

I acknowledge receipt of the Today's Fresh Start Parent Handbook and its contents. I understand that the Today's Fresh Start Parent Handbook is a guide to the policies and procedures of Today's Fresh Start, which I agree to abide by and to assist TFSCS in every way toward the best education of my child. I understand that Today's Fresh Start Charter School is a school of choice.

Parent _____
Print Name

Signed by Parent _____

Your child/children _____ have been absent _____ days since the beginning of school and tardy _____ times. Please refer to pages _____ through _____ specifically concerning TFSCS school requirements on absence and tardy.

today's fresh start™

Charter School

www.todaysfreshstartcharterschool.org

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Today's Fresh Start Charter School Parent Handbook Index

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*School Policies and Education Codes are subject to change
and will be distributed to parents as necessary.*

Thank you for working with your school!

Welcome
to the
Today's Fresh Start

**Today's Fresh Start
Charter School**
Registration & Admissions
4514 Crenshaw Boulevard
Los Angeles, CA 90043
Office Hours: 8:30 a.m.—5:00 p.m.
Tel: 323-293-9826
Fax 323-293-0266
Email: todayfreshstart@aol.com
www.todayfreshstartcharterschool.Org

**Today's Fresh Start
Charter School**
is a school of:
**Non-Discrimination. All are
welcome, regardless of race,
religion,
Nationality or immigration
status.**

Today's Fresh Start Charter School

EXCELLENCE in TEACHING and LEARNING

Mission Statement

Today's Fresh Start Charter School (TFSCS) was founded by Drs. Clark and Jeanette Parker. (Superintendent). The mission of TFSCS is to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world and become "life long learners." In support of its mission, the goal of TFSCS is to :

- Ensure that every effort will be made for each student to meet or exceed California achievement standards
- Ensure the highest level of performance for all staff
- Implement relevant and challenging curriculum and assessments
- Provide a safe, nurturing, and academically stimulating learning environment
- Create an environment in which students, staff, families, and community members participate and contribute
- Ensure that diversity and commonality are valued
- Ensure that policies, structures, services, and resources support the vision, beliefs, mission, and goals of the school
- The Philosophy of Education for TFSCS is a statement of the beliefs subscribed to for the total educational endeavor and as a framework for continuing improvement. The academic program of TFSCS is free to the parents.

Vision Statement

It is the vision of TFSCS to become accredited by the Western Association of Schools and Colleges.

We believe:

- Every child can learn
- Each child is unique and has special abilities and interests that must be recognized and developed.
- The education of all children is the shared responsibility of the home, school, and community.
- Academics are a primary focus of education.
- Teachers have a responsibility to engage every one of their students in learning.
- Students have a responsibility for their own learning and for their personal conduct.
- Parents have a responsibility for setting values and expectations that support the learning process, which is invaluable to school success.
- Lifelong learning is essential for productive and responsible participation in a diverse and changing world.
- Teachers have the responsibility to teach and students have the right to learn in a safe and nurturing environment.

Core Values

Central to the way we conduct education are three core values : Focus on Instruction, Partnerships, and Continuous / Ongoing Improvement.

Focus on Instruction

We implement curriculum and assessments that are relevant and challenging. We hire qualified, dedicated teachers and staff, and we pledge to strive toward the highest level of academic excellence and social responsibility. Each student is assessed weekly on the California Standards they are taught in the classroom for that week.

If a child did not understand the standard, the teachers use a re-teach strategy cycle to re-teach any standard the student did not learn.

Partnerships

There is great power in partnering for a purpose in an educational setting. Research shows that schools are more apt to realize their goals when they "engage" the public in sharing responsibility for balanced school activity and motivation. We are committed to creating a partnership environment among students, staff, families, and community, who are all highly valued members of this partnership.

Continuous Improvement

We approach our academic program with a "Never Give Up" attitude. Even the best can get better. That is the rationale for adopting a philosophy of continual improvement—a commitment to be better today than yesterday, so we might be even better tomorrow. This approach requires that we gather data in our assessments. The assessments provide us a means by which to evaluate areas of strength or weakness, a means by which to move each student toward our goal of individual student achievement to their best.

TFSCS Parents Value a Good Education!

Our Parents Are Serious Educators!

Our Students Are On Time Every Day!

TFSCS parents are responsible and have their children at school according to the schedule below. All parents are required to *sign your child in and out daily. No exceptions!* Academic studies begin at 8:00 AM. Tardy students disrupt instructional time, distract other students from learning and interrupt the flow of instruction. Please refer to the Truancy Policy regarding steps taken for students who are truant, habitually absent and tardy. Our parents value their child having a good education and respect Education. Children cannot be robbed of a good education. TFSCS parents see to it that TFSCS students *come to school on time every day* and strive for a 99% daily attendance rate. Our parents are diligent and do not have more than 3 unexcused absences out of the 180 day school year. ***Our parents are serious about their child's Education!*** Students are awarded for their achievements. TFSCS parents help their children with homework. ***Many thanks to parents who help your child become his/her best in achieving "proficient or advanced!"***

Check your child's backpack!

TFSCS parents are concerned and caring. They check their child's backpack before arriving to school for inappropriate, unauthorized objects which may be dangerous. They know that bringing inappropriate objects may be grounds for suspension or expulsion to the district school of residence. Objects such as

Candies which could contain unauthorized substances, toys (parent fails to cooperate by not allowing such objects to be brought to school, spray bottles, toy guns/weapons, game boys and other unauthorized food and other stuff.

Our parents consider the safety and welfare of their own children and other students of TFSCS.

School Schedule

TFSCS school buildings open at 7:00 AM or 7:30 AM, depending on the location. Please inquire about before school, after-school care. Students are served a nutritional breakfast and lunch approved by the State and Federal Nutrition standards. Breakfast and lunch are provided by an independent provider.

TFSCS School Hours

Every Day On Time!

Kindergarten—8:00 a.m.—1:30 p.m.

First Grade- 8:00 a.m.- 3:05 p.m.

Second Grade 8:00 a.m.- 3:05 p.m.

3 rd Grade – 5 th Grade

6 th—8 th Grades

8:00 a.m.—3:15 p.m.

Parents make the pivotal difference
between your child's success in achieving
"proficient or advanced."

Please review the Parent Volunteer Policy and volunteer your time to help your school We will help with fingerprint clearance.

Today's Fresh Start Charter School

Health and Safety

The safety, health and welfare of your child is important to all of us.

TFSCS follows all applicable State and Federal Laws related to Health and Safety for students and staff.

- Students can help prevent and avoid accidents by observing playground rules, not roughhousing, excessive running, and hitting others.
- Parents do not walk on safety surf with high heeled shoes. It damages the material and it is expensive to repair. To prevent accidents, parents are not to exceed "school safety speed limit" while driving to go for child pick up or drop off students (3 – 5 Mph) Cars need to move at a "crawl" to prevent injury to a child or others. Turn corners slowly. Watch for children coming from in between cars.
- Please be courteous to others. Do not double park or linger while picking up your child. You may have to park off campus and walk a little bit. We appreciate your patience and cooperation.
- Please Bring or have your child *to school every day on time* (ready to learn) no later than 7:30 a.m. for breakfast or before; 7:50 a.m. for morning assembly ; Classes start at 8:00 a.m., arrival after 8:05 AM is tardy. Any student entering after 8:05 a.m. I will sign my child in and out of school or a person I authorize (listed on the emergency files) will sign my child in and out of school every day of attendance. Students who walk to or from school, ride their bicycle or who ride the bus must have a parent signed waiver on file. The parent hereby waives the responsibility of Today's Fresh Start Charter School from responsibility when you do not sign in and out and your child travels to and from school by bicycle, bus, walking or other means of transportation. and I release TFSCS from any and all
- liability
- If my child is late, I take full responsibility and am personally responsible for my child's welfare and safety before starting class and I release TFSCS from any and all liability. *I will sign my child in and out of school or a person I authorize (listed on the emergency files) will sign my child in and out of school.* Students may not sign themselves in and out alone without a waiver on file. Do not leave your child on the sidewalk or outside the school unattended. TFSCS cannot be responsible.

Releasing Your Child

We will only release your child to a person authorized and named on the emergency card. Make sure that if someone different is to pick up your child that you make the arrangements early in the day or the day before with the person you have authorized to do so. That person's name must already be on the emergency card authorized to pick up your child. We will take a message in case of emergency. We cannot take casual messages. Please make personal arrangements with friends and relatives early in the day if it effects your child.

Safe School Plan

When a health or safety emergency exists the school administrator may share relevant information about students involved in the emergency, (such as involving weapons or drugs; crisis situation off campus) with appropriate parties— that is, those whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. TFSCS follows the regulations required by Family Educational Rights and Privacy Act (FERPA) as it relates to Disclosures Under the Health or Safety Emergency Exception.

Administering Medicine

For students requiring medication during school hours, please see TFSCS Health and Safety Policy. TFSCS may consult our SELPA and the nurse provided by the SELPA (Special Education Local Plan Area) for help with students who may have special needs, including students who take medication.

Releasing Personal Contact Information

I do not give Today's Fresh Start Charter School permission to release any of my personal family contact information to any individual or agency without my written consent.

Today's Fresh Start Charter School

Health and Safety

Listed below are LINKS TO USEFUL SAFETY SITES **Great child safety information for home and school!**

<http://pediatrics.about.com/od/safety/ig/First-Aid-and-Safety/index.01.htm>

http://www.seatcheck.org/tips_overview.html

The following is a list of recommended Web sites where you can find additional child passenger safety information.

National Highway Traffic Safety Administration (NHTSA)

Visit NHTSA for the most up-to-date child passenger safety recommendations.

Boosterseat.gov

A NHTSA-sponsored program dedicated to increasing the use of booster seats.

National Transportation Safety Board (NTSB)

Visit the NTSB for recommendations and information concerning child safety seats, school bus safety and other topics.

"Car Seats, Booster Seats and Seat Belts: Increasing Awareness to Protect Children" Interactive Child Passenger Site

The Children's Hospital of Philadelphia has been a leader in collecting data on child passenger safety trends and the effectiveness of child safety seats.

Insurance Institute for Highway Safety (IIHS)

Visit IIHS for child passenger safety research and information about state laws.

Child Passenger Safety Board

Provides guidance to states, communities and organizations to maintain a credible, standardized child passenger training and certification program.

American Automobile Association (AAA)

Visit AAA for child passenger safety information and up-to-date state laws.

<http://www.revolutionhealth.com/conditions/first-aid-safety/first-aid-kit/?msc=S27704>

<http://www.revolutionhealth.com/conditions/first-aid-safety/first-aid-treatment/bleeding/bleeding-children>

<http://www.revolutionhealth.com/conditions/first-aid-safety/first-aid-treatment/broken-bones/children>

<http://www.kidshealth.com/kid/>

http://www.kidshealth.com/parent/firstaid_safe/index.html

http://www.kidshealth.com/parent/firstaid_safe/sheets/broken_bones_sheet.html

Halloween candy hints http://www.kidshealth.com/parent/firstaid_safe/outdoor/candy_hints.html

build a first aid kit for home http://pediatrics.about.com/od/firstaid/a/05_firstaid_kit.htm

build a first aid kit at home for baby <http://www.thebabydepartment.com/babycare/first-aid-kits.aspx>

prepare for an emergency <http://www.abfirstaidstore.com/cart/>

http://pediatrics.about.com/z/js/o.htm?k=first%20aid%20kit&d=First%20Aid%20Kit&r=http%3A//pediatrics.about.com/od/firstaid/a/05_firstaid_kit.htm

<http://www.homesurvivalstore.com/index>

TFSCS Parents Value A Good Education!

TFSCS Parent Pledge

I understand that parent involvement is a critical component of my child's educational success. I agree to carry out the following responsibilities to the best of my ability and commit to doing everything I can to help TFSCS in our goal of my child becoming a "life long learner." By signing in receipt of the parent/student compact, I acknowledge my understanding of the responsibility to the school's policies set forth herein and in the TFSCS Parent Handbook.

I agree to and understand the following:

1. **Have my child at school every day on time** (ready to learn), by 7:30 a.m. or before for breakfast; 7:50 a.m. morning assembly. Classes begin at 8:00 a.m. sharp. My child is tardy if he or she arrives after 8:00 a.m. **I will sign my child in and out of school** or a person I authorize who is listed on the emergency files. If my child walks or takes public transportation to and / or from school, I waive all liability from Today's Fresh Start Charter School.
2. **Not allow my child to become "a truant"** (3 days or more absent or 3 times tardy (30 minutes or more each time). (Please see *Truancy / Absence Policies*) Excessive / irregular absences *may* be cause for my child to be retained and not go to the next grade. Please see pages 56-61.
3. **Will communicate with TFSCS when there are three (3) straight days of absence.** However, with no parent communication after 3 straight days of absence, my non-communication *may* result in removal from the class roster. Re-enrollment is based on availability of space. Continual irregular excessive absences may jeopardize my child's opportunity for re-enrollment.
4. **Sign my child's completed homework**, when requested, and submit it on the required date.
5. **Honor the mission of TFSCS:** encourage my child to uphold educational values; enforce the school code of conduct with my child; promote respect for school administration, teachers, all adults and students; respect school environment, using respectful words, voice tones, mannerisms and replace any school property if damaged or lost by me or my child. I will not disrespect TFSCS staff.
6. **Help TFSCS reach our mutual goal**, to educate my child to perform at "proficient" or "advanced" on state tests; attend at least two parent meeting, programs (performances, spelling bees, math competition), workshops, events, parent-teacher conferences and other conferences relating to my child's academic achievement, behavior and /or attendance.
7. **Enroll my child in TFSCS Saturday Academy, Summer Academy and / or after-school intervention** programs due to excessive absences / tardy or other reasons, if TFSCS recommends it. It is the parent's responsibility to ensure that any student recommended to participate in the Academic Academy program commit to the recommendation of the TFSCS.
8. **Be a role model** for appropriate behavior for other parents and students; mindful of spoken words, tones, and containment of anger and always search for conflict resolution that does not intimidate students, parents or staff.
9. **Return all school materials**, books, uniforms (sports) that we, (my child and I), are responsible for when requested or I will be held personally responsible for those things not returned.
10. **Attend meetings regarding excessive absences and / or behavior** and agree to results of meetings which may include *your child*
11. **Disclose to TFSCS in writing** at the time of enrollment any information from the previous school that may relate to disruptive behavior, excessive absences or tardies to assist my child in achieving his/her best and gain my cooperation for my own child's success.
12. **Volunteer** at least 40 hours a school year in my time or services.
13. **I will inform my child's teacher and the person** in charge at my child's site of any family changes which will effect my child's behavior and school work, such as, family separations and disruptive behavior , death or other home problems which effect my child negatively.
14. **Exit Form.** Pursuant to State of California requirements, parents must complete an "Exit Form" prior to removing your child from this school. Parents must also give us the name of the new school where your child will be attending. The form is available at the main office. Please call us at 323-293-9826 if you have any questions.

TFSCS PARENTS TEACH THEIR CHILDREN TO RESPECT THEIR SCHOOL!

Parents and Guardians are Very Important to us!!! Today's Fresh Start Charter School Parent / Student Compact

I know that going to school is very important. My parent/ and or caregivers want me to try hard and do my best at Today's Fresh Start Charter School, because this will help me become a lifelong learner with respect for all persons and environment and achieve "**proficient or advanced**" on my California State Tests.

I agree to do the following things:

1. **Ask for help** if I do not know the answers; ask my teachers if I have questions about my work and listen to the adults who want to help me be a good person and a successful individual.
2. **Do all the homework assigned to me** the best I can and turn it in on time, neat, and organized and I will bring my own pencils and small school supplies, which are necessary and appropriate for my learning
3. **Come to school every day on time**, dressed appropriately in uniform.
4. **Serve my community** and do community service to improve my community
5. **Be responsible for school materials** (books, supplies, sports uniforms) provided to me for my school achievement. My parent and /or caregivers will replace any school materials or school property that is lost, misused or damaged.
6. **Respect myself and others**, my parents, all adults at my school, teachers and other students at school and be courteous to them.
7. **Be a peacemaker at school**; not a bully, not fight at school, nor use bad, vulgar language; not hit my teacher or any other adult or child at TFSCS, not threaten or terrorize others at school, like saying, "I'm going to beat you up." "I'm going to kill you!" "I'm going to blow up the school!"
8. **Be kind to others** and settle my differences with words and not violence; do to others as I would want the other person to do toward me
9. **Be an honest person**, tell the truth. No put-downs, name calling . Keep my hands to my self. Allow others their personal space.
10. **Be a responsible citizen. Come to school ready to learn.** Speak appropriately and not talk back to teachers and other school staff and cause disruption in the classroom, walking around at inappropriate times, walking out of class, and other disruptive behavior.
11. **Not take other people's things**; respect the property rights of others and not bring unauthorized food, inappropriate items to school or drink to school or toys (toy guns, gameboys) from home.
12. **Talk with my family** on a regular basis about my school day; encourage my family to partner with me at school.
13. **Abide by any and all other school** rules and policies to help me be the best student I can be.
14. **Be serious about school.** Be responsible for my own behavior, use self-control, manage my anger
15. **Seek alternatives to verbal or physical conflicts** through conflict resolution, by using words and reporting to adults to get help.
16. **Come to school every day on time** with required supplies and materials and be prepared to pay attention, learn, and do my best!

EXTENDED SCHOOL-PARENT COMPACT

Today's Fresh Start Charter School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the term of the students' attendance or until modified.

School Responsibilities

Today's Fresh Start Charter School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Provide highly qualified teachers

Hold parent-teacher conferences to discuss the parent compact and their child's school achievement, which are will be held at the time of distribution of Benchmark reports and Report Cards, unless modified.

Parents will be provided access to staff outside of school instructional time, unless otherwise agreed upon between the parent and the staff member.

Parents have an opportunity to volunteer and participate in their child's class. Parent volunteer guidelines are available.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

Be sure my child is at school every day and make sure that my child does not become a truant by Monitoring attendance.

Making sure that homework is completed.

Monitoring amount of television their children watch.

Volunteering in my child's classroom.

Participating, as appropriate, in decisions relating to my children's education.

Promoting positive use of my child's extracurricular time away from school.

Staying informed about my child's education and communicating with the school by promptly reading notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Serving, to the extent possible, as school support.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

Students will take responsibility for encouraging their parents to have them to school on time every day and if the student walks to school or takes the bus, be responsible to take early enough transportation to be at school on time every day.

Do my homework every day and ask for help when I need to.

Read at least 30 minutes every day outside of school time.

Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Comprehensive Policies On Discipline and Truancy

Guidelines

TFSCS has developed a comprehensive set of student discipline policies to assure a safe and study orientated learning environment. The discipline policies frame a set of Student Behavior Expectations, Parental/Guardian Obligations and General School Rules. To know and to obey these discipline policies is the duty of each students, parent/ guardian and school personnel. Violations of these rules will be punished and might lead to serious consequences such as suspension and referral to district school of residence.

I. Infractions of Rules

As a school, it is our goal to provide our pupils with the best education possible. Therefore, we have to ensure that they are integrated in a safe and educationally oriented environment. To assure this TFSCS has developed a comprehensive set of student discipline policies which include the students' rights and responsibilities and the school's suspension and referral to district school of residence policies.

The following behavior is disruption of authority and prohibits implementation of the educational program. Students who disrupt school activities or defy school authority, school teaching staff and / or administration or other school personnel engaged in the performance of their duties; may be suspended or recommended for expulsion. The bottom-line purpose of these procedures will be to ensure a safe and effective learning environment. Successful procedures will provide for due process for parents to be specific and concrete, and be supported by the school community.

Inappropriate behavior that disrupts the learning process, while on school grounds, going to or coming from school are detailed below:

1. Continued truancy or tardiness (See **Truancy Policy**)
2. Disruption of classroom program and / or school activities
3. Use of racial slurs/hate language/name calling (ridiculing others)
4. Willful or negligent conduct likely to result in injury to another student, school employee or other person.
5. Committing or attempting to commit inappropriate sexual behavior on another child.
6. Committing an obscene act, habitual profanity, vulgarity, using obscene language
5. Walking out of class without permission (This is called on campus truancy. See **Truancy Policy**)
6. Excessive talking / socializing and / or writing notes in class
7. Fighting, causing physical injury to another person or self inflicting injury
8. Possession of any dangerous object of no reasonable use to the pupil
9. Unlawfully possessing, using, selling, or otherwise furnishing, or under the influence of any controlled substance listed in the Health and Safety Code, any alcoholic beverage, tobacco, or any intoxicant of any kind
10. Continued willful disobedience or open persistent defiance of the authority of school personnel

TFSCS EXCELLENCE IN TEACHING & LEARNING

Comprehensive Policies for Students On Discipline and Truancy

11. Cheating or stealing or attempting to steal school property, other students property or private property of others, including staff or knowingly receiving stolen school property or private property.
12. Forgery of notes, signatures, excuses, or other school documents by student
13. Bullying, harassment or hazing (e.g. "I dare you. You better do this or that or I'm gonna make you (or you have to) swallow this gold fish) of pupils or school personnel
14. Defacing school or personal property

II. Consequences which may be assigned for inappropriate behavior, Excessive absence and tardies:

1. Limiting Playground activities (benching)
2. Paper pick-up during nutrition or lunch
3. Call home and/or parent conference
4. Referral to Committee on School Attendance and Behavior Review
5. Sign a Behavior Contract and adhere to same
5. Suspension (It is not the general policy to suspend students. TFSCS fully expects parents to educate their children at home as to proper school behavior ; listening to Principal, Teachers and other adult authority. Learning to obey authority, learning to communicate without argument and violence and learning to get along with others are key components to success in school and in life.
6. Expulsion from TFSCS
7. Students may expect that Monday and Friday absences and any excessive absences may cause them to have privileges

Students with Disabilities

Appropriate discipline will be determined for students with disabilities so that they understand the nature and extent of disruptive behavior (if applicable) so that the discipline will make an impact on promoting the positive behavior of the child. A determination may be made for appropriate student placement. TFSCS complies with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. TFSCS staff will work with a SELPA (Special Education Local Plan Area) in this regard.

Today's Fresh Start Charter School

“Start Fresh Every Day! Everyday a New Beginning!”

Comprehensive Policies for Students On Discipline and Truancy

1. Attendance and Tardies (See Truancy Policy)

- a. Never leave campus without going through front desk office with parent
- c. Students who return from absence must have a note from parent
- d. Excessive absences and / or tardies are clearly documented
- f. Students must be in attendance no later than 8:05 a.m.

Restrooms

- a. Must be kept clean and not be used as a socializing room.
- b. Anyone who vandalizes a restroom or other school property will be held financially responsible. Parents are required to pay the expense of repairs.
- c. Throwing balled up wet paper towels to stick on bathroom walls is not okay
- d. Throwing spitballs in and out of class.
- e. Kicking doors and / or slamming doors is not okay
- f. Students may not go to the restrooms unattended by an adult standing by.

3. Bicycles, skateboards, rollerblades, scooters

- a. Bikes must not be ridden on campus or alley.
- b. Bikes must be locked in bike compound, if applicable. Only bike riders may go into compound, if applicable.
- c. Bikes which are ridden on campus are taken away until claimed by a parent.
- d. Skateboards, scooters and rollerblades are not allowed at school at any time; they will be held until claimed by a parent.

4. Lockers

- a. Don't share lockers. Use only the locker assigned, (if applicable)
- b. Check to make sure locker is closed and locked securely (if applicable)
- c. Do not use your own lock. It will be cut off. (if applicable)

5. Textbooks, Library Books, School Materials

- a. Students are responsible for all books issued or borrowed, and for paying for lost or damaged books.
- b. Textbooks must be covered, student and teacher name must be on inside cover nameplate.

7. Boundaries

- a. Stay in designated areas at lunch and at snack times. Older students may not mingle with the younger students without an assigned, approved reason by Principal or designee.

8. Playground (P.E.)

- a. Playground usage is only open under the supervision of staff.
- b. No eating. Detention / benching is assigned for violation of playground rules.
- c. Stay in designated play areas only. Equipment to be used properly according to rules.
- d. Use only checked out equipment. Do not bring your own sports equipment.
- e. Students may not be on playground unless engaged in activity.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Comprehensive Policies for Students On Discipline and Truancy

9. Deliveries

- a. Messages are not delivered to students.
Articles must be picked up in designated area, usually at the front desk.
- b. Emergencies will be handled at the front desk and referred to an administrator.

10. Games, Radios, and Electronic Devices

- a. Leave games, toys, radios, tape players, and CD players at home.
- b. No electronic devices (beepers/pagers or cell phones) are allowed on campus at any time.
- c. These items will be taken from student and must be claimed by parent within 30 days. School is not responsible for loss. Cellular phones must be checked in with adult staff as designated. Cellular phones are only allowed at school parental and school signed agreement. Agreement must be on file. Students may not use cellular phones during school time; no texting and other electronic communication.

11. Clean campus and school pride

- a. Stash your own trash.
- b. Pick up wherever and whenever.
- c. Be cheerful and cooperative when asked to help.

12. Student Dress Code: TFSCS Requires Students to Wear Uniforms: Dress for school should be appropriate so it does not distract from the learning process. All students have a job and that job is to get an education. Just as adults dress for work, we expect our students to dress appropriately for their “job” which is school. The following *dress code is adopted because we want our students to feel special and encourage uniformity:*

All students must wear uniforms as selected. Boys wear white or light blue top and dark blue pants. Girls must wear shorts or tights under their uniforms (skirts or dress) at all times or may wear long knee socks or tights during colder season. Blue plaid jumpers or skorts for girls. TFSCS tee shirts or uniforms are required on field trips. Boys and girls are not allowed to wear “hanging low, baggy” pants.

a. Dresses, tops, skirts and shorts - All such clothing should be of appropriate length which is not shorter than fingertip length. Short shorts or athletic shorts (split-side or tight bicycle type) are not permitted unless recommended for P.E. Shorts must be fitted at the waist and must be worn so as not to bag or sag.

b. Shirts and blouses - All shirts and blouses must be long enough to cover the midriff when the student raises his/her hand to answer in class. All shirts/blouses must have shoulders or straps that are All shirts / Blouses must have shoulders or straps that are at least two inches wide. Sleeveless athletic jerseys must be worn with an appropriate second shirt. Tops cannot be see-through, backless, sideless, off the shoulder or low cut so as to reveal cleavage.

c. Pants - Must be worn fitted at the waist and hemmed at the bottom and fitting appropriately not to distract from classroom duties.

d. Shoes - For safety reasons, all shoes must be enclosed all around (heel, toe and sides). Shoes must be worn at all times on campus. Thongs, house slippers, sandals or any type of beach footwear are not permitted. Shoes must be rubber soles and non-skid.

TFSCS EXCELLENCE IN TEACHING & LEARNING

COMPREHENSIVE POLICIES FOR STUDENT BEHAVIOR

- e. **Headgear, earrings, jewelry** - Boys are not allowed to wear any jewelry to school. Small earrings may be worn only by girls in the ears only. Expensive jewelry should be left at home. No headgear, head bands, etc.
- f. **Any clothing or accessory** that depicts in any form of profanity, vulgarity, violence, drugs, alcohol, vandalism, weapons, tobacco, a sexual act, or is offensive to any gender, race or culture is unacceptable and therefore not permitted at TFSCS. Students are expected to conform to reasonable standards in cleanliness, appropriate dress, and hair styling. Reasonable standards are defined as presenting an appearance that is conducive to learning and that does not detract from or disrupt the learning environment for others.

SUSPENSION AND EXPULSION POLICIES

We do at all times request and require parent / guardian cooperation for your child's welfare. Students who present an immediate threat to the health and safety of themselves or others may be suspended or expelled or recommended to their district school of residence. The list above (Infractions of Rules) identifies those offenses that may result in suspension, (expulsion).

We encourage conflict resolution through words and discussion of the problem with the school administration. As the compliance with these rules is essential to achieve our educational goal, we strictly follow the outlined procedure below (Due Process). We will consistently apply the disciplinary options we have at hand including suspension and referral to district school of residence to educate, support and protect our pupils.

It is **always** our desire to work with parents and help bring them to an understanding of what we are about as a school and develop a trusting relationship between parent, school and student. We are a school community.

GROUNDS FOR SUSPENSION AND EXPULSION:

A student may be suspended or expelled for any of the enumerated infractions of rules listed above if the act is related to school activities or school attendance occurring at Today's Fresh Start Charter School or at any other school-sponsored (related) activity: (a) while on school grounds; (b) while going to or from school (c) during the lunch period (d) during, going to, or coming to a school-sponsored activity

Important Note: All referrals of misbehavior are accumulated regardless of category of the offense. Consequences/ referrals for offenses are based on the severity of the disruptive behavior.

PROCESS FOR SUSPENSION:

Informal Conference: Suspension shall be preceded by an informal conference conducted by the Principal and/or Administrator, with the student. The conference may be omitted if the Principal and/or Administrator determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without conference, the parent/guardian shall be notified of the suspension and a conference will be requested as soon as possible.

Notice to Parents/Guardians: At the time of suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person to be followed with a written notification. This notice will state the specific offense committed by the student. In addition, the notice may also state the date and time the student may return to school.

TFSCS EXCELLENCE IN TEACHING & LEARNING

TRUANT DEFINED: “One who is absent without permission, especially from school.”

EXCUSED ABSENCES: The Education Code provides, “A pupil shall be excused from school only when the absence is due to his or her illness; due to quarantine under the direction of a county or city health officer; for the purpose of having a medical, dental, optometric, or chiropractic services rendered (TFSCS recommends health appointments be made in the afternoon to avoid tardy and absence); for the purpose of attending the funeral services of a member of his or her immediate family (so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California); for justifiable personal reasons, including, but not limited to observance of a holiday or ceremony of his or her religion, attendance at religious retreats (not to exceed four hours per semester); or when the pupil’s absence has been requested in writing by the parent or guardian and approved by the administrator, the principal or a designated representative pursuant to pre-established uniform standards.” Three or more excused absences as defined above are considered *excessive excused absences*.

COMPREHENSIVE POLICIES FOR STUDENT BEHAVIOR

Length of Suspension: The length of suspension for students may not exceed a period of 5 days unless an administrative recommendation has been made and agreed to by the student’s parent/guardian. Arrangements will be made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension.

While suspension is to be regarded as a last resort, the grounds for such action will be the same as those contained in Education Code 48900.5 A student may not be suspended for more that 20 days cumulatively each year.

DISTRICT SCHOOL OF RESIDENCE

It is the parent’s choice to select a school of their choice. Today’s Fresh Start Charter School is not a District School of Residence; therefore, parents may choose to go to their District School of Residence. Reasons for exclusion from TFSCS are cited in a number of places throughout the Parent Handbook. School suspension and /or expulsion is a last resort and to be avoided at all cost.

A TFSCS school employee shall have made a reasonable effort to contact the parent/guardian by telephone or in person to arrange a meeting. The parent / guardian is given notification of their district school of residence. The discipline and attendance policy is not discriminatory, arbitrary, or capricious, and follows the general principles of due process below.

EXPULSION DUE PROCESS

Parents may be assured of a safe environment for their child. Students who do not adhere to their responsibilities, and who violate the school rules may expect consequences for their behavior.

Parents may be recommended for another placement to another school by an administrator or designee for an infraction of rules only when other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or, due to the nature of the act the presence of the pupil causes a continuing danger to the health and safety of the pupils or others.

Students who are recommended for expulsion are entitled to a hearing by a Hearing Officer and School Committee. The Hearing Officer will be a community member with knowledge of student discipline and attendance policies. Upon notification to parent/legal guardian and scheduling of a conference, notice shall include, the date, time, contact person and place of the conference or hearing and a statement of the facts, charges and offense upon which the proposed expulsion is based.

TFSCS EXCELLENCE IN TEACHING & LEARNING

REPORTING ABSENCES AND TAR DIES: It is the responsibility of the parent or guardian to contact the school office in the morning if their child(ren) will be absent or tardy and to provide written documentation for excused absences as defined above, i.e., a note from the parent or guardian (for illness less than three days), the doctor or medical facility (if the absence is due to a medical, dental, optometric or chiropractic appointment), court documents, etc. for the file. For absences of three or more days, evidence of independent medical verification may be required. Chronic health problems requiring hospitalization need to be reported and documented by the doctor and / or hospital at the time of enrollment or at such time the condition is known. Please take note that discussion with the District Attorney's Office states that asthma is not a reason for excessive absences. Make afternoon health appointments. "My car didn't start." "I got up late is not excusable absence or tardy."

IRREGULAR ATTENDANCE: Today's Fresh Start Charter School defines irregular attendance as any student who is absent or tardy 4 days or more in any given trimester or school year, which does include excused absences and tardiness as defined above. Irregular attendance does include **ALL** tardiness, including tardiness of only a few minutes in any given day.

TRUANCY, EXCESSIVE ABSENCES AND UNJUSTIFIED ABSENCES:

Any pupil between the ages of 6 and eighteen years of age is subject to compulsory full-time education. A student who is absent from school without valid excuse three days or more or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the Administrator or administrator's designee.

Upon a pupil's classification as a truant, the Administrator or designee shall notify the pupil's parent/guardian by first class mail or other reasonable means, of the following:

- (1) That the pupil is truant.
- (2) That the parent/guardian is obligated to compel the attendance of the pupil at the school.
- (3) That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution

Today's Fresh Start Charter School will inform parents/guardians of the following:

- (1) Alternative educational programs available in the school district of residence.
- (2) The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (3) That it is recommended that the parent or guardian accompany the pupil to school and attend core classes or attend a conference.

VIOLATIONS Once a parent / student is notified of being a truant *or* demonstrate irregular attendance, the following procedures may be initiated:

1. Referral to School Attendance and Behavior Review Team (SABRT): The SABRT may be comprised of a combination of the Principal, Site Coordinator, teacher, the legal parents/guardians, the student and / or other personnel who the school deems beneficial and necessary to the support of the child's attendance. The SABRT will ***develop an attendance contract*** for the student with specific interventions to support the student in improving his/her attendance with the signature of the parent and child.
2. **Attendance Probation Contract:** If the student violates the contract, or is truant again or continues to demonstrate irregular attendance and / or tardies, they may be put on Attendance Probation, following a meeting, or a good faith attempt to conduct a meeting, involving a representative of the SABRT and the parent/guardian of the student.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Subsequent and habitual truancy will be reported to the appropriate agency which may include the Los Angeles District Attorney's Office and / or the Department following a conscientious effort to hold at least one conference or make telephone contact or another letter sent to the parent or guardian conducted as stated above.

TODAY'S FRESH START CHARTER SCHOOL HEARING OFFICER: If a student violates his/her *Attendance Probation Contract*, he/she may be referred to Today's Fresh Start Charter School's Attendance Hearing Officer. The Hearing Officer will be a community member who has knowledge of student attendance policies. The Hearing Officer will meet with the student, parent and pertinent members of the school to review the student's attendance. The Hearing Officer will notify the parent / or guardian in writing one week (7 days) before the meeting, except in cases of more urgency, a meeting may be scheduled with a shorter notice. The legal parent or guardian may attend the meeting to represent the student. The parent may enroll the child in another school of their choice. If the student would like to re-enroll into Today's Fresh Start Charter School he/she will need to follow the Enrollment Policies and Procedures for all prospective students and parents/guardians must show written documentation they have made a conscientious effort to improve their child's integrity and record in understanding the importance of good school attendance through counseling or other means.

Outside support authorities may be contacted to assist in helping parents to understand their responsibility to have their child at school and on time daily.

ON CAMPUS TRUANCY / TRUANT DEFINED: A truant is one who is absent without permission, especially from school. A student who leaves class without permission and fails to return to class within 5 minutes will be considered an "*on-campus truant*". A student failing to return to class within 5 minutes following recess or lunch will be considered truant. No student is allowed to voluntarily leave the campus without permission.

Expulsions

Any student may be expelled in accordance with applicable state and federal law. The administrator's designee shall be responsible for assuring due process procedures are followed. The administrator's designee is also the primary contact person that will communicate with district of residence staff.

Expulsion Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the Administrator's designee determines that an act subject to expulsion has occurred. The administrator's designee will be responsible for assuring that due process procedures are followed for all expulsions.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Written notice of the expulsion hearing will be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. This notice will include:

- a) The date and place of the hearing.
- b) A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
- c.) A copy of TFSCS's disciplinary rules which relate to alleged violation.
- d.) The opportunity for the student or the student's parent/guardian to appear in person at the hearing.

Written notice to expel a student will be sent by the Administrator's designee to the parent/guardian of any student who is expelled. This notice will include the following:

- a) The specific offense committed by the student for any of the acts listed in "Reasons for Suspension and/or Expulsion."
- b. Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with TFSCS.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Automatic Expulsion: Zero tolerance circumstances under Education Code 48915

The administrator or administrator's designee of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person or possession of a knife
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 Education Code or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

EXPULSION UNDER THE GUN-FREE SCHOOL ZONE ACT:

The administrator or designee shall immediately suspend and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Possession of an explosive.**

GETTING ALONG TOGETHER IN A SCHOOL COMMUNITY

At the beginning of each school year the TFSCS school staff will meet with parents and students for orientation. During this meeting, parents and students are made aware of their responsibility for knowing and following school rules. A **Mandatory Parent Orientation** will be held at the beginning of the school year. **Back To School Night** will be held after that meeting. School and classroom policies will be covered. A brief resume of the material covered is presented.

We feel a policy of positive encouragement is more likely to produce a safe and harmonious school environment than a policy of harsh coercion. Towards achieving that end, discipline should be consistently carried out. Discipline is best served when students learn the school rules and accept the responsibility for carrying them out. The staff will assist by supervising period changes and other out of class time.

It is always the goal of Today's Fresh Start Charter School to get along with all our parents, students and staff. We believe that to implement the best educational program possible with a goal of "excellence for life long learners" we must have every parent's cooperation. We believe that all of us need to be even tempered, courteous, respectful and civil to each other at all times. ***Although, something may come up, we still must maintain our dignity, our integrity and our composure, regardless of the circumstances. This goes for parents and everyone.***

The below Statutes address disturbances on campus by parents. We will adhere to the codes outlined to enforce a safe school environment.

Education Code

- Sections 32210, willful disturbance of public school or meeting
- Section 32211, threatened disruption or interference with classes; misdemeanor
- Section 32212, classroom interruptions

Penal Code

- Sections 626-626.10, schools, and
- Sections 627-627.10, access to school premises.
- Section 627.2, necessity of registration by outsider, and
- Section 627.7, misdemeanors; punishment

Today's Fresh Start Charter School Notice of Chronic Truancy

Dear Parent / Guardian,

This letter is to inform you that your child, _____
in the _____ 1 st. _____ grade is a **habitual truant**, which means he /she has excessive absences and / or tardies. Through numerous flyers, posters, letters you have been advised of this status of "truancy."

You also did not attend the meeting called by the District Attorney's Office on May 9, 2006. We previously advised you that "*Failure to improve your child's attendance will result in a referral to your home school in your district.*"

We made an appointment with you to discuss this very serious matter, but you did not come to meeting and did not excuse yourself by calling or re-booking. Due to your lack of response, you acknowledge that TFSCS cannot be responsible for your child's education and you must remove your child from TFSCS.

Below are legal references which relate to truancy and your parental responsibility to have your child at school every day and on time.

Unjustified Absences

Any pupil subject to full time education (between the ages 6 to 18 years old, Section 48400 is subject to compulsory full-time education) who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school.

Education Code Section 48260.5

(A) Upon a pupil's classification as a truant, the school district **shall** notify the pupil's parent/guardian by first class mail or other reasonable means, of the following:

(1) That the pupil is truant.

(2) That the parent/guardian is obligated to compel the attendance of the pupil at school.

(3) That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290 of Chapter 2 of Part 27.

(B) The school also shall inform parents/guardians of the following:

(1) Alternative educational programs available in the district. **

(2) The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)

(3) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (Added Statutes, 1983, Chapter 498)

Excessive Excused Absences

Truant, unverified, unexcused, excessive excused absences, and tardies affect the student's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for **all** students.

48261. Subsequent report of truancy

Any pupil who has once been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

48262. Habitual truant

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.

CC: This Notification has been forwarded to the school district of residence and also to the District Attorney's Office, Anita Brown, Hearing Officer (323)357-5355 – FAX (323) 357-7352

Today's Fresh Start Charter School

Fieldtrip Behavior Agreement

While on fieldtrips your child represents Today's Fresh Start Charter School. We welcome our students' enthusiasm preparing for fieldtrips. Fieldtrips are correlated to our California Standardized Curriculum in teaching and therefore are quite purposeful.

Fieldtrip behavior - It is especially important for students to act in an appropriate manner on fieldtrips. Their behavior, good or bad will be attributed to our school reputation. When in public many people are watching the students' behavior. Because we must at all times represent TFSCS with high quality standards, we have adopted a set of behavior expectations. Bad behavior in public locations is embarrassing to the school and causes multiple problems.

Student safety is a primary concern. When students act out, they put themselves and others in danger; in addition, the school can get kicked out of a place because of unacceptable behavior and not be allowed to go back for another field trip. Therefore, a few students could ruin it for the whole school and put others in danger! I understand that I must purchase a school t-shirt, which my child is required to wear on all field trips for safety / easy identification.

Consequences - Effective immediately, any child who acts out at school or on trips will not be allowed to attend the next fieldtrip, unless parents accompany them on the trip. To facilitate good planning, parents who will go on the fieldtrip must sign up for that trip at least one week prior to the scheduled date of trip. This is necessary to book the bus size and we encourage parents' participation.

Below are some examples of acceptable behavior and some behavior that is not. Students who refuse to act responsibly on field trips and at school will no longer be allowed to go on other fieldtrips without their parent. This are the consequences for acting out on field trips and at school.

BEHAVIOR SCALE

EXEMPLARY BEHAVIOR (behavior that will be rewarded)

- Arriving on time to school every day
- Being ready to study and learn
- Cooperative work attitude
- Having all required school supplies
- Wearing TFSCS t-shirt on all fieldtrips

BORDERLINE BEHAVIOR

- Talking while teacher is talking at school and on fieldtrips
- Generally, just not listening

Running instead of walking

UNACCEPTABLE BEHAVIOR

- Using profanity (curse words)
 - Pushing or shoving other students
 - Talking back to teachers
 - Not listening to staff / general disruptive behavior
 - Putting fellow students down, name calling, bullying
- Disobeying the directive "STOP" when directed to do so at school or on fieldtrips

CLOTHING ITEMS NOT PERMITTED

- Doo rags at any time, at school or on trips
- Hood over head (only outside in cold / rainy weather)
- Sagging pants (around hip line)

Thank you, parents for your cooperation.

323-293-9826

Today's Fresh Start Charter School

Fieldtrip Behavior Agreement

I, the parent or legal guardian of _____ have read
Please Print Child's Name
the Field Trip Behavior Agreement.

I know TFSCS needs my involvement in my child's education. I promise to adhere to the school requirements for my child's safety in school and on field trips to attend fieldtrips. I understand that if my child falls short of what is set as acceptable behavior, he / she will not be allowed to attend fieldtrips unless I, the parent or guardian accompanies him/her. I appreciate the opportunity to help the school in helping my child to become a productive, successful member of society and a life long learner.

I understand that I must purchase a school t-shirt, which my child is required to wear on all field trips for safety and easy identification.

Please Print Your Child's Name Date

Please Print Parent Name

Please Sign Parent Signature

Have a Happy vacation during July or August!

Please do not take vacation during regular school time when instructional minutes will be missed.
We want your child to be at *"proficient" or "advanced" level.*

Help your child become
his/her best by helping your school:

- 1.] Be sure your child completes homework and return it on time
- 2.] Please be at school every day on time
- 3.] Please cooperate with us to help your child
- 4.] Please return any TFSCS books and Materials for future school use.
- 5.] As we develop our student information system, parents will have access to your child's assignments and grades on line.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Sample

Student Contract: Truancy

I _____ fully understand I must follow all school rules and policies. This also includes all classroom rules and procedures. This contract does not exclude me from the school rules that all students must follow.

I _____ am entering into this contract because I:

_____ I am a "truant" _____ I have excessive tardies of 30 minutes or more

_____ I have irregular "tardies" (I oftentimes come to school after 8:10 a.m.; These are excessive tardies, but less than 30 minutes.)

_____ The school record shows I have _____ tardies and _____ absences

I cannot go through life being late and absent constantly, because I will never be a successful "life long learner" and it will keep me from having a very good job, doing well in school and being a productive citizen. And also, I want to grow up and be a _____ and *I want to own my own home* ____ yes ____ no.

I want to have a good life and I want to do well in school. I want to finish college and make good grades.

I promise to do the following:

My goal is to: _____ for

(time period) by _____
(date)

While I am working towards my goal, I will be rewarded by:

When I have demonstrated that I have maintained my goal of being on time for school and / or stop being absent, I will no longer need to have meetings with my teacher, or other TFSCS staff or the Hearing Officer and parent/guardian to discuss my behavior. If I continue to display the targeted behavior, the Hearing Officer will inform my parent that TFSCS is not the right school for my child.

I _____ agree to follow this contract. My signature means I agree to improve my attendance record so that I will become a better student.

Student's Signature: _____ Date _____

Teacher Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

TFSCS Representative Signature: _____ Date _____

Hearing Officer Signature: _____ Date _____

TFSCS EXCELLENCE IN TEACHING & LEARNING

* Sample *

Student Contract: Behavior

Name of Student _____

Date of Contract _____

Teacher _____

Term of Contract: From _____ To _____

I _____ fully understand I must follow all school rules and policies. This also includes all classroom rules and procedures and student / parent compact. This contract does not exclude me from the school rules that all students must follow.

I _____ am having difficulty controlling my anger and my other behavior. I frequently get upset with my classmates, say inappropriate comments, and sometimes hit and fight them. I yell out in the classroom too. This is a problem because I cannot go through my life saying things that are inappropriate or hitting people who make me mad and doing other disruptive behavior.

If I stop making inappropriate comments and hitting people for a period of one month, ***I will be given an award***. If I do any of these disruptive behaviors, I acknowledge that my child cannot continue at TFSCS. When I have demonstrated positive behaviors TFSCS will reconsider my enrollment. I will continue my meetings with my teacher and parent/guardian to discuss my behavior until _____.

If I give in to anger by saying inappropriate comments, I may be given a detention, temporarily removed from the classroom, or suspended from school (depending on how bad the comments). If I hit another student or do those other things, I will be suspended and may be referred to my district school of residence.

These are some of the things I do which are inappropriate:

Disrespectful behavior during classroom time and after-school, Laughs out loud in class at inappropriate times

Goes out of classroom frequently without permission

Running in hallways upstairs and downstairs

Fighting with boys and girls/hitting people

Defiant, refusing to obey teacher's direction

Playing in bathroom, wants to stay and play inside bathroom

Not listening to teachers and other adults

Yelling in class while teacher is teaching

I _____ agree to follow this contract. My signature means I am willing to overcome my anger problems, will follow all school and classroom rules and procedures, and will become a better student as a result.

Student's Signature: _____ Date _____

TFSCS Principal Signature: _____ Date _____

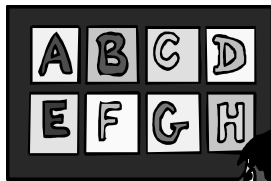
Parent/Guardian Signature: _____ Date _____

Hearing Officer's Signature: (if applicable) _____ Date _____

Teacher or Other TFSCS Signature _____ Date _____

Superintendent _____ Date _____

TFSCS EXCELLENCE IN TEACHING & LEARNING



ABSENCES EFFECT PROMOTION TO THE NEXT GRADE LEVEL

Students are expected to advance to the next grade level; however, parents will be notified if your child *may possibly* be retained for any reason. Retention is not the most usual exercise here at TFSCS. Only under extenuating circumstances will a student be retained.

We may have to retain your child and / or go to summer school. If your child is in any grade and you expect him / her to go to the next grade your child has to be at school everyday, on time and you have to help with homework and cooperate with the school in every way. As caring educators, we cannot in good conscience recommend that your child advance to the next grade level if he / she is not ready. This is called **“social promotion.”** We do not do **“Social promotion,”** **advancing your child when academically your child is not ready.**

Excellent attendance is one of the prerequisites to highest achievement and allowing your child to be the best that he / she can be.

Call the school on the day of absence. See the back page for school telephone numbers and school hours. Please call back if the person has left the desk for a moment. See the Truancy Policy for details on absences.

Today's Fresh Start Charter School Age Enrollment Requirement

Students enrolling for kindergarten in Today's Fresh Start Charter School must be at least five years of age on or before

December 2 of the year in which he/she applies for entrance. All pupil programs at TFSCS meet California State Department of Education requirements.

ACADEMIC ACHIEVEMENT

The students of TFSCS are taught according to the California State Standards required for each grade level. Each child is allowed to progress at his / her own pace, but encouraged to excel.

Teacher Qualifications

TFSCS teachers hold California Credentials and are highly qualified to teachers.. One of the first priorities for our teachers is that they love children and respect them as individual persons. Ongoing professional development is held before and throughout the school year to keep our teachers abreast of developments and trends in education.

“Be school ready!”
Come to school prepared -
ready to learn !
Be serious about school.

- Take responsibility for your own behavior. Exhibit self-control.
- Respect yourself and others. Be courteous.
- Respect the personal, civil and property rights of others. Behave ethically.
- Be cooperative.. Work with others.
- Speak appropriately.
- Do not talk back to the teachers and cause disruption in the classroom.



TFSC S EXCELLENCE IN TEACHING & LEARNING



Make Up Work

A student who is absent from school is expected to make up all homework and assignments. The responsibility for getting assignments and making them up rests completely with the parent and student. A student will have the same number of days he / she was absent to make up the work. Summer school may be required. Chronic absence may effect a child's promotion to the next grade level.

Transferring to Another School-Exit Form Required

Notify TFSCS one week in advance if you will be transferring from TFSCS to another school. Please Give written notification to the office of the transfer to include the school address for the purpose of transferring records. All books and other school materials must be returned promptly before you leave. The return of all books and materials must be given final clearance prior to issuance of final grades. An Exit Form is required by the State of California. This form must be completed prior to the student's last day. School records and / Administrator's designee staff must sign a student out of school.

**Please keep all
emergency
numbers and
addresses
current.**

Earn volunteer hours?

Parents are required to volunteer at least 40 hours per school year.

Go on field trips

Watch students on the playground.

Help serve lunch to the students.

Use your personal gifts and talents.

You can help teach and maintain the computers.

Help after-school with homework.

We support parents and guardians in our mutual quest for the best education of your child.

You are needed and wanted!

Please Cooperate with us in the best interest of your child's education.

We appreciate your participation in every way !

TFSCS Will assist you with fingerprint and TB clearances.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Restraining Orders

If you have a restraining order issued prohibiting someone from picking up your child, you must copy that for the office and one for the school. We will make every effort to prohibit the person restrained from picking up your child, however, our resource would be to call the Los Angeles Police Department should force be required as our goal would be to avoid any unbecoming scenes at our school.

Releasing Your Child and Messages

We will only release your child to a person authorized and named on the emergency card. Make sure that if someone different is to pick up your child that you make the arrangements early in the day or the day before with the person you have authorized to do so. That person's name must already be on the emergency card authorized to pick up your child. We will take a message in case of emergency. We cannot take casual messages. Please make personal arrangements with friends and relatives early in the day if it effects your child.

Your Suggestions are welcome. Please use the Suggestion Box.

The school invites community and staff members to submit suggestions to the school for the continued improvement of school activities. All suggestions will be forwarded to the appropriate staff person and receive a response. You may also call 323.293-9826 or 323-299-2105.



TFSCS EXCELLENCE IN TEACHING & LEARNING



Parent Involvement

We Need You!!

Parents are encouraged to visit your child's school and classroom. Arrangements can be made in advance to volunteer and visit an individual classroom by notifying the school. During school hours, all visitors (including parents,) must sign-in at the office to receive an identification tag. Visitors must report to the office when visiting the school. Periodically, a parent / guardian may be required to visit the school for a conference. We respect your time, however, we always need your help in formulating a strong school / home partnership. Patents must sign a liability waiver for any child who does not attend TFSCS if the child is on the campus.



School Site Council School staff and parents Working As A Team

Working together provides an opportunity for parents, educators, students, and community members to work together on school-related concerns. Meeting dates are staggered to allow parents to be involved in School Site Council.. Meeting dates and times should be confirmed with the school.

Back To School Open House is an exciting time to start the school year. Classroom teachers meet with parents to get the new year started to discuss grade level goals, expectations, classroom rules, assessment tools and other good things. Parent Curriculum Guides will be given to parents and other special information to continue to build a strong parent / school relationship. These meetings will take place in the evening or at a time that is convenient for the majority of families. Don't forget parents are allowed (legally) to take time off to go to the school and see about your child.

- **Parent-teacher conferences.** As a part of parent involvement, parents are required to attend conferences about your child. Each individual parent will be informed of the educational progress of their child. During these meetings, teachers will offer advice on how the parent can assist their child at home.
- **Parenting Opportunities.** Teachers and administration go to great lengths to plan parent opportunities, **such as Math and Literacy Family Nights.** Sessions will be tailored to increase everybody's knowledge of issues of common interest, e.g., literacy, math, books for young children, children's diet, child development, helping children improve study skills, the effects of many changes in the child's life on student achievement, family health, etc. Changes in society demand that we all build our child rearing knowledge.
- **Parent Volunteers are encouraged.** A current TB Test ensures a healthy environment for all and is kept on file with your school office. TB Tests are offered through a local health offices for free or at a minimal cost at TFSCS expense. Volunteers adhere to the same code of ethics as staff.

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Student Records

TFSCS will adhere to procedures in compliance with the Family Educational Rights and Privacy Act (FERPA), (20 U.S.C.-1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records., relating to confidentiality and privacy records. Pupil records are maintained by teachers and school personnel. Contact School Office at 323-293-9826 or visit the school office at 4514 Crenshaw BL., 8:30-4:30. They are happy to help you.

Parents / guardians may review your child's records at the school office, but may not be removed. Requests for access or copies of your child's records will be granted within a reasonable time, at least 5 days notice. Our school may charge a fee for copies.

Parents may have an opportunity to request amendment of the records and / or challenge the content of their child's school records should they believe the records are inaccurate, misleading, or otherwise in violation of the program or rights of their child.

We cannot release records of pupils without written consent of parents / guardians to any individual, agency, or organization or family contact information, except as permitted within the law. A non custodial parent has the same

rights as a custodial parent unless the custodial parent has presented evidence of a binding, legal instrument (such as court order governing divorce, separation, or restraining orders or custody) which specifically states that the custodial parent not be informed of or have access to the educational records of the student. If not specifically stated, both parents shall be considered to have this right. Except as stated above, custodial and non custodial parents have equal rights to be informed of their child's educational progress, including the right to receive report cards and to attend parent-teacher conferences.

Before and After- School Care

TFSCS will apprise you of the before and after school care which is available to our students. Fees may be charged.

Non-discrimination

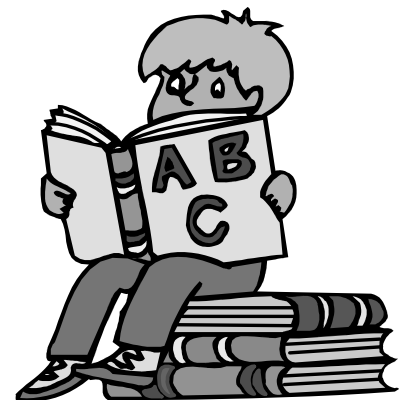
Today's Fresh Start Charter School is committed to ensuring that students, staff, parents and community members are able to attend school-related functions in a climate that values and promotes an appreciation of diversity. Acts of discrimination based on race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation is not permitted. TFSCS complies with Section 504 and Office of Civil Rights and does not discriminate against students with disabilities.



An informational bulletin on Section 504 is available at the main office.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
S.W. Washington, D.C. 20202-4605
202-260-3887 Voice
1-800-877-8339 TDD



TFSCS EXCELLENCE IN TEACHING & LEARNING

Celebrating Cultural and Religious Diversity

Today's Fresh Start School is committed to providing an educational and work environment that fosters equitable opportunities and an appreciation of diversity and commonality in a culturally pluralistic society. Our community becomes more diverse every year, increasing the importance of sensitivity to families and students from a variety of backgrounds and beliefs. Therefore, respect and acceptance for an education that is multicultural is promoted through curriculum, instruction, staff development and resource selection. Curriculum materials and instructional strategies should assist students to examine knowledge, concepts, and information from multiple perspectives while reflecting students' interests and backgrounds.

The school also recognizes and accepts its responsibility to uphold the Constitutional safeguard against establishing any religion in the schools. As religion has played an important part in the social, historical, musical and artistic development of civilization the acceptable role of religion in the public schools is its educational value rather than its observance or celebration. School requirements or activities shall be modified to reasonably accommodate major religious holidays and individual pupils' religious observances, unless doing so would create an undue hardship on the programmatic or administrative responsibilities of the school. A pupil's religious holidays shall be recognized as excused absences, without penalty on their scholastic or attendance record. Principals may not schedule examinations, tests, picture taking, field trips, athletic contests, plays, musical

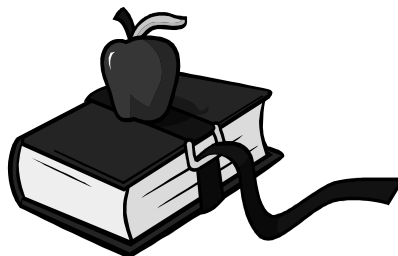
performances or any other extra curricular performances.

Nutritional Meals

Food and nutrition service are provided by an independent providers. Students must be at school no later than **7:30 a.m.** to receive breakfast Lunch is provided . Each meal is nutritionally balanced. We do not allow students to bring their own food when the food program is provided, unless there is a medical concern, which must be signed by a doctor.

Student Services

The programs and services provided by Today's Fresh Start Charter School are for all students. There is occasionally the need for students to have special services because of special needs. A coordinated effort between parents and school can ensure getting the best program of services designed to help your child. Parents and school participating together will help solve problems to ensure the academic, social, and emotional growth and well being of all students.



Please advise the administration of any special information you have given to teachers, which may not be documented in the student file. This enables us to offer the best personal service.



Physical Examination

California laws require a physical examination for all students entering Today's Fresh Start Charter School for the first time. If your child has a temporary or chronic health problem or any special need, please notify the school. Please let us know, we want to help.

Immunizations

All students who are enrolled in Today's Fresh Start Charter school are required by California law to be immunized against certain diseases. The immunization regulations state that "a school principal or other person in charge of a school, public or private, may not knowingly admit a student to, or retain a student in, a preschool program or kindergarten through twelfth grade unless the parent has furnished evidence of age appropriate immunity against diseases to which children are commonly susceptible. Each student must have on file at the school a completed Immunization Certificate Form. It is the responsibility of the parent/guardian to have the form completed prior to enrolling the student. When TFSCS notifies parents to have your child's immunizations updated, parents must respond immediately, because it is California State Law. If a student receives additional immunizations after school entry, the parent/guardian must provide proof to the school so that school records are kept current. Students who transfer from one school to another are required to show proof of complete immunizations upon transfer to TFSCS. Free immunizations are available through the Los Angeles County Health department. Recently, effective 2011, students prior to entering seventh grade are required to have a TDAP, Pertussis Whooping Cough immunization.

Child Custody Issues

Parents, mothers, fathers, guardians and adult custodians are encouraged to get along. Your child will also learn how to live peaceably when you teach peace. If there are any custody issues regarding any of our students, please advise us **in writing**. We give parents equal access unless we are advised differently. In some cases, it is necessary for a parent to place on file Court Papers designating "parental or guardian rights." Notarized documents may be required as well. Please Inform us "in writing" regarding "restraining orders" and "custody rights."

Disruption of School Environment

No Solicitation

To avoid any disruption of the school environment, solicitation of any kind is not permitted; advertising, solicitation of / selling of goods or services is not allowed at Today's Fresh Start Charter School.

Disturbing the Peace

No person may disturb the peace of the school environment. Any person who disturbs the school environment with boisterous, loud, crude talking, using profanity, arguing with school staff, confronting other parents' children will be immediately told to leave the school. If the person who is disturbing the peace does not leave, police authorities will be called to remove the person. The person may not re-enter the school.

Suspected Child Abuse

School staff are mandated reporters of "suspected child abuse" and as such, pursuant to Penal Code Section 11166 are required to report any "suspected child abuse" (a child who is suspected to be the victim of child abuse).

"Education is not everything. It is the **only** thing at TFSCS."

Jeanette Parker

TFSCS EXCELLENCE IN TEACHING & LEARNING

Our parents keep emergency numbers updated. As soon as you change your telephone number or address, let us know immediately.

School Environment

As a courtesy to others and in respect for the environment, students should make all efforts not to waste paper or water or dispose of litter inappropriately. .

To accomplish great things, we must not only act, but also dream, not only plan, but also believe.

Anatole France

Doctor's Release

If your child has a case of a contagious childhood disease and is out of school, we need a "permit to return to school" from the doctor. In cases of ringworm, lice and conjunctivitis (pink eye) these conditions can be passed on to other children and need medical attention.

Messages

In the case of emergency, we will accommodate you where possible. Our first concern at all times is the care of the children. We cannot take casual messages to pass on to relatives and friends. Please make personal arrangements with friends and relatives early in the day if it effects your child. Inform us of any change regarding your child's release to another responsible adult listed on the emergency card. Make arrangements in advance.

Sleepovers

We cannot be responsible to pass on car seats, strollers, luggage and other sleep over equipment for sleepovers. Please make all your arrangements with your child's friends or relatives before school.

Special Needs

TFSCS will consult our SELPA and the nurse provided by the SELPA (Special Education Local Plan Area) for help with students who may have special needs, including students who take medication. TFSCS will act in accordance with our Local Plan Assurances for purposes of Special Education. These Local Plan Assurances are available in the TFSCS main office.

Early Dismissal and Student Pick Up

There is early dismissal for Staff Development every Tuesday. Please be sure to make arrangements for Before and After-school care. All students must be signed in and out upon coming to school and being picked up from school. If someone other than yourself is to pick up your child, call and advise us in advance. This goes for *any person* other than the regular pick up person. All persons who are to pick up your child must have the name on the emergency card before picking up your child.

TFSCS EXCELLENCE IN TEACHING & LEARNING

“Start Fresh Every Day! Everyday a New Beginning!”



**What can I do to help my
child achieve in school?
Become a volunteer at
TFSCS.
Parents are the first
Great educators!**

Educators recommend reading aloud to your child through 8 th grade to promote auditory and proficient reading skills.

Reading is a vital subject. Help us teach your child to become a better reader. Take your child to the library. Buy some inexpensive books. Encourage your child to complete assigned book reports.

Read, Read, Read!

We encourage
Summer

Reading and Critical

Thinking Skills! We encourage our children to persevere and never give up. We equip our students with positive thinking skills about themselves and to be kind to others; to express themselves in words and not violence.

TFSCS EXCELLENCE IN TEACHING & LEARNING

Today's Fresh Start Charter School

Because we want each child to achieve at his / her best, we encourage parents and guardians to cooperate with us. The founders, along with many of our staff have more than 100 years of experience in working with families , we know the ethics involved in carrying out our mandate as educators. As mandated reporters, teachers , staff and administration are legally required to report "suspected child abuse."We **need** the cooperation from every parent, guardian and relative who has connection with your child. Therefore, we urge you to cooperate with us in these various ways and in other ways as well:

- Please do not attempt to intimidate our staff by yelling and speaking disrespectfully to us
- Please dress appropriately when you come to your child's school
- Drive safely. Please do not endanger your life and that of your child's. Do not speed in your car in the school zone. Please be courteous to other parents when bringing and picking up your child.
- Please do not play loud music in front of the school.
- Please do not use profanity at the school or at home in the presence of your child or staff; use appropriate language which you don't mind your child repeating. They model our behavior.
- Please set an established bedtime for your child. We recommend 7:15 bath and story and a 7:30 bedtime. A well rested child will learn better.
- Put parental controls on your television so that your child does not look at or run across inappropriate programming. Monitor the television time. Do not allow your child to watch tv all the time. Cartoon characters do not mean that the program is child appropriate.
- Provide a print rich environment at home, that is, provide books at home for your child to read to you and you read to your child., the dialogic technique.
- Do not leave your child unattended in your car or on the sidewalk. Take him / her with you and have adult supervision at all times. Sign your child in and out of school every day, as required.
- Do not allow your young child to drive your vehicle.

Videos Only allow your child access to "E" rated video games and not to excess (such as, Gameboy, Sony)

- Playstation and Game Cube) The "E" (entertainment for all) rated games are age appropriate.
- **Music** We recommend age appropriate music, such as classical, musical theatre and children's music.
- **Claim your jacket Day** Periodically we have "**claim your jacket day.**"

Please Label jackets and sweaters with your child's name inside so not everyone sees the name.

Many homeless children need clothing,. Unclaimed clothing will be given to the Mission for homeless. TFSCS has an open enrollment policy regardless of district of residence or homelessness. Please contact the office number below for information regarding services to children and families that are homeless.

323-293-9826

**Children never fail to imitate their elders.
James Baldwin**

Handling Parent Concerns / Complaints
And Student Conflict Resolution

We encourage resolving any misunderstandings by talking it out in a personal conference, discussing the matter, walking away, taking a cooling off period, self control (not using name calling or profanity).

Use constructive ways to
resolve problems.

Please call or visit the main office if you have a concern. You may also call your school site or 323-293-9826.

Parent Concerns are handled promptly and personally by telephone and / or a personal meeting. Please do not hesitate to report any concerns you may have. We are ready to help. *Sample forms are here in the handbook following this page.*

TFSCS EXCELLENCE IN TEACHING & LEARNING

Preparing Your Child For the Yearly May STAR TESTING

Suggestions For Parents

Parents or guardians play a critical role in their children's education. Positive attitudes at home about completing assignments, learning new skills, and "doing your best" can certainly make a *significant and pivotal* difference. Research about learning shows that a great deal can be done at home to increase a student's academic performance.

Preparing Your Child For Testing Days

- § Be informed about the dates and subtests being given to your child.
- § Limit after school activities during testing weeks.
- § Make certain that your child gets a good night's rest and breakfast before each day of testing.
- § Discuss with your child coping strategies that s/he can use if s/he becomes frustrated or anxious during test (e.g., taking a break, taking deep breaths, stretching, getting a drink of water).
- § Keep life as simple and routine as possible. Significant changes may overwhelm your child and impact his/her performance.
- § Listen to and talk with your child about his/her concerns. Discuss the importance of the test with your child, but do not overwhelm him/her and add to their anxiety.
- § Maintain a positive attitude about the testing. Your attitude will directly impact your child's.

In Reading and Writing

- Ø Be aware of the California Content Standards or Common Core Standards
- Ø Talk with your children about their classwork, homework, and what they did at school.
- Ø Listen to your children read and read to them.
- Ø Have a family time when you read the newspaper, a magazine, or a book, and your children read their own books. Talk about what you and your children are reading and words they do not understand.

- Ø Encourage your children to write such things as shopping lists, thank-you notes, requests, short stories, recipes, and journals.
- Ø Set a limit on the amount of time your children watch television. Watch and discuss television programs whenever possible.
- Ø Take your children to the library and/or bookstores regularly. Play a role in helping them select appropriate literature.

In Mathematics

- v Check with your children every day to make sure homework assignments are completed.
- v Be aware of the California Content Standards that your child will be tested on. Refer to your grade level curriculum guide.
- v Ask questions about mathematics and solve problems as you play games, watch television, or prepare a favorite recipe.
- v Show children how you use mathematics in what you do every day e.g., cooking, automobile repair, shopping, speedometer, reading).
- v Point out and help your child read charts or graphs in the newspaper, magazines, or television, and talk about what they mean.

CST-The California Standards Test will be administered to grades 2-8. Designated grade levels may be administered a Science Test, Writing Test, Physical Education Test or other. .

CAPA-The California Alternate Performance Assessment is given to students with designated disabilities. It allows each student to progress along the learning continuum.

Today's Fresh Start Charter School

What you can do to help your children get ready for school!

- Talk with and listen to your children as you do daily activities together
- Encourage children to develop specific language skills, such as using adjectives to describe things, following simple directions, expressing needs and feelings, telling a very simple story in the day or night
- Read to your children every day and your child read to you or pretend reading
- Encourage your child to speak clearly and pronounce all syllable sounds in words when speaking
- Take children to the library to choose books to read at home and develop a print rich home environment
- Keep books and writing materials (crayons, pencils, paper) where children can reach them
- Point out the printed words in your home and community and read them aloud to your child
- Provide blocks or other materials children can use for building, sorting, and handling
- Sing songs and listen to music that is child appropriate together
- Give your child opportunities to exercise and develop physical skills such as throwing balls, running, jumping climbing, dancing
- Make sure your child has plenty of time to play, explore, and be creative
- Make sure your child has plenty of opportunities to make friends, play, and share with other children
- Promote good health with nutritious food, enough sleep, safe places to play, and regular medical care
- Encourage your children to do things for themselves when they are ready, such as feeding, dressing, and cleaning up—even if it takes more time and the tasks are not done perfectly
- Encourage self-esteem by letting your child know that she / he is loved no matter what happens
- Teach your child to value important things, such as doing well in school, respecting themselves and others, parents, school staff, and school property
- Encourage an appreciation for the finer things, in life, such as classical music appreciation , documentaries, suitable for young children
- Screen how much television is watched and what is watched . Just because it is a cartoon character does not mean it is suitable for young children's viewing.

Today's Fresh Start Charter School

Suspension/Expulsion Policy

Procedures by which students may be suspended or expelled (Education Code Section 47605 (b) (5) (J))

TFSCS has developed a comprehensive set of discipline policies that assures a safe and study oriented learning environment. The school policies frame a set of Student Behavior Expectations, Parental/Guardian Obligations and General School Rules. To know and to obey these discipline policies is the duty of each student, parent/guardian and school personnel. School staff reviews the discipline policies and procedures with students and parents prior to a student's admission to TFSCS. Violations of these rules will be punished and might lead to serious consequences such as suspension and expulsion. Parents may choose to enroll their child in another school of their choice.

TFSCS personalizes discipline with a consistent, predictable, fair and productive structure and imposes suspensions or expulsion only when other means of correction fail to bring about proper conduct. Students who do not adhere to their responsibilities and who violate school rules may expect consequences for their behavior.

Suspension Policy/Procedures

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Administrative Procedures are available on request at the Superintendent/Administrator's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with

Today's Fresh Start Charter School

Disabilities Education Improvement Act of 2004 (“IDEIA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Willfully used force of violence upon the person of another, except self-defense.
- C. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.

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- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

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- R. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- S. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- t. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- U. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- V. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

- W. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

Today's Fresh Start Charter School

x) Possessed, sold, or otherwise furnished any, knife, unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Administrator or designee's concurrence.

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Administrator or designee's concurrence.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

A. Caused, attempted to cause, or threatened to cause physical injury to another person.

B. Willfully used force of violence upon the person of another, except self-defense.

C. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

E. Committed or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stole or attempted to steal school property or private property.

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- h. . Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- O Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- R. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a

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crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- S. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- t. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- U. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- V. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code , directed specifically toward a pupil or school personnel.

- W. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

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x) Possessed, sold, or otherwise furnished any, knife, unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Administrator or designee's concurrence

4. Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Administrator or designee's concurrence.

If it is determined by the Governing Board that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Superintendent/Administrator or the Superintendent/Administrator's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Superintendent/Administrator or designee.

The conference may be omitted if the Superintendent/Administrator or designee determines that an emergency situation exists. An "emergency situation" involves a

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clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Superintendent/Administrator or Superintendent/Administrator's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Superintendent/Administrator or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

D. Authority to Expel

A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

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E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Superintendent/Administrator or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the ES Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the Pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- 1) The date and place of the expulsion hearing;
- 2) A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
- 3) A copy of the Charter School's disciplinary rules which relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
- 5) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing;
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided

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with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining

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witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

H. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

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If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

I. Written Notice to Expel

The Superintendent/Administrator or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Superintendent/Administrator or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following: a) The student's name
b) The specific expellable offense committed by the student

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J. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to Authorizer the upon request.

K. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

L. Expelled Pupils/Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the District of residence to assist with locating alternative placements during expulsion.

M. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

N. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Superintendent/Administrator or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent/Administrator or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

1. Notification of SELPA

The Charter School, shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA, of the discipline of any student with a disability or student

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who the Charter School or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

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- c) Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the Charter School agree otherwise.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Superintendent/Administrator or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or

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c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.
- c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

Today's Fresh Start Charter School Tardy/Absence Policy

Policy Rationale and Education Code Statutes Today's Fresh Start Charter School

According to educational research student academic achievement is closely tied to student attendance. Habitual and chronic tardy/absence jeopardizes your child's success in his/her entire life. It is important that students attend school on a daily basis to ensure continuity and building of skills for learning. Today's Fresh Start Charter School's goal is to require all students to complete a minimum of 99% on-time daily attendance.

Section 48200 of the Education Code of the State of California, which states, that **it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time.** Section 48200 is the law, it's part of the home-school contract, and it's in our promotion policy. Parents violating 48200 may be subject to prosecution by the District Attorney. Students must be "at school every day, on time."

Section 48200 provides: "Each person between the ages of 6 and 18 years ... is subject to compulsory full-time education. Each person subject to compulsory full-time education ... shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law."

What are the on-time attendance procedures for all Today's Fresh Start Charter students?

**ALL TODAY'S FRESH START CHARTER STUDENTS ARE REQUIRED TO BE IN
SCHOOL EVERY DAY ON TIME BY 7:50 A.M.**

Children should be at school before 8:00 AM to have breakfast and be in their seats no later than 8 AM. ***Tardiness is disruptive to the learning process.*** It has a negative impact on the entire class, not just the child who is tardy. Students who are late entering the class room, it is estimated that it distracts other students' attention away from the lesson for the entire period of the lesson, leaving the teacher in the position of having to make every effort to get the class back on task. It is the policy of Today's Fresh Start Charter School to have students arrive to class on time.

The students are expected to be in class each day in their seat at **8:00 a.m.** Students who arrive after 8:05 a.m. are considered late, and must adhere to the consequences listed below. If you **bring your child to school after 8:30 a.m., you, the parent, must personally sign your child in at the front office documenting the time of arrival. The child will then be given a tardy pass to admit him/her into the classroom.**

What is an excused tardy?

The following are considered excused tardies and we prefer that you make appointments outside of the school day hours so that instructional minutes are not interrupted:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service
- Interview (prospective schools-8th grade only)

ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED TARDY (NO EXCEPTIONS).

What is an excused absence?

The following are the **only** accepted excused absences: we prefer that you make appointments outside of the school day hours so that instructional minutes are not interrupted:

- Medical, dental, optometric or chiropractic appointments (provide proof of medical documentation)
- Illness (with parent note)
- Funeral service
- Religious Holidays

ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED ABSENCE (NO EXCEPTIONS).

When writing a note to excuse your child, please indicate the child's full name, grade, your relationship to the child, the date of the absence and the reason for the absence. The student must bring a note signed by a parent or guardian before the start of school on the day of return. It is the responsibility of the Parent/Guardian to ensure all documentation is submitted to Today's Fresh Start Charter. Parents are not permitted to write notes for any absence or tardy more than one week after the event.

Please note that teachers will not provide make-up work for students who have unexcused absences. This policy includes all requests for core subject make-up work during extended vacations. Students must return and submit their homework packets when returning to school after Spring and Winter breaks.

It is important to understand that Today's Fresh Start Charter School will not receive funding from the State of California for pupils who are absent from school

This includes ALL absences, including those related to illness, medical, and bereavement. And it is not possible to teach a child the required subject matter when the child is absent and your child cannot fulfill the required instructional minutes.

What is the procedure for students who continue to violate the Today's Fresh Start Charter Absence/Tardy Policy?

STEP 1: FORMAL WRITTEN NOTICE

Three (3) **unexcused** tardies will result in a **Formal Written Notice** sent home to Parents/Guardians alerting them to their child's absence or tardiness. The Formal Written Notice includes a re-issue of the signed commitment by Parent/Guardian to the Today's Fresh Start Charter Home-School contract.

**STEP 2: FORMAL MEETING NOTICE –
ABSENCE COMMITTEE CONFERENCE**
(Mandatory Parent and Student required to attend)

SIX (6) **unexcused** tardies will result in a formal meeting notice being sent home to the Parent/Guardian inviting them to a mandatory **Absence /Tardy Committee Conference**.

Parents and the Student will be required to attend the Today's Fresh Start Charter Absence Committee Conference, during which time the Committee will consider whether it is in the best interest for the pupil to remain enrolled in the charter school and create an attendance contract with the Parent and the Student. This Conference shall be held as soon as possible, and the Parent/Guardian will receive written notice of the Absence Committee Conference. The Parent/Guardian may request one postponement, not to exceed three (3) and within three school days, of the Conference for good cause. Failure to attend the meeting and no notification prior to the scheduled meeting may result in referring to the "consequences" schedule below, page 5.

At the Absence Committee Conference, the Parent/Guardian and student shall be informed of the reason for the Conference and the evidence of the student's violations of this policy. If the Parent and/or representative do not attend the Conference, the Absence Committee will review the relevant information and make a determination in the student's absence.

The Parent and/or his/her representative shall be given the opportunity to present information and/or witnesses to the Committee either orally or in writing or both during the Conference. The Superintendent, Principal or designee shall take any information presented by the parent/guardian and student into consideration when determining whether to recommend that the pupil be placed on an attendance contract and subject to dismissal upon further violation of this policy.

Additional factors to be considered include but are not limited to the following:

- i. pupil's grades at the time of the attendance evaluation (if available)
- ii. teacher observation/feedback
- iii. standardized testing data

- iv. pupil's progress in the curriculum (weekly assessment data)
- v. Disruption to other students when student arrives late

The Committee's decision shall be provided in writing to the Parent/Guardian within two (2) days of the evaluation.

The Committee may:

- a. Place the student on probation and require an attendance contract be signed by both the Parent and the Student acknowledging that any further unexcused absences or tardies shall be cause for a hearing in front of the Formal Attendance Committee which may result in dismissal from Today's Fresh Start Charter,
- b. place the student on attendance probation to be evaluated again at a later time if the pupil continues to fail to engage in daily activities,
- c. use other alternatives to improve attendance, and/or
- d. Refer parent and pupil to the district attorney.

STEP 3 – TODAY'S FRESH START CHARTER ATTENDANCE COMMITTEE HEARING (Mandatory Parent Attendance)

Today's Fresh Start Charter Attendance Committee Hearing:

The Parent and Student shall be required to attend a mandatory hearing with the Today's Fresh Start Charter Attendance Committee if the student violates the probation as set forth by the Attendance Committee or if the Students's unexcused absences or tardies exceed the limits in this Policy.

The Today's Fresh Start Charter Attendance Committee Hearing:

shall schedule the hearing to be heard within thirty (30) school days. The Committee shall send out written notice of the date, time and location of the meeting to the parent/guardian. The Committee shall hear the matter in closed session, unless the Parent requests in writing to have the matter heard in open session.

The hearing shall proceed as follows:

1. The Committee shall review the attendance records and any documents submitted by the Parent. The Committee shall also review all records considered by the Absence Committee.
2. The Pupil/Parent or his/her representative may address the Committee regarding the matter.
3. The Director of the Absence Committee may address the Committee regarding the Pupil's attendance.

The final decision with regard to continued enrollment at the Charter School shall be made within ten (10) school days following the conclusion of the appeal. The Parent shall be informed in writing of the Attendance Committee's Formal Hearing decision. **The decision of the Today's Fresh Start Charter Formal Attendance Committee is final.**

Referral to County District Attorney

If a child's attendance does not improve after a meeting, or if the parents fail to attend a required meeting, the parents and the child may be referred by Today's Fresh Start Charter to the District Attorney's office for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

ABSENCE AND TARDY POLICY AND CONSEQUENCE TABLE

This table is used as a general guideline. Today's Fresh Start Charter reserves the right to impose other sanctions or skip steps depending on the circumstances.

**#Unexcused Tardies/Absence ABSENCE AND TARDY POLICY
CONSEQUENCES
(Non-Compliance Home-School
Contract)**

**THREE (3) UNEXCUSED
TARDIES/ABSENCE**

**STUDENT IS A "TRUANT." FOR-
MAL WRITTEN WARNING to
Parent/Guardians including re-
issue of Home-School Contract**

**SIX (6) UNEXCUSED AB-
SENCE/ TARDIES**

**ABSENCE/TARDY COMMITTEE
CONFERENCE**

**NINE (9) or MORE UNEX-
CUSED**

**ABSENCE/TARDIES TODAY'S
FRESH START CHARTER FORMAL
HEARING WITH ABSENCE / TARDY
COMMITTEE. LIKELY REFERRAL
TO DISTRICT ATTORNEY'S OFFICE
AND/OR DEPARTMENT OF PUBLIC
SOCIAL SERVICES.**

Today's Fresh Start Charter School
Tardy/Absence Agreement

Student Section

Student's Name: _____
Please Print

Today's Fresh Start Charter School is committed to educate students and families about its policies and to teach the skills necessary for each student's future success in education, become a life long learner, a college graduate and a productive citizen in society.

My signature below certifies that I have read the Today's Fresh Start Charter School tardy/absence policy, and I agree to follow the rules and procedures, which it describes.

Student's Signature Date: _____

Parent/Guardian Section

My signature below certifies that I have read the Today's Fresh Start Charter School tardy/absence policy and that I will ensure that my child follow the rules and procedures which it describes.

Parent/Guardian Signature Date: _____

Parent/Guardian Signature Date: _____

***Please sign and return back to Today's Fresh Start Charter School.**

TFSCS EXCELLENCE IN TEACHING & LEARNING

**We encourage Parent
Involvement
at every
opportunity,
such as:**

Parent Conferences

Family Math Nights

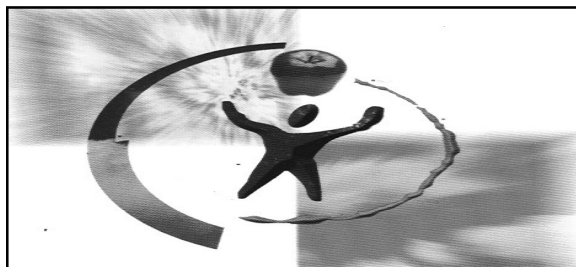
Family Literacy Nights

State Planned Meetings

Student Performing Arts Programs

Classroom Volunteers

Playground Volunteers



today's fresh start™

Today's Fresh Start Charter School

Board of Directors

- Dr. Clark Parker, Board Chairman
Mr. Maury Wills, Legendary Major League Baseball Player
Mr. Errol Malcolm, Board Member
Carol Freis, Esq. Board Member
Richard Moss, Esq. Board Member (Alternate)
Ms. Julia Luna, Parent Board Member
Mr. Cliff Taitt, Parent Board Member (Alternate)
Mrs. Anna Arutyunyan, Board Secretary
Dr. Jeanette Grattan Parker, Superintendent

We Welcome Your Inquiries

Registration and Admissions

4514 Crenshaw Boulevard

Los Angeles, CA 90043

8:30 a.m.—5:00 p.m.

Main Office Telephone 323-293-9826

Compton Site Telephone 310-631-1502

Vernon Site Telephone 323.299.2105

Hyde Park Site 323-751-7076

Adams Site 323-732-6636

Inglewood Site 310-680-7423

Email: todayfreshstart@aol.com

www.todayfreshstartcharterschool.org

Today's Fresh Start Charter School is Non-Discriminatory. All races , religions and nationalities (regardless of immigration status) are welcome. Visit our website: www.todayfreshstartcharterschool.org

We Love Our School!!!

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today's fresh start™

Charter School

Telephone: (323)-293-9826

www.todaysfreshstartcharterschool.org