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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, dave@techfreire.org
- Sarah Grugan, Head of School for Academics, sarah@techfreire.org
- Jennifer Cadieux, Assistant Head of School for Academic Affairs, jenn@techfreire.org
- Ronald Lomax-Bey, Assistant Head of School for Culture, ron@techfreire.org
- Lynn McGinley, Dean of Students, lynn@techfreire.org
- Laura McClinton, Director of Student and Family Counseling, laura@techfreire.org
- Melissa Massey, Director of Student Services, melissa@techfreire.org

Staff List & Contact Information:

A complete list of staff and how they can be contacted can be found on our website.
## 2018-2019 Calendar at a Glance

### Quarter 1

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13 – August 21</td>
<td>All Staff Professional Development</td>
</tr>
<tr>
<td>August 16 – August 17</td>
<td>Student Institute</td>
</tr>
<tr>
<td>August 16 – August 17</td>
<td>New Staff Professional Development</td>
</tr>
<tr>
<td>August 23</td>
<td>9th Grade Orientation (8am – 11am)</td>
</tr>
<tr>
<td>August 23</td>
<td>10th Grade Orientation (12pm – 3pm)</td>
</tr>
<tr>
<td>August 24</td>
<td>11th Grade Orientation (8am – 11am)</td>
</tr>
<tr>
<td>August 24</td>
<td>12th Grade Orientation (12pm – 3pm)</td>
</tr>
<tr>
<td>August 27</td>
<td>First Day of Instruction (Quarter 1 Begins)</td>
</tr>
<tr>
<td>August 31</td>
<td>School Closed – Labor Day</td>
</tr>
<tr>
<td>September 3</td>
<td>School Closed – Labor Day</td>
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<tr>
<td>September 10</td>
<td>School Closed – Rosh Hashanah</td>
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<tr>
<td>September 19</td>
<td>School Closed – Yom Kippur</td>
</tr>
<tr>
<td>September 24</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>September 27</td>
<td>12pm Dismissal for Students – Back to School Night</td>
</tr>
<tr>
<td>September 28</td>
<td>School Closed for Students – Professional Development for Staff</td>
</tr>
<tr>
<td>October 12</td>
<td>School Closed</td>
</tr>
<tr>
<td>October 26</td>
<td>School Closed for Students – Professional Development for Staff</td>
</tr>
<tr>
<td>November 2</td>
<td>Last Day of Quarter 1</td>
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### Quarter 2

<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 5</td>
<td>Quarter 2 Begins</td>
</tr>
<tr>
<td>November 9</td>
<td>School Closed – Professional Development for Staff</td>
</tr>
<tr>
<td>November 12</td>
<td>School Closed – Veterans Day</td>
</tr>
<tr>
<td>November 21 – November 23</td>
<td>School Closed – Fall Break</td>
</tr>
<tr>
<td>November 30</td>
<td>12pm Dismissal for students – Afternoon Professional Development for Staff</td>
</tr>
<tr>
<td>December 3 – December 14</td>
<td>Keystone Winter Wave I</td>
</tr>
<tr>
<td>December 21</td>
<td>12pm Dismissal for Students – Winter Break</td>
</tr>
<tr>
<td>December 24 – January 2</td>
<td>School Closed – Winter Break</td>
</tr>
<tr>
<td>January 7 – January 18</td>
<td>Keystone Winter Wave II</td>
</tr>
<tr>
<td>January 11</td>
<td>School Closed – Professional Development for Staff</td>
</tr>
<tr>
<td>January 21</td>
<td>School Closed – MLK Jr. Day</td>
</tr>
<tr>
<td>January 22</td>
<td>Last Day of Quarter 2</td>
</tr>
</tbody>
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### Quarter 3

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>January 23 – January 25</td>
<td>Midterm Exams (12pm Dismissal)</td>
</tr>
<tr>
<td>January 28</td>
<td>Quarter 3 Begins</td>
</tr>
<tr>
<td>February 8</td>
<td>School Closed – Professional Development for Staff</td>
</tr>
<tr>
<td>February 18</td>
<td>School Closed – President’s Day</td>
</tr>
</tbody>
</table>
February 21 12pm Dismissal for Students – Parent-Teacher-Student Conferences
March 15 School Closed – Professional Development for Staff
March 18 School Closed
March 29 Last Day of Quarter 3

**Quarter 4**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 1</td>
<td>Quarter 4 Begins</td>
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<tr>
<td>April 5</td>
<td>School Closed – Professional Development for Staff</td>
</tr>
<tr>
<td>April 12</td>
<td>12pm Dismissal for Students – Spring Break</td>
</tr>
<tr>
<td>April 15 – April 22</td>
<td>School Closed – Spring Break</td>
</tr>
<tr>
<td>May 3</td>
<td>School Closed – Professional Development for Staff</td>
</tr>
<tr>
<td>May 13 – May 24</td>
<td>Keystone Spring Wave</td>
</tr>
<tr>
<td>May 27 – May 28</td>
<td>School Closed – Memorial Day</td>
</tr>
<tr>
<td>June 4 – June 6</td>
<td>Senior Exams (12pm Dismissal)</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day of Instruction (Quarter 4 Ends)</td>
</tr>
<tr>
<td>June 11 – June 13</td>
<td>Final Exams (12pm Dismissal)</td>
</tr>
<tr>
<td>June 14</td>
<td>Graduation</td>
</tr>
<tr>
<td>June 17</td>
<td>Make-Up Exams</td>
</tr>
<tr>
<td>June 18 – June 19</td>
<td>Year-End Professional Development</td>
</tr>
</tbody>
</table>
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 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 regularly come together 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.

### 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, pepper spray, taser, stun gun, and any other tool or instrument capable of inflicting serious bodily injury (see Act 26 section below for more information)*

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

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 addressing 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 Assistant Head of School for Culture, 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:
  
  o Sending/forwarding unsolicited email, junk mail, or propagating chain letters.
  o Email “bombing,” spamming, etc.
  o Inappropriate images, text, audio, commentary, etc. that demeans based on ethnicity, race, religion, sexuality, sexual orientation, age, class, disability, etc.
  o Forging electronic information.
  o Creating, altering, or deleting the attribution of origin (“from” in e-mail, IP address headers, etc.).
  
  o 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.

**Reporting a Freire Community Member**

It is the School’s expectation that students will report any violation of the Code of Conduct or any situation
that could endanger the health, safety, or welfare of the school community or property, such as a fellow student being in possession of illegal substances, firearms, or weapons. The Dean’s Office will follow up on all reports.

**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 of 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 the following designated tops:

- TECH Freire T-shirt
- TECH Freire Sweatshirt
- 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, alcohol, 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. Informal hearings will follow the format described below:

• The school will offer to hold the informal hearing within the first 5 days of the suspension.
• The school will provide both parent and student with sufficient notice of time and place of the informal hearing.
• 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.
• Students have the right to question any witnesses present at the hearing.
• Students have the right to speak and produce witnesses on their own behalf.
• 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.
  o Recommendation for Expulsion:
    ▪ See formal “Formal Hearing/Expulsion Policy” (next page)
  o 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.
o 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.

o The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

o The student has the right to testify and present witnesses on his/her own behalf.

o 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.

o 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

A manifestation determination is required by IDEA (2004) when considering the exclusion of a student with a disability that constitutes a disciplinary change of placement.

### Disciplinary Change of Placement

A disciplinary change of placement occurs when a student who is receiving special education services is excluded from school:

- For more than ten (10) school days in a row,
For more than fifteen (15) school days in any one school year,
When days 11-15 constitute a pattern of exclusion, OR
For even one (1) school day for a student with an intellectual disability*.  

*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.

The School may unilaterally remove a student to an interim alternative educational setting for no more than forty-five (45) school days without a manifestation determination review under the following circumstances:

- Carrying or possessing a weapon
- Knowingly possessing, using, selling or soliciting illicit substances
- Inflicting serious bodily injury upon another person

*Manifestation Determination Process*

Within ten (10) school days of the decision to change the student’s placement, the parent/guardian and members of the students’ IEP team shall conduct a Manifestation Determination meeting to answer the following questions:

1. Was the behavior caused by, or directly and substantially related to, the student’s disability; OR
2. Was the behavior a direct result of the failure to implement the IEP?

If the behavior is a manifestation of the student’s disability, the IEP team will take one of the following actions:

- Conduct a Functional Behavioral Assessment (FBA), unless one was already conducted prior to the change of placement occurring, and implement a positive Behavior Support Plan for the student; OR
- If a positive Behavior Support Plan has already been developed, review and modify it as necessary to address the behavior; and return the student to the placement from which they were removed, unless the parent/guardian and IEP team agree to a change of placement as part of the positive Behavior Support Plan.

If the behavior is not a manifestation of the student’s disability:

- The student 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-four (24) credits to graduate. All credits must be earned in the following manner:
  - 4 English credits
  - 4 Math credits
  - 3 Science credits
  - 3 Social Studies credits
  - 3 Foreign Language credits
  - 2 Computer Science and Entrepreneurship credits (total)
  - 1 Physical Education credit
  - 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.
- Depending on state law, students may 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 24 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 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 or 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.

**Athletic 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.

To be eligible to participate in a sport, student-athletes must follow the guidelines below:

**Grade Checks**

- Student-Athletes (including student managers) must be passing 5 out of 6 classes to be eligible for participation in athletic programming (games, practices, workouts, etc.).
- Eligibility is checked twice per month, following grade updates. If an insufficient number of grades are recorded, the Administration will make the academic eligibility determination.
- Ineligibility is effective immediately after a grade update until the student-athlete is passing 5 out of 6 classes and the student-athlete notifies his/her academic advisor.
Discipline Check

- Disciplinary consequences, including but not limited to detentions and suspensions, take precedence over any athletic event, unless determined otherwise by the Administration.

Ineligibility

- The Athletic Director and Heads of School may determine that a student is ineligible to participate in athletics at any time at their discretion.
- A parent/guardian has the right, at any time, to request that his/her student-athlete not participate in sports, and the school will enforce any such requests.
- In order to remain on the team, ineligible student-athletes must account for their whereabouts during all practices and games, but will not be permitted to participate. If an ineligible student-athlete does not do so, the coach will determine the consequence at his/her discretion.
- Practices: Ineligible student-athletes must either attend (but not participate in) practice or receive extra academic help and provide a note.
- Away Games: Ineligible student-athletes must attend an after-school center or tutoring session during all away games and provide a note to the coach on the following school day. Ineligible student-athletes are not permitted to ride with the team nor participate in any aspect of the game with the team.
- Home Games: Student-athletes are permitted to attend home games after attending an after-school center or tutoring session and providing a note. Ineligible student-athletes are not permitted to wear uniforms or participate in any aspect of the game with the team.

Game Day Eligibility

- The Administration will determine a student-athlete’s game day eligibility based upon his/her overall performance and behavior on any given game day.

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.
- Regularly held family meetings where a member of the TECH Freire staff is often present to highlight college counseling, the Dean’s office, after-school activities, the family therapy program, etc.
- Family visits for all students identified as needing additional supports, held either at the home of the new student with parent present, or at the school on an individual basis.

Each grade level has a dedicated academic advisor. This individual reaches out to the family of any student failing one or more classes at the conclusion of the first semester so that a family meeting can be scheduled and appropriate measures taken to support the student.

TECH Freire’s student report cards also offer information beyond the traditional content of grades, teacher comments, and attendance information. Our report cards provide parents with their student’s progress on standardized tests, a record of their behavior, and information on their student’s participation in extracurricular activities.

Course syllabi for every class are available to parents, which provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the standards students are expected to meet.

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.

Contract for Excellence

From the students themselves to their parents/guardians, teachers, and support staff – each and every member of the school community has a critical role to play in supporting success for our learners. To make sure each individual knows their role in the process, all community members must agree to and sign the TECH Freire Contract for Excellence which was developed jointly with parents. A copy of the contract is
attached as an appendix and must be signed and returned to the school.

**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 can see a current reflection of their student’s performance in each class, including specific information on how a student performed on every class assignment and assessment. Parents also 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. Parents receive a username and password in order to enter their account on PowerSchool. As part of that training, parents learn the capabilities of the program and how to tailor those capabilities to meet their individual needs and 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 Academic Advisors are available by appointment throughout the year to help parents access this very important feature.

*Academic Advisors*

Each child has an Academic Advisor at TECH Freire. The job of the academic advisor is to support students in their academic growth by following student progress on a regular basis, communicating with a student’s parent/guardian in times of concern, helping to link students to the extra help and support centers TECH Freire has available to all students, and helping to ensure that the staff at school and parents at home are doing all we can to support our students’ academic success. When requested by parents, academic advisors will also facilitate regular meetings that provide parents with an opportunity to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children.

*Emotional Support Team*

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 certified family therapist or one of the handful of graduate school interns studying the science of emotional support and working closely at our family therapist’s direction. Any and all family members of a TECH Freire student are also welcome to participate in emotional support therapy sessions. In accordance with PA Act 147 of 2004, students who are 14 years of age or older can request counseling and are entitled to confidentiality, subject to legal restrictions (for example, counselors must report any suspicion of child abuse or neglect and may be required to report a suspicion that the student has been a victim of a crime).

**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 Assistant Head of School for Culture (for any matters in the school not directly related to teaching and learning). If the concern is not resolved at the school level, or if a community member wishes to make a specific complaint to the Board, they can provide notice to the Head of School who can relay their concern to the Board and set aside time on a meeting agenda when appropriate. Parents and community members may attend any board meeting and present a statement during the public comment period, but are encouraged to share any specific concerns beforehand so that the board can best address them. The Board will review the complaint and come to a final decision as quickly as possible.

**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 polices, 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**

Every TECH Freire staff member participates in at least two trainings per school year on effectively partnering with parents to maximize student achievement. One of these trainings is held during our start of the year staff orientation, and the second at one of our regularly scheduled staff professional development sessions. Issues about differences in culture, expectation, communication styles, etc. are addressed.

Additionally, administrative personnel and school leaders participate in ongoing informal conversations regarding how to support parents and their students most effectively. 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**

TECH Freire has an accurate perception of the number of our parents for whom English is not their first language as a result of input provided on a Home Language Survey that parents are required to complete when a student first enrolls in the school. As a result, we are able to support these parents directly with a variety of resources including a free ESL course taught at the school in the summer, and telephonic translation services provided by LanguageLine. Additionally, as part of a quarterly phone call held with parents of any ESL student the school, TECH Freire is able to regularly check in with these parents to ensure that they fully understand communications from the school and provide additional support as needed. The school also maintains a relationship with a company called LanguageLine. This company provides translation services in approximately 170 languages and the school utilizes them when appropriate to ensure that the content of essential school communications can be understood by all parents.

**Title I**

TECH Freire invites parents to attend an annual Title I informational meeting, held in conjunction with a regular parent association meeting. At this meeting, we explain the purpose and requirements of Title I programs, describe how TECH Freire participates in the program, and detail how the school is spending its Title I funding in the current school year. School representatives review parents’ right to be involved, provide the complaint procedure, and identify TECH Freire’s federal programs coordinator. At this time, we solicit
feedback from parents on topics including how TECH Freire is spending Title I funds, the quality of the school-parent compact, and this Family Involvement Policy. School administrators consider any feedback received when seeking to make improvements at the next relevant annual opportunity (e.g. policy updates, budgeting, program planning, etc.).

As the school creates, improves, and implements its Title I Schoolwide Program, the planning team takes into account parent feedback received at the annual Title I informational meeting, comments from regular monthly parent association meetings, survey results, and relevant informal suggestions made by parents.

School events that provide opportunities for parent involvement throughout the year are held at a variety of times, both during the school day and in the evening.

Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.

*Title I Complaint Procedures for Parents*

A parent who feels that the school is not meeting its Title I or other responsibilities as outlined in this policy, should first discuss the problem with the school Federal Programs Coordinator. Examples of violations would be such things as:

- An annual meeting was not convened to explain Title I offerings to parents
- Parents were refused information on the professional qualifications of their child’s classroom teacher

If the concern was not resolved at the school level, a parent should begin a formal Pennsylvania Department of Education (PDE) complaint procedure as outlined below. A complaint is defined by TECH Freire Charter School as a written, signed statement. It must include the following:

a. A statement that PDE or TECH Freire has violated a requirement of federal statute or regulations which apply to programs under the Every Student Succeeds Act
b. The facts on which the statement is based
c. Information on any discussions, meetings or correspondence with PDE or TECH Freire regarding the complaint

*Federal Programs Coordinator Contact Information*

TECH Freire Charter School’s Federal Programs Coordinator is:
Max Matthews, Director of Operations, Build the Future Education Collaborative (TECH Freire central office)
1617 JFK Blvd Ste 1260
Philadelphia PA 19103
(267) 583-4456
max.matthews@buildthefuture.org

*Other Important Parent Involvement Information*

At TECH Freire, we are always working to form stronger, better partnerships with parents. Some ways in which we further this goal that have not been mentioned specifically above are:

- 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 their children’s teachers and staff of the school.
• 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 service which allows us to communicate information to parents via automated phone calls, text messages, and emails.
• TECH Freire teachers are required to respond to every communication from a student’s parents within a reasonable period of time.
• 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.
• Parents are consulted by phone to evaluate teachers for contract renewal.

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.

Because learning opportunity is lost regardless of the reason for a student’s absence, TECH Freire does not “excuse” absences. (However, parents should still explain student absences to the school so that the student is not considered truant. Please see the Truancy section below.) Potential consequences for sustained absences include the following:

• Upon reaching 20 absences, a student may fail their courses regardless of end of year grades, at the discretion of a Head of School.
• Pennsylvania regulation 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.

Participation in School Activities

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.).

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.
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 Assistant Head of School for Culture 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
- Monthly absence reports mailed home to all parents
- 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 3, 6, 10, 15, and 20 unexcused absences (see the Truancy section below for more information)

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

**Truancy**

Pennsylvania law requires all children 8 to 16 years old to be enrolled in school (“compulsory education”). A student is considered truant after 3 or more unexcused absences during a school year, and habitually truant after 6 or more. TECH Freire must report incidences of truancy to the Pennsylvania Department of Education and may report them to the School District of Philadelphia’s Office of Attendance and Truancy, the Philadelphia District Attorney, the Philadelphia Family Court, and/or the Philadelphia Department of Human Services.

TECH Freire does excuse student absences for the purpose of truancy reporting. Absences are excused from truancy reporting at the discretion of the school administration for reasons including:
- Court date
- Death in the family
- Medical appointment
- Illness or injury
- Suspension
- Educational tour or trip
- Participation in a project sponsored by an organization eligible for Pennsylvania Agricultural Fair Act grants (such as FFA for 4-H)
- Participation in a musical performance for an event or funeral with a national veterans’ organization
- Other circumstances as permitted by the school administration

Parents/guardians must explain the reason for their student’s absence within 10 days in order to avoid the absence being counted towards truancy. It is at the discretion of the school’s administration to determine whether the absence was for a legitimate reason and whether any documentation submitted is adequate.

Within 10 days of a student’s third unexcused absence, TECH Freire will notify the student’s family of the child’s violation of compulsory school attendance. The notification will be sent in writing to the person in parental relation with the child who resides in the same household as the child. When transmitted to a person who is not the biological or adoptive parent, the notice will also be provided to the child’s biological or adoptive parent if the parent’s mailing address is on file with the School and the parent is not precluded from receiving the information by court order. The notice will:

- Include a description of the consequences that will follow if the child becomes habitually truant
- Be in the mode and language of communication preferred by the person in parental relation

**School Attendance Improvement Conference**

After a student reaches 6 unexcused absences, the School will hold a School Attendance Improvement Conference for the purpose of addressing barriers to a student’s attendance. The School will send a second notice to the family as described above which will additionally include notice of the conference. Neither the child nor the person in parental relation may be legally compelled to attend the conference, but TECH Freire strongly urges both to participate. The conference must occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone. TECH Freire reserves the right to provide notice and subsequently hold a conference at its discretion regardless of whether a student has yet accumulated 6 unexcused absences.

The conference should ideally engage the student, family, school, and all participants involved in the student's life to explore possible solutions to increase the student’s school attendance. In the case of a follow-up conference after a student has already been referred to Family Court, the conference will also include the case manager assigned by the Department of Human Services. Maintaining open communication between the student and adults will facilitate positive outcomes.

The purpose of the conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to facilitate regular school attendance. The 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 conference, a Truancy Elimination Plan (TEP) shall be
developed cooperatively with the student and other meeting participants.

Issues to be addressed at the 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 conference should also provide an opportunity to ensure that both the student and the family clearly understand the School’s attendance requirements and 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 outcome of the conference must be documented in a written school attendance improvement plan (known as a “Truancy Elimination Plan”—see below). The School may not take further legal action to address unexcused absences until the date for the scheduled school attendance improvement conference has passed.

**Truancy Elimination Plan (TEP)**

Ideally, a TEP should be developed cooperatively with involved stakeholders through a conference and understood by, agreed upon, and supported by the student, the parent/guardian, the school representatives, and all other conference participants. The plan must be documented on an official form substantially similar to one developed by the Pennsylvania Department of Education.

The TEP may include but is not 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 legal action occur.

**Legal Consequences for Sustained Truancy**

Students who demonstrate sustained truancy will be referred to Philadelphia Family Court and the Department of Human Services (DHS). A court hearing date will be set, and DHS will assign a case manager to the student. The case manager will visit the School and the student’s home at least once prior to the first hearing, and visit the school once per month and the home twice per month thereafter. The case manager may provide services for 120 days (or longer in certain situations). The case manager will work with all parties to attempt to resolve the student’s truancy without legal action. If successful, the case should be discharged.

At the time the School sends monthly notification of truancy to the school district, it will send a notice to the student’s parents. This notice will request that they provide consent for the School to disclose information by signing a form provided by the city (“FERPA form”). Once a case manager is assigned by DHS, that individual will attempt to collect certain student records at the time of the school visit. However, the School cannot release records without a signed consent form. If necessary, the School will make at least two documented attempts to have parents sign the consent form.

With regard to legal requirements around truancy, the School must designate a staff member to serve in the following roles:

- Attendance Designee: Responsible for ensuring that truant students are reported to the school district in a timely manner using the correct method
- Truancy Records Liaison: Responsible for turning over a student’s academic and attendance file to a case manager assigned by DHS (“Truancy Provider”) if a release form is on file
- Court Representative: Responsible for attending all hearings, bringing all required documents and presenting all facts

TECH Freire Charter School designates the Assistant Head of School for Culture to serve in all three of these roles.

In order to support legal proceedings conducted under Pennsylvania’s truancy law, TECH Freire will document all truant absences, all outreach efforts made, any conferences held, and any interventions pursued.

**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 School Messenger 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 Assistant Head of School for Culture 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 (matt.kong@buildthefuture.org), Human Resources Manager 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 Assistant Head of School for Culture 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.

Title IX

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Please contact the Head of School, who is serving as the Title IX Coordinator, with any questions or concerns.

Student Health Policies

Wellness Policy

TECH Freire Charter School is fully committed to doing anything and everything it can to provide for, facilitate, and maximize student achievement and success at TECH, in college, and throughout life. This commitment to student achievement and excellence is behind TECH’s wellness policy. 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. This policy is in place in order to realize TECH’s commitment to students and to comply with provisions of the Healthy, Hunger-Free Kids Act of 2010 and its implementing regulations, specifically 7 CFR §210.31.

Goals

In the coming years, as TECH continues to grow and to excel, so, too, will the level of student and staff wellness. Our overall goal is to promote healthy eating and living as well as help prevent and reduce obesity in our students. Our vision includes that one day, all students and staff will participate in safe, healthy physical exercise. Our specific program goals are that TECH 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.

Programs

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. Over 25% of our student body participates in at least one of these sports, and we are examining the idea of making participation in at least
one sport per year a mandatory part of a TECH education.

**Food Standards and Sales**

All foods and beverages that TECH provides to students through the National School Lunch Program shall meet applicable standards and nutrition guidelines. Freire uses the Community Eligibility Provision to provide school breakfast and lunch to any student free of charge. In order to promote inclusivity and comply with federal regulations, TECH does not permit the sale of foods or beverages to students on school property until 30 minutes after the end of classes. All food and beverages available to students during the school day must be provided free of charge. Marketing of any food items at any time is strictly prohibited.

Food and beverage items to be provided, but not sold, to students during the school day should not encourage unhealthy eating habits. TECH not use food as a reward unless the reward promotes a positive message. We also encourage parents to send their children with healthy food to school or to participate in the school’s healthy foods initiatives when offered. In order to maximize attention, concentration, and learning potential, TECH encourages the selection of healthy snacks such as fresh fruit, granola bars, yogurt, dried fruit, and water. Such foods provide extended hours of energy for learning, whereas sugary snacks provide only short term energy followed by a crash. We discourage fried foods or those with high amounts of added sugar. On special occasions, certain classes may serve refreshments as part of a special event. These occasions must be approved in advance by an administrator.

**Policy Review Process**

TECH Freire invites the wider school community to provide input and participate in the review and implementation of this policy. This includes students, their families, school board members, the general public, and school staff including administrators, physical education teachers, health professionals, and food service staff.

In order to make information about TECH Freire’s school wellness programs and to solicit public input, this policy will be posted on the school’s website. Information describing any updates made to the policy will be posted along with the policy itself no less than annually.

As required under USDA regulations, once every three years TECH Freire will conduct a community review of this policy (“triennial assessment”). TECH Freire will make a good faith effort to include representatives from the school community as described above in the process. The review will:

- Assess the school’s compliance with and measure the implementation of the policy
- Evaluate the school’s progress toward meeting the goals defined in the policy
- Review and consider evidence-based strategies and techniques in developing specific goals
- Examine how TECH Freire’s policy compares to model policies

After conducting the review, TECH Freire will create a report on the findings and update this policy in response to the findings. The report will be posted on the school’s website along with the policy and description of updates.

**Responsible School Official**
The school official responsible for the implementation and oversight of this policy to ensure TECH Freire’s compliance with it is the Assistant Head of School for Culture.

**Recordkeeping**

TECH Freire will comply with all applicable recordkeeping requirements. This includes retaining a copy of this policy and triennial assessment reports. Requirements also include documentation of community involvement and the public availability of the policy and reports. This is not intended to be an exhaustive list of records required. Changes to TECH Freire’s food standards or other areas of the wellness policy may create additional recordkeeping requirements. The retention period will be the longer of any requirement under school policy or state or federal regulation.

**Health Examinations and Screenings**

**Medical and Dental Examinations**

Physical examinations are required upon entry to TECH Freire and in eleventh grade. Dental examinations are required upon entry. Students without adequate health records who are transferring from other schools are required to be examined as soon as possible upon entry to TECH. These examinations may be completed no more than one year prior to a student’s entry into the grade where an exam is required. Entry is considered to occur on July 1.

**Health Screening Tests**

The following screening tests shall be conducted by a nurse or medical technician following Department of Health requirements and guidelines:

- **Vision**: Near and far visual acuity tests are conducted annually for all students.
- **Hearing**: Initial hearing screenings are conducted in eleventh grade.
- **Growth**: Height and weight measurements are taken annually.

**Immunizations**

Students who are not in compliance with Pennsylvania immunization requirements may not be permitted to attend school. All parents/guardians are strongly encouraged to provide a Certificate of Immunization or other valid immunization record for their student. If the School is unable to ascertain whether a student has received all required immunizations, the student may then be admitted only under one of the following conditions:

- The parent/guardian provides proof of vaccination for all single dose vaccines and the first dose of all single dose vaccines, as well as an immunization plan (“Medical Certificate”) signed by a health practitioner for any remaining doses of a multiple dose vaccine series within 5 school days
- The student is transferring directly from another Pennsylvania school and can provide immunization records within 30 days
- The student is unable to provide records due to being in foster care and can provide immunization records within 30 days
- The student is unable to provide records due to being homeless
- A physician provides a written statement that immunization may be detrimental to the health of the student
• The parent/guardian objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief

**Required Immunizations**

The following immunizations are required. All doses must be properly spaced and administered at the correct ages in order to be valid.

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Grades 9-11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus, Acellular Pertussis</td>
<td>5</td>
<td>same</td>
</tr>
<tr>
<td>Polio</td>
<td>4</td>
<td>same</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td>2</td>
<td>same</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
<td>same</td>
</tr>
<tr>
<td>Varicella (vaccine or disease history)</td>
<td>2</td>
<td>same</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>1</td>
<td>2*</td>
</tr>
</tbody>
</table>

*Only 1 dose of Meningococcal is required if the first dose is given at age 16 or older

**Reporting and Response to Student Medical Conditions**

All teachers must report to the School any unusual behavior, changes in physical appearance, changes in attendance habits, or changes in scholastic achievement which may indicate impairment of a student’s health. Likewise, the School will inform teachers of the health conditions of students which may affect behavior, appearance, or scholastic performance. The School may, upon referral by a teacher or on their own initiative, advise a student’s parent/guardian of the apparent need for a special medical or dental examination. Parents/guardians should note that the Health Insurance Portability and Accountability Act (HIPAA), allows the School and a student’s physician to communicate with each other without written authorization of the parent/guardian if it is for treatment purposes of the student.

**Allergy Management**

Parents/guardians have the responsibility to notify the School immediately of all student allergies and include all information requested under School procedures.

**Parent Responsibilities**

• If a student has any allergy (other than mild seasonal allergies), including any food allergy, parents/guardians are required to notify the School immediately and provide all pertinent information, including the following:
  ◦ Type of allergy
  ◦ Medical history regarding the allergy
  ◦ Description of reaction
  ◦ Doctor-recommended responses if there is exposure
• Comply with the School’s medication policies for any medication required to treat the allergy.
• 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 their allergies and reactions.
• Notify an adult immediately if they eat something they believe may contain any food to which they are allergic or come into contact with any other allergen which may cause a reaction.

**School Responsibilities**

Upon notification, the School will be responsible for the following:

• Contacting the parent to review all provided information as well as gathering any additional information needed.

• At parent’s request (and with written consent), contact the medical professional directly to gather needed information/advice regarding the specific student’s needs.

• Meet with the parent, student, and any other necessary school staff, in a team meeting and create a medical plan for the student. This plan will outline the School’s response should the child be exposed to the allergen.

**Allergy Plan**

The plan 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. In addition, the nurse will meet with the staff to review the plan. The school nurse will meet with the student and work individually with the student to educate them regarding the allergy.

**Medication Administration Policy**

Ideally, the administration of medication should take place at home. However, students may require medication administration during school hours in order to function optimally in the classroom in certain circumstances. All medication administered to students at school (prescription and over the counter) must be given only under a physician’s authority and the written consent of a parent/guardian, except during life-threatening emergency. Written authorizations from parents must be renewed at the start of each school year. Parents/guardians who wish to exercise their right to opt out of allowing the School to administer emergency epinephrine treatment for their child must contact the School. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, parents/guardians must contact the School to make an appointment to discuss this decision, review and sign the opt-out form.

**Prescription Medication**

The School will administer prescription medication under the following procedure:

• The student’s legal guardian, in conjunction with the student’s Physician, must fully complete a School District of Philadelphia MED-1 form (or other form designated by the School) and return it to the School.

• Upon receipt of the properly completed MED-1 form the School will review and approve the
• 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 designated School personnel. The School will not accept medication from anyone but the parent/guardian.
• The medication will be kept in a locked and secure place at all times, unless the student is approved to carry and self-administer the medication (see below).
• The medication will be administered to the student per the Physician’s instructions, and a written record of each administration will be made.
• When deemed necessary by the School or required by this Policy, a medication plan will be established. This plan will be shared with all relevant staff, as well as the student and parent.
• In certain cases, additional procedures must be followed, as described in TECH Freire’s full Student Health Policy.

**Student Self-Administered Medications**

In certain circumstances, the School may at its discretion permit students to carry prescribed medications and devices and to self-administer such medications. Generally, this applies to diabetes treatment and emergency medications such as asthma inhalers or epinephrine auto-injectors (EpiPens). The School permits students to keep medication in their possession while attending school under the following conditions:

• The student/family meet the requirements of the School’s prescription medication policy
• A physician certifies annually that both:
  o It is necessary for the student to keep the medication in his/her possession to ensure the student’s safety
  o The student is qualified and able to self-administer the medication
• A parent/guardian acknowledges that by carrying his/her own medication, the student, not the School, becomes responsible for ensuring that the medication is taken and for the benefits or consequences of the medication
• The student demonstrates responsible behavior regarding the medication
• The student keeps the medication in his/her own possession at all times and does not allow it to be handled by or administered to another student
• The student agrees to notify appropriate School personnel each time he/she self-administers an emergency medication
• All parties agree to a personalized medication plan

The School has the right to revoke or restrict a student’s privileges to possess and self-administer medication due to noncompliance with the school rules or provisions of a student’s Service Agreement, IEP, or due to demonstrated unwillingness or inability to safeguard the medication and monitoring equipment from access by other students. If the confiscation or restriction of medication or equipment occurs, the prescribed medication or equipment will be appropriately stored in the school health office or in close proximity to the student. The student’s classroom teachers and other identified school employees will be properly notified of the storage location of the prescription medication or equipment.

**Diabetes Care and Management**

For a student to receive diabetes-related care and treatment at school, a parent/guardian must provide
written authorization and instructions from the student’s health care practitioner. This information will be used to create a diabetes management plan, which must be consistent with a student’s Section 504 Service Agreement.

Field Trips, Before- and After-School, and Summer Programs and Activities

Section 504 of the Rehabilitation Act of 1973 has been interpreted to require that students with disabilities have access to non-academic services such as field trips and cannot be denied access to school programs and activities on the basis of that disability. All students participating in school-sponsored programs are entitled to the same health services they need during the regular school day. Contact the School’s 504 Coordinator for more information.

Concussion Protocol

If a student-athlete receives a bump, blow or jolt to the head, he/she will be removed from play immediately. If the student-athlete is determined by a game official, school staff member or present healthcare professional to exhibit signs or symptoms of a concussion, the student-athlete will not be allowed to return to participation that day. The School staff member will notify the parent/guardian or relevant emergency contact.

If the student-athlete was not allowed to return to play the day of the bump, blow or jolt to the head, the student-athlete cannot return to participation/play at all until he/she has been evaluated and cleared by an outside healthcare professional and presents signed documentation stating such.

Student Health Records

The School will maintain a comprehensive health record for each enrolled student, containing all the information the School obtains concerning the health of the child. All student health records are confidential, and their contents will be divulged only when necessary for the health of the child, at the request of the parent/guardian to a physician legally qualified to practice medicine, or to the student’s new school if the student transfers.

When new students enroll at TECH Freire Charter School who previously attended any other Pennsylvania school, the School will request the health records of those students from their previous schools. When a student transfers from TECH Freire Charter School to any other Pennsylvania school, the School will send a copy of the student’s health record to the new school upon the request of the new school, or to a parent/guardian if the child does not enroll in another Pennsylvania school.

The School and individuals acting on behalf of the School will comply with applicable privacy and confidentiality laws at all times. Student health records are primarily governed by the Family Educational Rights and Privacy Act (See the FERPA Policy for more information).

Foster Care Policy

The Every Student Succeeds Act (ESSA) Foster Care Provisions establish, enhance, and formalize collaborative working relationships between child welfare and local educational agencies.

Best Interest Determination

TECH Freire ensures that foster students’ best interests are in mind. This means that foster students shall remain at the School (school of origin), unless it is determined that it is not in his/her best interest. If remaining at TECH is not in his/her best interest, immediate enrollment in a new school and the transfer of school
records shall be carried out by TECH.

**Transportation**

In collaboration with local child welfare agencies, TECH will develop written procedures for how transportation will be provided, arranged and funded for the duration of a child’s time in foster care.

**Foster Care Point of Contact (POC)**

The Assistant Head of School for Culture is TECH’s Foster Care Point of Contact (POC). The Foster Care POC shall coordinate with state and local child welfare agencies, the State’s Foster Care POC, and other school administrators on regarding the following responsibilities:

- Facilitation of professional development and staff training of Title I foster care provisions and needs of foster students, as needed;
- Best Interest Determination and documentation
- Transfer of student records, including immunizations, medical records, IEPs and Section 504 plans to ensure immediate enrollment
- Facilitation of data sharing and reporting, consistent with FERPA
- Development, implementation, and coordination of local transportation procedures
- Special education programming
- Ensuring the educational stability and safety of all foster students.

**Homeless Students Policy**

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

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**

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.
- 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.

**Migratory Children**

The term “migratory children” means 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.

**Student and Family Rights**

Under McKinney-Vento, eligible students have the right to the following:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in a local school or continue attending the Charter School (school of origin), if that is your preference and is feasible
- If it is determined that the school selected is not in the student’s best interest, the Charter School will provide a written explanation of its position and inform you of your right to appeal the Charter School’s decision
- Receive transportation to and from the Charter School, if requested
- Receive educational services comparable to those provided to other students, according to your needs as a student

**School Responsibilities**

**Delegation of Responsibility**

The Board designates the Assistant Head of School for Culture or his designee to serve as the School’s liaison for homeless students and families.

*The 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 School’s 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.

Best Interest Determination

The School ensures that the best interests of students and families experiencing homelessness are in mind. This means that homeless students shall remain at the School (school of origin), unless it is determined that it is not in his/her best interest. If remaining at the School is not in his/her best interest, the necessary transfer of school records shall be carried out by the School to ensure the student’s immediate enrollment in a new school.

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 2018-2019 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 Head of School 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 Head of School, 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 2018-2019 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, 2018, to the Head of 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 Head of School 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, 2018 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 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.

If you have questions or concerns, please contact Melissa Massey, Director of Student Services at 267-507-1111 x1609 or melissa@techfreire.org.

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.

Makerspace Safety Guidelines
The makerspaces are environments where students are expected to be actively involved with technology equipment, machinery, and other hands-on materials. To ensure that the environment is safe, we have developed these rules and guidelines. These rules must be followed at all times while occupying the spaces. A copy of the Acknowledgement and Release Form for participating in the makerspace program is attached as an Appendix and must be signed and returned to the school.

Student Responsibilities
• Read and understand the safety guidelines
• Provide and explain the rules to their parent or guardian
• Sign the agreement and ensure a parent/guardian signs the agreement
• Follow the safety rules at all times while in the makerspaces

General Safety Guidelines
1. Safety goggles and dust masks must be worn at all times when machinery, electrical, or heat sources are used unless stated otherwise by a teacher or instructor.
2. Report any unsafe condition, accident, or injury to the teacher immediately.
3. Conduct yourself in a responsible manner. Pay attention and think about what you are doing at all times.
4. Horseplay and other inappropriate conduct in the makerspaces are dangerous activities and will not be tolerated.
5. Follow all directions carefully. If you do not understand a direction, ask the teacher for help or clarification.
6. Do not eat, drink, chew gum or apply cosmetics in the makerspaces.
7. Do not use headphones or other audio devices unless as instructed by a teacher or other staff member.
8. Know the location and procedures for the use of all safety equipment in the makerspaces.
9. Remove all jewelry and items that could interfere with machinery and result in injury. Consult with your instructor if you are unsure whether a piece of jewelry is okay to wear.
10. Listen carefully to all safety procedures, which are given before each lab activity. If you do not understand a safety procedure, ask your teacher to explain it before proceeding.
   a. Dress properly during a maker activity. Long hair should be tied back. Loose clothing and dangling jewelry should be removed or tied up. Keep hair, clothing, and hands a safe distance from machinery.
   b. Do not touch any equipment or materials until you are told to do so.
   c. Perform only those experiments and activities approved by your teacher or instructor.
   d. Never leave any active project or activity unattended. Do not wander from your area or distract others who are involved in an activity or an experiment.
11. Carry sharp instruments pointing downward and away from you and others.
12. Work areas should be kept clean and tidy always.
13. Notify your teacher immediately of any health concerns during maker activities.

**Tools Used in the Makerspace**

The Makerspaces may employ use of a variety of hand and power tools that include but are not limited to:

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**Hand Tool Potential Dangers**

Hammers, wrenches, chisels, pliers, screwdrivers, and other hand tools are often overlooked as harmless tools. Hand tools may seem like they may not cause immediate harm, but they are the cause of many injuries. These injuries can be serious, including loss of fingers or eyesight.

Hand tools can cause many types of injuries:
- Cuts, abrasions, amputations, and punctures. If hand tools are designed to cut or move metal and wood,
remember what a single slip can do to fragile human flesh.

- Repetitive motion injuries. Using the same tool in the same way all day long, day after day, can stress muscles and ligaments. Carpal tunnel syndrome (inflammation of the nerve sheath in the wrist) and injuries to muscles, joints and ligaments are increasingly common if the wrong tool is used, or the right tool is used improperly. Injury from continuous vibration can also cause numbness or poor circulation in hands and arms.

- Eye injuries. Flying chips of wood or metal are a common hazard, often causing needless and permanent blindness.

- Broken bones and bruises. Tools can slip, fall from heights, or even be thrown by careless students, causing severe injuries. A hammer that falls from a height is also very dangerous.

- Use the right tool for the job. Don’t use your wrench as a hammer. Don’t use a screwdriver as a chisel, etc. Go back to the tool house and get the right tool in the right size for the job.

**Hand Tool Safety Guidelines**

Always be sure to follow the instructions of your teacher or instructor when operating a hand tool, this will prevent you from encountering needless dangerous situations. Be sure to adhere to the following:

- Don’t use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips. Immediately inform the instructor if you notice a tool in bad condition.

- If using sawing tools, cut in a direction away from your body and as instructed by your teacher or instructor.

- Make sure your grip and footing are secure when using large tools.

- Pass a tool to another person by the handle; never toss it to them.

- Use the right personal protective equipment for the job. Follow company instructions for selecting and using safety eyewear, steel toed shoes, gloves, hard hats, etc.

- Never carry sharp or pointed tools such as a screwdriver in your pocket.

- Select ergonomic tools for your work task when movements are repetitive and forceful.

- Store tools properly when you stop work.

**Power Tool Potential Dangers**

Power tools can be extremely dangerous if they are used improperly. People can be seriously injured or fatally harmed by power tool accidents. Common accidents associated with power tools include abrasions, cuts, lacerations, amputations, burns, electrocution, and broken bones. These accidents are most often caused by the following:

- Touching the cutting, drilling, or grinding components

- Getting caught in moving parts

- Suffering electrical shock due to improper grounding, equipment defects, or operator misuse

- Being struck by particles that normally eject during operation

- Touching hot tools or work pieces

- Falling in the work area

**Power Tool Safety Guidelines**

When working around power tools, you must wear personal protective equipment and avoid wearing loose clothing or jewelry that could catch in moving machinery. Use the correct tool for the job. Do not use a tool or
attachment for something it was not designed to do. Always be sure to follow the instructions of your teacher or instructor when operating a hand tool, this will prevent you from encountering needless dangerous situations. Be sure to adhere to the following:

- Select the correct bit, blade, cutter, or grinder wheel for the material at hand. This precaution will reduce the chance for an accident and improve the quality of your work.
- Watch your work when operating power tools. Stop working if something distracts you.
- Do not rely on strength to perform an operation. The correct tool, blade, and method should not require excessive strength.
- If undue force is necessary, you may be using the wrong tool or have a dull blade.
- Before clearing jams or blockages on power tools, disconnect from power source. Do not use your hand to clear jams or blockages, use an appropriate tool.
- Never reach over equipment while it is running.
- Never disable or tamper with safety releases or other automatic switches.
- When the chance for operator injury is great, use a push stick to move material through a machine.
- Disconnect power tools after your session, or as advised by your instructor.
- Keep a firm grip on portable power tools. These tools tend to vibrate at high speeds and can potentially slip from a light grasp.
- Do not play or jest with other students while you are operating power tools. You need to be fully focused on the task you are completing.
- Do not operate power tools when you are sick, fatigued, or taking strong medication.
- When possible, secure work pieces with a clamp or vise to free the hands and minimize the chance of injury.

**Computer Automated Tool Potential Dangers**

1. Laser Cutters

Laser cutters use a powerful laser for precise cutting and engraving. The hazards associated with a laser cutter include the possibility of fires and the generation of hazardous and/or irritating combustion products. The high powered laser can cause damage to eyes and skin, and it must be contained within the cutter.

- Always follow the teacher’s instructions when operating a laser cutter.
- A fire extinguisher should be mounted on the wall near the laser cutter.
- Do not attempt to operate without a teacher’s/instructor’s permission.
- Never leave an operating laser cutter unattended.

2. CNC Machines

CNC Machines pose the same dangers as power tools; the difference is that these are computer assisted. Please adhere to the following measures to ensure your safety:

- Do not alter or modify any machinery, tooling or accessory unless you contact an instructor and obtain permission.
- Edit your program for safety, format, correctness, and clarity.
- With the help of your teacher/instructor, do a virtual run of the project before the actual run.
- Secure long hair or lose clothing that could become caught or tangled in the moving parts of machine. Long hair poses an extreme safety hazard around machine tools, and, therefore, must be
netted or isolated for safety.
- Wear your safety glasses.
- Clamp all work securely before starting machine.
- Only approved materials can be machined. See your instructor for more information.

3. 3D Printers

While 3D Printers do not cause nearly as much danger as the above-mentioned tools, they can cause certain dangers given the right (bad) circumstances. Please adhere to the following measures to ensure your safety:

- Wear Safety Glasses and Gloves when handling the 3D Printer.
- Extruder and motors are HOT during operation; do not touch these as they may cause burns.
- Extruder and motors may be HOT at any time; do not assume that a non-moving 3D Printer is off. Check with your instructor and wear gloves before attempting to touch the extruder or motor.
- Removal tools for 3D printers are often sharp; follow the same guidelines as hand tools when handling the 3D printer removal tool.

For more details regarding the makerspace program, please contact Ronald Lomax-Bey at 267-507-1111 x1617 or by email at ron@techfreire.org.
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 Assistant Head of School for Culture.
- 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

Emergency Drill Procedure

If a drill is taking place either during or after school hours, students or parents/guardians are not permitted to leave the premises until the drill is complete.

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 Assistant Head of School for Culture 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.
  o Parent/guardian will be directed to the check-in area.
  o 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.
  o 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 academicackstamping 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 as defined in the Policy no matter the circumstances, including acts of self-defense and/or acts of retaliation.
- The No Second Chances and Nonviolence Policy is in effect 24/7, 365. Students are expected to adhere to all aspects of the Policy at all times and in all places.
- An act or acts of bullying, cyber bullying, hazing, or the possession of any weapons as described in the Policy may be determined to be a violation of the No Second Chances and Nonviolence Policy.
- Any verbal or written threats, including those over any type of digital media, directed towards a TECH Freire community member are considered in 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, individual and family counseling, school based social workers 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.

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:
  o Attend Parent-Teacher-Student conferences two times per year or whenever necessary.
  o Regularly check my student’s progress via PowerSchool.
  o Contact the teachers and staff if there is a concern.
  o Remain active in my student’s education.
  o Do whatever it takes to move my student towards success.
  o Read any and all papers that the school sends home to me.
  o Make sure my student completes their homework every evening.
  o 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 TECH Freire does excuse absences for the purpose of truancy reporting. Absences are excused from truancy reporting at the discretion of the school administration for reasons including: court dates, death in family, medical appointments, illness or injury, suspension, educational tour or trip, participation in a FFA for 4-H eligible project, participation in a musical performance for an event or funeral with a national veterans’ organization, or other circumstances as permitted by the school administration. I understand that I must bring in official documentation to show my absence was for official business within 10 days of the absence 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 am absent three times and do not submit documentation as described above, TECH Freire must report this as an incidence of truancy to the School District of Philadelphia’s Office of Attendance and Truancy and the Pennsylvania Department of Education. Truancy that has been reported to the School District may result in a citation from Philadelphia’s Family Court and involvement of the Philadelphia Department of Human Services. A physician’s statement is the only acceptable documentation if the absence was for three or more consecutive days and was due to illness.

I understand that if I accumulate 20 or more absences, regardless of the reason, I may fail my courses regardless of end of year grades.

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

______________________________  ______________________________  ___________
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 have read and understand the locker policy as set forth in the TECH Freire Charter School Student & Family Handbook and agree to the following:

- 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.

______________________________  ______________________________  ___________
Parent/Guardian Name (Print)  Parent/Guardian Signature  Date

______________________________  ______________________________  ___________
Student Name (Print)  Student Signature  Date
Appendix H: Acknowledgement and Release for Makerspace Participation

This form must be completed prior to your student’s participation in learning opportunities in the makerspaces at TECH Freire (the “Program”) and must be signed by the student and his/her parent or legal guardian. The Program affords students the opportunity to learn about and use advanced manufacturing technologies, including 3D printers, lasers, metal shop tools, and wood shop tools in the makerspaces at TECH Freire.

Your signature on the following page indicates that you understand and acknowledge the provisions listed below:

1. I understand that TECH Freire Charter School (the “School”) will make its best efforts to ensure that the Program is staffed and guided by employees of the School. However, I understand that no employee or instructor will be able to observe every student at all times.

2. I fully understand that my student will be participating in manufacturing activities and the use of metal shop tools, wood shop tools, lasers, and 3D printers, and that even with direction instruction and training, such activities necessarily involve risk of serious injury, including but not limited to permanent disability, death, and other severe losses which might result from my student’s or another person’s actions, inaction, or negligence with respect to others, the rules and regulations of the makerspace, or the condition of the premises or of any equipment used.

3. I understand that there may be other risks to my student which are unknown or unforeseen at this time. I assume the foregoing risks and accept personal responsibility for the damages following such injury.

4. I, and on behalf of my student, hereby release, waive, discharge and covenant not to sue the School, its employees and volunteers, respective administrators, directors, agents, coaches, and other employees of the organization, and if applicable, affiliates of the School (including Build the Future Education Collaborative, Inc. and Freire Foundation, Inc.) and owners and lessors of the premises.

5. I have provided a list of known physical and/or health conditions of my student on page 2 of this waiver form.

6. I authorize any staff members, employees, contractors, or volunteers associated with the Program in attendance at any event to seek out and secure medical attention as may be necessary for my student as a result of injuries or other events requiring emergency care while I am not in attendance at such event.

7. I hereby release said instructors, employees or volunteers from any and all liability on account of such selection or authorization for any and all damages which occur on account thereof.

8. I represent and warrant that I have provided up-to-date emergency contact information to the School. I understand it is my responsibility to advise the school of any changes to the student’s emergency contacts.

9. I, and on behalf of my student, agree to abide by any and all specific requests made by the School for my student’s safety or the safety of others, as well as any rules, guidelines, and regulations for the makerspace established by the School or others, including the Makerspace Safety Guidelines found on pages 58-62 of the Student and Family Handbook.

10. I understand statements 1-9 above and sign this waiver and release voluntarily.
Acknowledgement and Release for Makerspace Participation, Signature Page

For the Student:

I, ________________________________ (print your name), have read and agree to follow all the safety rules set forth in this agreement and the Makerspace Safety Guidelines found on pages 58-62 of the Student and Family Handbook. I understand the functions of the hand and power tools used in the Makerspace and the potential risk associated with them. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teacher. I will cooperate completely with my Instructor and fellow students to maintain a safe environment. I will also follow the oral and written instructions of my teacher at all times. I understand that any violation of this safety rules agreement may result in my removal from the makerspace.

Student Signature: ________________________________  Date: ________________________

For the Parent or Guardian:

I, ________________________________ (print your name), understand and agree to this Acknowledgement and Release for Makerspace Participation and the Makerspace Safety Guidelines found on pages 58-62 of the Student and Family Handbook.

Parent/Guardian Signature: ________________________________  Date: ________________________

Known Physical and/or Health Conditions:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________