



# La Fe Preparatory School Parent Handbook

2021-2022

## LA FE PREPARATORY SCHOOL BACKGROUND

### HISTORY

La Fe Preparatory School is a product of a community effort that began over forty years ago to improve the wellbeing of its residents. In 1967, in the third poorest zip code of the country, single working mothers came together to make a change for their children. Those women had a dream and a vision for their children, for their families, and for their community. Through their tenacity, working women who wanted better housing, better jobs, better education, and access to health care, brought the community at large to help them. In a one-room tenement apartment, they opened a free clinic that provided healthcare to the disenfranchised in their neighborhood. A small, worn-out room became the catalyst for change in their neighborhood. Their vision became Centro de Salud Familiar La Fe, Inc. (La Fe). La Fe was founded on social justice. Today, it continues to fight to achieve their goal. It is an organization that arose from a one-room clinic to today's state-of-the-art organization that includes eight medical clinics across depressed areas of El Paso, a Child and Adolescent Wellness Center (which includes healthcare and a Cultural and Technology Center), an HIV/AIDS clinic, WIC, dental care, housing, and programs that address teenage pregnancy, financial literacy, and senior companionship.

In order to further pursue community development, La Fe incubated the creation of a second non-profit organization, the La Fe Community Development Corporation (La Fe CDC), which has been in operation since 2002. The La Fe CDC is closely tied to its parent, Centro de Salud Familiar La Fe, Inc. (La Fe). The organization began its charge by building affordable housing for those living in South El Paso and expanded its focus to key projects that addressed housing, education, and economic development.

La Fe Preparatory School opened its doors on August 27, 2007, with 96 students in Pre-K, Kindergarten, and 1<sup>st</sup> grade. The school has since added one grade level each year. The staff and programming has also continued to grow and develop. The school is proud to report that 100% of teachers at the school are considered "highly qualified" by federal standards.

## LA FE PREPARATORY SCHOOL

### MISSION

*La Fe Preparatory School will create and promote a positive **bilingual and multicultural** learning environment that will **empower** children to achieve the highest levels of academic, artistic, physical, and social well-being by instilling **confidence** and a **joy for learning**.*

## Core Values

La Fe Preparatory School implements core values modeled by adults and students alike.

1. **Courage:** We choose to do what's right, even if it scares us. We have the confidence to face the unknown and celebrate others for their courage.
2. **Justice:** We stand with others when they need us. We work to improve our community and the world.
3. **Identity:** We are proud of who we are and know the power of our stories. We build strong relationships with those around us and understand that everyone has a story of their own.
4. **Responsibility:** We are mindful of our emotions and purposeful in our actions, because we are responsible for our environment and our future.

## EDUCATIONAL PHILOSOPHY (HIGH STANDARDS)

**La Fe Preparatory School will be successful by setting high standards for every person involved with the school.** From the beginning, the school will promote the belief that achievement is dependent on the effort and energy put forward by the teachers, administrators, staff, parents, and most importantly the students. Despite the high standards for everyone involved, the school aims to create a nurturing, enjoyable learning environment where children and parents gain the confidence to explore their own personal interests, express themselves, and aggressively pursue success and advancement.

**La Fe Preparatory School believes that a thematic-based dual language curriculum that focuses on culturally relevant topics will encourage a true and long lasting understanding of the subject matter.** The thematic units will be studied across all grades to instill a sense of family on campus and to encourage interaction across grades. We are also dedicated to providing a dual language program that promotes true fluency and cognitive development in both Spanish and English. The school will offer avenues for children to participate in a variety of cultural, artistic, and athletic activities that promote creativity, community involvement, and family interaction. Exposing students to a diverse group of people, places, and activities will cultivate passions that drive the children to achieve their goals.

## ***DUAL LANGUAGE***

La Fe Preparatory School will provide a dual language program for children in the El Paso area. Alongside Spanish, English will be of equal importance. Dual language instruction is by choice, so any family registered at the school agrees to the importance of having their

child instructed in both languages simultaneously. The Dual Language Model followed is a 50/50 model, which consists of having two teachers per grade level. Each teacher instructs the entire curriculum in their target language (either English or Spanish). The teachers continuously plan with their grade level counterparts in order to have a flow of the curriculum. Material is never repeated or translated, but rather bridged for optimal dual language acquisition. Parental involvement is a key component to assure success in a dual language setting. The student's home language is always valued and even though the teacher will adhere to his/her target language, the student's first language is always accepted.

### ***THEMATIC UNITS***

The school's curriculum is based on school-wide thematic units. All grades investigate the same thematic unit in order to learn the skills presented in the Texas Essential Knowledge and Skills (TEKS) curriculum. The thematic units are interdisciplinary through all core subjects as well as with fine arts projects and experiential learning programs. The thematic units are culturally enriching, fostering a multi-cultural understanding and appreciation. The themes implemented are aligned vertically throughout all grades, creating a progression of higher order thinking as children advance. The themes also are aligned horizontally within each grade to ensure consistency. As mentioned before, the teachers were hired three months before the start of the first year of operation to develop the thematic units and lesson plans for each unit. Since that time, teachers have consulted with the school during the summers to further develop and enhance the curriculum. By having the teachers create the curriculum, scope and sequence, and daily lesson plans; they feel ownership of the material and present it to the children with more passion and vigor. At the end of each year, the thematic units are reviewed, altered, and possibly replaced if necessary.

The curriculum aims to develop advanced cognitive skills, just as a gifted and talented curriculum would. It is then the teacher's responsibility to ensure that the needs of all children are met, even special education children.

**It is the responsibility of the teachers, administrators, and staff to create an atmosphere that will foster confidence and self-assurance in each child.** Teachers will be deeply committed to fostering a positive overall wellbeing for all children, never failing to believe that each and every child has the potential to flourish in all aspects of life. Teachers will craft innovative opportunities for children to explore their individual interests, develop their cognitive abilities, experience relevant, authentic information, and interact in social learning groups. Teachers will also support children emotionally and be sensitive to potential problems that children may be experiencing outside of school. Teachers will be available to parents and will encourage their participation.

## **LA FE PREPARATORY SCHOOL POLICIES**

### **ENROLLMENT POLICY**

La Fe Preparatory School's enrollment period begins on February 1st. To be eligible to enroll, a child must reside within the school's geographic boundary unless there is no waiting list, if this is the case; there is a secondary boundary which covers all of El Paso County. Proof of residency will be required if the child is enrolled. Parents of or legal guardians can complete the enrollment process by submitting an enrollment form to the school. If the number of applicants for a class exceeds the number of available spaces on May 31st, the school will conduct a lottery. La Fe Preparatory School can enroll up to 32 students per grade (two sections of 16 students) in grades PK-5<sup>th</sup> and 5<sup>th</sup> can enroll up to 40 students per grade (two sections of 20 students). The remaining names that are selected will make up the waiting list. If an applicant is accepted through the lottery and decides not to attend, the subsequent student from the waiting list will be accepted.

Returning students, the siblings of returning students, children of staff, and/or the children of the school's founders will be exempt from the lottery, although they must still live in El Paso County, unless there are no students in the waiting list. Applicants must notify the school of their intent to attend the school by the application deadline. If an applicant submits his/her application after the designated enrollment period, his/her name will be added to the waiting list according to the date the application was submitted. La Fe Preparatory School will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic ability, athletic ability or artistic ability or the district the child would otherwise attend. Students who have a documented history of criminal offense, a juvenile court adjudication, a history of misconduct as listed in TEC, §12.111(6), or discipline problems under TEC Subchapter A, Chapter 37, will be excluded from enrollment.

## **LA FE PREPARATORY SCHOOL ATTENDANCE POLICY**

It is very important for the success of the school that students attend school every day of the school year. Not only does student performance suffer when students miss school, but the school receives its funding based on the number of days each student attends school. Therefore, it is vitally important for the success of the school to have students and parents that are dedicated to student attendance. We stress that students must attend school everyday unless directed otherwise by a doctor. An absence from school will be marked unexcused unless a doctor's note is provided or unless excused by the Principal or Assistant Principal.

***If a student has 18 unexcused absences during the school year (which may include Saturday School, the three-week Summer Program, and any mandated tutoring during the summer), the school has the option to ask the child to withdraw from the school.***

The student is subject to expulsion from the school after 18 unexcused absences during the school year (which may include Saturday School, the three-week Summer Program, and any mandated tutoring during the summer).

## **ARRIVAL TIME/ BREAKFAST**

The school day begins at 7:30 a.m. All students begin the school day in their classrooms (PK in the Cafeteria) for breakfast. If a student arrives after 7:50 a.m., the parent must receive a tardy slip and then report to their designated home room. Administrators/teachers make announcements, students have the chance to talk with their classmates/teachers/parents before the school day begins, and students participate in “Drop Everything and Read” time. Please be sure to arrive at school on time.

## **Technology**

We are proud to be a 1:1 campus. All students PK-5th grade will receive a laptop or Chromebook to support their learning.

## ***RELEASING CHILDREN FROM SCHOOL PREMISES***

### **EARLY RELEASE**

If a student needs to be taken out of school early, the parent or guardian must sign an early release book from the office that day. The Principal will determine whether the early release is excused or unexcused.

### **DOCTOR'S APPOINTMENTS**

Students may be released from school for doctor's appointments. We encourage parents to make the doctor's appointments after 10 a.m. so that the student is not considered absent. Parents must provide the school with a doctor's note.

### **WITHDRAWAL PROCEDURES**

La Fe Preparatory School will withdraw a student from the attendance accounting system on the date the school becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school.

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date.

Parents must complete paperwork confirming the withdrawal of their child. The Principal/Administrator must sign such paperwork. Parents must then complete an exit interview with the Principal/Administrator or Assistant Principal to determine the reason for withdrawal.

## **DISCIPLINE POLICY**

All students are expected to behave appropriately at school. Students should demonstrate the school's life skills at all times (Responsibility, Integrity, Leadership, Caring, Respect, Cooperation, Pride, Courage, Perseverance and Patience). Students that are disruptive, disrespectful, or violent will work with their teachers, parents, and school administrators to develop a corrective action plan. Students may be put in time-out, withheld from certain school activities, put in in-school suspension, or be sent home, depending on the severity of the circumstance. The teachers and administrators work closely with parents to keep them informed of their child's behavior, and parents are always asked to maintain good behavior at home.

### **PLAYGROUND AND CLASSROOM MANAGEMENT**

- 1. Follow expected school behaviors.**
- 2. Keep your hands and feet to yourself.**
- 3. Use appropriate language**
- 4. Zero tolerance of bullying, harassment and hazing**

Behaviors that show a lack of respect towards others including bullying, harassment and/or hazing are not appropriate on the bus, in school or on school grounds.

**Bullying** is a series of negative and/or violent repetitive actions between individual students or groups of students who are unequally matched either physically, verbally or emotionally. Bullying may involve verbal, physical and/or emotional behaviors.

**Harassment** may include verbal abuse, epithets, vulgar or derogatory language, the display of offensive cartoons or materials, mimicry, lewd or offensive gestures and telling of jokes offensive to protected class members (a student or employee of the school district). Harassment involves a pattern of abusive and/or degrading conduct directed against an individual or group that is sufficient to interfere with their work or to create an offensive and hostile work or school environment.

**Hazing** is any action taken or situation created intentionally, whether on or off school grounds, with or without consent, to produce excessive physical fatigue, embarrassment, or to produce mental or physical harm or injury to a person for the purpose of initiating that person into a student group.

### **WEAPONS ON SCHOOL PREMISES**

A dangerous weapon is any object which by the manner in which it is used or intended to be used or by its appearance is capable of causing physical harm and/or used to threaten, frighten or intimidate. Dangerous weapons are not allowed on school premises. Weapons under the control of law enforcement are permitted.

## **CELL PHONE AND ELECTRONIC DEVICES**

Cell phones are to be turned off and out of sight from the time a student enters the building until they leave the building at the end of the school day.

**1st offense:** Infraction will be documented and a verbal warning will be given by the teacher.

**2nd offense:** Teacher will collect the phone and it may be picked up by the student at the end of the same day.

**3rd offense:** Parent/guardian(s) will be notified and asked to collect the cell phone.

## **LA FE PREPARATORY SCHOOL UNIFORM**

The school uniform is ***extremely important*** as it encourages a sense of belonging for every child within our school community. The uniform also promotes students' respect for their education and sense of equality in an academic institution.

### **UNIFORM POLICY**

Uniforms will be checked everyday at 7:30 a.m. Students are expected to be in the full uniform everyday, unless otherwise notified. It is critical that the child show up to school with a complete, clean, pressed, and proper-fitting uniform. Parents will be called if their children are non-compliant, and the student must either be picked up from school or the parent must bring in the appropriate uniform.

All uniforms must be purchased at La Fe Preparatory School **ONLY**.

**For consistency, the following uniform guidelines are established.**

#### **Monday-Thursday:**

##### **Girls PK—6th (Full Uniform)**

Jumper (PK to 5<sup>th</sup>)

Skirt (6<sup>th</sup>)

Blue shorts under jumper

White blouse

Red tie (PK-5<sup>th</sup>)

Navy Blue tie (6<sup>th</sup>)

Solid Navy Blue jacket

White or navy blue socks, knee highs, or tights

##### **Boys PK & Kinder (Full Uniform)**

Khaki Pants

Navy Blue Polo shirt with school logo on it

Solid Navy Blue School Jacket

**Boys 1<sup>st</sup>-5<sup>th</sup> (Full Uniform)**

Khaki Pants

White shirt Oxford style

Red tie (1<sup>st</sup>-5<sup>th</sup>)

Solid Navy Blue School Jacket

**Friday/Saturday School/Field Trips**

**Boys & Girls-All Grades**

Khaki pant

Navy Blue Polo shirt with school logo

**Shoes-All Grades**

Black Tennis Shoes (PK/2nd)

Black shoes with rubber sole (3rd-5<sup>th</sup>)

(No lights, designs, boots or skate shoes)

\* Only white, long-sleeved shirts are allowed under school shirts and blouses during the winter months.

\* Students are not allowed to wear jewelry, nail polish/artificial nails, accessories, hairstyles, hair color, or haircuts that are disruptive to learning. We encourage students with long hair to wear their hair pulled back.

**\*STUDENTS MAY BE ASKED TO WEAR FULL UNIFORM ON SPECIAL OCCASIONS \***

**HEALTH PROCEDURES**

Medication that is to be administered during the school day must be turned in to the medical assistant and parent/guardian(s) must provide a doctor's statement with directions for use of the medication. The medication needs to be in its original container. Students are not allowed to carry any type of medication (including aspirin) with them at any time.

Students are not allowed to attend school if they have a fever, diarrhea, or vomiting. Any students that are visibly ill will not be admitted into the classroom and will be sent home.

All students must have a medical consent form to be seen at La Fe Clinic. The La Fe Clinic will serve as the medical resource for the school. It is up to the discretion of school staff if students are referred to the clinic. Parent/guardian(s) will then be notified and will have a choice to be seen either at the La Fe Clinic or with their own private physician.

**EMERGENCY PLANS**

## **INCLEMENT WEATHER**

In the event of inclement weather, teachers will be notified by administration as to whether the school day will be cancelled or whether there will be late arrival. Parents are encouraged to watch local channels for inclement weather notifications. La Fe follows EPISD's inclement weather decisions.

## **FIRE DRILL**

The school will conduct monthly fire drills in adherence to the state/city code requirements. Students will follow the emergency plan and exit designations in an orderly manner led by their teacher.

## **LOCK-DOWN**

Students will follow the school process of a lock-down drill led by their teacher and administrators on campus. A lock-down occurs on campus when an immediate threat happens near or in a school. The campus closes and no one can come in or out of the building until it has been cleared.

## **CRISIS INTERVENTION**

La Fe Preparatory School recognizes its responsibility for the safety of students, which can extend to possible natural and manmade disasters/emergencies, including such events best met through planning and preparedness. Crisis intervention teams have been identified to be activated in the event of a crisis. These teams, as well as building and campus administrators, will be responsible for a coordinated response to emergency situations. In the event of terrorism and/or natural disasters, governmental agencies will intervene.

## **ENGAGING AND EQUIPPING PARENTS**

**La Fe Preparatory School will engage parents and equip them with the skills to be involved with their child's education.** The school recognizes the power and importance of parental involvement. Children rely on their parents for guidance; however, often parents do not understand how to support their children. Here, we encourage parents to help in the classroom, lead school projects, and participate in school trips. When parents become invested in their child's education, the child is far more likely to succeed. Additionally, the school seeks to positively impact the entire family and will provide career training, financial literacy, and social support for all families to enhance their overall quality of living.

## **LA FE PREPARATORY SCHOOL'S FRAMEWORK FOR TEACHING AND LEARNING**

The key components of La Fe Preparatory School are described below. The school believes these educational strategies will build a school community that demands success from the students as well as the parents.

### ***FUNDS OF KNOWLEDGE***

La Fe Preparatory School believes that our students' households possess a wealth of knowledge and skills. By bringing this wealth of knowledge into the classroom we validate our students and their families' lives. We believe that "every household is an educational setting in which the major function is to transmit knowledge from the elders that enhances the survival of its dependents" (Genzuck, 1999). To tap into this valuable cultural knowledge and skills, the teachers perform what we refer to as "social visits." The intention of social visits is to facilitate a link between home and school, as well as to provide an opportunity for teachers to learn more about their students' lives at home. After teachers engage in such action research, they then integrate lessons learned from their social visits into their classroom instruction.

### **PARENT ENGAGEMENT PROGRAM**

La Fe Preparatory School believes that family, and in particular, that *parents* are a critical piece of a child's academic success. Not only does the school believe that parents are children's first teachers; we aim to partner with parents in order to create a seamless school-family relationship that offers children a culturally grounded and relevant learning experience. Moreover, as we partner with parents, we strive to support families with a wide range of support services, including educational, medical, and social services as well as personal and professional development.

#### **Program Goals Include**

- To increase and sustain meaningful parental engagement in the school and in children's education.
- To build a strong family-school relationship between parents, teachers, school personnel, and administrators.
- To empower parents and to be empowered by parents through a relationship of reciprocal learning through our adoption of "funds of knowledge" (Moll et al., 1993).
- To support parental/family participation in child's learning by providing easy-to-do learning activities and games for at home learning.

- To support parents' efforts to participate in their child's education through continuing education, professional, and leadership development opportunities.
- To offer parents democratic participatory opportunities in school activities.

## **WHAT WE MEAN BY PARENT ENGAGEMENT**

At La Fe Preparatory School, we are fortunate that our students live in a community where parents, grandparents, siblings, and/or other primary caregivers are actively engaged in their children's lives. We welcome the entire family's interest and engagement in their child's learning. With this in mind, we believe that engagement can take many different forms in many different spaces.

### **WHAT IS ENGAGEMENT?**

***ENGAGEMENT IS WHEN PARENTS, GRANDPARENTS, AND OTHER CAREGIVERS ACTIVELY SUPPORT THEIR CHILD'S LEARNING EXPERIENCE IN THE HOME, AT SCHOOL, AND IN OTHER ACTIVITIES.***

***Parents/volunteers who disrupt the school day will be asked to leave the campus immediately; if necessary, the school administrators may call the El Paso Police Department if the safety of any student(s), staff, and faculty is at risk.***

The Parent Engagement Program originated in a school-wide study where administrators, teachers, school faculty and parents were interviewed and surveyed. Our data collection efforts resulted in the design of our comprehensive Parent Engagement Program.

## ***VOLUNTEER POLICIES AND PROCEDURES***

- Persons wishing to volunteer at the school need to fill out an application that will serve as a background check.
- Volunteers must follow the policies and procedures of the school and the Volunteer Program.

- Volunteers must sign in for security purposes and indicate location, task, and time spent on task on the sign in sheet(s). They must wear their volunteer badge at all times while on campus volunteering their services.
  
- Volunteers must support the goals and vision of the school and the Volunteer Program.
  
- Be flexible by always being ready to help in all areas of the school, where appropriate.
  
- Do not criticize school personnel or procedures.
  
- Keep things heard or seen at school confidential. Avoid gossiping or making negative comments about your children's school.
  
- Be dependable and recognize the importance of attendance.
  
- Do not abuse the privileges that come with wearing a volunteer badge, i.e., using the badge to see your child's teacher during instructional time. If you need to speak with your child's teacher, please set an appointment at the office to meet with him/her during his/her conference time.
  
- It is recommended that you do not volunteer in the same classroom that your child is in. Such accommodations will only be made with the Principal's approval. This policy encourages the child/children to become more independent.
  
- If there is a problem, discuss it with your Volunteer Coordinator. Any discussion held should be away from the students, as they learn by listening and observing. Be a positive role model for the students.
  
- Wear comfortable clothing. No low cut blouses, halter tops, shorts that are very short, tank tops, or spaghetti straps. A dress or skirt should not be shorter than three

inches above the top of the knee. Volunteers are professionals and must carry themselves as such.

- The Principal is the person responsible for the Volunteer Program on campus. She will assist the Volunteer Coordinator in determining where the volunteers are most needed on campus.

## **VOLUNTEER ACTIVITIES THAT SUPPORT THE SCHOOL**

- Tutoring
- Chaperone to the library
- Working in classrooms
- Decorating campus: outside and inside
- Working as a guide for Open House or Parent Conference Day
- Lunchroom, playground, and hall duties
- Patrol duties
- Homeroom mothers
- School chaperoning
- Reading to students

## **LA FE ADULT EDUCATION**

Centro de Salud Familiar La Fe is dedicated to providing educational and economic development opportunities for the parents at the school. La Fe's Culture and Technology Center provides GED (in English and Spanish), ESL, citizenship, and other classes. The primary goal of this program is to allow parents to learn at the same time as their child/children. For further information on the current opportunities available, please speak to the Parent Liaison.

## **LA FE PREPARATORY SCHOOL PROGRAMS AND OPPORTUNITIES**

### ***SMALL CLASS SIZE/ SMALL SCHOOL***

Small classes of no more than 16 students per classroom in the elementary and no more than 20 in the 5<sup>th</sup> grade allow each child to receive individualized and personalized instruction. The elementary school has a capacity of 224 students, thereby allowing the school's staff to know and be familiar with all students and families.

### ***EXTENDED DAY/ EXTENDED YEAR***

La Fe Preparatory School requires that all students arrive at school at 7:15 a.m. to eat breakfast with their teacher. During this time, students learn dining etiquette and have a morning meeting. Classes begin at 8 a.m. and end at 3 p.m. Lunch and an afternoon snack are provided for all students, and the students stay at school for an enrichment program until 5:00 p.m. (This enrichment program is optional for students in PK and kinder, and is required of students in higher grades). Students are mandated to attend school one Saturday a month to participate in a service learning or community learning project. This allows working parents not able to participate in school activities during the week to engage with their child's education. The school operates the 180 days that the public schools are in session; in addition, the La Fe Preparatory School also has a mandatory three-week summer program which focuses on remediation, athletics, enrichment, and experiential learning.

### ***LA FE PREPARATORY ENRICHMENT PROGRAM***

All of the students attending La Fe Preparatory School participate in enrichment. The school wants to ensure that the students who attend have equal access to athletics and fine arts, especially for working parents. We see the after-school hours as a perfect opportunity to engage the students in interactive, stimulating activities that will benefit their total wellbeing—mental, physical, and emotional. The school offers a daily enrichment program from 3:00-5:00 p.m. to all students (required for students in 1<sup>st</sup> grade and higher). The students are provided with a snack, and then they participate in one hour of fine arts and one hour of athletics each day. The enrichment program is culturally relevant and relates to the thematic-based curriculum implemented during the school day.

### ***INTEGRATED MULTIMEDIA TECHNOLOGY***

La Fe Preparatory School has implemented a Multimedia Technology Program at the school. Students enrolled in our Multimedia Technology class will focus on understanding technology as well as producing written materials for multimedia journalism. For our radio and television venture, the students will have the opportunity to record and edit their projects in the production studio. Students will also create, edit, and maintain a website with their written articles, photographs, and video and audio clips. Each classroom has an interactive smart board, a digital projector, and access to digital cameras.

### ***COMMUNITY LEARNING***

The students at La Fe Preparatory School live in a neighborhood where the residents walk to most places. As a result, many kids do not have exposure to other areas of El Paso, Texas, or the Southwest. Through frequent field trips, museum visits, career days, and activities with other schools, the students have the chance to see sites around the city, state, and country. Parents are expected to participate in such activities and are encouraged to lead roles.

### ***SERVICE LEARNING***

It is crucial that the students understand the importance of giving back to the community. The students participate in service learning projects that will range, for example, from collecting coins for cancer to cleaning up their neighborhood. Parents are expected to participate in the service learning projects and are encouraged to play a lead role.

### ***LIFE SKILLS PROGRAM***

La Fe Preparatory explores different life skills through a Life Skills Program developed by the school that will help promote and develop/cultivate character education. This program promotes self-responsibility and self-respect, and it also encourages constructive relationships with others as well as respect for others. Each month throughout the school year, we will focus on a different life skill: Responsibility, Integrity, Leadership, Caring, Respect, Cooperation, Pride, Courage, Perseverance, and Patience.

### ***TUTORING***

All students have tutoring services available to them if extra help is needed. The school hires tutors to provide specialized tutoring to those students who are not at grade level. We also have community members who volunteer as tutors at least 15 hours per week. These tutors help support students in the classroom and after school.

### ***LA FE PREPARATORY ENRICHMENT PROGRAM***

The goal for the Enrichment Program (EP) is to provide a safe environment that encourages students to be able to explore a variety of sports and fine art activities that contribute to their overall success. The Enrichment Program currently consists of fine arts and sports classes. These classes include: chess, drama, arts and crafts, poetry, guitars, folklorico, gymnastics, and soccer. Although the EP is offered and encouraged for all students, it is only required for 1st grade through 5th grade. The classes are Monday-Friday from 3:00-5:00 p.m., and they run concurrently with the school calendar.

### ***LA FE PREPARATORY SATURDAY SCHOOL***

Students are required to attend Saturday School once a month. The dates are pre-determined in the school calendar, but may change as needed. The standard time for Saturday School is from 9:00 a.m.-12:00 p.m. Students will participate in activities at the school or off-site (such as field trips or La Fe-sponsored events). All students must report to their classroom teacher to be counted as present. Saturday School is mandatory and is part of the academic calendar. Parents are invited to participate in all Saturday School activities. Misbehavior from parents/volunteers will not be tolerated. The school administrators will ask any person being disruptive to leave the school group immediately. Saturday School is intended to provide safe, enriching, culturally relevant, and hands-on experiences that will build on each student's classroom learning.

### **SATURDAY TUTORING**

Students might be asked to attend Saturday Tutoring if needed. These sessions will not interfere with the regular Saturday School schedule.

### **NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM:**

La Fe Preparatory School participates in the National School Lunch Program, which enables the school to provide breakfast, lunch, and an afternoon snack to all students for free.

There will be *three* allowable treat days during the school year as determined by the school administrators. Classroom celebrations will be permitted **ONLY** during the last 15 minutes of the homeroom before the enrichment program. Foods of minimal nutritional value may not be sold or given away to students on school premises by any group until after the National School Lunch Program snack has been issued and consumed.

### **EQUAL EDUCATION OPPORTUNITIES AND DISCRIMINATION:**

The La Fe Preparatory School will not discriminate based on gender, national origin, ethnicity, religion, disability, academic ability, athletic ability, or artistic ability.

## **Parent Handbook Acknowledgement Form**

I acknowledge that I have received a copy of the La Fe Preparatory School Parent Handbook for the 2019-2020 school year. I agree to review, understand, and support the policies and procedures outlined in this handbook.

Additionally, I understand that severe non-compliance concerns may result in the revocation of my child(s) enrollment contract at La Fe Preparatory School.

I have received the Parent Handbook and agree to review, understand, and follow all rules and procedures in the handbook.

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**Name of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of student(s)** \_\_\_\_\_