related services designed to meet a student's unique needs.



In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), La Academia does not discriminate against any person on the basis of disability in admission or access to the programs, services or activities, in the treatment of individuals with disabilities, or in any aspect of operations.

Identifying Students with Exceptional Needs and/or Disabilities

Anyone may raise a concern about a student's unique need for special help. Parents/Caregivers are their student's first and most important teachers, as well as their advocates. If a parent/caregiver believes his or her student has a disability, or is having problems in school, parents/caregivers should contact their student's teacher, the Dean of Special Education, the School Counselor, or a school nurse, to discuss these concerns. Once a concern is raised, parents/caregivers, teachers, or other staff members will meet to discuss all relevant information collected about the student. Based on the information reviewed, the team may decide the need for more information. The team will obtain the parent's/caregiver's consent to conduct further evaluation/s.

Programs for Children with Exceptional Needs and/or Disabilities. IEP

The primary purpose for Exceptional Children programs is to ensure that students with disabilities develop academically, physically and social-emotionally through the provision of an appropriate and individualized education in the least restrictive environment. A student with a disability may qualify to receive special education and related services by meeting eligibility criteria. If the team and the parents/caregivers determine that the student has a disability, the team identifies what types of support are appropriate to meet the student's needs.

These services may include accommodations and/or modifications to the curriculum, specially designed instruction by a special education provider or the provision of support and training for staff who work with the student. La Academia offers a full continuum of services to meet the needs of students with disabilities.

IDEA applies only to individuals from birth through age 21. Students who are not eligible for services provided under IDEA may be eligible for accommodations under Section 504. The 504 Plan provides accommodations for students in the school building.

Identifying Children Who May Qualify for a 504 Accommodation Plan

Under Section 504, students with disabilities have the right to reasonable accommodations. The Rehabilitation Act of 1973 defines a person with disabilities as "any person who has a physical or mental impairment that substantially limits one or more major life activities or bodily functions, has a record of such impairment, or is regarded as having an impairment." Major life activities include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The student's physical or mental impairment must substantially limit the student's performance of the indicated major life activity/activities.

Section 504 Student Service Plan

A Section 504 plan describes the accommodations that the school provides to support the student's



education. The team that determined the student's eligibility for Section 504 and identified the needed accommodations creates this service plan to provide clarity and direction to the individuals delivering services or making accommodations. A Section 504 Student Service Plan is updated at any time to reflect changes and recommendations by the team. The plan should be reviewed on a yearly basis or updated earlier if the student's condition changes.

Procedural Safeguards

Procedural safeguards are the procedures schools and parents must use in making decisions about services for students with disabilities. La Academia has the procedural safeguards information available for parents/caregivers upon request. Parents/Caregivers have the right to:

1. Receive notice regarding the identification, evaluation, and placement of their student.
2. Receive prior notice when the school is changing or discontinuing services for their student.
3. Review their student's records and participate in an impartial hearing.
4. A review process.

In addition, La Academia provides notification of:

1. Policies of nondiscrimination.
2. Grievance procedures.
3. Contact information.

Hospital/Homebound Services

A student who is physically unable to attend regular class at school for an extended period of time may qualify for homebound instruction. Homebound instruction is a service provided to allow the student to have access to, and make progress in, their course work. Students must be enrolled at La Academia to qualify.

Parent/Caregiver Rights

For a complete explanation regarding the parental rights of students with disabilities, please consult the Delaware Procedural Safeguards: [Handbook on Parents' Rights](#).

<https://Procedural-Safeguards-English-July-2024.pdf>

<https://Procedural-Safeguards-Spanish-July-2024.pdf>