

**2017-2018**

# **STUDENT/PARENT HANDBOOK**



## **THOMAS EDISON CHARTER ACADEMY**

**ADDRESS: 3531 22ND STREET, SAN FRANCISCO, CA 94114**

**TELEPHONE: (415) 970-3330**

**FAX: (415) 285-0587**

**WEBSITE: [WWW.TECA-SF.ORG](http://WWW.TECA-SF.ORG)**

## FACULTY AND STAFF

(E-mail: FirstinitialLastname@teca-sf.org)

Last	First	Position	Email
Acio	Dennise	Food Service Manager/Accountability Officer	dacio
<b>Aguilera</b>	<b>Lupe</b>	<b>Data and Enrollment Manager</b>	<b>laguilera</b>
<b>Alfaro</b>	<b>Jessica</b>	<b>School Counselor</b>	<b>jalfaro</b>
Armenta	Michael	PE: K-8th Teacher	marmenta
Armenta-Gomez	Monica	Food Service Assistant	mgomez
Beverly	Anjalee	3rd Grade Teacher	abeverly
Blasé	Kyle	Music Teacher	kblase
Bruno	Madison	2nd Grade Teacher	mbruno
Cahill	Kristen	2nd Grade Teacher	kcahill
Campos	Carina	SPED Assistant/ Office Assistant	ccampos
<b>Carvell</b>	<b>Tracy</b>	<b>Payroll/Human Resources Officer</b>	<b>tcarvell</b>
<b>Chavez</b>	<b>Kevin</b>	<b>Principal</b>	<b>kchavez</b>
Colon	Bianca	7th Grade Teacher	bcolon
Cook	Catherine	7th Grade Teacher	ccook
Cook	Desiree	RTI Tutor	dcook
Davila	Maria	4th Grade/Dual Language	mdavila
Delgado	Mayra	Kinder Aide	mdelgado
De Villiers	Rebecca	Community Educator	rdevilliers
Enriquez	Eva	Community Educator	eenriquez
Estrada	William	Student Safety Supervisor	westrada
Flamenco	Alba (Margarita)	Health Aide	aflamenco
Fritz	Juliann	RTI Tutor	jfritz
Garner	Sara	SPED Teacher	sgarner
Hernandez	Vanessa	5th Dual Language Teacher	vhernandez
<b>Hiester</b>	<b>Steven</b>	<b>IT Manager</b>	<b>shiester</b>
Hilary	Susan	Special Education Teacher	shilary
Huerta	Sandra	Parent Liaison	shuerta
Hutto	Kaitlyn	6th Grade Teacher	khutto
Ibarra	Cecilia	Lunch Aide	cibarra
Jaquez	Rosa	Director of Extended Day	rjaquez
Johnson	Terrance	8th Grade Teacher	tjohnson
Joseph	Robert	Resident Substitute Teacher	rjoseph
Kang	Katheleen	6th Grade Teacher	kkang
Kelly	Mikka	Community Educator	mkelly
Kushner	Jason	5th Grade Teacher	jkushner
Laird	Abby	4th Grade Teacher	alaird
Lee	Kelsey	Kinder Aide	klee
Leintz	Heidi	K-3 Instructional Coach	hleintz
Lewis	Vanessa	RTI Coordinator	vlewis
<b>Melendez</b>	<b>Rina</b>	<b>Director of Finance</b>	<b>rmelendez</b>

Last	First	Position	Email
Marino	April	4th Grade Teacher	amarino
Marta	Yahir	Paraprofessional	ymarta
Mc Allister	Aujanie	School Aide (1st Grade Aide)	amcallister
Meimban	Hans	IT/Data Assistant	hmeimban
Mendoza	Andrea	TK Aide	amendoza
Montero	Jeremie	Librarian	jmontero
Morales	Rosa	Finance Specialist	rmorales
Morales	Roxana	School Aide (2nd Grade Aide)	rmorales
Nash	Danitra	5th Grade Teacher	dnash
Ngo	Louie	1st Grade Teacher	lngo
Obando	Sergio	2nd Grade Dual Language Teacher	sobando
Ortiz	Marianna	Kinder Aide	mortiz
Pascual	Soledad	3rd Grade Dual Language Teacher	msoledad
Penn	Nicole	Kindergarten Teacher	npenn
Perez	Isabel	1st Grade/Dual Language (Spanish) Teacher	iperez
Phreaner	Michelle	1st Grade/Dual Language (English)	mphreaner
Reekers	Michael	8th Grade Teacher	mreekers
Richardson	Melissa	8th Grade Teacher/6-8 Coach	mrichardson
<b>Rodriguez</b>	<b>Sandra</b>	<b>Executive Assistant</b>	<b>srodriguez</b>
Rojas	Cristina	Kindergarten/Dual Language (Spanish) Teacher	crojas
Rothermel	Dana	3rd Grade Teacher	drothermel
Sahpazis	Dafni	Tk Teacher	dsahpazis
Schiff	Jessica	3rd Grade Dual Language Teacher	jschiff
Schultz	Karen	SPED Teacher	kschultz
<b>Sears</b>	<b>Erin Lee</b>	<b>Assistant Principal</b>	<b>esears</b>
<b>Shattner</b>	<b>Anastasia</b>	<b>Executive Director/Superintendent</b>	<b>ashattner</b>
Silver	Michelle	Kindergarten Grade Teacher	msilver
Spangler	Lillian	ELL Dual Language Coordinator	lspangler
Tokar	Annick	6th Grade Teacher	atokar
<b>Tuomey</b>	<b>Andrew</b>	<b>Assistant Principal</b>	<b>atuomey</b>
Van Buskirk	Elisa	Art: K-8th Teacher	evanbuskirk
<b>Vergara</b>	<b>Ramon</b>	<b>Office Manager</b>	<b>rvergara</b>
Vidaurre	Nora	Head Custodian	nvidaurre
Voreas	Emily	2nd Grade Teacher	evoreas
Walker	Felicia	Recreational Aide	fwalker
<b>Waters-Clee</b>	<b>Lea</b>	<b>Data Manager</b>	<b>lwaters-clee</b>
Williams	Jerron	Security Assistant	jwilliams

## TECA MISSION STATEMENT

The mission of Thomas Edison Charter Academy is to nurture the artistic, social, emotional, and intellectual growth of each child so that all our students become lifelong learners and innovative problem-solvers. The instructional process is a model of collaboration and community in a safe, socially just, and respectful environment. Student experiences will provide opportunities for exploration, expression, challenge and success.

## TECA VISION STATEMENT

Thomas Edison Charter Academy provides a positive learning environment that promotes educational excellence and includes creative and performing arts for all students. Students will be motivated, accomplished, and self-sufficient participants in a diverse community of learners. We envision a school where students will learn to take ownership of their education and will be prepared to be successful in high school and aspire to pursue college.

## DAILY SCHEDULE

The bell rings at 8:15 a.m. Students are expected to be in line at 8:15 a.m. All students will receive Universal Breakfast in the classroom at 8:20 a.m. Students are dismissed at 3:00 p.m. On Wednesdays, the students are dismissed at 1:00 p.m.

## ATTENDANCE/TARDY POLICY

Should your child be absent, contact the Main Office by phone at (415) 970-3330 and leave a message. If you would like to request homework for your child we must have the request by 10:00 a.m. and it will be ready to be picked up in the main office at 3:00 pm. Please do not phone or visit classrooms during class time to get work. **UNEXCUSED TARDIES AFTER 9:00 A.M. MAY BE CONSIDERED AN UNEXCUSED ABSENCE.**

- After the 5th unexcused absence a letter will be sent home.
- After the 8th unexcused absence a meeting will be scheduled with administration.
- After the 10th unexcused absence a hearing will be held with parents and the school Attendance Review Board.
- After the 15th unexcused absence the parents may be referred to the U.S. District Attorney Office for Truancy.

**EXCESSIVE UNEXCUSED ABSENCES (OVER 10 DAYS) HAVE BEEN APPROVED BY THE GOVERNING BOARD AS REASON FOR EXPULSION.**

TECA defines excused absences as:

- Illness/ Injury/ Quarantine (see doctor note requirements)
- Medical/Dental Appointments (must have office visit note)
- Jury Duty
- Court Appearance
- Employment Appointment

- Religious Observances
- Funeral
- Family Emergencies/ Extenuating Circumstance (as determined by administration)

According to California Education Code Section 46010-46014:

- An excuse note written by parent/guardian **MUST** accompany all absences when a student returns to school (even if a parent/guardian/caregiver has called, left a voicemail, or e-mailed)
- A doctor's note must accompany all absences lasting three (3) days or more
- No excuse will be accepted after a period of three (3) school days. If documentation is not provided within a period of three school days of the absence, the absence will be considered unexcused.
- When a student exceeds ten (10) absences, a doctor's note will be required for all subsequent absences, or the absence will be considered unexcused

**INDEPENDENT STUDY** A contract will be given to your child if you know ahead of time that your child will be out of school for at least five (5) days, but not more than ten (10) days. The contract is signed by the principal, teacher, parent, and student. Parents/guardians are requested to contact the main office at least ten (10) days in advance to make these arrangements. Students **MUST** complete the independent study packet, including parent/guardian signatures for each date out of school, prior to returning to school for the absences to be excused.

**UNEXCUSED ABSENCE** occurs when the school does not receive an excuse note within three (3) school days after the return of the student. Any absence resulting from a situation other than those listed above will be considered unexcused.

**LATENESS/TARDINESS** causes a disruption of the classroom learning environment for your child, your child's teacher, and fellow classmates. Every effort must be made to ensure that students arrive promptly in the morning. Any student arriving after 8:15 a.m. is **TARDY** and **MUST** go to the Main Office to receive a Tardy Pass before going to the classroom.

**EARLY PICK-UP** requires a phone call to the school a minimum of one (1) hour before the pick-up time or a note written by the parent/guardian sent with the child on the day of early pick-up. Only authorized adults named in the student's file may pick up the student. Adults must pick the student up from the Main Office and sign an early dismissal log at check-out. Remember to update the names of family members approved to pick up the student if the student's family situation changes. Due to student safety issues parents may not arrive to school early and wait in the hallways or on the courtyard for dismissal, or pick students up from the classroom.

## **VISITATION POLICY**

No one is allowed in the hallways or classrooms after 8:15 a.m. or before 3:00 p.m. (1:00 p.m. on Wednesdays) without a visitor's pass except TECA staff. Volunteers must get a visitor's pass from the office. Individuals in hallways or other areas on campus after 9:00 a.m. or before

3:00 p.m. (1:00p.m on Wednesdays) without identification will be escorted to the office or off campus by security. Law enforcement will be called if necessary to ensure the safety of our students. Thank you for following the visitation policy:

**All visitors must check into the front office, show identification, sign in, and get a visitor's badge.** For safety reasons, we must have an accurate list of all people who are in our building at all times. Visitors must also sign out upon leaving.

- Wear your visitor badge where it is visible to all. Even though our staff may know you, there may be substitutes, or volunteers who do not.
- If you need to bring a forgotten item up to the classroom, or give your child information about after school plans, you must leave these at the Main Office. **YOU MAY NOT GO TO THE CLASSROOM OR IN THE HALLWAYS WITHOUT FOLLOWING THE ABOVE GUIDELINES.**

Parents/guardians of pupils enrolled in public schools have the right and the opportunity to participate in the education of their children, and to observe classroom time, meet with teachers, volunteer at the school, and to examine their student's work, assessments, and records upon reasonable notice at the Main Office. All visits must be scheduled with the Main Office to ensure that they do not interfere with planned activities and classroom instruction. No visits will take place during testing (spring each year). All visitors are reminded that they are required to follow directions of school staff to ensure safety and compliance with school rules. Failure or refusal to follow the above guidelines may result in permanent restriction from the campus and/or police involvement to ensure the safety of all students.

## **PICK UP/DROP OFF**

Cars picking up or dropping off students must do so on Chattanooga St. (Grades K-3) or Dolores St. (Grades 4-8). Please be polite to our neighbors - do not double park or block driveways at any time. Do NOT leave your car unattended unless you have legally parked. Make sure your children cross the street at the corner and/or they are accompanied by an adult.

TECA staff does not provide supervision for students before 7:55 a.m. or after 3:00 p.m. (1:00 p.m. on Wednesdays). Any student on campus after 3:00 p.m. (1:00p.m. on Wednesdays) must be enrolled in the after-school program, after school tutoring, or detention. If your student is continually left after school past 3:00 p.m. (1:00p.m. on Wednesdays) the Governing Board has authorized both of the following options:

1. Your child being sent to the after-school program at a cost of \$175.00 per month for two days a week, \$250.00 per month for 3 days a week and \$350.00 per month for 5 days a week.
2. Continual failure to pick your child up at dismissal time and/or pay for the after-school care is against the law and cause for a call to Child Protective Services as well as the Mission Police Department. Children cannot be left unattended in public places and TECA staff is not able to provide free child care services after work hours.

**DISMISSAL:** Dismissal is at 3:00 p.m. (1:00 p.m. on Wednesdays.)

**WALKERS:** Released from the front main doors on 22nd, or stairs to Dolores from the courtyard. NO DRIVERS MAY PICK UP STUDENTS ALONG 22<sup>ND</sup> STREET.

**DRIVERS:** Grades K-3 will be dismissed to Chattanooga Street. Grades 4-8 will be dismissed to Dolores Street. Drivers MUST REMAIN IN THEIR VEHICLES IN LINE FOR PICK UP. Cars that are double parked, parked in neighbor's driveways, or illegally parked will be subject to ticketing or towing.

**AFTER SCHOOL PROGRAM "Extended Day Enrichment" STUDENTS:** Students attending Extended Day Enrichment Program will be met by Extended Day Enrichment staff in the hallway outside their classroom, and walk together to report to the cafeteria. Any student in the extended day program who is not in the cafeteria after 3:15 p.m. (1:15 p.m. on Wednesdays) and under direct supervision until pick up time will be considered truant from the program. Repeated offenses will result in removal from the program.

## **AFTER SCHOOL ENRICHMENT**

The Mission Graduates Extended Day Program (After School) is available on campus for Thomas Edison Charter Academy students (Grades TK-8) after school. Hours are 3:00 p.m. (1:00 p.m. on Wednesdays) to 6:00 p.m., every school day. The program offers tutoring, as well as a variety of fun and educational activities. Cost: \$350.00/month.

Parents wishing to enroll their children in this program may obtain an Extended Day Enrichment Program Admission Agreement in the Main Office. A limited number of scholarships are available for families that qualify. For more information regarding the Extended Day Enrichment Program, please contact Rosa Jaquez at 415-970-3330 ext. 111 or [rjaquez@teca-sf.org](mailto:rjaquez@teca-sf.org) or Alyssa Santos at [alyssa@missiongraduates.org](mailto:alyssa@missiongraduates.org)

## **AFTER SCHOOL DETENTION**

Thomas Edison Charter Academy may establish after school detention as part of the behavior consequence program. If a student is given after school detention, parents must be notified prior to having the student stay after school, either by phone or in writing.

## BREAKFAST/LUNCH

**NUT-FREE:** Because of student allergy concerns, TECA is a peanut and nut-free school. Students are NOT to bring any nuts or products containing nuts to school.

**HEALTHY FOODS:** TECA prohibits foods containing a high concentration of sugar and/or fat (e.g. candy, soda, chips, fast food, etc.). In order to promote health and wellness, we encourage parents to send their children with snacks and/or lunches that include fruit, vegetables, whole grains, and low-fat and fat-free dairy products.

**UNIVERSAL BREAKFAST:** TECA provides a Universal Breakfast program. All students have access to free breakfast that is served in the classroom.

Our school cafeteria serves breakfast and lunch daily. The cost of lunch is \$3.25 for grades TK-5 and \$3.50 for grades 6-8. Reduced lunch is \$0.40. All families must complete a Free and Reduced Lunch Application and return it to the school, regardless of your family's financial situation. Those families who qualify for Free or Reduced Lunch Pricing (FRLP) will be notified. All required documents for proof must be turned in to the main office for processing by September 15, 2017.

Payment should be made by check payable to 'TECA'. Payment for meals must be made the first week of each month. An invoice will be sent home monthly, and checks must be sent in to the classroom teacher or given to Dennise Acio or Monica Gomez in the kitchen (7:30-9:30am). Cash payments, while not advised, may be accepted in the main office by the Director of Finance during normal business hours. If you have any questions or need information about the food services program, contact Dennise Acio, ext. 150 or [dacio@teca-sf.org](mailto:dacio@teca-sf.org).

## UNIFORM POLICY

Thomas Edison Charter Academy students wear uniforms, to provide equity among students, diminish economic and social barriers, and help create a stronger community. Adhering to TECA's uniform policy helps to ensure student safety and comfort.

It is mandatory for students to wear the designated uniform. Our restriction against students wearing the colors royal blue and red are strictly enforced to help ensure no gang related issues arise on campus, and to ensure the safety of our students on their way to and from school.

The designated uniform provider is *Lands' End*. They may be purchased via the link on the TECA website or from *Sears* stores. Please use SCHOOL CODE # 900156449 when ordering from LandsEnd, to ensure clothing meets our uniform requirements. If parents have difficulty securing *Lands' End* uniforms, they may purchase uniforms in the designated style and colors from another store, and buy TECA patches for the uniform tops at the school.

Should the cost of the uniforms be a hardship for your family, you may contact the school by phone or e-mail as we may be able to offer some support.



**TOPS:** All shirts must be white or heather grey. Shirts must have a collar and include a Thomas Edison Charter Academy logo on the left chest. It is optional to purchase an iron-on patch with the Thomas Edison Charter Academy logo. Tops must fit sufficiently and properly. No RED or ROYAL BLUE clothing may be worn underneath. Coats, sweaters, and jackets must be white, grey, or black.

**BOTTOMS:** All dress pants, skirts, or jumpers must be a solid khaki or black color, made of cotton or cotton blend material. Pants, hemmed shorts, skirts, and jumpers must be appropriate size and no shorter than knee length. No red or royal blue clothing may be worn underneath.

**SHOES/SOCKS:** All shoes must be appropriate for physical activity. Shoes and socks must be brown, black, white, or grey. No RED or ROYAL BLUE may be present anywhere on shoes or socks.

**ACCESSORIES:** All jewelry, belt buckles, hair accessories, etc. must be modest in color/design and small in size so as to not distract from the learning environment or inhibit physical activity. No RED or ROYAL BLUE may be present on any accessories.

**HEADWEAR:** All HATS (including hoods), sunglasses, and scarves may only be worn outside. No RED or ROYAL BLUE may be present on any headwear unless for religious purposes.

Thomas Edison Charter Academy may have certain “out of uniform” days for special events, occasions, or other reasons.

TECA staff reserves the right to decide whether or not an article of clothing is appropriate for this educational setting, and to require students to remove/replace offensive clothing with extras from the main office.

## BEHAVIOR POLICY

In alignment with our mission of providing a “safe, socially just, and respectful environment,” TECA is implementing the best research based approaches to discipline including Restorative Practices.

Restorative Practices move toward restoring a sense of harmony and well-being for all those affected by a hurtful act. It provides families, schools, and communities a way to ensure accountability while at the same time breaking the cycle of retribution and violence. It is based on a view of resilience in children and youth and their capability to solve problems, as opposed to the youth themselves being the problems adults must fix. It focuses not on retribution but on reconnecting severed relationships and re-empowering individuals by holding them responsible. This approach acknowledges that, when a person does harm, it affects the persons they hurt, the community, and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that everyone is moved toward healing.

Restorative practices involve students and the entire school community in a process to repair the harm resulting from conflicts through such means as: community circles that create a respectful group space in which students participate in establishing the values for the class based on human dignity and the democratic principles of rights and responsibilities and restorative conferences. All students will be encouraged to participate in restorative practices.

Quarterly “Arts Assemblies” honor students who have demonstrated TECA core values.

TECA also may impose any of the following responses and consequences in cases of student misbehavior:

**INFORMAL TALK:** A staff member will talk to the student and try to reach an agreement regarding the student’s behavior.

**PARENT/GUARDIAN INVOLVEMENT:** A parent/guardian is notified by phone or e-mail. A conference may be conducted between the student, his or her parent, appropriate school personnel, and any other individuals concerned. A positive behavior contract may be used.

**TIME OUT REFLECTION:** A student is assigned to work in an alternative classroom for all or part of an instructional period. The student works with a teacher to create a plan to return to class.

**IN-SCHOOL SUSPENSION (ISS):** A student is suspended from his or her classroom for one (1) to five (5) days. A parent/guardian is notified that the student will continue to work on grade-level assignments in an alternative room. The student works with the teacher on a behavior plan to return to the regular classroom.

**OUT OF SCHOOL SUSPENSION (OSS):** A student is suspended from school campus for one (1) to nine (9) days. A parent/guardian is notified that the student must be removed from school and may return on a specific date. A conference may be scheduled. Students who are suspended out of school for a total of 9 days during the school year (collectively) will have a conference with parents and school administration and may be recommended for expulsion.

**EXPULSION:** A student is informed that he or she is subject to expulsion. A parent/guardian is notified and given clear instructions regarding the due process procedure. The Charter Board receives the recommendation for expulsion from administration. The due process procedure is immediately initiated and expulsion does not become effective until it is completed. All suspensions and expulsions are recorded in the student’s file.

**CAFETERIA:** Students who do not follow the cafeteria behavior policy may be removed from the cafeteria and required to eat lunch in a quiet location.

## ANTI-BULLYING POLICY

### Scope of Policy

This policy applies to all students, parents, staff and anyone on the TECA campus at any time. Student behaviors on TECA campus, at any school-sponsored event, students traveling to and from school and cyber-bullying or bullying carried out by any technology device from one student towards another is included.

### Definition of Bullying

Bullying is the repeated intentional aggressive behavior from one person towards another which involves a difference in the balance of power.

### Types of Bullying

**Physical Bullying:** When a person repeatedly uses physical force to hurt another person. Physical bullying can also include repeated interference with another person's belongings.

**Verbal Bullying:** When a person directs words at another person with the intention of scaring them, humiliating them, or harassing them. This includes repeated threats, taunts, insults, name-calling or hostile gestures.

**Relational Bullying:** When a person has a negative impact on another person's friendships/relationships by spreading gossip or rumors about them, writing or drawing things about them that are designed to hurt or humiliate.

**Cyber Bullying:** When a person uses a computer, phone or connected device to send threatening or insulting messages, post untrue or embarrassing information or pictures about another person.

### Staff Response

If a staff member becomes aware of a pattern of behavior that represents bullying, for example the student has been involved in an aggressive incident repeatedly which resulted in an imbalance of power, they will refer the student to their classroom teacher and administrator. Should the classroom teacher discover that the behavior continues they will refer the student to administration. TECA uses several problem-solving approaches including Restorative Practices and "The Solution Team" response to bullying (created by *No Bully*).

### Parent Response

We expect parents to support TECA's anti-bullying policy. Please encourage your child to immediately tell a member of the staff about any issue of bullying. Contact your child's class teacher if you are concerned that your child is being bullied. TECA strongly urges you NOT to incite your child to defend him/her through the use of inappropriate language or behavior. We request that you allow the school to resolve the situation through Restorative Practices.

**NUT FREE SCHOOL** TECA is a nut free school, do not send you child to school with any nuts, nut butter or food that contains nuts.

**PROHIBITED ITEMS** include, but are not limited to, the following:

- Nuts (peanuts, almonds, cashews, pecans, etc.) or nut by-products
- Chewing gum
- Unhealthy foods containing high concentration of sugar and/or fat (e.g. candy, soda, chips, fast food)
- Electronic devices (e.g. cellular phones, pagers, mp3 players/iPods, games/toys)
- Vehicles (e.g. scooters, skateboards, rollerblades, shoes with wheels)
- Permanent markers/pens/paint
- Aerosol cans, spray bottles, water shooters
- Hairspray, perfume/cologne, cosmetics
- Playing cards or trading cards
- Toy/fake weapons

The school is not responsible for the loss or theft of items brought from home. Administration will not disrupt students' learning time to investigate the loss of an item that is on the forbidden items list.

Students are forbidden to:

- cause, attempt to cause or threaten to cause physical injury to another person
- use force or violence upon the person of another
- possess, sell or otherwise furnish any firearm, knife, explosive or other dangerous object
- unlawfully possess, use, sell, or otherwise furnish, or be under the influence of, any controlled substance, an alcoholic beverage or an intoxicant of any kind
- commit or attempt to commit robbery or extortion
- cause or attempt to cause damage to school property or private property
- steal or attempt to steal school property or private property
- possess or use tobacco or any products containing tobacco or nicotine
- commit an obscene act or engage in habitual profanity or vulgarity
- unlawfully possess or offer, arrange or negotiate to sell any drug paraphernalia
- disrupt school activities or otherwise willfully defy the valid authority or supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of duties
- knowingly receive stolen school property or private property
- possess an imitation of a weapon (similar in physical properties to an existing weapon as to lead a reasonable person to conclude that the replica is a weapon)
- commit or attempt to commit a sexual assault
- harass, threaten or intimidate a pupil who is a complaining witness or a witness in a school disciplinary proceeding
- engage in or attempt to engage in hazing
- engage in sexual harassment
- attempt to cause, threaten to cause or participate in an act of hate violence
- engage in harassment, threat or intimidation directed against school district personnel or against a pupil or group of pupils

- make terroristic threats against school officials and/or school property

Students engaging in any of the above activities will be subject to suspension and/or expulsion from Thomas Edison Charter Academy.

## **HOMEWORK**

Thomas Edison Charter Academy has a homework policy, which insures that a student shall be assigned homework on a regular basis. Homework shall relate directly to classroom instruction so that students will benefit. Homework is scheduled as part of the instructional program at each grade level. In addition, parents/guardians/caregivers should spend 20 minutes each night reading with their child.

## **MAKE-UP WORK**

A student has the right to make-up work for an excused or approved absence. Work must be completed within a reasonable time as determined by the individual teacher. Make-up work submitted within the school's specific time limits for excused absences will be corrected and graded and will receive credit. It is the responsibility of the student's parent/guardian to request, pick up, and return all assignments to the school/teacher. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignment and tests missed during the suspension.

## **REPORT CARDS**

Report Cards are completed for every student by his/her teachers and sent home each quarter. It reports to the family the level of the student's work and the overall quality of performance.

**PARENT/TEACHER CONFERENCES:** Parent/Teacher Conferences are mandatory meetings held at the end of the first and third quarter. The homeroom teacher, the student and his or her parent discuss the student's achievement and report card. They agree on goals for the upcoming quarter(s) and how they can work together to meet them. This allows all parties to take ownership of the child's success.

## **Student Support Team (SST)**

### **SST Process**

**Referring a Child for Additional Supports: Response to Intervention (RTI), 504, Special Education Evaluation**

- 1- **Written description of student behaviors and/or academic outcomes**

Evidence documents: observational records, student academic work, student standardized tests and benchmark achievements; classroom interventions and differentiation implemented; communications with parent; communications with teachers on grade team; communication with school administration; descriptions and documentation of administration response and interventions

**2- Initial SST: Review of the materials outlined in Step 1**

Present at initial meeting: teacher, guidance counselor, RTI representative, ISS representative, administrative representative, parent (Special Education representative attendance is recommended but not required)

Recommendations will be based on evidence and will represent a consensus arrived at by the team.

**3- Initial SST Recommendation:**

RTI – Reasons for recommendation. Development of RTI schedule

- **Students RTI results will be reviewed each quarter to see if RTI has had positive results for student or if student needs to be recommended to other services (504, SPED)**

**4- Initial SST Recommendation:**

504 – Guidance Counselor will convene a 504-meeting attended by parent and student's teacher.

**5- Initial SST Recommendation:**

Evaluation for Special Education  
Official SST is convened.

**6- Official SST to decide on going forward with an Initial SST's recommendation for a Special Education evaluation:**

Team is convened. Team **must** include Special Education teacher along with: classroom teacher, parent, and an administrative representative. A RTI representative, ISS representative, and guidance counselor may be required to attend.

- a. All documents collected for the Initial SST will be updated and reviewed again.
- b. Parent wishes will be honored, however TECA will make sure that parent is fully informed about the student's status both academically and behaviorally.
- c. Special Education Team will share with the SST team and parent, based on evidence, what would be best next steps
- d. Team will strive in all cases to make a consensus recommendation

**7. If SST recommends that evaluation for Special Education Services go forward, the Special Education Team will explain the process to the parent and the team and initiate the evaluation process.**

**If a parent makes a direct request to the Special Education Team, the school administration or the teacher about evaluating his/her child for Special Education services, TECA will agree to abide by parental request, but still convene an SST so that the parent**

and school may have a full evidential understanding of the student's status and needs. In this case the SST will focus and discussion and on evidence sharing and defer to the parent for next steps in terms of Special Education evaluation.

## **RESPONSE TO INTERVENTION**

Response to Intervention (RTI) is a tier 3 academic intervention that provides support for students in English Language Arts and Mathematics. RTI ensures that no child "falls through the cracks." The RTI, team will develop individual educational plans to support each child's educational development.

- The RTI Team, which shall consist of an administrator, teacher, school counselor, RTI coordinator, and special education lead teacher, will meet with the student's family to determine the strategies needed to assist the student.
- Quarterly meetings occur with the RTI Team and the families throughout the year to review progress with interventions and goals.
- Interventions and strategies are modified as needed until goals are met.
- RTI tutors are highly regarded instructional materials and resources such as Fountas and Pinnell Intervention and Mc Graw Hill Go Math Interventions.
- Students who fall significantly behind in academic achievement will be placed in the RTI program during their specials time. Students will receive targeted instruction and will return to class upon reaching grade level mastery of standards.

## **PROMOTION REQUIREMENTS & RETENTION**

In order to be promoted to the next grade level, students must meet all grade level standards set by the state of California and Thomas Edison Charter Academy. Students who are below academic grade level standards may be at risk for retention.

Consistent with Education Code (EC) Section 48070.5(b), this policy includes students' grades and other indicators of academic achievement. Students' results on the California Assessment of Student Performance and Progress (CAASPP) are included as one indicator of academic achievement. However, CAASPP results are not the exclusive criterion for promotion or retention.

EC Section 48070.5 states that school districts' policies must include criteria for promotion and retention at the following specified grade levels based on grades and other indicators of academic achievement designated by the district:

- Between second and third grade
- Between third and fourth grade
- Between fourth and fifth grade
- Between the end of the elementary grades and the beginning of middle school
- Between the end of the middle school grades and the beginning of high school (EC Section 48070.5[a])

The identification of students who should be retained or who are at risk of being retained is based primarily on proficiency in reading between the second and third grades and between the third and fourth grades. For the remaining grade levels, identification is based on proficiency in reading, English-language arts, and mathematics (EC Section 48070.5[c]). Promotion criteria also include attendance.

The Education Code does not set a minimum level on any local test for promotion or retention purposes. Thomas Edison Charter Academy incorporates test results among other factors, including grades, in its promotion & retention policy. While minimum CAASPP performance levels for promotion or retention have not been established pursuant to Education Code Section 60648, the school will use CAASPP results below the 40th percentile as an indicator to review the student's progress for possible retention.

The school can retain or promote a student without parent or guardian approval (except Kindergarten). However, below is the appeal process for parents who disagree with a promotion or retention decision for their student.

**PARENTAL APPEAL PROCESS:** Parents may choose to appeal the decision to promote or retain their child by writing a letter to the President of the Governing Board and submitting it at least 10 days prior to a Board meeting for consideration in closed session. The Appeal must be submitted prior to the Governing Board's May meeting for that school year. The Governing Board will allow the Executive Director/Superintendent to provide written evidence that supports the school's decision, and will render a decision at that meeting. Note that the burden is on the parent as the appealing party to show why the promotion or retention decision should be overruled.

**STUDENT RETENTION:** There is nothing in the Education Code that prohibits school districts from retaining a child in more than one grade. However, TECA policy is to avoid retention more than one year in grades K-5. A student retained in a K-5 grade may then be retained in 6-8, however all possible interventions will take place prior to retention. Attendance is the responsibility of the parent/guardian and may result in retention. No student may be retained solely on the basis of a disabling condition, as defined by State and Federal Special Education laws, without Individualized Education Program (IEP) recommendation.

**GUIDANCE:** Students and their parents will have the opportunity to attend a meeting with the principal and guidance counselor in order to determine the changes in the instructional program or any other assistance that can be provided to the student according to the law.

**KINDERGARTEN:** Students who have spent a full year in Kindergarten may not be retained if the parent/guardian/caregiver does not consent to retention. (Education Code 48011)

A student enrolled in Kindergarten may be accelerated to first grade at the discretion of the principal if the student is at least 5 years old and with the parent/guardian/caregiver's consent upon a determination that the student is ready for first grade work in accordance with rules developed by the State Board of Education (Education Code 48011, 5 CCR 200)



**ELEMENTARY AND MIDDLE GRADES:** When the classroom teacher and principal agree that a recommendation may be made for a student to be accelerated or retained, a conference shall be held with the parent/guardian/caregiver to advise him/her of the proposed action. This conference must be held and documented in writing prior to or at the end of quarter three. If a question exists, documentation will be provided to show one or more of the following:

## **Retention**

1. The student does not perform at grade level on benchmark tests.
2. The student is not grade level proficient in reading OR language arts OR mathematics.
3. The student does not meet standards in Language Arts or Mathematics on the CAASPP.
4. The student's attendance is below 90%- unexcused.

Parents/guardians/caregivers shall receive notification as early as practicable when a pupil is identified as being at risk of retention (usually by March of the school year) and will have an opportunity to consult with the teacher responsible for the recommendation with sufficient time to make arrangements for tutoring or get recommendations for interventions.

Parents/guardians/caregivers do not have the right to unilaterally make the decision to promote or retain their child, but do have the right to appeal the teacher's decision. The appealing party bears the burden of showing why such decision should be overruled. (Education Code 48070.5)

## **Acceleration**

### **Acceleration from Kindergarten to First Grade**

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Principal or designee and with the consent of the parent/guardian/caregiver, upon determination that the child is ready for first-grade work. (*Education Code 48011*) The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Acceleration shall be subject to the following minimum criteria: (*5CCR200*)

1. The student is at least five years of age.
2. The student has attended a public-school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general cognitive ability.
4. The physical development and social maturity of the student are consistent with his/her advanced cognitive ability.
5. The parent/guardian/caregiver of the student has filed a written statement with the school district approving the placement in first grade.

### **Acceleration in Grades 1-12**

When high academic achievement is evident, the Principal or designee may recommend a student for acceleration into a higher-grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student. A parent may also request/recommend acceleration.

Acceleration shall be subject to the following minimum criteria:

1. The student is in the upper five percent of his/her age group in terms of general cognitive ability.
2. The student is in the upper five percent of his/her age group in academic achievement.
3. The physical development and social maturity of the student are consistent with his/her advanced cognitive, social and academic ability.
4. The parent/guardian/caregiver of the student has filed a written statement with the school district approving the placement.

The school (TECA) will inform the minimum criteria by engaging in the following procedure with students being considered for acceleration:

Student's Current Class:

- 1- Timeline
  - Students seeking to accelerate for the Fall term should complete the process by May of the previous term.
  - Students seeking to accelerate for the Spring term should complete the process by November of the Fall term.
- 2- A student portfolio is to be developed. The portfolio would include:
  - A sample of student work in all subjects
  - Student report card grades
  - Student's standardized test scores (SBAC; NWEA; F&P)
  - Other relevant student work products and assessments
- 3- Recommendations by current teacher(s) and school counselor (school psychologist, if applicable)
- 4- Assessment of student academic performance by a teacher from the grade level that the student would skip by acceleration. That teacher will:
  - Evaluate student work submitted by the teacher (s) of the student's current grade
  - Obtain a grade level (of the grade being skipped) writing sample from the student by administering a writing prompt from the state website
  - Have the student read grade level text orally and engage him/her in a text based discussion, assessing fluency and comprehension
- 5- Convene a review panel consisting of the following persons
  - Principal and or Assistant Principal of the school (TECA)
  - School Counselor

- At least one of the student's teacher (ELA, Social Studies, Science or Mathematics)
- School psychologist

This panel will review the portfolio and other relevant information including the assessment from the grade(s) being skipped and make a recommendation for student placement (acceleration).

6- The student portfolio will be forwarded to the principal of the receiving grade/class.

The student's receiving school/grade will institute the following:

- 1- Review the portfolio of student work, assessment of teacher of grade(s) being skipped and the recommendation of the review panel
- 2- Determine student placement and develop a schedule of classes
- 3- Principal and teacher (ELA, Social Science, Math or Science), along with the school counselor, where applicable, develop a 90-day check-in plan for student to monitor and support student adjustment to new grade/class/school

**EIGHTH GRADE PROMOTION/RETENTION:** If a student fails four (4) or more out of twelve (12) core classes (Mathematics, Language Arts, Social Studies, Science) through the third quarter, as an eighth grader, the student may be retained. A student may be retained for poor attendance that impacts his/her learning and meeting the learning goals of the grade for that school year. If a student has a cumulative GPA of less than 1.0, they may be retained.

Guidance and academic counseling will be provided, with parent/guardian required to attend a review conference in the case of retention at all levels (K-8).

## FIELD TRIPS

Classroom teachers will plan occasional field trips for specific educational purposes. In order to participate, a child must complete and submit a Field Trip Permission Form prior to departure from campus. Parent consent via e-mail or phone will not be accepted. If a parent does not wish for his or her child to participate, arrangements will be made for that student to remain in an alternative classroom on campus to work on class assignments. Field trips are a privilege for all students. Students are expected to behave and be an example during the activities. Therefore, students who receive disciplinary consequences during normal school activities may be restricted from extra-curricular activities and field trips.

## COMPUTERS/INTERNET

It is important that you understand proper computer use at school, as violating proper use will carry serious consequences.

Thomas Edison Charter Academy offers computers, Internet access and e-mail for some student use. Users of the Internet are expected to abide by the generally accepted rules of network etiquette. Each student is automatically given access to the Internet and e-mail for some students unless the parent or guardian completes the Parental Request to Deny Access Form. Using the Internet is a privilege, which carries along with it the responsibility of using it properly. Computers are to be used for school-related activities, e-mail access and Benchmarks only. The following are specifically not permitted:

- Accessing, producing, posting, sending or displaying material that is offensive by nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually suggestive language or images, including images of exposed private body parts.
- Harassing, insulting or attacking others.
- Attempting to damage computers, computer systems, software or networks.
- Plagiarizing or infringing copyrights of works you find on the Internet.
- Using another's login ID or password.
- Illegal use of data in folders or work files.
- Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups and storing files on file servers without proper authorization.
- Using the computer network for commercial purposes.
- Using the system for political lobbying.
- Posting personal or private information about you or other people on the Internet.
- Arranging or agreeing to meet with someone you have met online.
- Attempting to gain unauthorized access to the TECA network.
- Posting information that could be disruptive, cause damage or endanger students or staff.
- Posting false or defamatory information about a person or organization.
- Downloading files without prior approval from supervising staff. This includes downloading OR playing games that are not educational and/or assigned by a teacher.
- Accessing chat-rooms unless assigned by a teacher for a valid educational purpose.

Students who engage in any of the above-listed activities will have access privileges taken away, and other disciplinary measures may also result.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones and electronic devices should be left at home. If a student must bring a cell phone to school, it must be turned off and out of sight. Middle School Students (Grades 6-8) are given a pouch to keep their cellphones in during the day. If students rip or break the bag they will be fully responsible for compensating the school for them.

If the cell phone is seen or heard the phone will be confiscated by the teacher and turned in to the main office. The parent must then come to school and pick up the phone from the main office. In some cases, at the discretion of the teacher and/or school officials, students' cell

phones may be collected at the beginning of class and returned at the end of class or end of the day. The school is not responsible for the loss or theft of items brought from home. Administration will not disrupt students' learning time to investigate the loss of an item that is on the forbidden items list. School landline phones are available for student use for emergency purposes only or under the supervision of a staff member.

## **MEDIA**

Occasionally the media are interested in Thomas Edison Charter Academy events and activities. If for any reason you do not wish your child to be viewed on television or photographed by the media, please indicate this on the Media Release form. These are to be signed and returned to classroom teacher at the beginning of every school year.

## **EMERGENCY CARDS**

Thomas Edison Charter Academy requires a current Emergency Card on file for every student. The cards are filed in the Main Office and are used to contact family members in the event of an emergency. If you do not have a phone number for your work or home, please provide the number of a relative and/or neighbor. Notify the Office Manager, Mr. Ramon Vergara, ext. 0 if your address or phone number changes.

**MEDICAL CONDITION:** If your child has a medical condition or need, it is imperative that the school be notified in writing. All information will remain confidential.

## **MEDICATION**

In order to ensure the safety of your child, school policy requires written parent permission for all medication to be given during school hours. In addition, students who may need prescription medication during the school day are required to provide the school administration with a doctor's note. When it is absolutely necessary that your child receive medication during the school day, the following procedures must be followed:

- Complete and sign the school's medication permission form
- All medication must be brought to school in its original labeled container
- All medication must be left at school (it may not be sent home)
- Doctor's notes for prescription medication must include name of student, diagnosis, name of drug, possible side effect, dosage, schedule and doctor's signature.

No medication, even non-prescription medication, may be brought to school and taken by students without written permission from the parent/guardian and supervised by the office.

## HEALTH

If your child should become ill or injured at school, you will be notified immediately by phone. If we are unable to contact you, we will notify someone you have listed as an emergency contact.

A child may be sent home from school if he or she has any of the following:

- Temperature of 100 degrees or above
- Vomiting
- Severe cough or sore throat
- Severe earache or headache
- Head lice, pink eye, impetigo, or other contagious conditions

Parents are requested to call the school office to report any contagious illness or condition. In such cases, students should stay home until their return has been approved by their doctor and they are clear of infection.

**HEAD LICE POLICY:** TECA'S policy does not allow for students who have head lice to attend school. If your child is identified as having head lice, you will be contacted and he or she must be sent home with information on appropriate treatment for the removal of lice/nits.

## HOMELESS EDUCATION POLICY

Title IA (Section 111(a)(1)) requires that a district (including independent charter schools) receiving Title IA funds include in its district plan a plan to provide services to homeless students to ensure compliance with the McKinney-Vento Act. The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness.

### DEFINITIONS

- Homeless children and youth means children and youth who lack a fixed, regular and adequate nighttime residence and includes children and youth who are:
- Living in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as cars, parks, public spaces, abandoned buildings or substandard housing (*for example, condemned buildings or garages*), bus or train stations or other similar settings
- Living in motels, hotels, trailer parks (*does **not include** trailers or mobile homes in a mobile home park*) or camping grounds due to a lack of alternative adequate accommodations
- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason
- Living in emergency or transitional shelters
- Abandoned in hospitals or awaiting foster care placement

- Migratory children who qualify as homeless because they are living in circumstances described above

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian. A child or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

### **HOMELESS LIAISON**

The TECA Homeless Liaison is Ms. Jessica Alfaro, Guidance Counselor. She can be contacted at 415-970-3330 ext. 213 or [jalfaro@teca-sf.org](mailto:jalfaro@teca-sf.org).

The Homeless Liaison is required to:

- Ensure that homeless children and youth are identified by school personnel and through coordination with other entities and agencies.
- Ensure that homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the Local Education Agency (LEA).
- Ensure that homeless families, children and youth receive educational services for which they are eligible, including Head CSTt, Even CSTt and pre-school programs administered by the LEA, and referrals to health, mental health, dental and other appropriate services.
- Ensure that parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Ensure that public notice of the educational rights of homeless students is disseminated where children and youth receive services under the Act (such as school, family shelters and soup kitchens).
- Ensure that enrollment disputes are mediated in accordance with the dispute resolution provisions.
- Ensure that the parent/guardian of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services and is assisted in accessing transportation services, if available and feasible.
- Assist unaccompanied youth in placement/enrollment decisions.
- Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
- Assist homeless children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- Collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.

### **GENERAL ASSURANCES**

TECA provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.
- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- TECA will provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- TECA will provide and post notices of the educational rights of homeless children and youth.

### **IDENTIFICATION AND REPORTING**

Homeless children and youth will be identified through:

1. The application process for enrollment (self-identification)
2. School personnel recommendations
3. Coordinated activities with other entities and agencies

TECA will comply with all federal, state, county (San Francisco County) and other data collections and reporting requirements regarding homeless children and youth.

### **SCHOOL SELECTION**

Homeless students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

A homeless child or youth's right to attend their school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.

### **ENROLLMENT AND RECORDS**

Homeless students may be identified at the time of enrollment (through self-reports). As TECA is an independent charter school, and therefore a school of choice rather than an assigned district school, placement decisions are based solely on parent request through the application process. In order to provide equal access to TECA, an annual student recruitment plan shall include efforts to reach homeless families, children, and youth via free public events, community centers and local homeless service providers.

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be allowed to apply for enrollment in accordance with current TECA enrollment policies even if the parent/guardian is unable to provide the school with the records normally



required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation. The TECA designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the parent/guardian to the homeless liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student.

In the case of an unaccompanied youth, the homeless liaison shall assist in the enrollment process. Unaccompanied youth shall be immediately enrolled if space is available even if unable to provide the school with the records normally required for enrollment (as above), and despite lack of parent or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current TECA enrollment policies, if the grade level for which a homeless child or youth has applied has more applicants than spaces available, he or she will be placed on the wait list in the order in which the application was received, even if the application is incomplete at the time of submission.

Any confidential record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, of each homeless child or youth will be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district.

### **NUTRITION PROGRAMS**

Homeless students automatically qualify for free breakfast and lunch at LEAs. Families do not have to fill out an application or provide proof of income. Homeless students will be added to the free meals program as soon as they have been identified.

### **TRANSPORTATION**

Per the McKinney-Vento Act, LEAs must provide services to homeless children/youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible.

TECA, where feasible, applicable, at the request of the parent/guardian and/or in the best interest of the homeless children and youth, will provide transportation to students experiencing homelessness to ensure the students are able to stay at TECA for the duration of their homelessness. TECA may work with the youth's district of residence or other agencies to provide transportation services.

### **ENROLLMENT DISPUTE RESOLUTION PROCESS**

(per CDE Homeless Education Dispute Resolution Process - <http://www.cde.ca.gov/sp/hs/cy/disputeres.asp>)

If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities."

The school must refer the student, parent, or guardian to the LEA's homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is also followed for unaccompanied youth.

A written explanation of the school's decision regarding school selection or enrollment must be provided if a parent, guardian, or unaccompanied youth disputes such a school selection or enrollment decision, including the right to appeal. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian, caregiver or unaccompanied youth can understand.

If the dispute remains unresolved at the district level or is appealed, then the district homeless liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education (COE). The COE's homeless liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the materials. The COE homeless liaison will notify the LEA and parent of the decision.

If the dispute remains unresolved or is appealed, the COE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the LEA, COE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials.

## **CHILD PROTECTIVE SERVICES**

All Thomas Edison Charter Academy staff members are by law "Mandatory Reporters" of any suspected abuse or neglect. The primary goal of the education system is to teach. In order to achieve this, it is sometimes necessary to remove barriers that impede a child's ability to learn. In addition to penalties for not reporting abuse and neglect, all States provide immunity from civil liability and criminal penalty for mandated reporters who report in good faith. In other words, the law requires educators to report suspected child abuse and neglect, provides protection for those educators who become involved, and penalizes those who fail to meet their obligations.

## **IMMUNIZATIONS**

California law requires each child to have up-to-date immunizations and to furnish verification to the school, at minimum by the start of a new school, or Kindergarten and 7<sup>th</sup> grade school years. These immunizations can be given by your family doctor. A School Health Form can be obtained at Thomas Edison Charter Academy's Main Office.

## SAFETY PROCEDURES

Should an emergency situation (such as an earthquake, power failure or civil disaster) occur while school is in session, TECA's response plan will be as follows:

- No student will be dismissed from school unless a parent/guardian/caregiver (or individual designated on the Emergency Card) comes for him or her.
- Please do not call the school. We must have the phone lines available for emergency calls.
- As soon as possible, pick up your child and any other students for whom you are the Emergency Card designee.
- Do not block emergency vehicle entry areas with your car.
- If public officials (fire, police, etc.) have directed TECA students to be relocated to another site for safety, announcements will be made on San Francisco radio and TV stations.

## VOLUNTEER OPPORTUNITIES

Family support and involvement are key elements in the academic success of our students. In addition, the staff will greatly appreciate your gift of time and talent during the coming school year. The following volunteer opportunities offer flexible, interesting and fun ways to contribute to a positive school culture: presenter, field trip chaperone, dance supervisor, classroom assistant, special event coordinator/supervisor, fundraiser coordinator/supervisor, office assistant, parent-teacher committee (PTC) leader, School Site Council (SSC) member, etc. Volunteers may be asked to complete a registration packet in the office. Please keep in mind that any person wanting to volunteer at TECA is required to take a TB test.

## DONATIONS

As a not-for-profit 501c (3) organization, any contributions you make to Thomas Edison Charter Academy are tax deductible to the extent allowed by law (EIN 91-2162243). Donations can be made directly to TECA classrooms or to TECA as a school.

**MONETARY CONTRIBUTIONS:** To contribute via check, please send in your donation to the school. Credit cards may be used via our website <http://www.teca-sf.org> and use the link to process your donation online using PayPal. Please make checks payable to: Thomas Edison Charter Academy or TECA.

**DONORSCHOOSE.ORG:** Visit the Donors Choose website to donate towards supplies that our teachers need for classroom projects.

**GIFTS IN KIND:** Donate technology, equipment, furniture, books, supplies and other items that are in good condition and are relevant to our educational program.

## ORGANIZATIONS

**GOVERNING BOARD** is composed of community members, and plays a vital role in the governance of TECA. Governing Board Meetings are open to the public, generally held the third Wednesday of every month at 6:00 p.m. in TECA Library. Dates and times for meetings are posted by the main office and at the main entrance 72 hours in advance of each monthly meeting.

**PARENT-TEACHER COMMITTEE (PTC)** provides fund raising support for school and classroom programs and helps organize school events. PTC meets every 1st Tuesday of the month at 8:30 a.m. and invites all TECA parents/guardians to join; there is no cost for doing so.

**SCHOOL SITE COUNCIL (SSC)** monitors student achievement and helps ensure that categorical resources will be used to lessen performance gaps. SCC meets every 2nd Tuesday of the month at 3:30 p.m., welcomes new members and provides translation for Spanish-speakers.

**ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)** invites any parent and community member interested in being a part of the committee that advises, reviews and comments on the English Language Learner Program as well as the Dual Language Program. ELAC meets either with SSC, or independently every 3rd Wednesday of the month at 8:30 a.m.

**PARENT ADVISORY COMMITTEE (PAC)** A group of parents who inform and support the goals of Local Control and Accountability Plan (LCAP) under the new Local Control Funding Formula (LCFF).

**This is an agreement to work together to improve our students' academic success. It is due back to your child's teacher by September 15, 2017.**

**As a student, I agree to...**

- Attend school regularly and on time.
- Respect all members of the Thomas Edison Charter Academy community.
- Know and obey the policies of the school and my class.
- Ask for help when I don't understand something.
- Work as hard as I can and complete my assignments on time.
- Discuss with my parents what I am learning in school.

Student: \_\_\_\_\_ Signature: \_\_\_\_\_

**As a parent/guardian/caregiver, I agree to...**

- Make sure that my child attends school regularly and on time.
- Support the school in its efforts to maintain safety and discipline.
- Establish uninterrupted homework time and encourage good study habits.
- Review my child's work, monitor progress reports and attend conferences.
- Communicate with my child's teacher and respond to notices sent home.

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

**As a teacher, I agree to...**

- Set high expectations for all students and monitor student progress weekly.
- Use Restorative Practices allowing those affected by harm to work together to repair it.
- Help each child realize his or her individual strengths.
- Use a variety of teaching techniques and resources to meet each student's needs.
- Make myself available during work hours to assist students as needed.
- Communicate regularly with each student's parent/guardian/caregiver.

Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

**As an administrator, I agree to...**

- Create a welcoming yet SAFE environment for students, their families, and staff.
- Shape a culture of high academic expectations.
- Communicate and follow Thomas Edison Charter Academy's mission.
- Promote equity and fairness among all members of the school's community.
- Maintain a clean and orderly campus.
- Make decisions based on relevant research and current data.

Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_