



## 2018-2019 School Year

July 30, 2018

Dear Parents,

Welcome to the Fenton Charter Leadership Academy; one of the newest members of the Fenton Charter Public Schools family. The Fenton Charter Leadership Academy was grown from over twenty-two years of successful Charter management, instructional practice, and high standards for all. Students will be exposed to the same level of high quality education and enriching lessons that can be found at all of our Fenton schools. With an added instructional focus on developing leadership skills in our students, the Fenton Charter Leadership Academy will provide students with the tools they need to be successful in elementary school and beyond. As the 2018-2019 school year begins, we look forward to making you a part of the learning process as we create more educational opportunities for our students. We are excited to have you meet our teachers and want you to know that we are always available to answer your questions. Mrs. Sumida will continue to serve as the executive director working on fiscal management, long range planning, and future projects. Mrs. Sumida will also continue to oversee the growth of the Fenton Charter Public Schools. Dr. David Riddick will assume the role of Chief Academic Officer, responsible for overseeing the instructional programs and academic achievement across the Fenton Organization. Our Fenton Charter Leadership Academy administrative leadership team is proud and committed to serving your children. We have a strong and dedicated administrative team who will serve the families of both Fenton Academies.

**Mrs. Jennifer Miller**

**Director of Fenton STEM Academy & Fenton Charter Leadership Academy**

**Mrs. Jennifer Pimentel**

**Administrative Coordinator of Fenton STEM Academy & Fenton Charter Leadership Academy**

**Mrs. Cecilia Quijano**

**Administrative Coordinator of Fenton STEM Academy & Fenton Charter Leadership Academy**

We would also like to welcome the following staff members – some are familiar faces that have been long time instructors at Fenton, while others are new to our staff.

### **Fenton Charter Leadership Academy Educators**

Brennan Mack, Transitional Kindergarten

Kate Hetu, Kindergarten

Veronica Palazzola, Kindergarten

Lindsay Oquindo, Kindergarten  
Abigail Gillmore, 1<sup>st</sup> grade  
Jennifer Hines, 1<sup>st</sup> grade  
Stephanie Ellerbe, 1<sup>st</sup> grade  
Lindsey Western, 2<sup>nd</sup> grade  
Nicole Langlois, 2<sup>nd</sup> grade  
Krista Casanova, 2<sup>nd</sup> grade  
Yesenia Fuentes, 3<sup>rd</sup> Grade  
Kaitlyn Ackerman, 3<sup>rd</sup> Grade  
Camille McIntosh, 3<sup>rd</sup> Grade  
Tania Casas, 4<sup>th</sup> Grade  
Michelle Raxlin, 4<sup>th</sup> Grade  
Maria Cordero, Education Specialist  
Sydney Perez, Education Specialist  
Brooke Schiffman, Education Specialist  
Alin Kazarian, School Counselor  
Ana Gutierrez, Psychologist  
Sofia Carias, Speech and Language Pathologist

To ensure a smooth transition, please note the following information, school programs and policies:

### **SCHOOL HOURS:**

#### **Morning Playground (Grades K-5):**

7:15 a.m. – 8:00 a.m.

#### **Instructional Day (M-F):**

Kindergarten – 2<sup>nd</sup>: 8:00 a.m. – 2:10 p.m.

3<sup>rd</sup>-5<sup>th</sup> Grade: 8:00 a.m. – 2:30 p.m.

#### **Afterschool Playground (Grades K-5):**

2:30 p.m. – 5:30 p.m.

**Afterschool Playground:** Students in grades kinder-5<sup>th</sup> may stay after school and play on the Afterschool Playground from 2:30 p.m. – 5:30 p.m. Students must adhere to the Student Responsibility Code (provided in the Home School Agreement, which will be given to parents during Parent Orientation meetings) in order to continue participation in the afterschool playground. The Afterschool Playground follows LAUSD rules and is available for students in grades Kinder-5th only as this is a permissive program. The day-to-day Afterschool Playground is provided at no charge to participants and is a "permissive" recreation program where participants arrive and leave at their own discretion and of their own volition. It is provided for those students capable of independent supervision to, from, and at the playground site. The afterschool program is open only to students attending the school where the playground is located. **If you do not want your child to leave - it is YOUR responsibility to instruct your child as to what your expectations are. If your child is**

to stay on the playground and wait, make sure that he/she understands before coming to school in the morning. We provide supervision on the playground for your child's safety and security, but we **DO NOT** monitor who comes and goes.

### **DROP-OFF AND DISMISSAL GATES:**

The Fenton Academies will follow a specific pattern for drop-off and dismissal. The safety of our students and families is our number one priority. In order to create the safest and most efficient drop-off and dismissal procedure possible, we ask that all families please follow the route described below. A more detailed description of the drop-off and dismissal procedures as well as a map showing the route have been provided in the summer packet.

- Drive eastbound on Penrose Street.
- Turn right into the alleyway along the east side of the building.
- When you reach the end of the playground, turn right into the one-way drive thru.
- Staff members will be present to guide you to pull up to the drop-off and dismissal gates. Students will enter and exit through these gates. Staff members will assist to ensure students remain safe at all times.
- To exit the school grounds, please pull forward and exit by turning right onto Sunland Boulevard.

### **Important Notes Regarding Drop-Off and Dismissal:**

- **Vehicles who try to access the alleyway from the Sunland Produce parking lot will not be able to turn left into the one-way drive thru. Any vehicles that attempt to enter through this point will be asked to turn around and enter the alleyway from Penrose Street.**
- Please avoid driving westbound on Penrose St. to turn left into the alleyway. We ask that all vehicles only turn right into the alleyway to prevent congestion on Penrose St. As a reminder, vehicles turning right into the alley from Penrose St. have the lawful right of way.
- A number of our staff members will be outside to assist with the drop-off/dismissal process. Cones will be placed around the school to help guide traffic.
- To ensure the safety of our students and families, we ask that you please drive slowly through our drop-off/dismissal route.
- Staff members will be present to assist families who choose to walk to school.
- **Please be advised that leaving your vehicle parked/unattended in an alleyway is an unlawful traffic violation. Therefore, we encourage you to wait until the actual dismissal time to come and pick up your child. Arriving before the dismissal time and waiting in the alleyway could result in a traffic fine either by the Department of Transportation (D.O.T.) or by the Los Angeles Police Department. The Fenton Academies will not be held responsible for any law enforcement action taken against anyone deciding to wait in the alley prior to dismissal.**

**ALL STUDENTS IN GRADES KINDER–5<sup>TH</sup> WHO ARE NOT PICKED UP AT DISMISSAL TIME WILL BE SENT TO THE AFTERSCHOOL PLAYGROUND. PLEASE DO NOT ASK YOUR CHILD TO REMAIN AT THE GATE OR OUTSIDE THE SCHOOL UNTIL YOU ARRIVE.**

The campus will remain a CLOSED CAMPUS throughout the day, including before and after regular school hours. Parents must check in at the main office before entering the school. Students must adhere to the Student Responsibility Code (provided in the Home School Agreement, which will be given to parents during Parent Orientation meetings) in order to continue participation in the Afterschool Playground.

**FOOD SERVICES PROGRAM:**

As part of our commitment to offer our children nutritious meals that they will enjoy, we will offer breakfast and lunch daily. A menu will be provided on a monthly basis.

**ATTENDANCE/ABSENCES:**

Regular and consistent attendance enhances academic achievement and your continued support in getting your children to school daily and on time is greatly appreciated. Please call the office whenever your child is absent. **After the third day of absence, if the office has not been notified and informed of a *valid* reason for absence, your child will be checked out of the class and the school.**

If you know your child will be absent, please visit the main office. Your child’s teacher will prepare an Independent Study Agreement. This Independent Study Agreement will be discussed during Parent Orientation meetings.

**RELEASE OF STUDENTS PRIOR TO DISMISSAL:**

In the event that a student needs to be picked up prior to dismissal, he/she will **ONLY** be released to individuals listed on the emergency card. Those individuals will need to provide proper identification. **Please be sure that all emergency cards are up to date.** Policy prohibits releasing students to walk home alone prior to dismissal.

**PARENT ORIENTATION MEETINGS:**

Dates for our Parent Orientation Meetings for each grade-level is as follows:

Kindergarten	August 20, 2018 – 8:15 a.m.
1 <sup>st</sup> Grade	August 21, 2018 – 8:15 a.m.
2 <sup>nd</sup> Grade	August 22, 2018 – 8:15 a.m.
3 <sup>rd</sup> Grade	August 23, 2018 – 8:15 a.m.
4 <sup>th</sup> Grade	August 24, 2018 – 8:15 a.m.
5 <sup>th</sup> Grade	August 27, 2018 – 8:15 a.m.

All Parent Orientation meetings will begin promptly at 8:15 a.m. in the multipurpose room. Parents will then be invited to individual classrooms to meet with teachers to hear about the requirements and special activities related to that grade and class.

If you have more than one child here at the Fenton Charter Leadership Academy and they are in the same grade, please be sure to bring another adult to cover the additional class.

### **UNIFORMS:**

Every student is required to wear the approved Fenton Academies uniform beginning the first day of school. **Our vendor will be selling uniforms on Parent Orientation Meeting days near the multipurpose room.** If you are purchasing sweaters and coats for the coming fall and winter months, please consider purchasing colors that will complement the **NAVY** and **WHITE** uniform. Pullover tops for boys and girls must be navy blue or plain white. Collared shirts must be **PLAIN** white or navy. Any shirt without a collar must have the Fenton logo, clean and in good condition. Below is a list of appropriate school attire:

#### **Tops:**

- Plain white or navy blue collared shirt or blouse
- Fenton Academies logo collared shirt or t-shirt with the Fenton Academies logo
- Fenton Academies logo sweatshirt
- Plain t-shirts *without* a collar are **NOT** allowed

#### **Bottoms:**

- Navy blue pants, shorts, skirts, or skorts
- Navy blue jumpers
- Navy blue or white leggings (can **ONLY** be worn under a skirt)
- Jeans or other denim bottoms are **NOT** allowed

#### **Shoes:**

- Close-toed shoes
- Tennis shoes must be worn on psychomotor (P.E.) days
- Flip flops, high heels, sandals and any open-toed shoes are **NOT** allowed
- Shoes with wheels or games are **NOT** allowed

### **CELL PHONE POLICY:**

Cell phones must be turned off and be kept in students' backpacks during school hours. Cell phones may only be used after school. There will be consequences if students do not follow the Cell Phone Policy. Details regarding the policy and consequences will be discussed during the Parent Orientation meetings.

### **HOMEWORK:**

Your child will have homework! Please take the time to sit down and ask them about their day as you help with homework. Don't hesitate to ask your child's teacher if you have questions about homework. These are the years when we all help them to develop good work habits! Your effort now will pay off when they enter middle school. We are working for college and career readiness! Thank you in advance!

### **CHARTER SCHOOL BOARD OF DIRECTORS AND GOVERNING COUNCILS:**

The Fenton Charter Leadership Academy is a start-up charter school. The Fenton Charter Leadership Academy falls under the umbrella of the Fenton Charter Public Schools and its Board of Directors. Former Fenton Executive Director, Mr. Joe Lucente, is the President of the Board.

Meetings of the Board of Directors are held every other month and notice of future meetings will be posted along with agendas and previous minutes in the Fenton Charter Leadership Academy main office 72 hours prior to the regularly scheduled meeting. If you are interested in attending a board meeting, please check in through the main office.

Fenton Charter Leadership Academy's four governing committees will continue to meet regularly to implement policies and monitor school's progress. We invite all parents and community members to attend our committee meetings. The four committees and their tentative meeting days are listed below (subject to change):

**Parent Advocacy Committee - Mondays**  
**Finance Committee - Tuesdays**  
**Instruction Committee - Wednesdays**  
**Personnel Committee - Thursdays**

If you are interested in joining the Parent Advocacy Committee, please visit the main office for specific details. The evening meeting dates for the Parent Advocacy Committee are September 6, 2017 and March 7, 2018.

If you have any questions regarding this information, please visit us in the main office. We look forward to a most rewarding school year and are proud to be a part of your child's education!

Sincerely,

Jennifer Miller  
Director