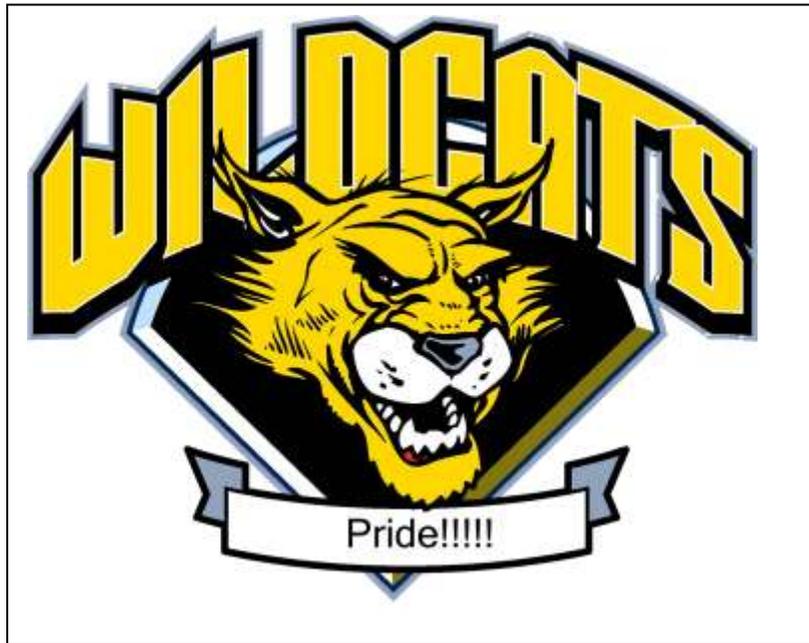


EDISON BETHUNE CHARTER ACADEMY
PROUD HOME OF THE WILDCATS



STUDENT-PARENT HANDBOOK 2014-2015
COMMUNITY CODE OF CONDUCT

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

EACH ONE, TEACH ONE; EACH ONE REACH ONE...BY MARY MCLEOD BETHUNE

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TABLE OF CONTENTS

INTRODUCTION

Edison Bethune Daily Schedule iv

SCHOOL POLICIES AND PROCEDURES

Nondiscrimination	1
Attendance	1
Reporting Absences	1
Tardies	1
Children Leaving School Early	1
Leaving School for Appointments	1
Leaving School for Religious Reasons	1
Consequences for Excessive Unexcused Absences.....	1
Emergencies	2
Insurance.....	2
Class Field Trips	2
Library	2
Parent Complaints	2
Visitors and Volunteers.....	2
Vision/Mission Statement, Community Code and Core Values.....	3
Parent Involvement Policy	4
Student-Parent-Teacher-Administrator Compact	5
Promotion/Retention Policy.....	6
Home Learning Expectations	9
School Site Council	9
DELAC/ELAC.....	9

STUDENT HEALTH

Nurse.....	10
Immunizations	10
Physical Examinations.....	10
Medication	10
Illness	10
Safety Procedures	10
Tobacco Free Schools.....	10

STUDENT ACTIVITIES

Athletics.....	11
Extracurricular/Co-Curricular Activities	11
SLC Parent/Teacher Conferences and Report Cards	11
Testing.....	11

STUDENT AWARDS AND RECOGNITION-HOPES AWARDS

Student of the Week	12
Student of the Month	12
Honor Roll	12
Other Student Recognition.....	12

STATE AND FEDERALLY FUNDED PROGRAMS

Special Education – RSP.....	12
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STUDENT BEHAVIOR, UNIFORM POLICY & DISCIPLINE GUIDELINES

Administration Responsibilities	13
Teacher Responsibilities.....	13

Student Responsibilities.....	13
Parent Responsibilities	13
Uniform Policy	14
Dress Code Discipline Policy.....	14
Valuables and Personal Items	15
Snacks	16
Classroom Celebrations	16
School Rules and Behavioral Expectations.....	17
Positive Reinforcement.....	18
Community Code Conduct.....	18
Discipline/Referral Process	19
EBCA Core Values	19
Referral Level 1	20
Referral Level 2	21
TECHNOLOGY INFORMATION.....	22
COMPLAINT POLICY	25
Uniform Complaint Policy	25
Williams Complaint Policy.....	27
SIGNATURE PAGE	32

Edison Bethune Charter Academy School Schedule 2014-2015

Kindergarten Schedule

7:20 – 7:50 AM	Breakfast Served - Cafeteria
7:40 AM	Supervised Playground Time
7:55 AM	School Starts
11:10 – 11:50	Lunch
2:10	Early Dismissal (Friday & SLC Conferences)
3:15	Regular Dismissal (Monday-Thursday)

Grades 1 & 2 Schedule

7:20 – 7:50 AM	Breakfast Served - Cafeteria
7:40 AM	Supervised Playground Time
7:55 AM	School Starts
11:10 – 11:50	Lunch
2:10	Early Dismissal (Friday & SLC Conferences)
3:15	Regular Dismissal (Monday-Thursday)

Grades 3 & 4 Schedule

7:20 – 7:50 AM	Breakfast Served - Cafeteria
7:40 AM	Supervised Playground Time
7:55 AM	School Starts
11:50 – 12:35	Lunch
2:10	Early Dismissal (Friday & SLC Conferences)
3:15	Regular Dismissal (Monday-Thursday)

Grades 5 & 6 Schedule

7:20 – 7:50 AM	Breakfast Served - Cafeteria
7:40 AM	Supervised Playground Time
7:55 AM	School Starts
12:35 - 1:15	Lunch
2:10	Early Dismissal (Friday & SLC Conferences)
3:15	Regular Dismissal (Monday-Thursday)

Please Note: Early Dismissal Every Friday all Year and During Student Learning Conferences (SLC) is at 2:10 pm.

Please make sure to make arrangements to pick up your children on time every day.

SCHOOL POLICIES AND PROCEDURES

Nondiscrimination

EBCA complies with and supports all state and federal nondiscrimination rules and regulations and does not permit discrimination against students, staff or faculty on the basis of race, color, national origin, gender, disability, age, religion, marital status, sexual orientation, social and /or economic background. Statements that demean ethnic, religious, gender or racial groups or that tend to provoke a physical response (including gang symbols or insults to a person's family) will result in disciplinary action. Failure to promote a positive atmosphere of tolerance and nondiscrimination will be seen as a threat to the personal safety of others and will be subject to the same disciplinary action as for assault or fighting.

Attendance

Regular attendance is a very important part of your child's education. Please have your child in school. According to State Law, a student must attend school until he/she earns a high school diploma or reaches eighteen years of age. Parents are responsible for punctual and regular attendance of their children. Parents should call the school when their child is absent. EBCA expectations are good attendance and good behavior.

Reporting Absences

When your child is absent, please follow these procedures. Upon returning to school after an absence, a child's absence may be cleared by calling the school at 457-2530, a doctor's note, or having your child bring in a note signed by a parent or guardian stating the following:

- Date note written
- Student's first and last name
- Specific reason for absence
- Date of absence
- Parent Signature

This note should be presented to your child's teacher or the front office.

Students are excused from school if they are ill, have a medical, dental, optometric appointment, or a court ordered appearance for the child. Attending funeral services for a member of the immediate family (mother, father, brother, sister, or grandparent) is also excused. All other absences are unexcused.

If the parent calls in the morning of the child's absence and requests make up work, we will notify the teacher and have them make arrangements for missed Home Learning. Please pick up the work if you request it. Students need to make up work they miss for absences. Students should ask their teachers for missing assignments when they return to school. Teachers will generally allow one day for each day of absence to make up missed work.

Tardies

Like absences, tardies are also disruptive to your child's education. Please have your child arrive at school on time. Students arriving late to school will report to the office to receive a pass to class, and sign up for lunch. Tardies are only excused with a doctor's note or a notice for the child to appear in court.

Children Leaving School Early

If you are picking up a child during school hours for any reason, please report to the school office and inform the secretary. The child will then be called to the office for you. Children will not be called out before an adult is in the office for the child. Students may not wait in the office or be called out early. Children will only be released to parents or adults listed on the emergency procedure card. This is a safety measure for the protection of your children.

Leaving School for Appointments

Medical appointments should be made after school hours whenever possible. Students with medical appointments during school hours must be signed out and signed back in through the school office. On these occasions, the student must present a medical verification regarding time and date of the appointment.

Leaving School for Religious Reasons

Parents may choose to have their child excused from school in order to participate in religious exercises away from school property. Students must be signed out and signed back in through the school office.

Consequences For Excessive Unexcused Absences (Elementary)

The California Educational code clearly defines the number of days that classifies a pupil as truant. If a pupil has missed more than three days without a valid excuse, or is tardy 30 minutes or more on each of more than three days per quarter, he/she meets the criteria for classification as a "truant". At this point the EBCA attendance review documentation will begin and an attendance letter will be mailed home.

The following procedures/steps regarding class absences and excessive late tardies, which are designated as unexcused and truant will apply at Edison-Bethune Charter Academy for each quarter.

- All absences/tardies beyond 3 days per quarter will result in a written letter mailed home and phone contact by SSM.
- If absences /tardies continue a meeting with parent, student SSM and principal will result. At this time student will be placed on attendance contract.
- The Student will be referred and meet with SSM and Principal for further intervention.

Emergencies

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. We will attempt to contact anyone we can on the emergency card or in our data system. It is very important and required that every student have up to date telephone numbers, addresses, and other information on file with the office. If there is a change in address, telephone, or employment, notifies the school immediately so the information can be changed for the safety of your children.

Insurance

The school does NOT provide accident insurance for our students for any injuries that might happen while your child is at school or participating in school activities. A health release form must be signed before a student can participate in after-school programs.

Class Field Trips

Throughout the school year, students occasionally leave school to participate in classroom field trips. For proper student preparation and safety, students need to be present at school on the day prior to the field trip. Parent permission slips must be signed and returned to school personnel prior to the trip. All school rules of conduct and procedures will be observed and enforced on field trips.

Library

Edison-Bethune Charter Academy has a library that contains books, videos, and materials for use in the classrooms. Students may check out books from the library. If a book is not returned in a timely manner, a notice will be sent to the student and parent. There will be a charge for lost library materials.

Parent Complaints

Parents or guardians of students may present written complaints regarding charter school employees if informal verbal complaints have not been resolved. (Parents should always talk to the classroom teacher first).

Visitors and Volunteers

Adult visitors to the school are welcome. Adult classroom volunteers are appreciated. **Please sign in at the school office each time you come to volunteer or visit.** Classroom visits need to be arranged ahead of time with the classroom teacher and are subject to the teacher's or administration's discretion. When you visit, a visitor badge will be issued to you in the front office upon your arrival. The badge will indicate to school personnel and students that you are authorized to be on the campus. At all times visitors/volunteers must be under the direct supervision of a school staff member. Any volunteers who are going to be unsupervised with students must have completed an appropriate Department of Justice background check/fingerprinting.

If you have questions or concerns about volunteering, please ask your child's teacher or the EBCA Administration. We will be happy to answer questions and concerns. Volunteers are invaluable support for our students

Each One, Teach One; Each One, Reach One... by Mary McLeod Bethune

Vision

We, the learning community of Edison Bethune Charter Academy, believe all children can learn. By receiving a world class education, all students will be academically prepared to compete globally.

Mission

Edison Bethune Charter Academy's mission is to provide all students with a rigorous standards-based curriculum to achieve success. Every child is provided with resources and opportunities to reach his/her individual potential through academic preparation and personal responsibility. Working as a team of parents, staff, and students, EBCA is dedicated to providing a world class education to ensure the academic advancement of every child.

Community Code

Be Safe, Be Respectful, Be Responsible

Core Values

Review all Eight Core values August/ September

Wisdom- October

Courage-November-Veteran's Day

December- Compassion-Remembering others during Holidays

January- Justice-Martin Luther King celebrations

February-responsibility-Presidents' Day

March-Hope

April- Respect-Earth Day

May- Integrity

EDISON BETHUNE CHARTER ACADEMY PARENT INVOLVEMENT POLICY

The Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Principal or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Principal or designee shall regularly evaluate and report to the Board on the effectiveness of the charter school's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

*Each One Teach
One, Each One
Reach One... by
Mary McLeod
Bethune*

**Edison Bethune Charter Academy
Student-Parent-Teacher-Administrator
Compact Agreement
2014-2015**

Vision Statement: We, the learning community of Edison Bethune Charter Academy, Believe all children can learn. By receiving a world class education, all students will be academically prepared to compete globally

Mission statement: Edison Bethune Charter Academy's mission is to provide all students with a rigorous standard-based curriculum to achieve success. Every child is provided with resources and opportunities to reach his/her individual potential through academic preparation and personal responsibility. Working as a team of parents, staff, EBCA is dedicated to providing a world class education to ensure the academic advancement of every child.

As a student I pledge to:	As a parent I pledge to:	As a school staff we pledge to:
<ul style="list-style-type: none"> • Attend school regularly and only miss school when I am sick. • Be to school on time and not be tardy. • Work as hard as I can to learn. • Wear my school uniform properly. • Discuss with my parents/guardians what I am learning in school. • Complete all school assignments carefully. • Work with my teacher to plan my learning goals. • Understand that I am responsible for my learning. • Ask for help when I don't understand. • Follow all school rules. • Agree to follow the Student Pledge and the Code of Conduct. • Read at least 30 minutes every night outside of charter school time. 	<ul style="list-style-type: none"> • Make sure my child is to school no later than 7:55 am each school day. • Make sure my child is wearing the appropriate school uniform. • Make sure my child attends school each day unless he/she is sick and send a note or call the office explaining my child's absence. • Provide a quiet study time and place for my child to do his/her homework at home. • Talk daily with my child about his/her school experiences. • Help my child understand and follow the EBCA School rules. • Make sure my child understands and demonstrates the expectations of the EBCA Code of Conduct. • Read the Parent-Student Handbook. • Monitor the amount of television my child is watching. • Attend all Parent-Teacher Conferences. • Attend Curriculum Nights to better understand how to work with my child. • Stay informed about my child's education by reading all notices sent home by the charter school, and allowing my child to attend any needed after school tutoring or intervention sessions when possible. 	<ul style="list-style-type: none"> • Provide motivating and research-based best practices. • Provide appropriate, state adopted curriculum for each child. • Make time available for appointments to meet with parents when requested. • Explain expectations, instructional goals, and grading systems to students and parents. • Communicate frequently with families. • Hold parent-teacher conferences 3 times per year. • Send out quarterly report cards and mid-quarter progress report cards. • Consider the strengths and needs of individual students when planning instruction. • Provide Curriculum Nights to allow parents to learn how to help their students. • Offer resources that will help students be successful academically, socially, and emotionally. • Create a safe, welcoming, clean environment for students and parents. • Work with parents/guardians who students are tardy, or frequently absent, to help them get the student to school on time and regularly.
<hr/> <p>Student Signature</p>	<hr/> <p>Parent Signature</p>	<hr/> <p>Teacher Signature</p>

PROMOTION/RETENTION POLICY

Basis for Identification of Students

Kindergarten Students who complete a Year of Instruction

As provided by California law, students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Charter School agree that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Edison-Bethune Charter Academy will adhere to this regulation through the following procedures:

1. The basis for continuation will include consideration of the student's level of mastery of skills related to Edison-Bethune Charter Academy and State Standards in Language Arts and Mathematics.
2. Continuation of a kindergarten student for another year will only occur as the result of ongoing communication with the parent/guardian of the student.
3. Whenever a student continues in kindergarten for an additional year, the Principal or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)
4. A Student Learning Contract (SLC) will be maintained for any kindergarten student that is retained. The plan will specifically identify needs of the student, strategies for addressing the needs, a process for monitoring student progress, and the parent/guardian responsibilities in assisting the student.
5. The parent/guardian of a retained student will be required to conference with the teacher and other appropriate school personnel a minimum of three times per year to review the SLC.

Retention at Other Grade Levels

The Principal or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades

In addition, students in first grade and fifth grade who are not meeting Edison-Bethune Charter Academy standards will also be considered under this section.

Retention criteria will be considered in three categories:

1. Students who are below grade level proficiency.
2. Students who are at risk of retention
3. Students who will be retained (candidates for retention).

Initial identification of students and notification of parents will take place after the first semester or as soon as data for three of the four criteria used for identification is available. Initial identification of kindergarten students and notification of parents/guardians will take place no later than the end of the first semester. Final identification and notification will take place during, or prior to, the distribution of third quarter deficiency notices.

If English Learners have been enrolled for at least one academic year in an appropriate instructional program, in accordance with the Charter Academy's Master Plan for English Learners and have not made expected progress in the development of English skills and other content area skills, they may be considered for

retention. They should be provided with supplemental instruction as a key intervention to ensure that they will eventually gain grade-level proficiency and beyond.

Students with disabilities instructed in diploma bound programs are expected to meet the same criteria as all students and are candidates for retention unless otherwise indicated in the student's Individualized Education Program (IEP). In the case of students, whose disability prevents them from achieving a minimum level of proficiency on Charter School-designated tests in reading, English language arts, and mathematics, these criteria will not be applicable. Any special education student who is recommended for retention must have an IEP meeting prior to the final decision to retain. In the case of students who are in the referral or assessment process, the teacher in consultation with the site administrator and family and student study team should make the promotion/retention decision.

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5). Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Edison-Bethune Charter Academy and Fresno Unified Board policy.

Elementary Standards for Promotion/Retention

Students Below Grade Level Proficiency (Meeting 1 of the 4 criteria)	Students At Risk of Retention (Meeting 2 of the 4 criteria)	Students Who Are Candidates for Retention (Meeting 3 of the 4 criteria)
<ol style="list-style-type: none"> 1. Report card marks indicating below basic achievement. 2. Scores below basic level on Open Court Unit Assessments 3. Scores below minimum on approved classroom assessments 4. Less than 90 percent attendance 	<ol style="list-style-type: none"> 1. Report card marks indicating below basic achievement. 2. Scores below basic level on Open Court Unit Assessments 3. Scores below minimum on approved classroom assessments 4. Less than 90 percent attendance 	<ol style="list-style-type: none"> 1. Report card marks indicating below basic achievement. 2. Scores below basic level on Open Court Unit Assessments 3. Scores below minimum on approved classroom assessments 4. Less than 90 percent attendance

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program if available, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 5145.6 - Parental Notifications)

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the recommendation to promote or retain the student. (Education Code 48070.5)

HOME LEARNING EXPECTATIONS

- The assigning of regular home Learning is a practice regarded as an important part of our educational program. Home Learning adds to and significantly strengthens the learning process.

Home Learning is defined as planned learning assignments, which require time and effort outside of a student's regular school hours. Home Learning reinforces classroom learning and expands upon the classroom experiences.

The purposes of home Learning are to:

- Develop regular study habits and self-discipline basic to effective study and the ability to work independently.
- Gain more information than would be possible in the classroom situation alone.
- Learn to manage time effectively.
- Extend learning beyond the school into the home and community.
- Practice skills already acquired.
- Provide parents with a sense of what students are learning.

SCHOOL ORGANIZATIONS

Edison Bethune School Site Council

This organization is the advisory council for the Single School Improvement Plan Programs. The advisory council plans, implements and evaluates the Single School Plan to make recommendations to the Principal on how the school will improve the total school program, curriculum, and environment. The advisory council is made up of an equal number of parents/community members, and of school personnel, the principal, teachers, and other staff who share an interest in our school. If you are interested in serving on this council, please contact the school.

DELAC/ELAC (English Language Learner Advisory Committee)

Is an advisory committee set up to keep parents of English Language Learners involved and informed on the educational process of their students and to be an advisory committee for the Principal and Leadership Team on educational and curriculum issues involving English Learners.

STUDENT HEALTH

Nurse

Edison-Bethune Charter Academy has an LVN under contract to service our students 3.5 hours a day Monday through Friday. Nursing services include sclerosis, vision, and hearing screenings, and assisting with school-related health issues, health screening and risk assessment for identified students will be addressed by a School Nurse under Contract with Fresno County Office of Education.

Immunizations

All students must be immunized before entering school. Required immunizations are:

- 4 Polio
- 5 DTP
- 2 MMR
- 3 Hepatitis B
- 1 Varicella

Verification of immunization is by written medical records

Exemptions are allowed in the following conditions:

- A signed doctor's statement verifying the child is exempt from immunization for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- A parent may request their child be exempted from immunization for personal beliefs. This is done by signing an affidavit provided by the school.

Under State Law, students who fail to complete their series of required immunizations within the specified time will be denied enrollment until the series has been completed.

Physical Examinations

All students are to complete a health screening examination before entering Kindergarten. This examination can be obtained from your family physician, Fresno County Health Department, or a clinic.

Medication

Parents are required by State Law to inform the school of any medication to be taken by the child at school. Facts on current dosage and the name of the supervising physician are needed. The Charter School must receive:

- Medication in the original labeled pharmacy container.
- A parent and doctor signed note telling the time the medication is to be given, and the dosage prescribed by the doctor.
- All medications are kept in the nurse's office, including over-the-counter medications.

Illness

For the protection of your child, and others, students who are too ill to go out for recess should stay home. If a student becomes ill during the school day, the parent will be notified. Students who cannot participate in physical education, because of medical reasons, must bring a doctor's note after three days of non-participation.

Safety Procedures

Fire drills are practiced at school on a monthly basis. First aid kits and fire extinguishers are in classrooms. Evacuation plans are posted in each classroom. If any emergency should take place, students will be kept at school until parents, or other adults who have permission from the parents, come to school to sign out the student.

Tobacco Free Schools

Our school has been recognized and complies with the Tobacco Free Schools regulations. Employees and other adults are not permitted to smoke or chew on school property, or in school buildings and vehicles. We thank you for your cooperation in complying with our policy. The school is educating our students concerning the health risks of smoking.

STUDENT ACTIVITIES

Athletics

Edison-Bethune participates in the Fresno Unified Elementary Intramural Sports Program. Students are to follow all school rules when participating in athletic practices or events.

Extracurricular/Co-Curricular Activities

Extracurricular/co-curricular activities shall include all activities directly and indirectly related to classroom and school matters (plays, concerts, athletics, and field trips, before and after school functions, outside of the regular student day). Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects.

However, care must be taken that these activities do not take precedence over subject matter areas, but remain in the position of supplementing the actual course of study.

In order to participate in extra/co-curricular activities, students must demonstrate satisfactory educational progress in meeting the requirements for graduation.

To encourage and support academic excellence, student will be required to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/co-curricular activities, satisfactory citizenship, and satisfactory attendance.

Parent/Teacher Conferences and Report Cards (SLC WEEK)

During the school year, the school will keep parents informed about student progress. Teachers communicate on an informal basis throughout the school year, and report cards are sent home with students at the end of each quarter. The school will hold three parent/teacher conferences to discuss academic and social growth. During SLC Week will have early release at 2:10. Pick up your children on time.

Teachers may send deficiency notices home to notify parents that their child is not meeting grade level expectations. Parents are advised to contact teachers to discuss concerns about their child's progress.

Parent/teacher conferences are encouraged, and may be scheduled by parents or teachers at any time. If you are concerned about your child, please call the school office to schedule an appointment with the classroom teacher.

Testing

Edison Bethune Charter Academy will participate in state wide testing as required by law.

STUDENT AWARDS AND RECOGNITION-Hopes Awards

Student of the Week

Each Monday we honor our classroom students of the week during Flag Salute on the blacktop.

Student of the Month

Each month students will be recognized through the Student of the Month program. Student of the month awards will be given on the Last Friday of every month during the Flag Salute on the blacktop. In addition, Parents, guests, and relatives are welcomed to attend our morning announcements and Flag salute.

Honor Roll

This year the EBCA Roll and Merit Roll will be presented at the end of each Grading Semester during the Day of the STARS celebration. The Honor Roll requirements are currently a 3.5 GPA to 4.0 GPA for Honor Roll and Merit Roll is 3.0 GPA to 3.49.

Students must earn their grades in: Reading, Language Arts, Math, Social Studies, Science, and Spelling. Students must not have any D's or a citizenship grade lower than an S to qualify for any of the Honor Roll lists.

Other Student Recognition Programs

- Core Value Awards
- Top Cats awards for Monthly class improvement on Monthly Benchmarks
- Pawfect Attendance Award
- Classroom Rewards & Recognition

STATE AND FEDERALLY FUNDED PROGRAMS

Special Education

EBCA is dedicated to the belief that all students can learn and that gifted and special-needs students must be guaranteed equal opportunity to become contributing members of the academic environment and society. We provide special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA), Education Code requirements, and any other applicable policies and practices of. These services are available for special education students enrolled at EBCA.

STUDENT BEHAVIOR & DISCIPLINE GUIDELINES

EBCA has a system of discipline that applies school-wide in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of an unacceptable behavior to insure that the classroom and school grounds remain safe and orderly.

Administration Responsibilities

The administrators of EBCA will monitor the implementation of the discipline program and assure consistency of its enforcement for all grade levels. The principal will make final decisions relating to school policy.

Teacher Responsibilities

The teachers will support administrative policies. Teachers will frequently monitor and review the discipline policy with the students to assure consistent implementation.

Student Responsibilities

While on campus, students will follow all school rules, show respect for all adults, fellow students, and both personal and school property. In addition, students will comply with the established guidelines of the student dress code.

Parent Responsibilities

The parents of students attending EBCA must support the school rules and policies. By signing and returning the designated form, the parent acknowledges the acceptance of EBCA School rules and policies. In the event that a parent does not or will not return the signed form, it is understood that all rules, regulations, policies, and administrative decisions are in effect and binding on any student(s) attending EBCA. Active, positive parent participation is encouraged and needed to achieve the goals and objectives of EBCA.

UNIFORM POLICY

Edison Bethune Charter Academy Dress for Success-Standard of Dress 2014-15 School Year

Objective: Edison Bethune Charter Academy's standard of dress is designed to create an academic environment that is equitable and conducive to learning.

Mandatory Uniform Policy

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Edison Bethune Charter Academy. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with Standard of Dress. The dress code shall be in effect at all school-related activities both on and off campus, including activities such as dances, award ceremonies, and field trips. The school reserves the right to make adjustments to the standard of dress if any item worn by a student is deemed distracting to the learning environment; this includes hair and hair accessories.

Students who are considered out of dress code are referred to the Student Support Manager (SSM). An administrator makes a determination whether or not the student is out of dress code. If an administrator or SSM determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Repeat offenders will face disciplinary action which may include a referral, parent contact, detention, suspension, placement on a behavior contract, or Dismissal.

Tops and Shirts

- **Approved Colors** -SOLID colors only (Fluorescent shades are not permitted) Black, Navy Blue, White, and Light Baby Blue.
- All tops must have a collar and sleeves and long enough to tuck into bottoms.-Polos, dress shirt, oxford. Turtle necks are acceptable.
- If an undershirt is worn, it must be in one of the solid, school approved colors and can't exceed length of uniform shirt.
- Shirts must be plain-no logos, no wording, no patterns, no see through designs.
 - A manufacture's logo is permitted provided it is 2"X2" or smaller.
- No Jersey unless it is an approved school sponsored event.

Bottoms (Pants, Shorts, Capris, Skirts, Skorts, Jumpers)

- **Approved Colors** (Solid) Black, Navy Blue, Khaki Tan.
- Bottoms must fit appropriate and be unadorned- No Bling or grommets, no excessive stitching, no rips, no fading.
- Pants must fit at waist appropriate. No sagging is permitted.
 - Cargo shorts/pants, Carpenter pants/shorts, are permitted.
- Pants may not be excessively tight in fit.
- Shorts, skorts, and jumpers may not be shorter than your fingertips to your side.
- No jean or jean type material – no skinny jeans. No Sweat Pants-No athletic shorts.
- For skirts and dresses, shorts, tights, or leggings must be worn underneath.

Jackets and Outerwear (Sweaters and Vests)

- Hoodies, jackets, and sweaters may be worn in any color – except Red.
- No head covering Hoodies allowed indoors.

Belts

- Belts may not contain any adornments- no grommets, no bling, no hardware, no patterns or wording of any kind.
- All students must wear a belt if needed to prevent pants or shorts from sagging.

Tights

- Tights may not have any designs or patterns.
- Leggings must be in approved school colors; Black, Navy, White, and Khaki Tan.
- jeggings are not permitted.

Footwear

- Acceptable shoes: tennis shoes are recommended due to comfort and P.E. - any color but RED.
- Platform shoes of any type are not permitted.
- No open toe or open heeled shoes will be allowed.

Accessories

- One jewelry item per style (i.e. one bracelet, one necklace, one ring, one set of ear rings).
 - Jewelry must be small and not contain any spikes or gauges.
 - Expensive jewelry and other personal items should not be brought to school. The school cannot be responsible in the case of any lost or stolen valuables.
- Piercings may only be in the ear-Earrings must be one inch or smaller.
- Prescription glasses are the only eye wear to be worn.
 - No "Fake" glasses are allowed.
 - No sunglasses unless they are prescription.

Hair (and hair accessories)

- All hair styles must be clean and neatly styled. Subtle shades of natural hair colors are ok.
- Extreme styles (Mohawks, faux hawks, carvings, unnatural colors, streaks or any other distracting additions) are not allowed.
- Hair accessories –head bands and bows must be in solid school colors only (Yellow ok) and small (2 inches or smaller).
- Hats- (Baseball Caps) ONLY HATS/CAPS WITH SCHOOL LOGO ARE ALLOWED. HATS/BEANIES MAY NOT BE WORN INSIDE ANY BUILDING AT ANY TIME.
- Beanies with School Logo or winter hats are allowed to be worn from Thanksgiving Break until Spring Break.
- If the concern is sun protection- a straw hat will be allowed for this purpose outside only.

Electronic Devices

- Electronic devices are not allowed at school.
- Cell phones must be turned off and out of sight before, during school(including passing periods), at lunch or after school.
- Electronic devices will be confiscated:
 - 1st time-Teacher will confiscate and return to students at the end of the school day.
 - 2nd time-It will be confiscated and turned into the office-This will require parent pick-up.
 - 3rd time- It will be confiscated and not returned until the last day of school in June.

Friday Spirit Day

- Every Friday will be spirit day. If students do not want to wear spirit wear on Friday, they must wear their school uniform.
- Tops-yellow or black shirts with school logo.
- Bottoms- School approved colors or jeans (No excessive bling or no rips).
- All other school standard of dress code must be followed and will be strictly enforced.
- No Pop Warner football jerseys are allowed.

Please note: Any student out of dress code will be sent to the clothes closet to change. Chronic violation of standard of dress will be cause for dismissal from our Charter School.

Valuables and personal items

Expensive jewelry and other personal items should not be brought to school. The school cannot be responsible in the case of any lost or stolen valuables. Only enough money necessary for lunch, and other needs should be brought to school.

Students are not to bring toys, games, radios, or other such items to school. No electronic devices allowed at school. Students bringing such items without permission may have them taken away and held in the office.

1. Skateboards are not allowed on campus.

2. Baseball trading cards and other similar items are not to be brought to school.
3. Items of no reasonable use or purpose may not be brought to school.
4. Explosive devices of any type may not be brought to school.

Snacks

Students may bring nutritious snacks to eat in designated areas. Gum and Sunflower Seeds are NOT allowed at school at any time.

Classroom Celebrations

Effective immediately we will no longer allow food of any kind to be dropped off at school for class birthday celebrations. The main reasons for this are healthy nutrition and we have several students with a variety of food allergies that we must monitor.

We will limit classroom celebrations to that last 30 minutes of the day for the following days:

October 31-Halloween

November 21- Thanksgiving Break

December 19- Winter Break

February 14- Valentine's Day

June 12- End of school

Keep in mind these are the only days allowed but grade levels will have the discretion to not participate if they feel it is a disruption to the learning process.

EBCA School Rules and Behavioral Expectations

	Act Responsible	Be Respectful	Create a Safe Environment
All Common Areas	<ul style="list-style-type: none"> ▪ Follow School Rules ▪ Remind others to follow school rules ▪ Take proper care of all personal belongings and school equipment ▪ Be honest 	<ul style="list-style-type: none"> ▪ Stay on paved walkways ▪ Use kind words and actions ▪ Wait your turn ▪ Clean up after yourself ▪ Follow adult directions ▪ Put trash in trash cans 	<ul style="list-style-type: none"> ▪ Walk in all areas ▪ Keep hands, feet and objects to yourself ▪ Get adults help for accidents and spills ▪ Use equipment and materials appropriately
Playground/ Recess	<ul style="list-style-type: none"> ▪ Use the bathroom and drinking fountain at recess ▪ Freeze body and voice at bell ▪ Walk in a straight line after the whistle ▪ Eat snacks in designated areas 	<ul style="list-style-type: none"> ▪ Follow game rules ▪ Take turns 	<ul style="list-style-type: none"> ▪ Walk to and from the playground ▪ Stay within boundaries ▪ Be aware of activities/games around you ▪ Physical contact not allowed ▪ Dangerous objects stay on the ground
Passing Areas/Ramps/ Sidewalk	<ul style="list-style-type: none"> ▪ Stay on sidewalks ▪ Avoid red zones ▪ Get to where you are going in a timely manner 	<ul style="list-style-type: none"> ▪ Hold the door open for the person behind you ▪ Use quiet voices 	<ul style="list-style-type: none"> ▪ Stay to the right ▪ Allow others to pass ▪ Walk ▪ Avoid yellow circles
Bathrooms	<ul style="list-style-type: none"> ▪ Flush toilet after use ▪ Return to room/playground promptly ▪ Deposit trash properly 	<ul style="list-style-type: none"> ▪ Knock on stall door ▪ Give people privacy ▪ Use quiet voices 	<ul style="list-style-type: none"> ▪ Keep feet on floor ▪ Keep water in the sink ▪ Wash hands
Arrival and Dismissal Areas	<ul style="list-style-type: none"> ▪ Arrive on time ▪ Leave on time ▪ Backpacks on your back ▪ Supervision required for playground use 	<ul style="list-style-type: none"> ▪ Use kind words and actions ▪ Wait your turn ▪ Follow adult directions ▪ Wait for siblings outside classroom 	<ul style="list-style-type: none"> ▪ Use sidewalk and crosswalks ▪ Walk and wait in designated areas
Library	<ul style="list-style-type: none"> ▪ Return to room if adult is not present ▪ Travel to/from classrooms quietly 	<ul style="list-style-type: none"> ▪ Use quiet voices ▪ Be respectful to the library materials and equipment ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Follow common areas rules ▪ Walk
Special Events and Assemblies	<ul style="list-style-type: none"> ▪ Follow common areas rules 	<ul style="list-style-type: none"> ▪ Sit on bottom ▪ Listen attentively ▪ Face forward ▪ Clap politely 	<ul style="list-style-type: none"> ▪ Wait for arrival and dismissal signal ▪ Arrive and exit appropriately
Bus	<ul style="list-style-type: none"> ▪ Load and unload bus quickly and quietly 	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Follow bus driver's directions ▪ Use quiet voices 	<ul style="list-style-type: none"> ▪ Walk to bus ▪ Avoid red zones ▪ Stay seated ▪ Load and unload appropriately
Office	<ul style="list-style-type: none"> ▪ Always show your pass ▪ Always sign in and out when arriving late or leaving early 	<ul style="list-style-type: none"> ▪ Be courteous while waiting 	<ul style="list-style-type: none"> ▪ Follow common rules ▪ Quiet voices

POSITIVE REINFORCEMENT

While it is the school's duty to develop a response plan and to inform you of the consequences for negative behavior, we pride ourselves on reinforcing positive behavior. To this end, we are constantly designing activities and award recognition opportunities. Some of these are:

- Honor Roll
- Merit Roll
- Benchmark Awards-Top Cats
- Core Value Awards
- Perfect Attendance Award
- Student of the Week Awards
- Student of the Month Awards
- Classroom Rewards
- Class projects/field trips/activities
- Intramural athletics

Community Code of Conduct at Edison Bethune Charter Academy

Good citizenship, respect for one another, and adherence to school rules are fundamental to student achievement. EBCA has a Community Code of Conduct with consequences. We use a progressive discipline system with a heavier consequence assigned with each referral. If a student chooses to climb the discipline ladder by accumulating referrals and exhibiting chronic defiance, this may lead to dismissal from Edison Bethune Charter Academy and or expulsion.

Possible consequences are:

- Student conference with SSM or Principal.
- Conference with Parent/Student/Teacher/SSM or Principal
- Detention/Loss of recess privilege
- Campus Beatification/Work Detail
- Placement on a Behavior Contract
- Parent requested to sit with student in class
- Loss of privilege to a school activity
- Saturday School
- Period Suspension from class
- Off campus suspension (1 to 5 days)
- Dismissal from EBCA
- Expulsion

The Community Code of Conduct is in effect on the way to school and from school, at school, and at all EBCA school activities. We have the expectation that our students be respectful and honorable citizens all the time.

The administration reserves the right to determine consequences based on the seriousness of a particular infraction and/or the previous discipline record of the student. The school may choose any or all of the consequences listed above, depending on the particular facts of each incident.

Parental support is crucial to changing student behavior. Parents are encouraged to work with the classroom teacher to help your child become a well-behaved and successful student.

Discipline Process

House Level Referral -Level 1

Teachers will make every effort to handle discipline incidents of misbehavior at classroom level. Teacher will make parent contact to advise and solicit the help of the parent to correct misbehavior. Teacher will work with House Lead to find appropriate interventions and or consequences to change misbehavior. Teacher and House Lead will work together on each infraction and document all incidents, counsel student, and record intervention strategies and or consequences assigned to student on House Level Referral-Level1 (see attached form).

When interventions applied are not productive and student continues to disrupt the learning environment for other students, Teacher will attach all previous copies of House Level Referral- Level 1 to a Student Referral Level 2 and refer to SSM. SSM will confer with Principal as needed on Level 2 referrals.

Student Referral Level 2

The purpose of this referral for all major incidents or events that are in violation of the charter discipline policy. Explanation of codes is attached in this handbook and found on back of referral. A copy of the Student referral level 2 is attached.

After all interventions are exhausted at house level, this is the referral that is used to escalate to SSM. Once the student is referred on a Student Referral Level 2, authority has been relinquished to administration for further discipline. Administration has the right to determine consequence and will review previous discipline record and impose a consequence.

Students reaching this level of the discipline ladder are close to suspension, dismissal from EBCA, or expulsion. If student has not corrected behavior by this point in the discipline process, parents should be well informed and not surprised if a suspension, dismissal, or expulsion is issued at this point.

Fresno Police Department will be contacted whenever a law violation occurs on school campus. All students are subject to arrest and/or being cited for any law violation.

WE PRACTICE ZERO TOLERANCE TO ANY FORM OF BULLYING.

1ST offense will result in a conference to tell student to stop and parent will be notified.

All offenses after first conference will result in a suspension and will lead to dismissal and or expulsion.

Zero tolerance means we do not tolerate any form of bullying at any time at EBCA.

EBCA Core Values

Integrity, Justice, Hope, Wisdom, Courage, Compassion, Responsibility, Respect

Students are expected to follow our Core Values here at EBCA. If students learn to live by these values at school and at home, they should be able to be successful students with no discipline referrals at all. Students will be recognized for following are core values monthly at our morning blacktop flag salute.



1. Student(s)

Name: _____

IEP? (circle one) YES NO // 504? (circle one) YES NO

Date: __/__/____ Time: _____ Referring Staff: _____ Student's

Teacher: _____

Parent Contacted: (circle one) YES NO Name of Parent/Guardian you spoke with: _____

2. Location: (circle one) Classroom Library Restroom In-Line Before/After School Hallway Recess Lunchroom

3. Brief Details: All incidents must be factual, witnessed, and first hand knowledge by the referring staff.

Serious Infraction Checklist (infractions are excessive and/or harmful)

4. Reason for referral:

- | | | |
|---|--|---|
| <input type="checkbox"/> Excessive disruption | <input type="checkbox"/> Disrespect | <input type="checkbox"/> Forgery/Theft |
| <input type="checkbox"/> Defacing Property | <input type="checkbox"/> Interfering with Educational process | <input type="checkbox"/> Intimidating/Bullying |
| <input type="checkbox"/> Excessive Tardies | <input type="checkbox"/> Provoking a Fight | <input type="checkbox"/> Excessive Inappropriate Language |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Skipping/Truancy (over 10 Unverified) | <input type="checkbox"/> Fighting/Assault |
| <input type="checkbox"/> Rough Play | <input type="checkbox"/> Vandalism | <input type="checkbox"/> Excessive Dress Code Violation |
| <input type="checkbox"/> Lying/Cheating | <input type="checkbox"/> Self Harm (verbal or physical) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Unauthorized use/abuse of school equipment | | |

Consequences

Assigned: _____

Referring Staff Signature: _____ House Lead

Signature: _____

Action Taken (circle one): Parent Conference (Phone/ In-person) Buddy Room Detention

Edison Bethune Academy

STUDENT REFERRAL LEVEL II

559-457-2530

Office Use Only

Student's Name / Nombre de estudiante

STU #

Grade

Person Referring / La persona que refiere

Date of Incident / La fecha

Period / Período

Time / Tiempo

Teacher / Staff Report

Teacher has previously contacted / El maestro ha consultado previamente con:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Parent
<i>Padres</i> | <input type="checkbox"/> Student
<i>Estudiante</i> | <input type="checkbox"/> SSM
<i>Consejera</i> | <input type="checkbox"/> Administrator
<i>El director</i> |
| <input type="checkbox"/> STUDENT MAY RETURN TO CLASS | | <input type="checkbox"/> STUDENT MAY <u>NOT</u> RETURN TO CLASS | |

Description of Contact / Descripción:

Reason for Referral

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Defiant
<i>Desafiante</i> | <input type="checkbox"/> Tardy
<i>Tarde</i> | <input type="checkbox"/> Missed teacher detention
<i>Perdido la detención de maestros</i> _____ Date(s) | <input type="checkbox"/> Other
<i>Otro</i> |
| <input type="checkbox"/> Disruption
<i>Interrupción</i> | <input type="checkbox"/> Profanity
<i>Profanidad</i> | <input type="checkbox"/> Suspension by Teacher
<i>Suspensión por maestro</i> _____ Date(s) | |
| <input type="checkbox"/> MISSED WORK DETAIL _____ | | <input type="checkbox"/> Mandatory parent contact by Teacher | |

Incident / Incidente:

Disposition by Administrator/SSM

- | | |
|--|--|
| <input type="checkbox"/> Work Detail _____
<i>Trabajar detalle</i> _____ Date(s)
1. Time: 3:15– 3:45 p.m.
2. Location: SSM Office
3. Check-in and Check-out with SSM | <input type="checkbox"/> Saturday School _____
<i>Escuela del Sabado</i> _____ Date(s)
1. Time: 8:00 – 12:15pm
2. Location: LIBRARY
3. Bring incomplete or missing homework and book to read |
| <input type="checkbox"/> Lunch Detention _____
<i>Detención durante el almuerzo</i> _____ Date(s) | <input type="checkbox"/> Suspension _____
<i>Suspensión</i> _____ Date(s)
Students Return Date: _____ |
| <input type="checkbox"/> Lunch Trash Pickup _____
<i>Recoger basura durante el almuerzo</i> _____ Date(s) | Circle Appropriate Suspension Codes
48900.1 a b c d e f g h i j k l m n o p q r s t u v
48900.2 48900.3 48900.4 48900.7 |
| <input type="checkbox"/> Behavior Contract
<i>Comportamiento Contrato</i> | |

Comments / Comentarios:

Student's Signature

Administrator's /SSM's Signature

Date

- | | | | |
|------------------------------------|--|---|--|
| <input type="checkbox"/> Principal | <input type="checkbox"/> Student Support Manager | <input type="checkbox"/> Administrator Designee | |
|------------------------------------|--|---|--|

Parents: This is to inform you of an incident involving your child and the action that was taken. Please telephone the school if you wish to discuss this incident. *Esto es, para informarle de un incidente que afectó a su hijo/ hija y que la acción fue tomada. Por favor, llame por teléfono a la escuela si desean para discutir este incidente.*

Suspension entered in: Atlas: initial _____ date _____ IC: initial _____ date _____

Teacher: Turn in all copies of referral to SSM office.

White – Mailed Home

Yellow – Student File

Pink – Teacher

Gold - Student

Media Technology Information

2014-15

Edison Bethune Academy
Mr. P. Lek, Technology Manager

21st Century Ambassador

I want to welcome you to our school. This year we are providing you with some information about our technology program that your child will participate in. As a part of our program, each child will be in a technology rich skill development weekly for at least 40 minutes per session. Your child technology teacher will be his or her classroom teacher; I will be overseeing the program. We have designed our program to meet the *National Educational Technology Standards (NETs)*. Together, we will work on preparing your child to become technology ready in the 21st Century.

Your child should have return back to his or her teacher the *Acceptance Usage Policy (AUP)*. This document needs to be signed prior to logon on to the Edison learning network. Last year we briefly introduce such program as Microsoft office and Google Earth to our intermediate students. Primary students were taught procedure and how to safely manage their computer components. We used website such as Starfalls.com and abcy.com to enhance their skills in practical learning. This year we will expand on those applications. Intermediate students will work on a project such as researching the internet to gather information for a writing assignment using Microsoft words. The final project will be to move toward PowerPoint. You will have the opportunity to view your child work during spring open house. All of our students will learn how to type using our Type- to-Learn application. In keeping up with the ever growing technology, we will introduce your child to Interactive Whiteboard, the Responder System along with many online applications. Every student 2nd-6th grade, using our *Achievement Managed System* will be tested monthly in three subject area, Math, Reading and Language Art. We believe in monitoring our students progress. We are currently using, Scholastic Math and Reading Inventory, Accelerated and Star Reader for our Universal Screening We use this system to measure your child progress throughout the year.

Some of you may have notice over the summer we have many new *school-to-parent communication technology*. The most obvious is the marquee sign in front of the school. We also have a new system that can make phone calls to each household. We will use this system in making important announcement or in the event of an emergency. For more information about our school, please visit to our public website <http://myebca.com> or just find us on face book. I'm excited to have this opportunity to prepare your child to be 21st century ready and teaching 21st century technology, by the time they completed 6th grade at *Edison Bethune Charter Academy*, each students will be a 21st century technology ambassador. Thank you,

P. Lek
Technology Manager

Edison Bethune Academy
An EdisonLearning Partnership School



Acceptable Use Policy for The Common
And Online/Internet Services

Student Name _____
(Please Print) (Last) (First) (Middle Initial)

As a student at the **Edison Bethune Academy** I agree to comply with the following computer guidelines:

1. I will treat all computer equipment with care and will leave it in good working condition when I am finished. I will BE SAFE, RESPONSIBLE, and KIND to others when I am using school computers.
2. I understand that the school software cannot be copied by me to use on any other computer because this would violate copyright law.
3. I will not bring in any of my own software to use on the school computers because this would violate copyright law.
4. I will not share my passwords for the school computer or The Common (email system) with anyone except my parent or guardian and my homeroom teacher.
5. I will take total responsibility for any messages that I send on the Internet and The Common and I will not insult, threaten other people, or use profanity.
6. I will not share my phone number or home address over the Internet or The Common because it is not safe to share this information over the computer.
7. I understand that all other school rules apply to using the Internet or The Common.
8. I understand that if I violate any of the above rules, I will lose my computer and/or Common privileges.

9.

X _____
(Student Signature) (Date)

As the parent of _____ I understand the school policy regarding computer usage and will do the best I can to model your guidelines to my child.

X _____
(Parent Signature) (Date)

Edison Bethune Academy

Internet Safety Policy

Children Internet Protection Act

Introduction

Edison Learning and Edison Bethune Charter Academy believe that technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. Edison Learning and Edison Bethune Charter Academy believe that the Internet's advantages far outweigh its disadvantages and will provide Internet filtering that blocks access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, Edison Learning and Edison Bethune Charter Academy consider access to the Internet and computer resources a privilege, not a right. Therefore, users violating the Edison Bethune Charter Academy Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action.

It is the policy of Edison Learning and Edison Bethune Charter Academy to:

1. Prevent users from accessing or transmitting inappropriate material over its network via the Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures including Internet filters shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information. Edison Learning filters Internet access through the use of prism Web Security.

Specifically, as required by the Children's Internet Protection Act (CIPA – for more information on the CIPA requirements, please visit this URL: <http://www.fcc.gov/guides/childrens-internet-protection-act>), blocking shall be applied to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Edison Bethune Charter Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act prevention of inappropriate network usage includes:

1. Unauthorized access, including "hacking," and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding
3. Minors.

Training: Student Safety and Digital Citizenship

To help ensure student safety and citizenship in online activities, students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Supervision and Monitoring

It shall be the responsibility of all members of the EBCA staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Manager or designated representatives.

Public Review

The Internet Safety Policy was shared with the school community at a public meeting on Internet safety, following normal public notice.

Revisions to the Internet Safety Policy will be on an as need basis under the direction of the school's Technology Manager with approval from Edison Learning's Technology Director.

Edison Bethune Academy

Go to this web address to access the parent portal to view forms, attendance and SLC grades for current year.

COMPLAINT POLICY

**Fresno County Office of Education
Edison Bethune Academy
2013-2014
ANNUAL NOTIFICATION OF
THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Edison Bethune Charter Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Edison Bethune Charter Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Rodolfo Garcia - Principal

Address: 1616 S. Fruit Street. Fresno, CA 93706

Telephone Number: (559) 457-2530

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available

civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Edison Bethune Charter Academy's UCP policy and complaint procedures shall be available free of charge.

**FRESNO COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATION 1312.4**

CLASSIFICATION: Community Regulations

ADOPTED: 03/17/1995

REVISED: 02/15/2008

NOTE: Edison Bethune Academy has adopted Fresno County Office of Education's Williams Complaint Procedure as their chartering agency.

This administrative regulation establishes *Williams* Complaint Procedures to be followed in schools and programs operated by the Fresno County Office of Education for the filing, investigation, and resolution of complaints regarding instructional materials, teacher vacancies or misassignments, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and for deficiencies related to the provision of intensive instruction and services to pupils who have not passed one or both parts of the high school exit exam after the completion of grade 12. These regulations, including the Notice and Complaint Form presented in Exhibits 1 and 2, respectively, implement the *Williams Settlement* in accordance with Education Code section 35186.

TYPES OF COMPLAINTS

Procedures presented in this administrative regulation shall be used to address complaints when the complainant alleges that any of the following has occurred:

Textbooks and Other Instructional Materials

1. A pupil, including an English learner, does not have standards-aligned textbooks or other instructional materials or state-adopted or County Board-adopted textbooks or other required instructional materials to use in class.
2. A pupil does not have access to textbooks or other instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
3. Textbooks or other instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
4. A pupil was provided photocopied sheets from only a portion of a textbook or other instructional materials to address a shortage of textbooks or instructional materials. "Instructional materials" means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests.

Teacher Vacancies or Misassignments

1. A semester begins and a teacher vacancy exists.
2. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English-learner pupils in the class.

3. A teacher is assigned to teach a class for which the teacher lacks subject-matter competency.

“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. “Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential, or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Facilities

A condition poses an emergency or urgent threat to the health or safety of pupils or staff as described below:

1. Structures or systems are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to: gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or an uninhabitable condition.
2. There is evidence of failure to comply with the requirements of Education Code section 35292.5 for every restroom at all times to be maintained and cleaned regularly, fully operational and stocked at all times with toilet paper, soap, and paper towels, or functioning hand dryers; and/or, with the exception of temporary closures for repair or pupil safety, for all restrooms to be open during school hours when pupils are not in classes and for a sufficient number of restrooms to be open during school hours when pupils are in classes.
3. One or more conditions exist that the Fresno County Superintendent of Schools or Fresno County Board of Education has determined to be an emergency, if applicable.

High School Exit Examination Intensive Instruction and Services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code section 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first.

FILING A COMPLAINT

The complaint form presented at Administrative Regulation 1312.4(E)(2) may be used by a complainant to identify deficiencies related to instructional materials, teacher vacancies or misassignments, conditions of facilities as defined above, and intensive instruction and services. Complaint forms shall be available at all schools and programs operated by the Fresno County Office of Education and on the Fresno County Office of Education website. Complaint forms available on the California Department of Education website may also be

used to file a complaint. However, a person may not be required to use a complaint form in order to file a complaint.

The complaint form provides for the information required pursuant to Article 9 of the California Code of Regulations, Title 5, to identify the subject of the complaint. A complainant may add as much text as he or she wishes to explain the complaint. A complaint may contain more than one allegation. A complaint shall be filed with the Fresno County Office of Education Compliance Officer, Deputy Superintendent of Educational Services; any complaint filed at the school site shall be immediately forwarded to the above-named Compliance Officer.

A complaint may be filed anonymously. A complainant who identifies himself or herself shall receive a response if he or she indicates on the complaint form that a response is requested. If the complainant is unable to put the complaint in writing due to conditions such as a disability or illiteracy, staff of the Fresno County Office of Education shall assist the complainant in the filing of the complaint. All complaints and written responses are public records.

CONDUCTING THE INVESTIGATION

The Compliance Officer or his/her designee, as applicable, shall make all reasonable efforts to investigate any problem within his/her authority. The Compliance Officer may assign to staff responsibility for investigating and resolving a complaint and reporting the resolution to the complainant. The Compliance Officer shall ensure that any employee designated to investigate and resolve a complaint is knowledgeable about applicable laws and the requirements of this administrative regulation.

The Compliance Officer or his/her designee, shall remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint as received.

RESPONSE TO THE COMPLAINANT

The Compliance Officer or his/her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing if the complainant identifies himself or herself and requested a response. The response shall be made to the mailing address of the complainant indicated on the complaint form. If 15 percent or more of the pupils enrolled in the school addressed in the complaint speak a single primary language other than English and if the complaint is written in that language, the response shall be written in both languages. If the Compliance Officer's designee makes the report to the complainant, the designee shall also report the same information in the same time period to the Compliance Officer.

RIGHT OF APPEAL

A complainant who is not satisfied with the resolution of a complaint has the right to describe the complaint to the Fresno County Board of Education at a regularly scheduled meeting. A complainant who is not satisfied with the resolution of a complaint involving a condition of a facility that poses an emergency or urgent threat, as defined in this administrative regulation, has the right to file an appeal to the Superintendent of Public Instruction within 15 days of receiving the response. The complainant shall comply with the appeal requirements specified in California Code of Regulations, Title 5, section 4632; a copy of this section shall be provided to the complainant upon request.

REPORT OF COMPLAINTS

The Fresno County Superintendent of Schools or designee shall submit quarterly reports of *Williams* complaints to the Fresno County Board of Education at a regularly scheduled meeting. The reports shall include summarized data on the nature and resolution of all complaints, the number of complaints by general subject area, and the number of resolved and unresolved complaints.

POSTED NOTICE

A notice shall be posted permanently in each classroom of the schools and programs operated by the Fresno County Superintendent of Schools informing parents, guardians, teachers, and pupils of the right to file a complaint pursuant to Education Code section 35186 and the locations at which to obtain a complaint form.

Administrative Regulation 1312.4(E)(1) presents the required notice.

Board Policy No. 1312

Legal Reference: Education Code

35186 Uniform complaint process

48985 Notices to parents in languages other than English

17002 Definitions

17592.72 Emergency repairs

35292.5 Restroom facilities

California Code of Regulations, Title 5

4600 *et seq.*

Court Decisions

Eliezer Williams et al., vs. State of California, et al., (2004) No. CGC-00-312236, Superior Court, County of San Francisco

Management Resources: Uniform Complaint Procedures, California Department of Education, Website at: <www.cde.ca.gov/eo/ce/wc/index.asp>

Williams Settlement Complaint Procedures, Fresno County Office of Education,

Website at: <<http://www.fcoe.org>>

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Williams Complaints Notice

Parents, Guardians, Pupils, and Teachers:

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at **www.MyEBCA.com**. You may also download a copy of the California Department of Education complaint form from the following Web site:
<http://www.cde.ca.gov/re/cp/uc>.

Student/Parent Handbook

**Community Code of Conduct
Be Safe, Be Respectful, Be Responsible**

2014/2015

Parents/ Guardians:

We ask that you review the student/parent handbook with your child. Please sign and send this form back to school with your child to his/her Teacher.

Thank You for your cooperation.

Yes, we have reviewed this handbook with our child:

Student Signature

Parent/Guardian Signature

Date: _____

Add our current parent involvement Policy before this page