



TEANECK COMMUNITY CHARTER SCHOOL

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Dear TCCS Parents and Guardians,

As we are already halfway through January, we felt that it would be a good time to remind everyone of our parent handbook, which is available online at <http://bit.ly/TCCS-Parent-Handbook-19-20> and to share some specific policy and procedure reminders that we'd like everyone to keep in mind for 2020 and beyond...

DROP-OFF / PICK-UP & PARKING LOT - While we have finally reached the end of our construction project, we must remind you that besides the dismissal of our bus students (who now exit through the gym), our drop-off and pick-up procedures remain unchanged. For the safety of our students, staff, and neighbors, please be sure to follow the appropriate traffic patterns and **ONLY** park in legal spots on the street when picking up students in the afternoon. Complete details can be found in the parent handbook. *IMPORTANT:* Due to limited space, during the hours of 7:00am-4:00pm, the parking lot is reserved for faculty and staff use **ONLY**. Other than for our paid morning care program and other school sponsored early morning programs (Basic Skills, Math Enrichment), student drop-off or pick up in the parking lot is prohibited. All other students should enter the building through the main entrance.

VISITORS - For the safety and security of our staff and students, **ALL VISITORS** are required to sign-in in the main office any time they enter the building. Once approved for entry and access (office staff will call classrooms to ensure the visit was scheduled), visitors will receive a temporary identification sticker and a yellow lanyard. Visitor lanyards **MUST** be returned to the office before leaving the building. Parents may not visit classrooms or hallways without appropriate security clearance. *IMPORTANT:* Please limit your visit to the specific classroom or area that you have been given access to and avoid visiting other classrooms.

CELL PHONES and ELECTRONICS - Students may not use cell phones inside the school building at any time for any purpose during the instructional day (generally 8:00am-3:30pm) unless specifically permitted by the teacher for use in a lesson. The instructional day includes the time between classes, lunch/recess, after school extra help and field trips. Students who bring cell phones to school must keep the devices turned off and kept out of sight during the instructional day. Students who violate this policy will have the device taken away by the administration or faculty immediately. School policy also does not permit students to use or play: personal radios (including earphones / airpods), ipods, portable video games, etc. during the instructional day.

Students who bring these items to school are solely responsible for their security. Students who violate this policy will have the item taken away by the administration or faculty. This policy also applies to smart watches and any other devices with communication (text, email, calling, etc.) capabilities. If you need to contact your student during school hours, we ask that you follow the standard procedure of calling the office first. Please do not call or text them during school hours.

TOYS / BEYBLADES - Unless approved by a teacher or staff member for school related purposes, students should not bring toys to school. This includes beyblades, which are prohibited in school and the after school program.

EXTRACURRICULARS / STUDENT SUPERVISION / BUILDING ACCESS - Unless they are registered in a school sanctioned extracurricular program or club that begins right after school, students may not remain in the school building after dismissal without appropriate supervision. If there is a late afternoon / evening event that your student would like to attend, they may not "hang out" and wait for the event unsupervised. They must go home and come back at the appropriate time. Alternatively, you may elect to pay for "drop-in" services at our after school program. Please contact Mr. Adam Fleischhauer at afleischhauer@tccsnj.org if you need to make arrangements. For the sake of security, please follow all posted signs regarding building access for extracurricular activities (including those that take place in the gym). Certain areas of the building may be closed during and after events and access to certain hallways and lockers, etc. cannot be guaranteed after hours. Thank you for your cooperation and understanding.

NURSE'S OFFICE / STUDENT ILLNESS - In accordance with Board policy, for the sake of all students, faculty, and staff, if your child is sick, please keep them home until they are fever / symptom free for at least 24 hours. If you have any questions regarding this, please contact nurse Roda at rwerking@tccsnj.org.

Thank you for taking the time to review these specific policy and procedure highlights. At your convenience, please review the entire parent handbook at <http://bit.ly/TCCS-Parent-Handbook-19-20>. We appreciate your support in ensuring that all school rules and regulations are followed. If you have any questions or concerns about any of the topics covered above or the parent handbook in general, please feel free to contact us via email at rgallo@tccsnj.org or storres@tccsnj.org.

Thanks and Best Regards,



Ralph Gallo, Lead Person / Director



Sonia Torres, Principal