

NO EXCUSES. THERE ARE NO  
SHORTCUTS. WORK HARD, GET  
SMART. GO TO COLLEGE. CHANGE  
THE WORLD. GET UP,  
NEVER GIVE UP, LOCKED  
DOWN. IN. BE  
THE CHAMPION. SEE IN  
THE WORLD. THINK  
DIFFERENT. WE BELIEVE THAT  
KNOWLEDGE IS POWER. SOME  
SAID IT WAS "IMPOSSIBLE."  
WE SAID "IMPOSSIBLE IS NOT."

**EQUIPO**

**ACADEMY**

**EAST LAS VEGAS COLLEGE PREP**

**19-20 STUDENT-FAMILY HANDBOOK**

# Welcome to Our Team

Dear Equipo Academy Student,

There are many things that make Equipo Academy exciting, but in the end there is one mission that drives every thing we do: to get you to and through college.

Our mission is a challenge. Just getting through middle and high school can seem impossible some days! But when people say something is “impossible,” we say, “Impossible is not.”

We know you are smart. We know you are a good friend and classmate. And we know you can become a great artist and athlete, too. Together this year, we are going to study the knowledge, the character, and the life habits you need to one day be the top applicant to the top college you want to attend.

This Equipo Academy Team Handbook outlines how you will be successful this year. It explains the expectations we will all hold ourselves to, and the procedures we will follow as we work to prove that “Impossible is not.” You will be expected to follow the policies and procedures in this book any time you are at school, and many of them you will follow outside of school as well.

Read this book. Know the expectations. And prepare for the most incredible year, and the most amazing team you have ever known.

It starts now.

—*Your Equipo Academy Teachers*

# *The Commitment to Excellence*

All students, families, and teachers commit to these high expectations as founders of Equipo Academy. By upholding these expectations, every student will work to and through the college of their dreams and become leaders and changemakers in the East Las Vegas community.

## **STUDENT EXPECTATIONS**

- ★ I will work every day as a scholar to prepare for, apply to, matriculate in, and graduate from a four-year college.
- ★ I will arrive on-time, prepared, and ready to learn each morning, and I will stay until dismissal every afternoon.
- ★ I will participate in every lesson and I will complete each classroom assignment to the highest expectations. At every opportunity, I will raise my hand to ask and answer questions both to learn and to help my peers learn, too.
- ★ I will carefully complete my homework every night and I will be a voracious reader who always has great books to read. I will call my teachers anytime I need assistance with homework or reading outside the school day.
- ★ I will respect my peers, teachers, and family and behave in a way that protects their safety and rights at all times. I will never speak or act in a way that hurts anyone at any time, and I will respect others' beliefs and identities.
- ★ I will remember that I am responsible for my own choices and behavior. I will always tell the truth and accept responsibility for my actions, and I will never make excuses. Anytime I struggle to meet a team expectation, I will stay an extra hour after classes to fix the problem with my team that same day.
- ★ I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and all of my classmates to get to and through the colleges of our dreams.

## **FAMILY EXPECTATIONS**

- ★ We expect our child to prepare for, apply to, matriculate in, and graduate from a four-year college.
- ★ We will make sure our child arrives on-time and prepared each morning and stays until dismissal each afternoon.
- ★ We will read with our child for at least 30 minutes each day and limit the television they watch. We will ensure our child eats healthy meals and gets a full night of sleep each evening so they are ready to learn the next morning.
- ★ We will provide the time and space for our child to complete homework each night. We will always check our child's homework, let him/her call the teacher if there is a problem, and return all letters and reports promptly.
- ★ We will expect our child to follow all team rules in order to protect the safety and rights of every team member.
- ★ We will attend all family conferences. We will celebrate our child's achievements and work with our child to solve problems. If our child struggles to meet a team expectation, we will expect them to stay an extra hour to fix the problem that same day. We will always work as partners with teachers to ensure our child is successful.
- ★ We will always help our child in the best way we know how, and we will do whatever it takes for every child on our team to get to and through the colleges of their dreams.

## **TEACHER EXPECTATIONS**

- ★ We expect all of our students to prepare for, apply to, matriculate in, and graduate from a four-year college.
- ★ We will deliver rigorous instruction every day to get all students to and through the colleges of their dreams.
- ★ We will expect students to participate in lessons and to complete assignments to our highest expectations. We will return assignments in a timely manner and always provide students with the opportunity to improve grades.
- ★ We will provide students and families with our cell phone numbers for homework help, reading assistance, or classroom concerns. We will answer all calls or return messages within 24 hours.
- ★ We will hold ourselves and our students to all team rules and protect the safety and rights of every team member.
- ★ We will celebrate every student's achievement and work with families to help students fix problems. When students struggle to meet team expectations, we will be there after classes to help them solve any problem.
- ★ We will always help every student in the best way we know how, and we will do whatever it takes for every student on our team to get to and through the colleges of their dreams.

# *Equipo Academy Rules*

Since our first days as the Scholars Working OverTime, our students, families, and staff have followed four rules:

- Come prepared.
- Work hard.
- Show respect.
- *Raise it!*

Each of these rules includes many expectations.

To come prepared, you need to complete your homework, bring your materials, study your lessons, and more! To work hard, you must stay focused, do your best on every task, and ask for help when you need it. And to show respect, you must work to solve problems, communicate with peers, and listen to staff and family.

Just as important, and unique to our team, is our fourth rule: *Raise it!*

We expect you to constantly look for ways to take everything you do to a higher level. Maybe you're excellent at showing respect, so you are ready to go beyond respecting others and start actively looking for opportunities to help others. If you're great at coming prepared, maybe you want to start coaching a classmate who has trouble doing the same. By always looking to "raise it" we won't just have a great team, we'll have a great team that keeps getting even better.

# **Rule #1: Come Prepared.**

# *Arrival and Dismissal*

## **Morning Arrival (7:00 a.m. to 7:45 a.m.)**

We expect every team member to be on campus and ready to work on time every day. Each morning students will:

- Leave home prepared with all materials and dressed appropriately.
- Warmly thank family for ride or classmate for walking together.
- Quietly enter front entrance and greet staff.
- Get breakfast from the cafeteria and meet teammates in the common space.
- Take homework and required class materials to advisories.
- Read silently or complete a do now before advisory starts.

Students may not be on campus before 7:00 a.m. and will need to be picked up if they are on campus earlier. Students not seated in Advisory reading at 8:00 a.m. will be considered tardy for that day.

## **Afternoon Dismissal (4:00 p.m. to 4:05 p.m.)**

At the end of the day, we want every team member to get home quickly and safely. Each evening students will:

- Collect returned papers, homework, and personal items from classrooms.
- Say goodbye to staff or guests.
- Quietly exit the campus.
- If riding home, wait outside the back door until ride has arrived.
- If walking/biking home, immediately begin going directly home.

Students must be picked up by 4:15 p.m. In the event of an emergency that will affect a student's normal pick-up routine, a parent or legal guardian must contact the Equipo Academy office to get information to the student. The Equipo Academy Transportation Contract signed by parents/guardians outlines progressive safety steps staff will take in the event a family leaves a student without a plan to get home at dismissal.



# *Absences and Tardies*

## **Absences**

Students are expected to be at school every day. To encourage attendance, students earn points to attend trips and privileges each time they are on time for a class. Absences lead to point deductions unless a student or family contacts our operations staff in advance for the following reasons:

- Student is ill and will see a doctor or has seen the school nurse
- A real family emergency has been communicated to Equipo Academy staff
- Absence is prearranged and approved by school administrators

To avoid losing points for an absence, call the Equipo Academy office at 702-907-0432 before 7:30 a.m. and pick up assignments from the office between 2:00 p.m. and 4:00 p.m. All missed assignments must be completed. Deadlines for major projects and assignments given before a student's absence will only be extended in extraordinary circumstances. Family conferences will be scheduled for unreturned attendance letters and school referrals will be filed for multiple absences in a semester.

## **Tardies**

The main entrance to the school is open for students by 7:00 a.m. and students are expected to have used the restrooms, walked to advisory, and taken a seat to start reading before 8:00 a.m. Staff will call home anytime a student is tardy, unless a parent contacted the office in advance. All teachers will mark a student's unexcused, tardy arrival to any class and multiple tardies will lead to loss of privileges and attendance referrals to the Truancy Board. Family conferences will be scheduled for unreturned tardy letters and school referrals may be filed for multiple tardies in a semester.

# *Homework*

## **Homework Frequency**

Meeting our college-prep goals takes hard work, both at school and at home. To practice new lessons and develop lifelong learning habits, students have homework assignments each weeknight, Monday-Friday. Students are also expected to read at least 30 minutes every night of the week, Monday-Sunday. While these expectations exceed normal school requirements, they are agreed to by all students and families signing the program commitment.

## **Homework Quality**

We teach students how to complete and format assignments correctly in each subject. Students are also given time at the end of the day to ask their advisors or teachers questions about assignments and get help from a staff member in scholar hour before leaving. Any homework assignment that is not correctly formatted or does not follow the given instructions will be marked incomplete, given no credit, and must be corrected the next day.

## **Homework Help**

Students have time each afternoon to ask for homework help before going home. If students have questions about an assignment at home they are expected to first ask friends and family for help. If they still have questions, they may contact the teacher who assigned the homework before 8:30 p.m. using the Remind app to communicate. Students should complete every assignment as best they can, under any circumstance.

## **Late/Incomplete/Missing Homework**

Homework assignments are always due the next school morning after they are assigned unless otherwise directed by a teacher. If a student misplaces or does not complete an assignment by the due date, he or she will spend the next free period completing the assignment. Late homework will not receive credit unless due to an excused absence.

# Materials and Cell Phones

## **What to Bring**

Students are expected to arrive with the following materials each day:

- At least three sharp pencils with erasers
- All homework assignments completed
- Signed progress report (Mondays only)
- Two “good-fit” books that student is reading
- Backpack to carry belongings
- Water bottle with water
- Binder and Agenda (school-issued)

Students may ask for a pencil or paper before a class without penalty. Students missing materials after a class starts will be loaned what they need, marked for unpreparedness, and lose points.

## **What Not to Bring**

Students have the opportunity to store any distracting items in their lockers each morning.

Distracting items include but are not limited to:

- Candy, soda, junk food, sport/energy drinks, frozen water bottles
- Toys, electronics, and earbuds
- Permanent markers

If a student is discovered with a distracting item, the item will be confiscated. Confiscated food/drink will be stored by the teacher until a parent can collect it. Toys, earbuds, and electronics will be given to the school office for pick-up.

## **Equipo Academy Cell Phone Policy**

Students and families agree that student phones will be turned off and stored out of sight during all class periods. Student phones should never be out in a classroom unless directed by a teacher, but may be taken to lunch and used in a respectful manner. Whenever a student brings a phone, Equipo Academy staff reserve the right to take the phone if used incorrectly or at a time when it is not allowed. A parent may be required to pick-up any phone that has been confiscated. The privilege of bringing a phone on campus may be lost by students who fail to follow these policies.

# Food and Emergencies

## **Food**

Research has found a clear connection between good nutrition and student achievement. Equipo Academy students and families are encouraged to make healthy food and drink choices. Students should leave foods of minimal nutritional value (chips, candy bars, soda water, energy drinks, etc.) at home.

Breakfast is offered in our advisory classrooms each morning and lunch is offered for students in the common space. Free and Reduced Lunch (FRL) applications will be provided to families at the start of the year, and all families are asked to submit applications to determine eligibility and to aid Equipo Academy in grant applications. Eligible students receive free or reduced meal prices by applying and qualifying at any time during the school year.

Meals at Equipo Academy are prepared by chefs working with Three Square. Students may eat snacks or lunches from home during lunch and we encourage students to bring meals and snacks that are nutritious to support their hard work in the classroom, on the stage, and on the field.

## **Bathroom**

To avoid missing instruction, bathroom use is encouraged:

- before school
- between classes
- during lunch
- after school

Students may **always** use the bathroom for emergencies. However, these trips should be extremely limited and should follow classroom procedures for bathroom use. Abuse of this privilege will result in a parent conference to discuss potential health concerns. Please discuss medical concerns with the school health office or your advisor if you require exceptions to the bathroom policies.

## **Water**

All students are expected to have a reusable water bottle. They should fill this bottle with unflavored, liquid water and bring it to school daily. Students without a water bottle may use a pass if they have completed all work during independent work times following classroom procedures for water fountain use. **Soda, juice, frozen, or flavored drinks are never allowed in a classroom.**

## **Rule #2: Work Hard.**

# Promotion Requirements

To earn promotion to the next grade, students must earn credit for each core academic course they take with a minimum 70 percent grade average and have a total of six credits for the year. Core academic courses include any required math, English, science, social studies, and world language courses for the student's current grade. Similar to attendance expectations for traditional public schools in Clark County, a student will not receive credit in any course for which they have less than 90 percent attendance.

To ensure all students are on track to receive course credit and earn promotion to the next grade level, teachers, grade-levels, and departmental teams will be expected to monitor assignments, progress grades, and assessment results to identify struggling students and quickly provide interventions. Whenever a student is in danger of failing a course, teachers will be expected to inform both the administrator responsible for their department and the family of the student. The administrator and teacher will then convene an academic conference with the student and family to establish a coordinated plan for the student to receive the necessary interventions as well as a timetable for progress checks and follow-up conversations to ensure success for the student. A copy of this plan will additionally be provided to the school principal who will oversee the accountability for the interventions.

**If a student fails to earn a minimum 70 percent grade average in one of their core academic classes, they may enroll in a summer school program at Equipo Academy to receive intensive small group tutoring in the subject and earn the missing credit.** Research has found that summer learning loss disproportionately impacts students with low academic achievement and that effectively designed summer programming can potentially overcome these losses and increase achievement on future state assessments. The most effective summer programs include high-quality instruction, academic content that was aligned with the school-year content, strong attendance and participation. To better position a student who has failed a core academic class for future success, Equipo Academy will run a summer school program based on these core components. A participating student must earn a 70 percent grade average for the summer and have zero unexcused absences during the program to earn the missing credit and be promoted to the next grade level. A maximum of 1.0 core academic credits may be earned this way. A similar summer credit-retrieval option will be offered for students needing an elective credit.

**If a student fails to pass TWO or more of their core academic classes or has fewer than five total credits for the year, they will automatically be retained the following year.**

In the event a student fails an elective class but still has six total credits and 70 percent or better core subject averages, they may continue to the next grade level but a family meeting will be convened and the student will be strongly encouraged to make-up the credit through a summer program, credit recovery program, or (for certain arts and sports) extracurricular course credit. Failure to do so could leave a student in a situation where they are ultimately unable to graduate due to missing required credits.

While summer programs have the potential to overcome summer learning loss and position students for success in the following school year, there are also summer learning programs that are not as effective. Equipo Academy's summer program will be structured to provide small-group interventions to students based on the research into effective summer learning programs. To maintain the rigor and college-prep focus of all Equipo Academy courses, enrolled students must have prior written permission to earn any credits from summer school or credit recovery programs at any institution other than Equipo Academy. If a student identified for retention chooses to attend summer school in another school system without prior written permission from the school leader, they may not be promoted to the next grade level.

A student must pass all core academic courses and fulfill all credit requirements for a diploma to participate in graduation and receive an Equipo Academy Charter School Diploma.

In the event that an extraordinary personal or family circumstance, mid-year school transfer, or other unique situation leads to a student being retained, a family may request the student will be referred to the Equipo Academy Promotion Committee where relevant data are considered and a recommendation to the school leader for a final determination on retention or promotion.

# Progress Reports

## **Progress Reports**

Each Friday, students take home a progress report and goals sheet. Student academic progress, reading achievement, character, fitness levels, and team notes are detailed on the report. Each weekend, students are expected to:

- Explain their report and self-reflection to family.
- Sign and have parent/guardian sign the report.
- Return report to school on Monday morning.

Parents and students can meet with their advisor or a specific subject teacher regarding any questions on a progress report.

Students with consistently low earnings (grades, reading, attendance, fitness or character) on the report may be expected to work during Scholar Hour to improve the following week. Students will lose the value of a progress report if it is not returned with a parent/guardian signature the following Monday.



# Saturday Classes and Field Lessons

## **Scholar Hour and Saturday Classes**

Students who do not pass Equipo Academy classes or make growth on interim assessments may be required to attend catch-up classes during the daily Scholar Hour block or on Saturdays. All students will be reminded of this expectation before interim assessments and will be released from these “catch-up” classes when they have mastered all failed content.

Students may also be required to attend extra instruction when their course average falls below 70% in any subject or they have missed an excessive number of instructional days.

## **Field Lessons**

The Equipo Academy field lessons are among the highest privileges awarded to our hardworking students. These field lessons include trips out-of-state, into national parks, and across our local community. Our expectations for students are extremely high on these trips, and every field lesson must be earned.

Students earn trips with points collected through consistent attendance, solid academic performance, strong character, and regular fitness. Before announcing each trip, teachers and school administrators will agree on clear expectations for students to earn the trip. These expectations will be communicated in a letter sent home with students. If school administrators and the teachers decide a student has not earned a trip by the expectations given, the decision is final.

Students who do not earn a trip are expected to reflect and improve to earn the next trip. If the trip occurs during a school day, they will be expected to attend school and complete assignments with an alternate teacher.

## **Rule #3: Show Respect.**

# Our Approach to Character

We teach students every high expectation that we hold, and then we expect students to meet those expectations in every decision they make. Through our classroom systems and advisories, we help students become highly successful, and as partners with families we work to celebrate successes and solve problems.

## **Advisories**

Students learn the skills and habits to be successful scholars in daily meetings called advisories. Advisories are small groups of students who meet each day with a teacher advisor to set goals, share celebrations, and tackle challenges. Each student at Equipo Academy will have an assigned advisor in the school who will be the first point of contact for any general questions or concerns from families.

## **Merit: Celebrating Successes**

Our students work hard and accomplish great things — in the classroom, on the stage and athletics field, and throughout the community. To recognize their effort and respect in the classroom, staff track positive student behavior to award points that earn students field lessons and special events. Students may also earn bonus points at any time for exceeding expectations outside of the classroom.

## **Discipline: Choices for Solving Problems**

We work to quickly solve any problem that distracts from our goal of preparing students for college. In classrooms, students work through problem solving choices ranging from separate seating, to loss of free periods, to behavior classes. Our goal in solving every problem is to keep students focused on and working toward college.

# Minor Problem-Solving in the Classroom and PSO

## **Kickboard**

In Equipo Academy classrooms, student behavior is tracked on an app called Kickboard. If a scholar has a behavior problem, the teacher will point out what needs to be fixed and mark the problem on the app. Each mark costs students points on the next progress report, and multiple marks in a class over the course of a week may lead to a phone call home and behavior classes to help students improve. The app is reset each Friday when we print reports from the week before.

## **Minor Behavior Consequences**

After a signal to fix a problem, teachers move through several steps at Equipo Academy.

1st problem: Lose points, given choices to improve.

2nd problem: Lose points, given direction to move and improve.

3rd problem: Lose points and teacher meets at the door or side table to talk to student.

4th problem: Lose points, sent to Buddy Classroom to work on a solution with automatic consequences.

Students with minor problems outside of the classroom may also be assigned to a behavior discussion or class at lunch or scholar hour.

## **The Bench**

The Bench is similar to an in-school suspension but designed to help students solve problems without missing any regular instruction. The Bench may be used by school administrators when a student is repeatedly referred to a buddy classroom or dean.

The first time a student is placed on the Bench they will attend Bench classes for 5 days during free periods (ie. scholar hour). The focus of these classes will be relearning the behaviors that the student has forgotten. All Bench classes take place during lunch and Scholar Hour.

After a student has been on the Bench once, any future times that a student is placed on Bench they will also sit separately from peers in all classes and free periods. They will speak and work only with teachers and family to fix their problems. These students will present a plan to improve their behavior to a group of peers in order to earn back Equipo Academy privileges.

# Major Problem-Solving at the School Level

## Dean's Problems

Equipo Academy staff will identify and discuss with students specific problems that are considered severe enough that they automatically lead to a student being placed on Bench, ISS, or OSS and losing points equivalent to five behavior marks. Some of these major problems that our Dean handles include:

- **Dishonesty:** Forging a signature. Lying or twisting the truth in an answer. Deliberately omitting key facts or truths when speaking to someone. Telling parents and teachers different versions of an event.
- **Cheating:** Talking during a silent, graded assignment. Copying another person's work. Giving someone a paper or answers to copy. Changing a name on a paper. Turning in an older assignment with a new date.
- **Exclusion:** Intentionally leaving other teammates out of a group activity. Making a teammate feel as if they are not an important part of Equipo Academy. Gossip or notes in any form about other students.
- **Inaction:** Knowing about a major problem and saying or do nothing to prevent it. Allowing a teammate to be hurt in any way by not speaking out. Failing to report bullying or intimidation in any form.
- **Disrespect to Team Property:** Misusing team equipment. Not following directions when using team technology. Harming or neglecting team materials.

## School Discipline Problems

When a student makes a choice that threatens the safety, property, or values of our team, or directly counters school or district policies, we consider that choice to be a school discipline problem. Any major problems that involve drugs, weapons, harassment, violence, school technology or cheating on a major assessment will be immediately referred to school administrators and the governing body of Equipo Academy to follow charter and state policies.

After a student has served any major school consequence, they will then need to also earn back privileges through the Bench.

# Dress Expectations

## **Our Expectations for Dress**

All students must dress for college preparatory work each day wearing:

- A top from armpits to belly button with sleeves or straps changes: Any width sleeve/strap is now acceptable and shirt may end at belly button. States requirements in a clear and gender neutral, anatomically referenced language.
- A bottom starting at the hip bone and completely covering genitals, buttocks, and undergarments

**All clothes must promote scholarly behavior and respect all people and identities.**

# School Property

## **Library Books**

Students have time each week to check out school books from their advisory, from many of their teachers' classroom libraries, and from the school library. Students must follow all taught procedures to check-out books and may only check-out books during scheduled class library periods, open school library times, or when given teacher permission. If a Equipo Academy or teacher's book is lost or damaged, students will be billed for the cost of replacing the book and/or expected to complete library community service.

## **Technology**

Students at Equipo Academy have access to laptops, iPads, iPods, calculators, projectors, ELMOs and other technology. We expect students to use all technology correctly as instructed, ask for assistance when using new technology, and report any problems with technology immediately to a teacher. A student who chooses to use any technology incorrectly may lose the privilege of using that technology and spend free time relearning correct use.

## **Other Materials**

Equipo Academy staff will teach students clear expectations for using all school materials and equipment. Students will be expected to follow these expectations, ask questions when uncertain about correct use, and honestly and quickly resolve problems with equipment or materials if they happen. When expectations for using materials or equipment are not followed, the student may lose that privilege and will lose points for the problem.

# Computers and Accounts

## **Computer and Internet Privileges**

Use of computers and the internet at Equipo Academy is a privilege once students have completed internet use forms and understand district policies. Responsible students use computers to complete assignments, compete in challenges, and develop lifelong learning habits. Students who chose to use computers incorrectly will lose computer privileges and points.

## **Correct/Incorrect Use**

Examples of correct computer use at school and at Equipo Academy include:

- Completing assignments on Google Docs or other approved sites
- Reading newspapers and exploring news website,
- Learning new lessons and answering intellectual questions
- Accessing libraries and other educational resources
- Communicating respectfully with teammates on team sites

## **Examples of incorrect computer and internet use include:**

- Logging onto or using another person's account for any reason.
- Playing games without permission
- Copying other people's work or ideas.
- Searching, sending or viewing disrespectful or inappropriate content
- Adding, changing, or deleting computer settings without permission

## **Information Sharing**

Because the internet is a public space, websites are visible to many people. For safety, students follow these rules at all times while using the internet.

- No personal information (last names, phone numbers, addresses, locations etc.) should be posted on any website at any time.
- Only initials should be posted with pictures and movies. Students and family in images should never be named (no first or last names).
- No student should ever post pictures of others, or any content that may be considered obscene, disrespectful, or otherwise inappropriate.



## **Rule #4: *Raise It!***

# Events and Family Involvement

Parents and families are as important to our team as students and teachers. We create opportunities for family involvement throughout the year, but we also encourage parents to contact us anytime they have an idea for Equipo Academy. Some of the ways parents can participate in the team include:

**Monthly Family Events:** Each month, the team holds a family event that is open to all students, their friends, and their families. These family events are scheduled for the year on the Equipo Academy Team Calendar. We hope all families will be able to participate and ask that you contribute by bringing a refreshment or snack, or by helping set-up or clean-up the event. Students may only attend family events with a responsible adult. No student will be allowed into an event unsupervised.

**Leading Guest Clubs Classes:** Each day students have an optional scholar hour where they can select an extracurricular club to attend. Some examples of clubs include: art, fitness, dance, video, running, etc. We welcome any family member who can complete a school background check and who would like to lead a class or club with a teacher to contact an operations team member.

**Tutoring or Reading with Students:** Equipo Academy also has in scholar hour a set time each day for students to work on homework and get tutoring in core subjects. Family members who would like to join us for this time and who can complete a school background check should contact the operations team.

**Chaperoning Field Trips:** Students at each grade-level earn participation in a variety of field lessons during the year. Because space is limited on each trip, a lottery is held to select parent chaperones. Each lottery will be open to one interested parent for each student and selected parents will be notified in-person or by phone to complete required pre-work and school background check procedures.

**Volunteering at School:** We often have opportunities for parents to volunteer in class. Any interested parent should contact a program co-leader to arrange a day and time. All family volunteers must be approved by school administration.

# Staff Contact Information

Parents may contact teachers on their cell phones using Remind, by texting or calling anytime before 8:30 p.m. Please note that while we will communicate with parents through whatever means is best for the parent, staff will ONLY communicate with students using the Remind app. We are always willing to answer questions, give updates, or provide help for our students. When a concern arises, we ask that families first work with Equipo Academy teachers directly to solve the problem.

## **Family and Teacher Concerns**

Student achievement is our bottom line. Any problem that interferes with learning is a concern and we will work with families to quickly resolve concerns.

Parents should bring concerns to a student's advisory teacher for general concerns or specific subject teacher for class concerns. This teacher will work directly with the parent to resolve the problem.

**If the problem can be discussed over the phone**, call the teacher directly and allow time for a response if they are unavailable (24 hours).

**If the problem cannot be discussed over the phone**, contact the teacher directly to set-up a meeting.

## **Our Cell Phones**

We will return all texts, calls, and e-mails within 24 hours. Parents should not come to school and wait for a teacher unless an appointment has been scheduled. Teachers cannot leave the classroom when teaching and staff use free periods for meetings and prep work.

## **Family Contact Information**

In the event a family's contact information changes, parents are expected to inform a program co-leader as soon as possible. They should let the co-leader know:

- The preferred method of communication for regular news or updates.
- The best way to be contacted in an emergency.
- What to do if a parent or family member cannot be reached.

# Equipo Academy Schedule

## MONDAY, TUESDAY, FRIDAY SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
CLASS	START	END	TIME	CLASS	START	END	TIME
ADVISORY	8:00 AM	8:30 AM	30	ADVISORY	8:00 AM	8:30 AM	30
PER 1	8:34 AM	9:30 AM	56	PER 1	8:34 AM	9:30 AM	56
PER 2	9:34 AM	10:30 AM	56	PER 2	9:34 AM	10:30 AM	56
PER 3	10:34 AM	11:30 AM	56	PER 3	10:34 AM	11:30 AM	56
LUNCH	11:30 AM	12:00 PM	30	PER 4	11:34 AM	12:30 PM	56
PER 4	12:04 PM	1:00 PM	56	LUNCH	12:30 PM	1:00 PM	30
PER 5	1:04 PM	2:00 PM	56	PER 5	1:04 PM	2:00 PM	56
PER 6	2:04 PM	3:00 PM	56	PER 6	2:04 PM	3:00 PM	56
PER 7	3:04 PM	4:00 PM	56	PER 7	3:04 PM	4:00 PM	56

## WEDNESDAY BLOCK SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
CLASS	START	END	TIME	CLASS	START	END	TIME
ADVISORY	8:00 AM	9:14 AM	74	ADVISORY	8:00 AM	9:14 AM	74
PER 1	9:18 AM	10:48 AM	90	PER 1	9:18 AM	10:48 AM	90
LUNCH	10:48 AM	11:18 AM	30	PER 3	10:52 AM	12:22 PM	90
PER 3	11:22 AM	12:52 PM	90	LUNCH	12:22 PM	12:52 PM	30
PER 5	12:56 PM	2:26 PM	90	PER 5	12:56 PM	2:26 PM	90
PER 7	2:30 PM	4:00 PM	90	PER 7	2:30 PM	4:00 PM	90

## THURSDAY BLOCK SCHEDULE

MIDDLE SCHOOL				HIGH SCHOOL			
CLASS	START	END	TIME	CLASS	START	END	TIME
ADVISORY	8:00 AM	8:18 AM	18	ADVISORY	8:00 AM	8:18 AM	18
ALL-TEAM	8:18 AM	8:48 AM	30	ALL-TEAM	8:18 AM	8:48 AM	30
PER 2	8:52 AM	10:22 AM	90	PER 2	8:52 AM	10:22 AM	90
LUNCH	10:22 AM	10:52 AM	30	PER 4	10:26 AM	11:56 AM	90
PER 4	10:56 AM	12:26 PM	90	LUNCH	11:56 AM	12:26 PM	30
PER 6	12:30 PM	2:00 PM	90	PER 6	12:30 PM	2:00 PM	90