

Student & Family Handbook

2016-17



TECH

Freire Charter School

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I. School Vision

TECH Freire Charter School is the Power to Build Your Future

Our School Culture

Our community is **safe, physically and emotionally**, for everyone.

Our Academic Program

Our academics are **real and rigorous**, because we insist that each student be **ready** to pursue their future to the fullest of their potential.

Our View of Technology

We value and use technology for **empowerment before entertainment**.

Our Vision

The mission of TECH Freire Charter School is to provide a real and rigorous learning experience, enhanced through technology, that insists each student be ready to pursue their future to the fullest of their potential upon graduation. With a focus on real-world learning, critical thinking, and problem solving in an environment that emphasizes the values of nonviolence and community, TECH Freire Charter School is The Power to Build Your Future.

II. General Information

School Contact Information

Mailing address:

TECH Freire Charter School

2221 North Broad Street

Philadelphia, PA 19132-4530

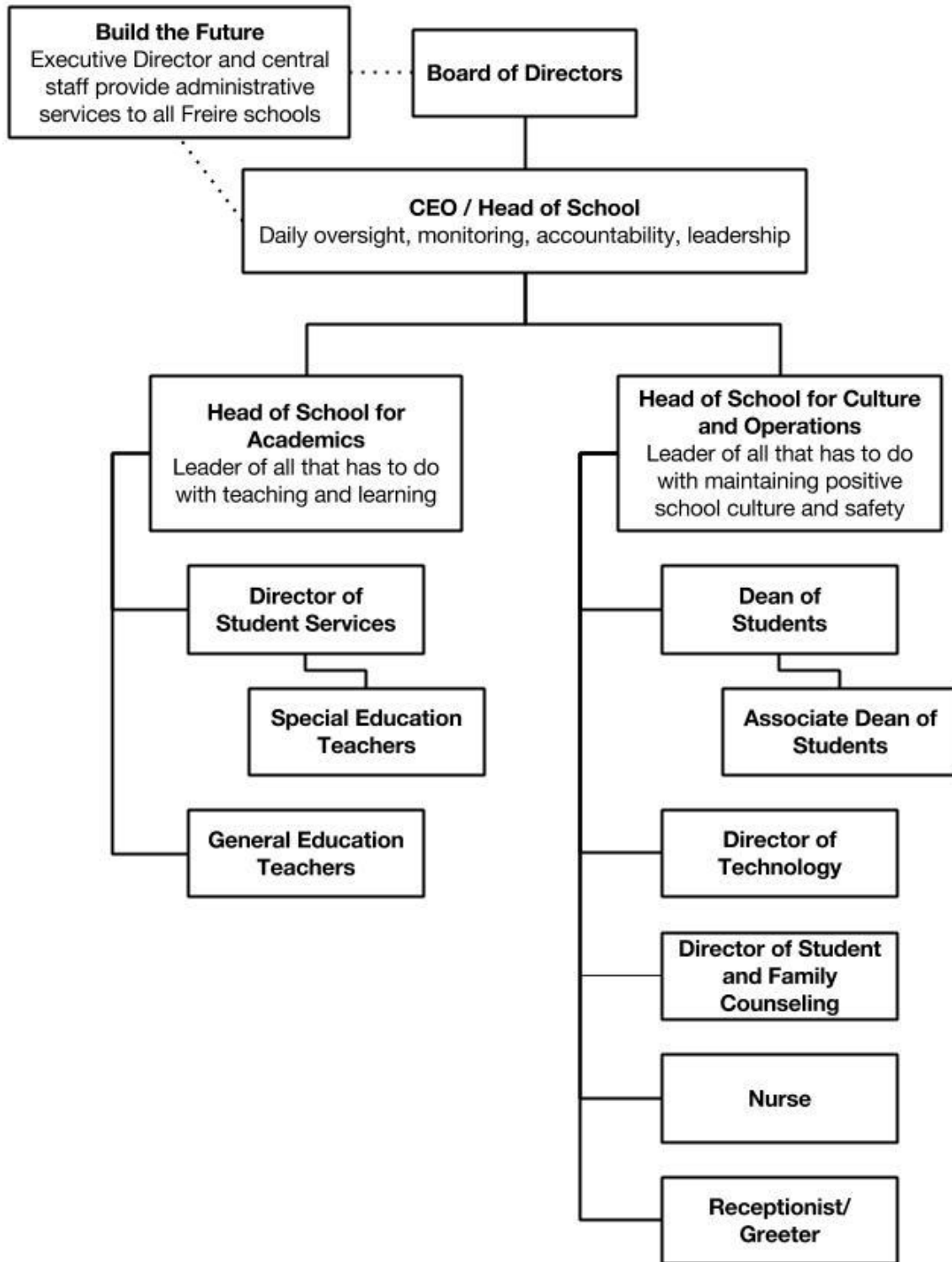
Telephone: 267-507-1111**Fax:** 267-507-1110**Website:** techfreire.org**Administration Contact Information:**

- David Shahriari, Chief Executive Officer, 267-507-1111 x1616, dave@techfreire.org
- Sarah Grugan, Head of School for Academics, 267-507-1111 x1601, sarah@techfreire.org
- Kyle Horne, Head of School for Culture and Operations, 267-507-1111 x1603, kyle@techfreire.org
- Lynn McGinley, Dean of Students, 267-507-1111 x1604, lynn@techfreire.org
- Laura McClinton, Director of Student and Family Counseling, 267-507-1111 x1605, laura@techfreire.org

Staff List & Contact Information:

A complete list of staff and how they can be contacted can be found on our website.

Organizational Chart



2016-2017 Calendar at a Glance**July**

7/4/16 – School Closed – July 4th
7/7/16 – School Closed – Eid al-Fitr

August

8/9/16 – 8/10/16 – Staff Institute
8/15/16 – 8/16/16 – Staff Institute
8/17/16 – 8/19/16 – Student Institute
8/22/16 – 8/26/16 – Staff Professional Development
8/29/16 – 9th Grade Orientation (8am – 11am)
8/29/16 – 10th Grade Orientation (12pm – 3pm)
8/30/16 – First Day of Instruction (Quarter 1 Begins)

September

9/2/16 – School Closed
9/5/16 – School Closed – Labor Day
9/13/16 – School Closed – Eid al-Adha
9/16/16 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
9/21/16 – Back to School Night – 12pm Dismissal

October

10/3/16 – School Closed – Rosh Hashanah
10/4/16 – School Closed – Rosh Hashanah
10/12/16 – School Closed – Yom Kippur
10/21/16 – School Closed for Students – Professional Development for Staff

November

11/4/16 – Last Day of Quarter 1
11/7/16 – Quarter 2 Begins
11/11/16 – School Closed – Veterans Day
11/18/16 – School Closed for Students – Professional Development for Staff
11/23/16 – 11/25/16 – School Closed – Fall Break

December

12/9/16 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
12/23/16 – 12/31/16 – School Closed – Winter Break

January

1/1/17 – 1/2/17 – School Closed – Winter Break
1/13/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
1/16/17 – School Closed – MLK Jr. day
1/24/17 – Last Day of Quarter 2
1/25/17 – 1/27/17 – Midterm Exams (12pm dismissal)
1/30/17 – Quarter 3 Begins

February

2/3/17 – School Closed for Students – Professional Development
2/17/17 – School Closed
2/20/17 – School Closed – Presidents' Day
2/22/17 – Parent-Teacher-Student-Conferences – 12pm Dismissal

March

3/10/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
3/17/17 – Take Back the City
3/24/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
3/31/17 – Last Day of Quarter 3

April

4/3/17 – Quarter 4 Begins
4/7/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
4/10/17 – 4/17/17 – School Closed – Spring Break
4/28/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff

May

5/12/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
5/15/17 – 5/25/17 – Keystone Spring Wave
5/29/17 – School Closed – Memorial Day
5/30/17 – School Closed

June

6/2/17 – 12pm Dismissal for Students – Afternoon Professional Development for Staff
6/12/17 – Last Day of Instruction (Quarter 4 Ends)
6/13/17 – 6/15/17 – Final Exams (12pm Dismissal)
6/16/17 – Make-Up Exams
6/19/17 – 6/20/17 – Year-End Professional Development

III. Student Code of Conduct

Overview

Purpose of the Code of Conduct at TECH Freire Charter School

We believe that it is important for TECH Freire to set forth the expectations of all community members. This Code of Conduct is designed to support TECH Freire Freire's mission and provide a success-driven, positive, and peaceful learning environment.

Code of Conduct Guiding Principle

As an educational institution, we recognize that it is our responsibility to educate students regarding peaceful resolution to conflicts and the Code of Conduct in general. Our practice is based upon the belief that we are all members of the TECH Freire community, and we, collectively, are responsible for upholding the values that make TECH Freire an open, safe and peaceful environment.

Expectations of Students

TECH Freire Charter School will provide our students with skills that they need for success now and in the future. The teachers, counselors, administrators, and custodial staff at TECH Freire are dedicated to the education and well-being of our students. In turn, TECH Freire expects and requires all students to show respect and care for the staff, volunteers, visitors, the building, each other, and people of all cultures represented in the school.

Definitions:

Community:

- Community members: All TECH Freire Charter School students, parents, mentors, teachers, administrators, board members, volunteers, and neighbors. This is not an exhaustive list and TECH Freire may consider individuals not specifically mentioned here as members of the TECH Freire community.
- The physical community: The physical TECH Freire community is defined as starting outside of the student's home when they leave in the morning, continuing to include anywhere the student travels on the way to school and during the school day (including field trips), and ending at the student's door when they return home. Community members will be held accountable for behavior at all times when in the physical community as defined above.

Emotional Support Team: A team of trained mental health professionals, which may include social workers and master's degree level interns, that the school uses to provide services to students and families. In certain cases, mandatory meetings with a member of the emotional support team may be assigned by the school as a behavioral intervention.

Intervention: A consequence assigned by the school as a result of a violation of the Code of Conduct. Repeated violations of the Code of Conduct will result in more intensive interventions. Students who do not respond to repeated interventions and continue to behave in ways that violate the Code of Conduct and challenge the expectations of the community may be asked to leave the community.

Mediation program: A conflict resolution program where trained students and staff guide individuals who are in conflict toward a peaceful resolution. In certain situations, participation in a mediation or mediations may be assigned by the school as a behavioral intervention.

Parent/Guardian: The official and legal caregiver of a TECH Freire student, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including DHS workers and/or group home employees as identified at the time of a student's admission to the school or legally amended thereafter.

Student: A person enrolled in TECH Freire Charter School.

Staff: Any person employed by, or volunteering at, TECH Freire Charter School.

Nonviolence Policy Origin and Supports

Origin of the Nonviolence Policy

In 1999, the original Freire Charter School opened its doors with a class of 100 8th graders. Students entered Freire's space each telling stories of horror, fear, and attack from fellow students and teachers alike at their previous schools. What these students talked about was raw and emotionally felt, and each and every one of them hoped that Freire would be a place where students and teachers felt safe and secure to be successful. During that first year, Freire students worked weekly with the school leadership, striving to build the core elements of what Freire would one day later become. A peaceful community was by far the students' first priority, followed by high-quality academics. At the end of that school year, Freire students and school leadership had written and ratified Freire's Nonviolence Policy.

Nonviolence Policy Supports for Students

Upholding the promise we make to the community when we sign the Nonviolence Policy takes courage, thoughtfulness, and practical resources to be utilized when conflict does arise. TECH Freire has created a comprehensive set of supports, detailed below, for community members to utilize in order to deal with conflict in a peaceful manner.

- **Summer Institute**: All new students attend a three-day Summer Institute during which the Nonviolence Policy and the supports available to students are reviewed in detail.
- **Mediation Program**: This program trains volunteer students and staff members (called mediators) in a process to help community members involved in conflict (called disputants) find a peaceful resolution to the problem. The Mediation Program has been a highly effective support for students for over a decade at Freire schools.
- **Emotional Support Team**: Maintaining a healthy emotional state is essential to living nonviolently, since we are more likely to engage in conflict when in a state of mental or emotional distress. In order to support the emotional health of the community, TECH Freire has a comprehensive team of trained mental health workers:
 - A full time certified therapist: to provide immediate professional care to community members in emotional crisis.
 - Emotional support team interns: These graduate students pursuing their degrees in counseling at local universities provide regular counseling sessions to any student who wants to participate and are mentored by our certified therapist.
- **Circles**: At TECH Freire, students and staff come together every week to engage in a community building and problem solving practice we refer to as Circles. This proven method of holding effective group discussions helps students and staff develop their problem solving abilities and enhance their emotional intelligence. When an entire school is working together to build a stronger community through problem solving, it leads to a more productive and safer school environment for all.
- **The Dean's Office**: The Dean's Office at TECH Freire is staffed by two full time staff members with decades of experience supporting students in meeting behavioral expectations. At TECH Freire, the Dean's Office aspires to proactively support students so that they meet the behavioral expectations of the community rather than passively wait for students to not meet those expectations and then assign them punitive consequences.
- **Take Back the City (TBtC)**: This is a yearly student-driven event, designed to help grow and sustain a healthy school culture. The community as a whole chooses a different theme each year based on the current needs of the school. Collectively, the community leads a day-long exploration for students into the topic, incorporating a variety of activities, lessons, and art projects.

No Second Chances and Nonviolence Policy

TECH Freire Charter School is a nonviolent community. This policy, approved by the school's Board of Directors, **mandates recommendation for expulsion for all acts of violence, including acts committed in self-defense or retaliation.** A recommendation for expulsion will be made regardless of the circumstances surrounding any specific event or the disciplinary history or academic standing of any student involved. This policy extends to actions that occur through digital media such as texting, mobile applications, social networking sites, and email.

Students are expected to adhere to this policy at all times and in all places including:

- During school hours
- After school hours
- In the school building
- In the physical community/neighborhood
- During all school sponsored activities including field trips, sporting events (both at and away from the school) and at any other event where students are representing TECH Freire

The above list is intended only to provide examples and is not to be considered an exhaustive list.

Acts of violence include, but are in no way limited to, the following:

Physical Acts:

- Any type of striking or grabbing (punching, kicking, grappling, etc.)
- Throwing objects at another person
- Any other act that physically endangers or harms another person

Verbal Acts:

- Threatening another person's life or safety
- Bullying (as described in the TECH Freire Bullying Policy)
- Using abusive, derogatory or intimidating language towards another person

Other Actions that Break the Nonviolence Policy:

- Using violence to defend yourself or in retaliation
- Bringing, or threatening to bring, another person to school to fight someone
- Verbal or written threats made by a student's family or friends that are directed towards a TECH Freire community member. This includes threats made face to face or over any type of media
- Possession of weapons – "including but not limited to, any knife, cutting instruments, cutting tools, nunchaku, firearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury" (ACT 26 of the 1995 Safe Schools Act)*
- Destruction of property
- Stealing/theft, and robbery
- Possession of, or attempt to distribute, any illegal substance*

*The law requires the school to report any of these violations to the authorities to determine whether criminal charges will be filed. The school will continue its internal disciplinary processes separately from the authorities.

The following steps will be taken if it is suspected that a student has broken the No Second Chances and Nonviolence Policy:

- A preliminary investigation will be conducted to determine if the Nonviolence Policy has been broken
- If it is determined that the Nonviolence Policy has been broken the following steps will be taken:
 - Any student(s) who have broken the policy will be suspended.
 - The Dean's Office will conduct a full and thorough investigation.
 - Upon a student returning to school from the suspension term, an Informal Hearing for the student will be held. The Informal Hearing will follow the procedure listed below:
 - The student will have the opportunity to fully tell their part of the story.
 - The student's parent or guardian will have the opportunity to share their perspective.
 - The Dean's Office will present the evidence that has been collected during the investigation. This evidence may include:
 - Statements from students involved in the incident
 - Statements from students who witnessed the incident
 - Statements from staff, students or community members that are relevant to the incident
 - Any additional information found to be relevant
 - Police report (if applicable)
 - Once the Dean's Office has provided the student and parent/guardian with the opportunity to fully share their story and the evidence collected during the investigation has been presented and discussed, the Dean's Office must determine the answer to the following two questions:
 - Did the student know about the Nonviolence Policy?
 - Did the student break the Nonviolence Policy?
- Should the Dean's Office find that the student both knew about and broke the Nonviolence Policy then the Dean's Office is required to recommend the student for expulsion from the school.

PLEASE NOTE: A student is not formally expelled until after a formal expulsion hearing is held and the Board of Directors votes to expel the student. A recommendation from the Dean's Office that a student be expelled is not a formal expulsion. See the section on Formal Hearings for more information.

- If a recommendation for expulsion is made by the Dean's Office, the student and his/her parent/guardian will be provided with documentation detailing:
 - Their rights and responsibilities as a student or a parent
 - The formal hearing/expulsion policy and procedures

PLEASE NOTE: TECH Freire Charter School is a school of choice and a parent/guardian may decide to withdraw their student at any time. If a student recommended for expulsion is withdrawn from the school, the expulsion process ends entirely and the student's academic record ("transcript") legally cannot reference, mention, or disclose any disciplinary issues.

Bullying and Cyberbullying Policy

Bullying is defined as “actions (or threats of action), either physical or verbal, which instill fear or which serve to demean an individual and are committed by a community member over a period of time.”

Bullying includes verbal and physical taunting or intimidation for any reason. Examples include, but are not limited to, race, religion, sexual orientation, disability, and so on. Bullying can occur in person, over the Internet, through cell phones, cameras, video, or any other means through which people can communicate or share information.

Students and staff alike can be victimized. **Bullying can occur regardless of the intentions of the bully/bullies; it is the perception of the victim that must be taken into consideration.** Bullying often involves more than one person; bystanders (the “audience”) can take a passive role by encouraging the bully or by willingly not doing anything to prevent the abuse from occurring.

TECH Freire takes a firm stance against bullying and is committed to address this negative behavior as it is detrimental to the well-being of an individual, is a major disruption to the learning environment, and is damaging to the community as a whole.

Depending upon the facts and circumstances, **TECH Freire may define bullying as an act of violence and therefore a violation of the No Second Chances and Nonviolence Policy. In these cases, the Dean’s Office may make a recommendation for expulsion if it is deemed necessary.** If a recommendation for expulsion is made, the Dean’s Office will be required to review the reason for the decision with the student and parent, The Head of School for Culture and Operations, and the Board of Directors.

If bullying is reported, the school will take the following course of action:

- Students will be separated (as deemed necessary)
- A full investigation will be conducted by the Dean’s Office
- If bullying is substantiated but determined to not violate the No Second Chances and Nonviolence Policy, the following events will occur:
 - Suspension for any student(s) who participated in the bullying
 - Reinstatement meeting with parent/guardian upon conclusion of the suspension
 - Behavior Contract (if deemed appropriate by the Dean)
 - The contract may include any or all of the conditions outlined below:
 - A formal letter of apology written by the bullying student(s) to the victim and the victim’s family, if appropriate.
 - A supervised project on bullying.
 - Counseling for the bullying student(s).
 - Appearance before the Board of Directors for an official reprimand.
 - Attendance at a bullying seminar.

Sexual Harassment Policy

Sexual harassment is prohibited anywhere in the TECH Freire Charter School community. Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including but not limited to gestures, comments, sexual innuendos, or touching) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an

intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive to the extent that it alters the conditions of education and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

If any community member expresses that they have experienced undesired acts, then it will be treated as sexual harassment.

Upon receiving a complaint that alleges sexual harassment, the administration will take the following steps:

- The school will separate all parties involved (if necessary).
- The school will conduct a complete and full investigation and determine the credibility of the allegations. A written report of the investigation findings will be issued to both the alleged victim and alleged perpetrator.
- Upon conclusion of the investigation, an appropriate consequence will be assigned.
- Any student found to have violated the school's sexual harassment policy may be suspended.
- Extreme circumstances or repeated violations of the policy may result in recommendation for expulsion from the school.

Student Technology Policy

TECH Freire Charter School provides students with computer equipment, computer services, the system network, internet access and other technological equipment and resources. TECH Freire has the right to place reasonable restrictions on these privileges.

All access and rights are privileges granted by TECH Freire and students should expect only limited privacy in the contents of personal files and access. The situation is similar to the rights you have in the privacy of your locker. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect privacy on any files or communications stored on School or Cloud servers. Routine maintenance and monitoring of the TECH Freire system may lead to discovery that this policy, the TECH Freire Code of Conduct, or the law has been violated. In these cases, students will be held accountable to the expectations of the school and the law.

All users agree to abide by applicable federal, state, and local laws and TECH Freire rules when using technology. TECH Freire will not assume legal or other responsibility for any use deemed unacceptable or for any content students find online.

The use of the school's technology is a privilege, not a right, and the purpose of this agreement is to define acceptable and unacceptable use of computer equipment, computer services, the system network, the Internet and other technological equipment and resources, as defined by TECH Freire. Unacceptable use, as defined by this agreement, or at the discretion of the Director of Technology, staff, or administration, may result in restriction or cancellation of access (even for required coursework) as well as other disciplinary or legal action.

Technology

Technology resources are defined as any electronic tool, device, program, or system that aids the academic environment for a student. Technology includes but is not limited to:

- All computer software and hardware
- Cell phones and tablets
- Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- Email systems and communications technologies
- Servers, routers, hubs, switches, and Internet gateways
- Administrative systems, media systems, and learning information systems
- Smart Boards
- Related and forthcoming systems and new technologies

Acceptable Use

Acceptable use of technology is any use that is consistent with the educational objectives of TECH Freire and in accordance with the TECH Freire Code of Conduct. This includes academic work, college exploration and research, and employment exploration and research. For further clarification on uses not listed here, please refer to the Director of Technology. All use is subject to review by the Director of Technology, staff, and administration.

Students are responsible for good behavior on school computer networks just as they are in the school building and in the community. Communications on the network are often public in nature and general school rules apply. Students must respect the rights of others in both the school community and in the global community.

Unacceptable Use

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by students. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

- **Illegal Activity** – It is unacceptable use to promote or engage in any activities which are deemed criminal under federal, state or local laws.
 - Copyright Laws – It is a violation of copyright laws to copy, distribute, display, exhibit, or perform copyrighted works without authority of the owner of the copyright. A copyright notice is not required.
 - Students may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other intellectual property, etc.
 - Students may not use the TECH Freire network to arrange for the purchase of illegal substances or alcohol, engage in criminal activity, or threaten the safety of any person(s).
- **Plagiarism** – Students may not plagiarize works that they find on the Internet or other resources.
- **Vandalism** – It is unacceptable use to harm or destroy the hardware, software or data of another user, whether at TECH Freire or at any site connected to the Internet. This includes, but is not limited to, the creation or spreading of computer viruses.
- **Security** – Under no conditions should you provide your password to another person. Users are responsible for the security of their account. Users may be held accountable for actions performed under their account name if it has been determined that their account was negligently left accessible. If

a user suspects their account security has been compromised they are required to immediately contact an administrator. It is also unacceptable to change individual or system passwords. It is unacceptable to trespass in others' folders, work, or files or to use or to attempt to use another's account, including the System Administrators' accounts. It is unacceptable to post information that could cause damage or a danger of disruption.

- **Offensive Behavior and Harassment** – It is unacceptable use to harass, insult, or attack others. It is unacceptable to send or receive any data, which is offensive and/or obscene according to the TECH Freire Code of Conduct. Any repeated or unwanted communication may constitute harassment. Any communication with the direct intention of harassing, threatening, implying, or otherwise causing harm to individuals and classes of individuals is a violation of school policy. Kinds of harassment include:
 - Sending/forwarding unsolicited email, junk mail, or propagating chain letters.
 - Email “bombing,” spamming, etc.
 - Inappropriate images, text, audio, commentary, etc. that demeans based on ethnicity, race, religion, sexuality, sexual orientation, age, class, disability, etc.
 - Forging electronic information.
 - Creating, altering, or deleting the attribution of origin (“from” in e-mail, IP address headers, etc.).
 - Sending messages under someone else’s account or posing as another user in any way.
- **Respect for Resource Limits** – It is unacceptable to intentionally waste limited computer resources. It is unacceptable to download large files. It is unacceptable to post or forward chain letters, send “bomb” e-mails, or engage in “spamming.” Sending numerous or large email messages to one person is considered “email bombing.” Spamming is sending an annoying or unnecessary message to a large number of people.
- **Respect for Privacy** – It is unacceptable to repost a message that was sent to you privately without permission of the person who sent you the message. It is unacceptable to post private information about another person.
- **Personal Safety** – It is unacceptable to post personal contact information about yourself or other people. Personal contact information includes your address, telephone, work address, etc. It is unacceptable to agree to meet with someone you have met online for non-academic reasons. This is subject to review by the Director of Technology, staff, or administration.
- **Commercial Use** – It is unacceptable to offer, provide, or purchase products or services through TECH Freire unless as part of school sanctioned programming.
- **System Tampering** – Any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.
- **Obscenity** – Students may not use the network to access material that is profane or obscene. This includes pornography, inappropriate music or text, etc.

Retaliation Policy

It is the policy of TECH Freire Charter School that a positive, open environment be maintained at all times. Therefore, the school encourages all community members to report problems or concerns **without fear of retaliation or reprisal**. Reports may be made anonymously. All reports will be promptly investigated. TECH Freire is committed to doing whatever is necessary to protect students from retaliation resulting from a concern or complaint. Should the school determine that retaliation has indeed occurred, or that a community member is planning retaliatory action, disciplinary steps will be taken. The consequences could include any of the following: 1) community service, 2) written apology, 3) suspension, 4) informal hearing, 5) recommendation for expulsion, or 6) police notification.

Search and Seizure Policy

TECH Freire Charter School reserves the right to search students and their belongings to find weapons, drugs, stolen property, and other contraband. In addition, students may be asked to empty pockets, purses, etc. If a student is found in possession of items that are illegal, the student will be charged with the appropriate school offense, and the Philadelphia Police Department will be notified; the student may be held for the police, and charges may be filed. Any student who refuses to cooperate with school authorities is subject to expulsion from TECH Freire. All searches of a student's locker, belongings, or person will be done with at least two TECH Freire staff members present.

Act 26

Act 26 of 1995 (the Safe Schools Act) creates a mandatory one-year expulsion for the possession of weapons on school property, including school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

Act 26 defines the term weapon as “including but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, or instrument capable of inflicting serious bodily injury.” The law requires action for documented cases of weapon possession in school or while traveling to and from any school or school program, including while on public transportation or school buses.

A student found in possession of a weapon will be considered in violation of the No Second Chances and Nonviolence Policy and will be recommended for expulsion.

Cell Phone & Electronics Policy

Students are permitted to bring cell phones and electronic devices to school provided the following guidelines are followed:

- Students must turn their cell phones and electronic devices off or on silent BEFORE entering school.
- Cell phones and electronic devices are not permitted during the school day (8:00 am to the conclusion of the academic day: 12:00 pm on half days and 3:00 pm on full days).

Any phone or electronic device that is seen or heard during the school day will be confiscated by school staff and held in the Dean's Office. When a phone or electronic device is confiscated, it will not be returned to the student. Devices will only be returned to someone listed in PowerSchool as a parent, guardian, or emergency contact. Devices can be picked up in the Dean's Office between the hours of 7:30 am and 3:30 pm.

Please note: Although we take every precaution to safely and securely store confiscated student electronic devices, TECH Freire is not financially responsible for student electronic devices in the school's possession.

Students who repeatedly break the Cell Phone & Electronics Policy will have a mandatory parent meeting with the Dean's Office. If the policy is chronically broken, the school may require the students to turn in their phone in to the Dean's Office at the start of the day and retrieve it upon completion of the day.

Refusal to surrender a requested cell phone or removal of the SIM chip from the phone prior to surrendering it

will be considered an act of extreme defiance and will result in the following actions:

- The student's parent or guardian will be contacted immediately
- The student will be sent home for the remainder of the day
- A mandatory meeting with the Dean's Office will be scheduled
- At this meeting one (or more) of the following consequences will be assigned:
 - Contract
 - Loss of school privileges
 - Community service

Dress Code

At TECH Freire, students are required to wear one of four designated tops:

- TECH Freire T-shirt
- TECH Freire Hoodie
- TECH Freire Cardigan
- TECH Freire Polo

The TECH Freire top cannot be covered by another garment (such as a jacket or hoodie) in any way.

Students are permitted to wear whatever form of bottoms and shoes they want, as long as they do not violate the expectations below.

The dress code prohibits the following:

- Wearing head coverings (religious exceptions granted)
- Wearing clothing with obscene language, phrasing, or logos displaying violence or drugs (including alcohol) on any clothing or accessories
- Allowing any undergarments to show
- Wearing bedroom slippers
- Wearing shirts without straps (even under sweaters, jackets, etc.)
- Shorts/Skirts/Dresses that are excessively revealing, as determined on a case-by-case basis
- Pants that ride below the waist

The administration reserves the right to determine on a case-by-case basis what exceptions to the dress code are permissible, as it is impossible to list every deviation from the dress code. Therefore, the above list should not be considered exhaustive.

The consequence for not following the dress code:

Students will be asked to change into proper attire. If they cannot, the Dean will inform the parent or guardian that the student is being sent home so that they can dress appropriately. The expectation is that the student will return the same day; if the student does not return, their absence will be considered unexcused.

General Behavioral Expectations

Respect and Kindness

Creating and maintaining a good relationship with the entire surrounding community both inside and outside of the school grounds is an important goal of our school.

The following actions conflict with our expectations and are unacceptable:

- Horseplay or play fighting, inside or outside of school (horseplay and play fighting are defined as rough, noisy, unruly, or rowdy play that may or may not involve physical contact).
- Loitering on street corners or sitting on steps of surrounding buildings.
- Running down the stairs or hallways in the school, around school, and outside of the school.
- Making excessive noise when entering the building or leaving the building.
- The use of profanity (cursing) anywhere inside or out of the building.
- Throwing objects anywhere in the building (extreme circumstances could lead to recommendation for expulsion).
- Interrupting the learning environment.
- Speaking to or treating any community member in a rude/disrespectful manner or in a way that makes them feel unsafe or violated
- Using local businesses as places to hang out, or gathering inside stores, restaurants or local businesses before or after school.

Clean and Safe Facilities

The TECH Freire community believes that having a clean, safe environment is non-negotiable. Feeling safe to explore and to make mistakes, is essential to learning.

The following actions conflict with our expectations and are unacceptable:

- Littering anywhere near the school grounds – inside or outside.
- Sharing a locker. Any item found in a student's locker is considered the property of the student who has been issued said locker.
- Eating or drinking in any area except the designated areas. (Eating can only happen in classrooms if there is adult supervision during lunch or special events; not during academic time unless authorized by an administrator.)
- Possession of a glass bottle.
- Roaming the building without a pass.
- Disposal of gum in a place anywhere other than trash cans.
- Tampering in any way with school building systems or equipment (such as using school telephones or tampering with life safety equipment)
- Not producing student ID when asked.

Readiness to Learn

The community believes that an appropriate learning environment is essential for success.

The following actions conflict with our expectations and are unacceptable:

- Sleeping in class.
- Talking in class.
- Disrupting the learning environment in any way.

- Being tardy to class.
- Disrupting another classroom.
- Cheating and/or plagiarizing.

Conduct of Friends and/or Family

Students who bring outside guests to any school sponsored function will be held accountable for their guests' behavior as if it were the student's own behavior. Students are advised to carefully consider if an individual is able to meet the behavioral expectations of the school prior to inviting them to a school sponsored function.

Suspension/Reinstatement Procedures

Suspension is defined as "taking away permission to attend classes, activities, and all other privileges of enrollment at TECH Freire Charter School." If a student has been suspended, he/she will be prohibited from attending school, being on school grounds or participating in or attending school activities (dances, field trips, athletic events, etc.). Students are required to make up all class work and tests missed during a suspension.

The following, non-exhaustive listed actions will result in a suspension from school activities:

- Jeopardizing the safety of another community member.
- Active or passive participation in the destruction of property.
- Possession of weapon, drugs, or other illegal items.
- Breaking the No Second Chances and Nonviolence Policy.
- Cutting class or leaving the classroom without permission.
- Involving outside community members or family members in matters that originated at school.
- Stealing.
- Extreme defiance.
- Sexual harassment.

If a student is suspended, he/she and their parent or guardian are required to participate in a meeting with the Dean's Office before the student will be permitted to resume attending school or school activities. Students may not attend school or school activities until this mandatory meeting occurs. In disciplinary matters for which expulsion is not being considered as a consequence this meeting is called a *reinstatement meeting* and in matters where expulsion is a potential outcome the meeting is called an *informal hearing*.

Steps and procedures for suspension:

- Relevant parties, including the offending student, are questioned and write statements during a preliminary investigation.
- Offending student is informed of reason for suspension verbally and in written form.
- Student is given opportunity to respond.
- School will verbally notify parent or guardian of the suspension by using contact information provided by the parent or guardian, as well as mail a copy of the suspension notice to the student's home address. The school will also attempt to schedule the appropriate follow-up meeting with the student and parent or guardian at this time.
- If a parent gives verbal permission for the student to leave school, the suspension will commence immediately and the student will be dismissed. If we are unable to reach the parent, the student will be held until the end of the school day.

Informal Hearings:

Informal hearings are held in cases where a serious infraction of the Code of Conduct has occurred and recommendation for expulsion is a potential outcome. Informal hearings will follow the format described below:

- During the informal hearing, the school will state the concerns and observed behaviors.
- The school will provide the results of any investigation should the incident have required one.
- Both parent and student will have the opportunity to provide their observations, comments and concerns regarding the incident.
- Upon conclusion of the meeting the school will determine the next action, which may include a recommendation for expulsion or a probationary behavioral or probationary contract.
 - Recommendation for Expulsion:
 - See formal “Formal Hearing/Expulsion Policy” (next page)
 - Behavioral or Probationary Contract:
 - The Dean’s Office will review the supports and expectations of the contract with the student and their parent or guardian to ensure all supports and expectations are fully understood.
 - Although the supports and expectations of a contract will vary to address the specific behavior of a student the following conditions apply to all behavioral and probationary contracts:
 - Students will be required to fulfill the conditions of the contract.
 - Failure to fulfill the conditions of the contract may result in a recommendation for expulsion from the school.
 - In order for a contract to be issued, the student and parent must agree to follow the terms being presented by the Dean’s office.
 - The contract will establish a time and date when the compliance of the contract will be reviewed.

NOTE: Contracts are non-negotiable. Students and parents must agree to follow all terms of the contract. If a student or parent does not agree to follow the terms of the contract, there is a possibility that the refusal could result in a recommendation for expulsion.

Formal Hearing/Expulsion Policy

If a student is recommended for expulsion as a consequence of his/her actions a formal hearing will be scheduled. This hearing must commence within 15 days of formal charges (unless mutually agreed upon by both parties).

Please Note: TECH Freire is a school of choice and guardians may voluntarily withdraw their child from the school at any time for any reason. TECH Freire cannot formally expel a student who is no longer enrolled in the school. Should a parent choose to withdraw their child during an ongoing disciplinary matter involving potential expulsion all disciplinary action against the student must immediately cease, and the academic record of the student cannot in any way reflect that disciplinary action against the student was ongoing at the time of the withdrawal.

- A formal hearing is **REQUIRED** in all expulsion actions.
- All students who are recommended for expulsion are entitled to a formal expulsion hearing.
- An expulsion hearing will be arranged and notification of the charges, all evidence, and the rights of students and parents or guardians will be sent to the student's parents or guardians at least 3 days prior to the hearing. All information will be sent via regular and certified mail.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The hearing will commence on the agreed upon date with an independent Fact Finder presiding.
- The school will present its evidence, giving the student and parent or guardian the chance to view all information.
- Students and parents or guardians will be given the opportunity to question any witnesses, including other students, as well as present their own evidence.
- The Fact Finder will write a summation of facts that will be presented at the following Board Meeting.
- The Board of Directors, through a vote, determines whether a student is to be expelled.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Parent and Student Rights

- In a case involving a possible expulsion, the student is entitled to a formal hearing.
- A formal hearing is required in all expulsion actions.
- This hearing will be conducted by an impartial Fact Finder.
- The Board of Directors is given a summation of facts by the Fact Finder and a majority vote of the entire governing board is required to expel a student.
- The following due process requirements shall be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. Otherwise the hearing will proceed as scheduled.
 - The hearing shall be held in private unless the student or parent requests a public hearing.
 - The student may be represented by counsel, at the expense of the parent or guardian, and must have the parent or guardian (as identified in the PowerSchool database) attend the hearing.
 - The student has the right to be presented with the names of witnesses against the student, and

copies of the statements and affidavits of those witnesses.

- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his/her own behalf.
- A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - Laboratory reports are needed from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the Individuals with Disabilities Education Act (20 U.S.C. § 1400—1482).
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- The initial responsibility for providing the required education rests with the student's parent or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent. Parents have 5 days to find the appropriate placement and notify the school.

Discipline of Students with Disabilities

TECH Freire Charter School will develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.

Students with disabilities who violate the Code of Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, will be disciplined in accordance with state and federal laws and regulations, school policy, and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan.

Suspension from School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.

Changes in Educational Placement/Manifestation Determinations

When a determination to exclude a child from school constitutes a change in educational placement, TECH Freire Charter School shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement and may not be made without parental consent or judicial approval.

A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with school policy, rules, and regulations in the same manner and to the same extent as students without disabilities.

IV. Academic Policies

General Promotion Guidelines

- Students receive academic credit for each class passed with a grade of 75% or higher. Any final year grade under 75% earns no credit. Credits are only awarded upon the completion of a course.
- Any student who fails one or two classes in an academic year will be required to attend summer school at TECH Freire for each class failed. Summer school attendance is mandatory.
- Students will be retained (i.e. required to repeat a grade) in the following situations:
 - Any student who earns less than four credits (i.e. fails three or more classes) in an academic year will be retained. The student will be required to repeat the grade level in its entirety (i.e. take all 6 classes over again). At the discretion of the Head of School for Academics, a student who receives above an 80% in any class may be enrolled in the next grade level of that class.
 - Any student missing a total of three or more credits cumulatively by the end of the school year will be automatically retained. For example, a student who failed one class in 9th grade, did not earn that credit during summer school, then failed 2 more classes in 10th grade would be three credits short and would be retained in 10th grade, taking a mix of 9th and 10th grade classes to make up the credits.
- In order to enter 12th Grade at TECH Freire, each student must have earned 18 credits. Only students with 18 credits are eligible to participate in Senior Activities.

Graduation Requirements

- Students must have twenty-eight (28) credits to graduate. All credits must be earned in the following manner:
 - 4 English credits
 - 4 Math credits
 - 4 Science credits
 - 3 Social Studies credits
 - 3 Foreign Language credits
 - 3 Computer Science credits
 - 3 Entrepreneurship credits
 - 4 Elective credits
- All seniors must pass a Senior Entrepreneurship Project. The Senior Entrepreneurship Project is group based, and will require each small group to present a pitch for a new business both in writing and in person.
- Per state law, students will be required to demonstrate proficiency on the required Keystone Exams (currently Algebra 1, Biology 1 and English Literature) or their equivalent local exam prior to graduation. Specifically, students will be required to score at proficiency or higher on those tests prior to graduation.
- In order to participate in the graduation ceremony and receive a diploma, students must have:
 - Earned all 28 credits as well as passed all requirements for the Senior Entrepreneurship Project
 - Paid all outstanding student fees in full
 - Not have committed a severe violation of the Code of Conduct. Such students may be prohibited from participating in graduation ceremonies at the discretion of the Heads of School.

All students have until September 30th of their graduation year to complete all graduation requirements. A student is no longer eligible to earn a diploma from TECH Freire Charter School after September 30th.

Grading Policy

Quarterly grades at TECH Freire Charter High School reflect 70% Mastery and 30% Effort. Every assignment in a teacher's grade book is coded for either Mastery or Effort and is clearly labeled for parents and students.

Midterms and Final Exams

TECH Freire teachers will give midterms at the end of the first semester and final exams at the end of the second semester. TECH Freire will follow amended schedules during these testing days. There will be one exam make-up day for absent students. Students are expected to report to each exam on time. **No extra time will be given for late students.**

Midterm and Final Exam Weighting

Midterm and final exams will count as a percentage of the semester grade. The percentages increase by grade and are shown below:

- 9th grade – 10%
- 10th grade – 15%
- 11th grade – 15%
- 12th grade – 20%

Senior Exemption: Any Senior holding a 93% average in a class as of the last grade check prior to final exams will be exempt from taking the final exam for that class. (**12th grade ONLY**)

Student-Parent-Teacher Conferences

Student-Parent-Teacher Conferences are held each year, typically in November and/or February, so that students can use their teachers' feedback in order to directly impact their grade for the remainder of the year. All parents or guardians are strongly encouraged to meet with every teacher, regardless of how successful his or her student's performance in a teacher's class may be.

Academic Integrity

TECH Freire students are expected to create their own original work at all times. Any student who engages in academic dishonesty (i.e. plagiarism, copying, cheating) will not receive credit for that work. Students that engage in severe or multiple cases of academic dishonesty may be recommended for expulsion from the school.

Typical Consequences for Academic Dishonesty:

- First Offense – No credit on the assignment or test, conference with the Head of School for Academics, phone call home, write-up in student's PowerSchool record.
- 2nd Offense – No credit on the assignment or test, parent and student meeting with the Head of School for Academics, academic contract, write-up in student's PowerSchool record.
- 3rd offense – Informal hearing and recommendation for expulsion.

Please note: This list of consequences is not exhaustive, nor does it represent a strict policy. The school reserves the right to use its discretion and judgement in each case of academic dishonesty.

Major Assignments

Students have two weeks past the due date or until the end of the quarter (whichever comes first) to submit major papers or projects for credit. Within that time frame, they will be marked 10% off for each school day that they are late for the first three school days with a maximum 30% deduction.

Make-Up Policy

Lateness to Class

Any student arriving late to class without an excused lateness or valid note from a staff member will not be permitted to make up missed work or receive credit for homework. Any major assignments handed in may be counted as late at the teacher's discretion.

Absences

Please see the section concerning make-up work under the Attendance Policies section of the General Policies & Procedures chapter of this handbook.

PowerSchool and Grades

Parent or guardian access to their student's grades through PowerSchool provides an opportunity for ongoing conversations regarding academic progress. PowerSchool allows parents to see their student's progress, assignment grades, write-ups, comments and recent attendance.

Parents/Guardians each get a username and password to login to see their child's grades. Grades are updated often but can only be considered truly accurate and up-to-date on the 15th and 30th of every month (the last time grades were updated for each class is shown at the bottom of the screen in PowerSchool). If there are general academic questions or concerns related to a specific class, parents are encouraged to reach out to teachers by email. Teachers will respond within 2 business days. More serious concerns should be addressed to the Head of School for Academics.

Student Athlete Academic Eligibility Policy

A student who participates in interscholastic athletics at TECH Freire Charter School, which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA), must adhere to the PIAA eligibility rules for student athletes which include academic requirements. Students will be provided with a complete list of the athletic eligibility guidelines and must agree to them before they can participate in an athletic program at TECH Freire.

National Honor Society

Selection Procedures

For many students, selection as a member of the National Honor Society (NHS) is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

One must remember, however, that selection to the National Honor Society is a privilege and not a right. In an effort to clarify how students are selected to the NHS at TECH Freire, the steps of the selection process are outlined below.

- The Head of School for Academics reviews the transcripts of the members of the Sophomore, Junior and Senior classes. Any student who has a cumulative grade point average (GPA) of 85.00 and higher is placed on a list of potential members, and this list is given to the NHS advisor.
- The NHS advisor distributes a “Student Activity Information Form” to each student on the above list. Students must complete this form by the stated deadline if they wish to be considered for membership.
- The NHS advisor forwards all returned “Student Activity Information Forms” to a 5-member Faculty Council. The advisor also requests a “character summary” for each student from the Dean’s Office. This information from the Dean’s Office is forwarded to the Faculty Council.
- The Faculty Council meets to review each student’s completed form and the Dean’s Office’s remarks. The council examines each student in terms of his or her character, leadership, and service.
- After assessing the data, the members of the Faculty Council take a vote on each student to decide whether he or she will become a member of the NHS. A student who wins a majority of the votes is approved for membership to the NHS.
- Students are notified in writing about their selection to the National Honor Society.

Dismissal Procedures

Every National Honor Society member should remember that he or she must be the embodiment of scholarship, service, leadership, and character. These four pillars are what earned you the honor of becoming an NHS member in the first place. At times, a member may fail to maintain the expected high standards, and it will become necessary to formally warn this member.

The following actions will result in a formal warning:

- Failing to attend a scheduled meeting without informing advisor in person of your absence in advance
- Accumulating more than 5 write-ups in any quarter
- Failing to complete an assigned responsibility (e.g. not showing up at an activity you are scheduled to do)
- G.P.A. drops below 85.00
- Severe violations of the Code of Conduct

The Faculty Council will meet once every three months—unless an emergency meeting is called—to review the records of each NHS member. If, as a body, the Faculty Council decides you have not fulfilled your duty as a National Honor Society member, the honor of being a member of this society may be removed from you. You have the right to a pre-dismissal hearing and to be notified in writing of the actions being taken against you, the reasons for such actions, and the time and date of the hearing. You have the right to respond either in writing or orally.

V. General Policies & Procedures

Family Involvement Policy

Program Information for Parental Involvement

TECH Freire is fully committed to finding meaningful and mutually enriching ways for parents to participate in our school that involve improving the quality of teaching and learning for all of our students and at every level.

TECH Freire works hard to help parents understand how we assess our students, as well as how Pennsylvania and the nation as a whole assess them to determine whether or not they are college and career ready. As part of our regular academic calendar, parents and school staff discuss achievement, standards, assessments and student academic growth at the following events:

- Back to School Night – Back to School Night happens very early in the school year and is the first chance parents have to meet their child's teachers in person.
- Student, Family, and Teacher Conferences – At TECH Freire, conferences work best when both the student and family attend conferences with teachers. That way, we can work together to build on each student's individual strengths and make sure we all follow the plan as a team.

Parent Contact Information

It is essential that parents keep their contact information on file with the school up to date at all times. The school may need to reach parents in emergencies, to notify them of incidents involving their child at school, or for other important reasons. Parents must therefore contact the school any time there is a change to their address, phone number, or email address.

Materials and Trainings Available to Parents & Guardians

PowerSchool Training

TECH Freire is committed to doing everything possible to help parents have the tools they need to support their students in school. To that end, TECH Freire holds trainings each year so that parents feel adept at using our student database (PowerSchool) from their homes and offices. Parents can log into PowerSchool on a bi-weekly basis and receive up-to-date information about their individual student. From PowerSchool, they have access to their student's daily attendance, current overall grades as well as test and quiz grades, homework performance, and in-school behavior.

Training for PowerSchool usually occurs in September as part of our Back to School Night but is also offered through individual tutorials. There, all parents receive a username and password in order to enter their account on PowerSchool. As part of that training, parents also learn how to access the information they want to see about their child's progress. For any parents who miss Back to School Night and still want to learn how to access their child's progress online, our staff is available by appointment throughout the year to help parents access this very important feature.

Student and Family Counseling Services

Another fundamental way that we support parents in helping their children's achievement and potential soar is through our emotional support team. TECH Freire's emotional support team serves all students in need of therapy on a regular basis. Students meet with either our in-house clinical counselor or one of the handful of graduate school interns studying the science of emotional support and working closely at clinical counselor's

direction. Any and all family members of a TECH Freire student are also welcome to participate in emotional support therapy sessions.

Parent Concerns

When parents/guardians have a concern about something going on in a classroom or at the school, the best thing to do is first contact their child's Academic Advisor or classroom teacher to discuss the matter. After that, if the situation still has not been resolved, the parent needs to contact either the Head of School for Academics (for any matters relating to teaching and learning in the school) or the Head of School for Culture and Operations (for any matters in the school not directly related to teaching and learning).

Parent Conduct

All parents must represent TECH Freire and TECH Freire's values at all times. While this rarely, if ever, occurs at TECH Freire, in the case that a parent/guardian comes to the school or to a school event and is not conducting him/herself appropriately or violating our school safety policies, that parent/guardian will be asked to leave the school property, and, if necessary, law enforcement may be called. Severe instances may lead to a parent/guardian being permanently prohibited from entering school property and/or school events.

Education for Our Educators about the Importance of Parents in Student Success

In order for TECH Freire to maximize every teaching and learning opportunity available during the high school experience, there needs to be a strong partnership between students' parents and teachers. As a result, TECH Freire provides summer training for all staff as well as at least one other educator training yearly on the important role that parents play and how we need to work together. Issues about differences in culture, expectation, communication styles, etc. are addressed. Furthermore, one of the primary roles of our Academic Advisors is to serve as a liaison to and for parents with the school and to make sure to give voice to parent concerns, feedback, and positive experiences.

Understandable Communication

At TECH Freire, we are 100% committed to all parents having access to any and all information they need in order to support their child's academic and social growth. So far, to our knowledge, only a very small number of our TECH Freire parents are unable to speak English. We also make periodic calls home and in person when possible, making sure that all parents have the information they need. Further, when needed, TECH Freire employs the simultaneous interpretation and translation services of Language Line – a language service that can provide simultaneous interpretation and rapid translation in over 170 languages with a simple phone call.

Other Important Parent Involvement Information

At TECH Freire, we are always working to form stronger, better partnerships with parents. Some ways that we do this that are not mentioned above are as follows:

- Two parents of current TECH Freire students serve on the school's Board of Directors.
- Parents are surveyed yearly for input on the quality of the school's staff.
- Parents receive weekly communications updating them on school activities, events, issues, etc.
- Parents receive mailings frequently through the regular mail.
- TECH Freire contracts with the School Messenger system so that parents can be notified by phone when necessary.
- TECH Freire teachers take the time to write comments on report cards thereby giving parents more specific information than just a grade.

The interview process for hiring staff includes parent input when possible, and in particular when hiring senior administrative staff members.

Student Attendance Policies

Regular school attendance is a primary factor in a student's successful academic and social development and lays the groundwork for a successful and productive life beyond school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the learning process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even with extra after-school instruction. Many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

A student absent from school may not participate in any after school activity on the day they were absent. It is the responsibility of the student to make up any and all assignments missed as a result of an absence (illness, suspension, field trip, etc.).

Excused vs. Unexcused Absences

Excused Absence: An excused absence is any absence that is documented for official business.

Examples include, but are not limited to: court dates, death in the family, doctor or dentist appointments, etc. Excuses of this kind must be documented on official letterhead or back to work slips. Hand-written notes will not be accepted as proof of official business. In addition, all suspensions are considered excused absences.

Unexcused Absence: An unexcused absence is any other kind of absence from school. Examples include, but are not limited to: sickness, family trips, etc. **While parents should still send a note to school explaining the absence so that the student is not considered truant, parent notes do not excuse absences. Please see the Truancy section below for more information.**

Unexcused absences can lead to serious consequences, including the following:

- A student may fail any class that has been missed on 20 or more days, regardless of their academic standing in the class.
- Upon reaching 20 absences, a student will be placed on probation and a mandatory parental meeting with an administrator will be held.
- Upon reaching 25 absences, a student will be mandatorily retained, regardless of student's end of year grades.
- Upon reaching 31 absences, a student will be mandatorily retained and be recommended for expulsion.
- Pennsylvania law requires that we remove any student from the roll who has accumulated 10 consecutive unexcused absences. A certified letter will be sent to notify the parent or guardian of their child's removal from the school roll.

Make-Up Policies

It is the responsibility of a student who has been absent to obtain missed work, homework, and assignments from their teachers.

Pre-Arranged Absences

If a student knows ahead of time he or she will be absent or miss a class, he or she should make every effort to collect work from teachers the day before and/or contact teachers or classmates about missed assignments before returning to school. Alternately, students or parents can reach out to academic advisors to assist in

collecting work.

Missed homework/class work policy

Students who are absent must make up missed homework/classwork assignments as soon as possible. The number of days a student is absent is equal to the number of days a student has to make up an assignment.

Missed quizzes/tests

Students who are absent (excused or unexcused) **on the day of a test or quiz will be expected to take the test or quiz on the day that they return to school**, unless other arrangements have been made with their teachers. It is the student's responsibility to make an appointment with a teacher to make up this missed test or quiz. More specific procedures are outlined in class syllabi.

Missed projects/papers

At a teacher's discretion, papers and other assignments that students knew about before being absent are due upon the student's return or by email.

Lateness

A student is considered late if they are not present in their first period classroom by 8:00 AM, or the official start of school.

Lateness can lead to serious consequences, including the following:

- Students who arrive an hour or more late to school on full days, or a half hour late on half days, will not be admitted to school. The student's parent or guardian will be notified, the student will be sent home, and the student's attendance for the day will be recorded as an unexcused absence.
- Repeated unexcused lateness may result in disciplinary or other corrective action at the discretion of the school administration.

Early Dismissal

TECH Freire observes the following procedures for early dismissals:

- All students **MUST** be picked up personally by an authorized person if they need to leave prior to the end of the day.
- **ONE EXCEPTION** is if a child has a prearranged medical appointment, he/she may be dismissed without being picked up **ONLY IF** he/she provides an official appointment card prior to the appointment. Otherwise, we will require an authorized person to come to the school to sign out the child.
- Please **DO NOT** call and request that your child be released early, as we will be unable to comply with your request.
- **ONLY** adults listed in PowerSchool (as a parent, guardian or emergency contact) may sign out a student for an early dismissal. Individuals **NOT LISTED** in PowerSchool will not be allowed to pick up a student, **UNLESS** the parent/guardian provides permission via the phone.
- **ALL** adults must present proper identification (a valid photo ID) when requesting an early dismissal for a student. **NO EXCEPTIONS.**

Please note: For the safety of our students, the school will deny an early dismissal in the event that any of the above procedures are not followed.

Illness:

If a student becomes ill in class and he or she is no longer able to stay in class and work, a teacher will send him or her to the School Nurse with a hall pass.

Illness when the nurse is not on site:

In the event that the School Nurse is not at the school, the school will honor the wishes of the parents/guardians as to whether the student should stay in school for the day. In the event the nurse is not available and the school and parent do not agree about the resolution, the Head of School for Culture and Operations will determine whether the student is too ill to stay in school. In the event a student is too ill to remain in school, the student **MUST** be picked up by the parent or guardian or their designee. Please refer to the early dismissal policy. Students who are determined to be too ill to remain in school will not, under any circumstances, be allowed to leave school without being picked up by a parent/guardian or person they designate.

Medical Emergencies & Accidents:

In the event your child has a medical emergency (defined as an incident that requires immediate medical attention), we will make him/her comfortable and begin appropriate first aid procedures. If your child needs to be transported to a hospital, an ambulance will be called. A school staff member may accompany your child to the hospital and stay with him/her until you arrive. If you cannot be reached, we will attempt to contact the emergency numbers you have listed as emergency contacts.

Parental Notification of Absences

The school will use the following methods to notify parents and guardians of their student's attendance record:

- Daily, automated attendance call to all the primary contact number of all students who are absent.
- Attendance will be printed on all official grade reports that are sent home on a quarterly basis.
- A letter will be sent to the student's home when they have accumulated 10, 15, and 20 unexcused absences.

NOTE: Parents and guardians may view attendance through their personal access to the PowerSchool system.

Truancy

State law requires all children of schooling age to be enrolled in school ("compulsory education"), and School District of Philadelphia policy requires TECH Freire to report any incidences of truancy to the School District of Philadelphia's Office of Attendance and Truancy. Truancy that has been reported to the School District may result in a citation from Philadelphia's Truancy Court.

Truancy: A student is considered truant if they are absent 3 times, unless the school receives a written explanation of a legitimate reason for the absence within 3 calendar days of the absence.

To avoid being truant, students must always bring a note explaining their absence when they return to school. If your child is absent 3 times without a note, we will report them as truant. The standards to avoid a truant absence are less strict than those to have an absence excused. However, while a parent note may be used to avoid a truant absence, the school must still determine that the absence was for a legitimate reason. For absences of 3 or more days due to illness, a physician's statement must be provided within 3 days of the absence.

School-Family Conference and Truancy Elimination Plan (TEP)

Any child who is absent from school without a valid written reason for a total of three days or more is considered truant. In this event, the school will implement a Truancy Elimination Plan. The Truancy Elimination Plan (TEP) is developed cooperatively with involved stakeholders through a school-family conference, which is required upon TECH Freire's notice to the student's parent or guardian upon the third unexcused absence. Teachers are the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Therefore, a plan of action should be implemented, including (but not limited to):

- Sharing and reviewing school policy on attendance and student responsibilities with students and families
- Contacting the student's parent/guardian upon his/her absence
- Meeting individually with students to discuss reason(s) for absence
- Following up with the appropriate administrator
- Making referrals to guidance counselors
- Collaborating with student advisors as appropriate

TECH Freire will notify the parent or guardian regarding the need for a joint conference upon the third unexcused student absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes.

The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to facilitate regular school attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community and school services, and school personnel should be invited to participate, as needed. During the school-family conference, a Truancy Elimination Plan (TEP) shall be developed cooperatively with the student and other meeting participants.

Issues to be addressed at the school-family conference should include but not be limited to:

- Appropriateness of the student's educational environment
- Possible elements of the school environment that inhibit student success
- Student's current academic level and needs
- Social, emotional, physical, mental, and behavioral health issues
- Issues concerning family and home environment
- Any other issues affecting the student's attendance

The participants in the school-family conference should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in and responsibility for determining an appropriate plan to assist the student to succeed both socially and academically. This school-family conference also provides an opportunity to ensure that both the student and the family clearly understand the legal ramifications of not adhering to the state's compulsory attendance requirements. This methodology promotes full understanding and appreciation of the root causes of truancy as well as the resultant personal and societal impacts when truant behavior is not adequately addressed.

The primary goal of the school-family conference is the development of a comprehensive TEP, which is

understood by, agreed upon and supported by the student, the parent/guardian, the school representatives, and all other conference participants. The TEP may include but not be limited to the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s)
- Identification and provision of appropriate social, emotional, physical, mental and behavioral health supports from the school and/or community organization(s)
- Identification of the school environment issues that affect the student's success and solutions to address these issues
- Explanation of the student's strengths and responsibilities related to the TEP
- Explanation of the family's strengths and responsibilities related to the TEP
- Clarification of method(s) used for monitoring the effectiveness of the TEP
- Explanation of the consequences for each stakeholder if the TEP is not fully implemented
- Discussion of the benefits for successfully implementing the TEP
- Following up and reporting the outcome of the TEP

The TEP substantiates efforts made by the school, the family and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g. citation to the magisterial district judge and referral to the county children and youth agency, disciplinary action, expulsion, etc.).

Homebound Policy

In accordance with PA Code, a principal or teacher **may**, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, excuse a student for non-attendance during a temporary period and **may** provide those students with homebound instruction for a period not to exceed 3 months.

Parents can request homebound instruction in the event that a child is medically unable to attend school for a period of 4 weeks to 3 months due to:

- Physical disability
- Illness (acute or chronic)
- Injury
- Psychological or psychiatric condition

To submit a request for Homebound Instruction, parents must follow the following procedures:

- Parent must obtain from and return to the school nurse a completed Physician's Referral Form. The form **MUST** be completed by the doctor treating the specific condition causing the child's absence from school.
- Incomplete forms or forms with missing information will be considered; however, lack of information may be sufficient reason for a denial of homebound services.
- All information provided will be considered by the school team to determine whether or not homebound services should be provided. Parents will be informed of approval or denial of services.
- If services are approved, a meeting will convene in order to create a Homebound Instructional Plan for the student for the duration of the approved absence. A parent/guardian must attend this meeting and sign the plan and consent form.

Homebound instruction will be based on the Instructional Plan and the student will not be marked “absent” from school while receiving approved homebound instruction. The school nurse will monitor medical progress of the student by contacting the parent or guardian at least once during the scheduled absence. Once a student is ready to return to school, the school team will meet with a parent or guardian to review progress and suggest additional supports necessary to return the child to school. Progress reports from the homebound teacher will be used by teachers and administrators in the determination of a student's overall class grade.

NOTICE: Homebound instruction can only be granted for a period of 3 months. In the event that a student requires services for longer than 3 months, a parent must reapply for services following the procedure above. For students diagnosed with chronic illnesses requiring extended periods of homebound instruction throughout the school year, school teams may refer the student for evaluation for continuation of services under IDEA or Section 504 of the Rehabilitation Act.

ID Cards

Identification pictures will be taken at orientation and then again on a make-up day. A student's first ID card is provided free of charge. If the card is lost it can be replaced for a fee of \$5. IDs that become worn out will be replaced free of charge.

Lockers

Students may opt into using a school locker. If a student opts in, a locker will be assigned to them and they will be provided with the combination to the locker. Students assigned a locker must sign an agreement stating the terms and conditions for its use. Students are to only use the locker assigned to them. Sharing lockers is not permitted. Any item found in a student's locker is considered the property of the student who has been issued said locker. As all lockers are the exclusive property of TECH Freire, the school reserves the right to open and inspect lockers at any time and without notifying the student a locker has been assigned to.

Lunch Program & Procedures

All students are eligible for free lunch for the entire school year. There is no sign-up process required. Students simply have to present their school ID or student ID number to the lunch staff each day prior to receiving their lunch.

Transportation

Students in grades 9-12 who reside in Philadelphia and meet eligibility requirements will receive a weekly SEPTA TransPass from the School District of Philadelphia. Although TECH Freire is responsible for distributing the TransPasses, the School District of Philadelphia (SDP) is responsible for determining eligibility and then issuing passes to the school for distribution. Although TECH Freire Charter School does not determine eligibility nor do we have any authority over TransPasses, we still encourage parents to contact us with any questions and concerns. If you DO NOT reside in the SDP, you need to contact the district you reside in.

Eligibility for TransPasses

A student must meet the following requirements in order to be eligible for a TransPass:

- Reside in the SDP (Residents outside the SDP please refer to the “Out of District Residents” section)
- Live **MORE** than 1.5 miles from the school (The SDP determines this through addresses and zip codes)

Process for Determining Eligibility

- At the beginning of the year, the SDP will process the addresses of all students registered at TECH Freire Charter School.
- The students who are deemed eligible (see eligibility requirements) will be placed on an electronic list, accessed via Compass, the District's online transportation portal.
- The District will provide TECH Freire with one TransPass for EACH student listed on Compass as eligible to receive a TransPass. Please note: The school ONLY receives a TransPass for the students whose names appear on the eligibility list.
- The SDP's process for determining a student's eligibility status can unfortunately sometimes take more than a month from the first day of school. During this period TECH Freire relies on parents to ensure that students have transportation to and from school.

Please note: TECH Freire submits all paperwork to the SDP in a very timely fashion. Once that paperwork is submitted, TECH Freire (and parents) have to wait until the SDP determines eligibility and then issues a TransPass.

Out of District Residents

Students who reside **outside** of the SDP must contact their home district directly in order to receive transportation.

According to Pennsylvania state law, districts are not required to provide transportation to students who attend a school that is more than 10 miles away from the home district.

TECH Freire Charter School is not responsible for lost or stolen TransPasses. If a student loses his or her TransPass or it is stolen, the student and his or her parent or guardian will be responsible for the student's transportation during that week.

Please Note: The District provides one TransPass per student. There are no "extra" TransPasses.

Emergency School Closings and Delayed Openings

All school closings and delayed openings will be listed on our school website: techfreire.org. In addition, information will be distributed through the SchoolMessenger system.

Telephone Calls

Student Use of School Phones

Students may only use the school's phones after receiving permission from a school administrator.

Incoming Calls to Students

We discourage parents from calling the school to contact their child unless it is truly urgent as unnecessary phone calls disrupt the learning environment. In the event that a parent should urgently need to communicate with their child during the school day, the parent should call the school's main number and will be connected to the appropriate administrator who will handle each scenario on a case by case basis.

Visitor Policy

All visitors to the school, including parents, mentors, vendors, contractors, etc. should first sign in with the greeter. Visitors will be given a name tag, which they must wear at all times while in the building. The name tag will say "VISITOR" and the date of the visit. **Any visitor who fails to adhere to this policy will be considered a trespasser. The administration will deal with trespassing by contacting the police.**

Parent Visitation

TECH Freire considers parents/guardians as our partners in the educational journey of the students who attend our school and we welcome them into our building. In order to make your visit to the school more profitable to you and us, and safe for all students, we require the following:

- Schedule your visit in advance by contacting the school via telephone. Walk-in visits can unfortunately not be accommodated.
- Classroom visits must be approved by either the Head of School for Academics or the Head of School for Culture and Operations and scheduled through them.
- Meetings with teachers can be scheduled through the Head of School for Academics.

Field Trips

Field trips are an essential part of learning. At TECH Freire, students are strongly encouraged to participate in field trips unless a parent gives notice that a child is not permitted to participate. In order to ensure student safety, the school requires that a student's parent/guardian complete a separate permission slip for each field trip, to be returned by the student to the indicated staff member. **The school cannot accept any form of parent/guardian authorization other than the fully completed and signed permission slip specific to the trip. If the completed permission slip is not submitted by the deadline indicated, the student will not be permitted to attend the field trip under any circumstances.**

Volunteer Practices/Procedures

All volunteers (parents, grandparents, community members) must have all clearances required under Pennsylvania law on file with the school. All duties and arrangements will be made by the appropriate school administrator.

If you would like to volunteer at TECH Freire (including parents chaperoning a field trip), please notify Matt Kong, Business Coordinator at Build the Future, who tracks all clearances for TECH Freire.

Volunteers are required to obtain the following clearances:

- Child Abuse History Clearance from PA DHS
- Criminal Record Check from PA State Police
- FBI Fingerprint Background Check (if the volunteer has not been a continuous resident of PA for the last 10 years)

Effective 7/25/15, the fees for child abuse clearance and PA criminal background check have been waived for volunteers. Volunteers should obtain their clearances online and when prompted to select the reason for the clearance, they should select "VOLUNTEER." This will ensure that they are not charged a fee. The fee for the fingerprint clearance still applies.

For more information, please visit <http://keepkidssafe.pa.gov/clearances/index.htm>.

Lost and Damaged Property

School Property

Students are responsible for taking care of and returning school property provided for their use – including but not limited to books, lockers, lab equipment, laptops, sports uniforms, sports equipment, etc. Families will be billed for lost or damaged items. Students will be required to pay off all account balances prior to receiving transcripts or diplomas.

Personal Property

TECH Freire Charter School is not responsible for students' or community members' personal property brought onto the school's campus or to any school activities regardless of location. Students and visitors are responsible for ensuring that their personal property is secured against theft or loss at all times. Valuables such as wallets and phones should be kept with you or locked at all times, never left unsecured and unattended.

Freedom of Expression

The Constitutions of the United States and the Commonwealth of Pennsylvania guarantee a student's right to freedom of speech. This right is guaranteed in school unless the right to express themselves causes one or more of the following consequences:

- Materially and substantially interferes with the education process
- Threatens harm to the school or community
- Encourages unlawful activity
- Interferes with another individual's rights

In these circumstances, the school will take action necessary to protect the educational environment. Student publications, handbills, announcements, assemblies, group meetings, buttons, and other means of communication must conform to the following additional conditions:

- All posted, distributed, or printed material must be presented to the Head of School for Culture and Operations or his/her designee for approval prior to distribution or posting.

Non-Discrimination

TECH Freire Charter School does not discriminate against any community member, applicant, or any other person because of race, color, religious creed, ancestry, national origin, gender, sexual orientation, age, disability, or any other protected status. TECH Freire takes affirmative action measures to ensure that community members are treated without regard to their race, color, religious creed, ancestry, national origin, gender, sexual orientation, disability, and/or age.

Student Health Policies

Wellness Policy

TECH Freire is 100% committed to doing anything and everything it can to provide for, facilitate, and maximize student achievement and success at TECH Freire and beyond.

This commitment to student achievement and excellence is behind TECH Freire's wellness policy. Recent and ubiquitous research shows clearly that students who eat better do better in school. Research also shows that

students who participate in physical activity several times or more during the week outperform their peers who do not participate in frequent physical activity.

As TECH Freire continues to grow and excel, so too will the level of student wellness. Our program goals are that TECH Freire students will:

- Be drawn to healthy practices.
- Be drawn to physical exercise and healthy eating.
- Demonstrate fundamental knowledge of health and nutrition.
- Know how to care for themselves.
- Demonstrate their knowledge of how to provide basic care for others through the life cycle.
- Monitor their own health and command strategies for addressing the health problems of others.

All TECH Freire 10th graders complete a year long, full credit intensive course on health and wellness. As part of the course, students delve into sex education, body systems and maintenance, diseases and disease prevention, nutrition, exercise, and overall wellness. Part of this course includes weekly physical exercise.

In addition, 9th-12th grade students are able to choose to participate in our PIAA sports program, featuring basketball, cross country, cheerleading and track for both girls and boys.

TECH Freire Charter School is a nut-free environment. Due to potentially deadly allergies, students, faculty, and community members are prohibited from bringing any nuts, or any product that contains nuts into the school for any reason.

All foods served during the day meet or exceed government guidelines. In order to maximize learning potential, we recommend that parents support students bringing healthy snacks and lunches. Attention and concentration will wane on an empty stomach. Healthy snacks such as fresh fruit, granola bars, yogurt, dried fruit, and water provide extended hours of energy for learning, whereas sugary snacks provide only short-term energy with a “crash.”

We do not serve or sell food as part of any fundraisers that is fried, comes in more than single serving sizes, contains added sugar as the first ingredient, or has excessive trans fats.

On special occasions, certain classes may serve refreshments as part of a special event. These occasions must be approved in advance by an administrator.

Our goal for all of these standards is to promote a healthy lifestyle for all TECH Freire students.

Food Allergy Management

Parent Responsibilities

- If your child has a food allergy it is essential that you notify the school nurse immediately (all information will be kept confidential) providing him/her with all the following pertinent information:
 - Type of allergy
 - Medical history regarding the allergy
 - Description of reaction to medication (if applicable)
 - Doctor-recommended responses if there is exposure
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Provide (and update when necessary) all emergency contact information.

Student Responsibilities

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of your food allergies and reactions.
- Notify an adult immediately if you eat something you believe may contain an allergen.

School Responsibilities

Upon notification, the school nurse will be responsible for the following:

- Contact the parent to review all provided information as well as gather any additional needed information or documentation.
- Determine if an in person meeting with the parent, student, and necessary school staff should be convened in order to create an allergy plan for the student. This plan will outline the school's response should the child be exposed to the allergen.

Allergy Plan

Allergy Plans will contain:

- Student's needs
- Parent's requests
- Doctor's recommendations
 - A detailed plan of how the school will respond in the event the student is exposed to the allergen
 - A list of the names of the individuals who will be responsible for implementing the plan.

The plan will be distributed to all teachers and staff who work directly with the student.

Prescription Medication Administration Policy

Ideally, the administration of medication should take place at home. However, students with health problems may require medication administration during school hours in order to function optimally in the classroom. If a physician determines that a student has such a need, TECH Freire will administer the medication under the following procedure:

- The student's legal guardian, in conjunction with the student's Physician, must fully complete a MED-1 form, which is available upon request from the school nurse. The completed form must be submitted to the school nurse by the student's legal guardian.
- Upon receipt of the properly completed MED-1 form the Certified School Nurse will review and approve the document.
- The student's parent/guardian will supply the medication. The medication must be properly labeled and packaged by a Registered Pharmacist.

All medications MUST be personally delivered by the parent/guardian to the Certified School Nurse. The nurse will not accept medication from anyone but the parent/guardian.

- The medication will be stored in a securely locked location at all times.
 - EXCEPTIONS: Exceptions will be made when the prescribing doctor requires the student to have medication on him/her at all times. This directive must be stipulated on the MED-1 form

and should be required only when necessary.

- Examples of medications that may require an exception:
 - Epinephrine auto injectors
 - Asthma inhalers
- When deemed necessary, as determined by the Certified School Nurse, a medication plan for students receiving or taking prescription medication at school will be established. This plan will be created by the nurse, student and parent/guardian. This plan will be shared with all relevant staff members.
- The medication will be administered to the student per the Physician's instructions. Administration will be performed by the Certified School Nurse or an administrator in the absence of the nurse. A written record of each administration will be made.

Homeless Students Policy

The Board of Directors ("Board") of TECH Freire Charter School ("Charter School") recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other Charter School students. The Board shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law regulations.

Specifically, TECH Freire shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education provided to other children and youths.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in charter schools of homeless students, based on the recommendation of the Head of School.

Definitions:

Homeless students are defined as individuals lacking a fixed, regular, and night-time residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

The term “migratory children” is defined as children who are, or whose parent or spouse are, migratory agricultural workers, including migratory dairy workers, or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work. See 20 U.S.C. 6399(2).

Delegation of Responsibility

The Board designates the Chief Executive Officer or his designee to serve as the Charter School’s Liaison for homeless students and families.

The Charter School’s liaison shall coordinate with:

- Local service agencies that provide services to homeless children, youth and families.
- School districts on issues of records transfer, per pupil allocation, transportation and special education programs to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated.
- State and local housing agencies responsible for comprehensive housing affordability strategies.

The Charter School Liaison has the following responsibilities:

- Identify homeless children and youth;
- Inform parents or guardians of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children;
- Disseminate public notice of the educational rights of homeless students where children and youth receive services under the Act and forms to such places as schools, family shelters, and food pantries;
- Mediate enrollment disputes in accordance with the Enrollment Dispute section and ensure immediate enrollment pending resolution of disputes;
- Inform the parent/guardian of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services;
- Assist children and youth who do not have immunizations or immunization or medical records to obtain necessary immunizations or immunization or medical records;
- Understand the Pennsylvania Department of Education guidance issued for the education of homeless students in order to distribute information on the subject as well as to present workshops for school personnel, including office staff.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires TECH Freire Charter School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent
- Mental or psychological problems of the student or student’s family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers

- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

TECH Freire Charter School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Student Records Confidentiality

School Responsibilities

Student records and information regarding students shall remain confidential to the extent consistent with applicable state and federal laws and regulations, including but not limited to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. § 1232(g), as amended, and its accompanying regulations at 34 C.F.R. Part 99; the Individuals with Disabilities Education Act Improvement Act of 2004 (“IDEA”), 20 U.S.C. § 1417(c) as amended, and applicable implementing regulations at 34 C.F.R. Part 300; the Pennsylvania Public School Code of 1949, including Sections 24 P.S. § 5-510, 14-1409 and 13-1304-A-1307-A; Chapter 12.31-12.32 of Title 22 of the Pennsylvania Code; and Chapter 711.8 of Title 22 of the Pennsylvania Code.

Student information shall not be shared with anyone who does not have a legitimate educational interest in that information. Generally, if a person is not directly involved with the student or his/her information then that person does not need to know the information. To protect confidential student records and information and still give staff the information needed to perform their job duties, these guidelines are in place for school staff and students who have access to student records for any reason:

1. Read and understand the School’s Student Records Policies and Procedures. If you have any questions regarding the school’s policies or procedures regarding student records and the confidentiality of student information, direct those questions to the CEO or his/her designee. Maintain the confidentiality of student records and information in accordance with the School’s Student Records Policies and Procedures.
2. Do not discuss any student or his/her situation in public.
3. Discuss student matters on a need to know basis only. Only discuss information with another staff member if that person is directly involved with the student or otherwise has a legitimate educational interest in that information as defined in the school’s Student Records Policies and Procedures.
4. Keep your parent/guardian contact list in a place that is not accessible to students.
5. Do not discuss a student with another student or parent/guardian, and do not volunteer any type of information for any reason to another student or parent/guardian. (This information includes but is not limited to academic standing, discipline violations, and family situations/crises.)
6. Do not use the office phone to call students/parents/guardians. In the event you need to speak to a parent/guardian, always use a private phone such as the phone in the Teachers’ Lounge.
7. If requiring information from a student’s file, please sign the file out and do not remove it from the office. When you are finished return the file to the appropriate cabinet in the appropriate section.
8. Go to the student’s advisor with any questions or to discuss any issues regarding a student when reading or relaying information about a student.

Student Leader Policy

Student workers and representatives shall read, understand and comply with the school's Student Records Policies and Procedures and shall adhere to the school's policies and procedures regarding maintaining the confidentiality of any student information and/or records to which they have access.

The following are the consequences for violation of this policy. Note: These consequences may differentiate at the discretion of Administration depending upon the severity of the violation and relevant circumstances:

- **1st offense** – suspension depending on the severity of the disclosed information released.
- **2nd offense** – being brought before the Board of Directors for a possible expulsion.

Students subject to the school's Confidentiality Policy include but are not limited to:

- Student Representatives on the Board of Directors
- Student Government
- Mediators
- Anyone working in the office
- Anyone working with the senior administrative staff, the Dean of Students, the Assistant Dean of Students, and/or any teacher(s) or staff that you may work with where you may witness confidential information.

These are a few examples of information consistent with the confidentiality policy:

- Test scores
- Mediation records
- Disciplinary information
- School records

Annual FERPA Notification

Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2016-2017 School Year/Notice to Parents and Guardians Regarding the Disclosure of Student "Directory Information"

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request. You are encouraged to review the School's Student Records Policy for a full explanation of privacy rights:

1. The right to inspect and review the student's education records within 45 days of the day the TECH Freire Charter School ("School") receives a request for access. Parents or eligible students should submit to the School CEO a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School CEO, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, and other outside service providers used by the school; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school district, school system, or institution of higher learning in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202

Directory Information:

Directory information includes information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school-related publications or notices.

As part of the School's annual notification under FERPA, we designate for the school year 2016-2017 the following types or categories of information as "directory information":

- Student Name
- Participation in officially recognized activities, clubs and sports
- Naming of Student to the Honor Roll, National Honor Society or as Valedictorian
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic Mail Address

- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Examples of how and where the School may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters
- A playbill, showing student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class Lists
- Staff and/or Student Directories and/or listings
- School Website
- School Bulletin Boards
- Organizations conducting studies
- Military recruiters requesting directory information
- Institutions of Higher Learning requesting directory information

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School has designated as directory information. You have the right to refuse to permit the release by notifying the School in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before **September 1, 2016**, to the CEO of the School at:

TECH Freire Charter School
2221 North Broad Street
Philadelphia, PA 19132

Please note that an opt-out of directory information disclosures does not prevent the School from identifying a student by name or from disclosing a student's electronic identifier or institutional e-mail address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or on-line through electronic communications.

If you have any questions regarding this notice, please call or write the CEO of the School at: 2221 North Broad Street, Philadelphia, PA 19132, 267-507-1111. **If you do not submit a written refusal on or before**

September 1, 2016 then the School may disclose directory information without your prior consent.

THE CONTENT OF THIS NOTICE HAS BEEN WRITTEN IN STRAIGHTFORWARD, SIMPLE ENGLISH. IF A PERSON DOES NOT UNDERSTAND ANY OF THIS NOTICE, HE OR SHE SHOULD ASK THE CEO OF TECH FREIRE CHARTER SCHOOL FOR AN EXPLANATION. THE SCHOOL WILL ARRANGE FOR AN INTERPRETER FOR PARENTS WITH LIMITED ENGLISH PROFICIENCY. IF A PARENT IS DEAF, BLIND, OR HAS NO WRITTEN LANGUAGE, THE SCHOOL WILL ARRANGE FOR COMMUNICATION OF THIS NOTICE IN THE MODE NORMALLY USED BY THE PARENT (E.G., SIGN LANGUAGE, BRAILLE, OR ORAL COMMUNICATION). IF A STUDENT HAS A DISABILITY, ADDITIONAL INFORMATION IS AVAILABLE IN THE SCHOOL'S ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS AND RIGHTS FOR STUDENTS WITH DISABILITIES.

Child Find and Public Awareness Policy and Procedures

TECH Freire Charter School is committed to the identification of students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA) and Chapter 711.

Public Notice:

- TECH Freire Charter School participates in the annual Charter School Public Awareness Notice in the Philadelphia newspapers and public radio.
- TECH Freire Charter School provides access to informational brochures detailing the special education process in Pennsylvania Charter Schools at all parent meetings and in the main office.
- TECH Freire Charter School publishes an annual notice regarding special education on the school's website and in the school's parent and student handbook.

Academic School Year Child Find Process:

TECH Freire Charter School has created a multi-disciplinary team to determine the need for further evaluation. The process is as follows:

- Every quarter, academic deans as well as teachers compile curriculum-based performance reports for each student assigned to their caseload. This may take the form of a report card, a progress note, or some other format.
- Teachers screen these reports to determine which students are struggling academically. Any students appearing to need extra support are referred to the Head of School for Academics for either informal instructional support or some level of our response to intervention program, depending upon the needs of each student.
- Parents and students are notified and invited to an informal meeting to discuss student needs and teacher/parent concerns. A determination is made to refer students for response to intervention remediation and support, and/or a multi-disciplinary evaluation.
- Midway through the following quarter, academic deans check on the grades and progress of these students using a three-pronged criteria:
 - Is the student coming for extra help?
 - Is the student completing homework assignments?
 - Is the student passing?
- Teachers are then asked to determine whether the student appears to need further evaluations and/or supports. This may lead to an eventual full evaluation, conducted by a school psychologist. In the case of a full evaluation, parents, teachers and student meet to discuss the results and potential outcomes of

the evaluation process. NOTE: In order for a TECH Freire student to go through a full evaluation with a school psychologist, the parent must give consent on TECH Freire's Permission to Evaluate form.

- A student is referred for a full evaluation only after reasonable regular education and response to intervention options have been exhausted and/or the student's needs have demonstrated significant resistance to intervention within the regular education classroom.

Summer Child Find Process:

In an effort to most efficiently and proactively identify students with disabilities TECH Freire Charter School extends its Child Find process to encompass the summer school program; as it is likely that unidentified students with disabilities will experience a degree of academic difficulty that requires the attendance of summer school.

The administrators and teachers at TECH Freire Charter School will review the academic histories and transcripts of the students attending the summer school program. The school officials may identify students who have experienced chronic educational difficulties to be referred for a formal educational screening and/or a Full Scale Evaluation by our school psychologist (MDE). The following guidelines will be utilized to determine which students require assessment as a component of the school-wide Child Find process:

- If a student is enrolled in summer school for the second consecutive year or more, such students may be referred for a screening and/or a Full Scale Evaluation by our school psychologist.
- If the student is enrolled in summer school for the areas of science, social studies, and language arts, such students may be referred for a screening and/or a Full Scale Evaluation by our school psychologist.
- Students who present evidence of underachievement and/or whose educational difficulties are related to factors other than a disability may not be referred for a screening and/or a Full Scale Evaluation by our school psychologist. However, efforts will be made to identify other resources and supports to assist in meeting the educational needs of such a student. Further, TECH Freire Charter School strongly encourages the parents of such students to actively engage in working with their son/daughter to address the barriers to his/her educational success.

VI. Emergency Procedures

What the School Needs from Parents/Guardians in an Emergency

- In the event of an emergency, please remain calm and understand that the school is prepared to respond to any type of emergency situation.
- Do not call the school, as an influx of phone calls may inhibit our ability to respond to an emergency. The school understands that communicating with parents during an emergency is a priority and will do so as soon as possible.
- If you DO NOT want your child dismissed to SEPTA should the school need to dismiss students from an evacuation site, make sure that the reunification request is filed with the school. Contact the Head of School for Culture and Operations.
- Please realize that if your child is dismissed to use public transportation they MOST likely will not have their personal belongings with them. This includes coats, book bags, purses etc.
- The school will provide emergency SEPTA tokens for students who do not have their TransPasses with them when the school building is evacuated.
- *Please review this entire plan and ask questions.* Make sure that you understand exactly what will happen and the steps the school will take in response to an emergency.
- An emergency can happen at any time, so we need you to make sure that the following information is always up to date in our system:
 - Guardian/Parent phone numbers:
 - Cell
 - Work
 - Home
 - Emergency Contacts:
 - Name/relationship and contact numbers
 - Reunification paperwork up to date and submitted

Parent/Guardian Notification

Parents will be informed of school emergencies as soon as possible. The following communication tools will be used during an emergency:

School Messenger Automated System

- Calls and/or messages will be sent out periodically so that parents and guardians can have up to date information.

Text Alert

- Please note that only students or parents who have signed up for this service will receive these messages. Contact Head of School for Culture and Operations if you would like to sign up.

Website Postings

- Please refer to the school's website for in-depth information: techfreire.org

Fire and General Building Evacuation Procedure

In the event that the building needs to be evacuated, students will be evacuated to one of the two evacuation sites to be determined and disseminated to parents.

Once students have arrived at the evacuation site and attendance has been taken the administration will take one of the following steps:

- If the building is safe, students will return to it and resume normal school activities.
- If the building is deemed unsafe, then the students will be dismissed from the evacuation site.

Dismissal Procedures

In the event that the building is deemed unsafe and school is dismissed, the following procedures will be followed:

- Students whose parents have elected for them to take SEPTA will be dismissed first.
- The school will provide an emergency token for students who do not have their TransPass.
- The administration will then notify the parents and guardians of any student who has not been given permission to leave on their own and follow their reunification instructions.
- Students will not be permitted to return to the building, which means that they may not have some of their belongings including coats, bags, etc.
- The school will use the modes of communication described above under “Parent/Guardian Notification” to provide parents, students, and staff with updates regarding the schedule for the days following the emergency evacuation since the school building may be unusable for a period of time.

Medical Emergency During Evacuation

In the event of a medical emergency during an evacuation the following provisions have been made:

- School nurse will respond to all emergencies with an extensive first aid kit. Included in the kit are:
 - Epinephrine pen (prescribed by the school’s physician)
 - Albuterol inhaler (prescribed by the school’s physician)
 - These items will be used only at the discretion of the nurse.

Steps the school will follow should a medical emergency occur:

- Move affected student to the nearest safe location if necessary.
- Call 911
- Student will receive appropriate medical care from the school nurse
- Contact student’s family

Lockdown

A lockdown procedure will be enacted during one of the following situations:

- An intruder has entered the school building. (An intruder is defined as any individual(s) who have not received permission from the school to be on school premises.)
- A violent/potentially violent event has happened inside or outside of the school building and is a threat to students and staff in the school.

The school will follow the procedures below when enacting a lockdown:

- 911 is immediately notified.
- All students in common areas will be cleared and moved to a secure area.
- The command center (main office) will notify all classrooms that the school is entering lockdown.
- The front doors will be secured and locked and no one will be allowed in or out of the building (unless the dangerous individual attempts to leave).
- The only external communication during a lockdown will be from the school administration.
- As soon as possible a school administrator will alert parents of the situation via the modes of communication described above under “Parent/Guardian Notification.”
- The school will await the response of the police.
- Once the police are on the scene, the school will await their assessment of the situation and cooperate with them fully.

Procedures that will be followed in classrooms and offices:

- All doors will be locked.
- Windows will be covered.
- Lights and all equipment will be turned off.
- Students and teachers are expected to stay away from the door and be silent until the lockdown is lifted.

Once the police have cleared the building or declared the situation safe, the school will do one of the following:

- If the administration deems that students are able to return to a normal schedule, the school day will continue as usual with dismissal at the normal time.
- Dismissal – If the administration decides to dismiss the students due to the situation, then the reunification plan will be followed:

Dismissal Procedures

- Students whose parents have elected for them to take SEPTA will be dismissed first.
- A school administrator will then notify the parent or guardian of any student who has not been given permission to leave on their own.
- These students **MUST** be picked up by a parent, guardian or designated emergency contact.
- Should a medical emergency occur during a lockdown, staff members are equipped with a first aid kit that is stored in the classroom emergency kit.
- Emergency medical personnel will be on hand to deal with any potential injuries when the building is deemed safe by the police.
- Parents will be notified when the lockdown has been lifted and will be given any additional pertinent information.

Shelter in Place

Shelter in place will be enacted under one of the following conditions:

- The school is directed by the Philadelphia Police or Fire Department to implement the plan
- The school determines that a dangerous condition exists outside the school building and that it is unsafe for community members to leave the school building

The procedure for shelter in place is as follows:

- The HVAC system will be shut down to minimize the entrance of outside air into the facilities.
- Any other building system that needs to be shut down (depending upon the situation) will be.
- Safety Team will alert all staff to shelter in place:
- Students will continue to attend class and school functions will continue normally until the situation dictates otherwise.
- The front door to the school will be locked and no one except emergency personnel will be permitted to enter or leave the school.
- The safety team will ensure that all other doors are secured.
- As soon as possible, a school administrator will alert parents to the situation via the modes of communication described above under “Parent/Guardian Notification.”

Should the need arise for shelter in place to continue beyond the normal school day, special arrangements will be made accordingly:

- Students will not be dismissed until the school administrators have been alerted by the Fire or Police Department that it is safe to dismiss, or the school administration deems that it is safe for community members to leave the building.
- The school will provide necessary food, water, and other provisions to all community members during a shelter in place scenario.
- Parents/guardians will be informed once the situation has been resolved.

Reunification Plan

In the aftermath of an emergency, including a lockdown, TECH Freire Charter High School will enact the reunification plan. Upon the administrators’ determination that students will be dismissed, the school, parents, and students will follow these procedures:

In the event that students stay at 2221 North Broad Street

- A school administrator will alert all parents/guardians via School Messenger, Text, and Website posting when dismissal will begin.
- At the chosen dismissal time, students will proceed to their homeroom with their belongings.
- The greeter will be stationed at a table at the front door.
- The greeter will check IDs to make sure that the person picking up a student is a parent/guardian, of the child or a designated person from the emergency form.
- Once verified, the parent/guardian will proceed to the cafeteria.
- A school official will be in the cafeteria, where the parent/guardian will relay their child’s name. The school official will radio up to the school designee on the second floor, and the child will be sent down to meet up with the parent/guardian.
- When reunified, the parent/guardian and child will “check out” with a school official positioned at the designated exit.

In the event that students go to the emergency location

- A school administrator will alert all parents/guardians via School Messenger, Text, and Website posting when dismissal will begin.
- Students will follow their teacher to the emergency location, with their belongings if at all possible.

- Students will sit with their class in a specific area of the location, so that their safety is maximized.
- The greeter will be stationed at the location referenced in the communication to parents and guardians.
 - Parent/guardian will be directed to the check-in area.
 - The greeter will check IDs to make sure that the person picking up a student is a parent/guardian of the child, or a designated person from the emergency form.
 - Once verified, the parent/guardian will proceed to the meeting place as their child's name is radioed to a school official assigned to the teacher's area.
- A staff member will proceed to the student's area, and escort the student to the meeting place where the parent/guardian is waiting.
- When reunified, the parent/guardian and child will "check out" with a school official positioned at a designated exit.
- In the event that a parent/guardian/emergency contact person cannot be reached, the student will remain with school officials until contact/reunification is made.

Appendices

Appendix A: Code of Conduct and School Policies Contractual Agreement

Student Name (Print): _____

Please read below and write your initials next to each statement and sign below.

I, _____ (Print Student Name), have read and understand the Code of Conduct and TECH Freire Charter School's policies. I agree to follow all the rules and regulations outlined in the Code of Conduct as well as TECH Freire Charter School's other policies.

_____ I realize it is my responsibility to take the Code of Conduct home and give it to my parents to review.

_____ I understand there are NO second chances for breaking the Nonviolence Policy.

_____ I understand that verbally harassing/abusing another person may be considered an act of violence.

_____ I understand the TECH Freire attendance policies.

_____ I understand the TECH Freire locker policies.

_____ I understand the TECH Freire cell phone and electronics policies and realize that the **school will not take financial responsibility for lost/stolen items.**

_____ I understand that I must dress appropriately.

_____ I understand that I must be kind and respectful.

_____ I understand that I must do my part to keep the school safe and clean.

_____ I understand that I must be ready to learn.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix B: No Second Chances and Nonviolence Policy Contract

TECH Freire Charter School is a nonviolent community. This policy, written by the TECH Freire Charter School Board, **mandates a recommendation of expulsion for all acts of violence (including acts committed in self-defense)**. The recommendation will be made by the designated school personnel and will be carried out regardless of the circumstances surrounding any specific event or the disciplinary history or academic standing of the student involved.

My child and I have read and discussed the No Second Chances and Nonviolence Policy, and we fully agree to and acknowledge the following:

- TECH Freire Charter School is a nonviolent school. As members of the school community my child and I promise to never be involved in any act of violence no matter the circumstances, **including acts of self-defense and/or acts of retaliation**.
- An act or acts of bullying, cyber bullying, or hazing may be determined to be a violation of the No Second Chances and Nonviolence Policy.
- There are **NO SECOND CHANCES**. Any violation of the No Second Chances and Nonviolence Policy will result in the student being recommended for expulsion.
- TECH Freire Charter School is a school of choice and a parent/guardian has the right to withdraw their student at any time. If a student is recommended for expulsion for a violation of the No Second Chances and Nonviolence Policy **withdrawing the student from TECH Freire Charter School will immediately stop the expulsion process** as the school cannot move to expel a student that is no longer enrolled in the school.
- TECH Freire Charter School provides multiple programs specifically designed to support students in resolving conflicts in a nonviolent way. These programs include Peer Mediation, Circles, Take Back the City, individual counseling, family counseling and more. **It is the responsibility of parents/guardians to contact the school and request additional support for their student prior to any incident that violates the No Second Chances and Nonviolence Policy** should they become aware of a potential conflict or feel additional support is needed for any reason.
- TECH Freire teachers and administrators are completely committed to supporting students and parents/guardians in any way they can so that neither students or parents/guardians ever use violence at TECH Freire Charter School.

THERE ARE NO SECOND CHANCES FOR STUDENTS WHO BREAK THIS POLICY.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix C: Bullying Policy/Contract

Bullying is defined as “actions (or threats of action) either physical or verbal which instill fear or which serve to demean an individual, committed by a community member over a period of time”.

Bullying includes verbal and physical taunting or intimidation for any reason. Examples include, but are not limited to, race, religion, sexual orientation, and so on. Bullying can occur in person, over the internet (including any form of social media), or through cell phones, cameras and video.

Students and staff alike can be victimized. Similar to sexual harassment, bullying can occur regardless of the intentions of the bully(s); it is the perception of the victim that must be taken into consideration. Bullying often involves more than one person; bystanders (the “audience”) can take a passive role by encouraging the bully or by willingly not doing anything to prevent the abuse from occurring.

TECH Freire takes a firm stance against bullying and resolves to address this negative behavior as it is detrimental to the well-being of an individual, and it is a major disruption to the learning environment. To that end, TECH Freire reserves the right to hold an “anti-bullying” policy.

If bullying is reported, the school will take the following course of action:

1. Students will be separated (as deemed necessary)
2. A full investigation will be conducted by the Dean’s office
3. If bullying has been substantiated, then the following events will occur:
 - a. Suspension of bullying student
 - b. Reinstatement meeting with parent/guardian
 - c. Behavior contract (if deemed appropriate by the dean), which may include any or all of the conditions outlined below (list not exhaustive):
 - i. A formal letter of apology written by the bullying student(s) to the victim(s)
 - ii. A supervised project on bullying, which may include a research paper
 - iii. Counseling for the bullying student
 - iv. A stipulation stating that any future infraction for bullying will result in the school’s recommendation of expulsion to the Board.
 - v. Appearance before the Board of Directors for an official reprimand
 - vi. Attendance at a bullying seminar

NOTE: AT THE DISCRETION OF THE ADMINISTRATION A STUDENT MAY BE RECOMMENDED FOR EXPULSION AFTER ONE INCIDENT OF BULLYING.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix D: Student Technology Agreement

No student shall be allowed to use TECH Freire technology or the Internet until he/she has signed and returned this Agreement.

- I have read the TECH Freire Charter School Student Technology Policy.
- I understand the terms and conditions set forth by TECH Freire about acceptable and unacceptable use of technology.
- I understand that if I break a piece of equipment while using it, my family and I are responsible for paying for the cost of replacing that equipment.
- I understand that unacceptable use, as defined by this agreement, or at the discretion of the Director of Technology, Staff, or Administration, may result in restriction or cancellation of access (even for required works) as well as other disciplinary or legal action.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix E: Contract for Excellence

From the students themselves to their parents/guardians, teachers, and support staff – *each and every one of us* has a critical role to play in supporting success for our learners. To make sure each of us knows our role in the process, we all must agree to and sign the TECH Freire Contract for Excellence. This document establishes the following:

Student Commitment

- I will arrive at TECH Freire Charter School every day by 7:50 AM (Monday-Friday).
- I will remain at TECH Freire Charter School until 4:30 or 5:00 PM when necessary, and longer if I need extra academic help.
- I will make arrangements to attend TECH Freire functions during times beyond the traditional school day, with little exception.
- I will complete all TECH Freire summer work required of me, including all summer reading assignments.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and me to learn.
- I will only be absent for excused reasons (sickness, family emergency, legal issue, etc.), and I will call the school to let the staff know. Also, I will bring an official doctor's note, court notice, etc. when I return to school.
- I will ask questions and ask for help if I do not understand something.
- I will always make myself available to my parents/guardians and school staff, and address any concerns they might have.
- If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will always behave to protect the safety, interests, and rights of all individuals involved with TECH Freire Charter School.
- I will always listen to my fellow community members and give everyone my respect.
- I am responsible for my own behavior, and I will follow the staff's directions. I will also bring home any and all papers the school asks me to.
- I will do whatever it takes to aim toward college, including doing my homework every day, reading at least 30 minutes per day outside of school time, and getting involved in extracurricular activities, volunteering and sports.
- I promise to solve differences in a peaceful manner.

Staff Commitment

- I will arrive at TECH Freire Charter School every day by 7:50 AM (Monday-Friday).
- I will remain at TECH Freire Charter School, or my designated location, until my obligations are complete (Monday-Friday).
- I will make arrangements to attend TECH Freire functions during times beyond the traditional school day, with little exception.
- I will ask questions if I do not understand something.
- I will always teach and/or work in the best way I know how, and I will do whatever it takes for students to learn.
- I will always make myself available to students and parents, and address any concerns they might have.

- I will always protect the safety, interests, and rights of all individuals involved with TECH Freire Charter School.
- I will do whatever it takes to move students toward success, including providing the highest-quality curriculum and instruction for all children, participating fully in professional development opportunities inside and outside of school, and communicating with parents and students about student progress.
- I will attend and participate in Parent-Teacher-Student conferences whenever necessary, and contact parents when there is a concern.
- I will read my email frequently and respond to emails from parents/guardians/students in a timely manner.
- I promise to be available every day Monday – Friday for office hours from 3:00-3:30 PM.
- I promise to solve differences in a peaceful manner and to treat others with respect at all times.

Parent/Guardian Commitment

- I will make sure my student arrives at TECH Freire Charter School every day by 7:50 AM (Monday-Friday).
- I will make arrangements so my student can remain at TECH Freire Charter School until 3:00 PM, and longer if necessary.
- I will make arrangements for my student to attend TECH Freire functions beyond the traditional school day, with little exception.
- I will ask questions if I do not understand something.
- I know that I am a welcome part of the TECH Freire community at all times including participating in board meetings and committees, observing classes, volunteering, etc.
- I will ensure that my student completes the TECH Freire Summer Orientation at the beginning of 9th grade and all summer reading.
- I will always help my student in the best way I know how, and I will do whatever it takes for him/her to learn. This means that I will:
 - Attend Parent-Teacher-Student conferences two times per year or whenever necessary.
 - Regularly check my student's progress via PowerSchool.
 - Contact the teachers and staff if there is a concern.
 - Remain active in my student's education.
 - Do whatever it takes to move my student towards success.
 - Read any and all papers that the school sends home to me.
 - Make sure my student completes their homework every evening.
 - Serve the TECH Freire community to the extent possible by participating in advisory groups, attending the TECH Freire Family Association meetings, and/or volunteering.
- I will always make myself available to my student and the school, and address any concerns they might have.
- I will ensure that my student only misses school for excused reasons (sickness, family emergency, legal issue, etc.). If my student is going to miss school, I will call and notify the school as soon as possible.
- I will allow my child to go on TECH Freire field trips and participate in other off-campus events.
- I understand that my student must follow TECH Freire Charter School rules and the Code of Conduct to protect the safety, interests, and rights of all individuals in our community. I am responsible for the behavior and actions of my student.
- I will encourage and expect my student to solve conflicts only in a peaceful manner.

School Commitment

- The school will involve parents in the planning, review and improvement of the school’s parental involvement policy in an organized, ongoing and timely way.
- The school will involve parents in the joint development of any school-wide program plan in an organized, ongoing and timely way.
- The school will hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of the parents to be involved in Title I, Part A programs.
- The school will provide to parents a description of the school’s curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- At the request of parents, the school will provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children.
- In the very rare, if ever occurring, event that a child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, the school will provide each parent timely notice.
- The school will provide to each 12th grade parent an individual student report about the performance of their child on the state assessment (i.e., Keystone Exams).

PLEASE SIGN BELOW TO DEMONSTRATE YOUR COMMITMENT TO EXCELLENCE.

Failure to adhere to these commitments can lead to loss of privileges or removal from TECH Freire Charter School.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix F: Attendance Agreement

I understand that an excused absence is for official business only. Official business includes: court dates, death in family, doctor/dentist appointments, etc. I understand that I must bring in official documentation to show my absence was for official business within 48 hours of returning to school if I wish an absence to be excused (parent notes are not acceptable documentation and will not excuse an absence).

I understand that if I accumulate 20 or more unexcused absences, I will be placed on probation and required to attend a meeting with my parent and a school administrator.

I understand that if I accumulate 25 or more unexcused absences, I will not be promoted to the next grade regardless of my academic standing.

I understand that if I accumulate 31 or more unexcused absences, I will not be promoted to the next grade and I will be asked to leave TECH Freire Charter School.

I understand that by Pennsylvania law I will be removed from TECH Freire’s roll if I have accumulated 10 consecutive unexcused absences.

I understand that if I am absent three times and do not submit a note to the school within three days of the absence explaining a legitimate reason for the absence, TECH Freire must report this as an incidence of truancy to the School District of Philadelphia’s Office of Attendance and Truancy. Truancy that has been reported to the School District may result in a citation from Philadelphia’s Truancy Court. A physician’s statement is the only acceptable documentation if the absence was for three or more consecutive days and was due to illness.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date

Appendix G: Locker Contractual Agreement

The use of student lockers is optional at TECH Freire Charter School. If you wish to request a student locker, please review the relevant section of the Student & Family Handbook, then complete and submit this form.

Please read below, write your initials next to each statement, and sign below.

I, _____ (Print Student Name), have read and understand the locker policy as set forth in the TECH Freire Charter School Student & Family Handbook. I promise to keep my locker in good shape, as it is the property of the school.

- _____ I understand that no one else may use a locker assigned to me at any time.
- _____ I understand I am responsible for the contents of the locker assigned to me at all times.
- _____ I understand that all lockers are the property of the school.
- _____ I understand that the contents of my locker may be searched at any time.

Student's Name (please print)

Grade

Student's Signature

Date

Locker Combination

Locker #

Parent/Guardian Name (Print)

Date

Parent/Guardian Signature

Date