



**Please see our COVID – 19 School Reopening Plan on  
our school website for additional 2020-2021  
information**

**Parent and Student Handbook**

**Manhattan Charter School  
Manhattan Charter School 2**

**2020-2021**

#### **Our Mission**

The Manhattan Charter School and Manhattan Charter School 2 will prepare its students to achieve high academic levels in the four core academic subject areas and music, to communicate effectively in verbal, mathematical and musical languages, and to apply critical thinking processes and ethical standards to learning, living and problem solving.

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## Section I

### What are the Manhattan Charter School and the Manhattan Charter School 2?

Manhattan Charter School ("MCS") was founded in July 2004 as a public charter elementary school to offer instruction in grades Kindergarten through Five. MCS opened for its first school year in September 2005 with students in Kindergarten through Grade One. In September of 2006 we added Grade Two, in September of 2007 we added Grade Three. In August of 2008 we added Grade Four and in August of 2009 we added Grade Five. MCS is located in Community School District I at 100 Attorney Street, New York, NY 10002.

In September 2011, we were approved to replicate our successful program at MCS and open another public charter elementary school, the Manhattan Charter School 2 ("MCS2"). MCS2 will initially open in the fall of 2012 to serve students in Kindergarten and Grade One and will expand to add a grade each year until Grade Five. MCS2 is located in Community School District 1 at 220 Henry Street, New York, NY 10002.

Collectively, we will refer to MCS and MCS2 throughout this Parent and Student Handbook (the "Handbook") as the ("Schools"). The Handbook will explicitly list MCS and MCS2 separately in instances that there is a distinction in policy or information for the two different schools.

MCS and MCS2 are each governed by a not-for-profit Board of Trustees (the "Board").

#### *The Schools Core Beliefs*

Critical thinking, considering different points of view, and incorporating them into a unique individual perspective are basic skills for living.

Success is measured by each person for him/herself. Having the skills to understand a wide range of options enables success.

The skills developed in music education help achievement in all areas of life.

The arts enrich the quality of our lives.

Ethical behavior is necessary for personal growth and for meaningful interaction with others.

#### *The Schools Operating Principles*

Create and support a school environment where quality at every turn is encouraged, expected and rewarded.

Let our students know it is okay to be smart, to be thoughtful and to achieve.

Make music integral to the fabric of our school, as a part of the curriculum as well as a defining aspect of our culture.

Bring together educators, students, families, leaders and supporters, each with a personal mission to achieve the Mission of the School.

Cultivate an environment in which ideas and approaches are presented, evaluated, applied and re-evaluated for soundness, relevance, utility and propriety by all of the community.

### *The Schools Strategies*

- Offer a rigorous academic curriculum
- Provide daily, standards-based, music instruction to every student
- Develop the core critical thinking skills of analysis, synthesis and the application of knowledge
- Cultivate an ethics-centered environment
- Require and reward honesty, integrity, trust and respect
- Reflect the diversities and opportunities of New York City

### *Non Discrimination and Anti-Harassment Statement*

The Schools are committed to providing an environment free from unlawful discrimination and harassment. No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, age, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

### *Admission*

Admission of students to the Manhattan Charter School and the Manhattan Charter School 2 shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

### *Disclaimer*

**The Schools are not responsible for omissions in the Handbook. The Schools reserve the right to amend the contents and reissue this book or modify its policies at any time. Final authority on all matters rests with the Schools administration and Board. It is the responsibility of the student, parent/guardian, and staff to review this Handbook periodically.**

## Section II

### Preparing for School

#### *MCS Location*

100 Attorney Street, New York, NY 10002  
(the round building at Rivington Street, shared with P.S. 142)  
(212) 533-2743

The Manhattan Charter School entrance for arrival and dismissal of students is on the **Ridge Street** side, not the Attorney Street side.

#### *Ridge Street Entrance Hours*

Morning: 7:45 am to 8:15 am    Afternoon: 3:30 pm

Wednesday Half Days: 12:00 pm

Students who arrive late and all arrivals at other times must use Exit 10, to the right of the former main entrance on Attorney Street.



- Area Subways: the F, J, M, and Z trains (Delancey/Essex station).
- Area Buses: the cross-town bus on Houston Street; stops on #14A and #14D, (14<sup>th</sup> Street cross-town buses).

## MCS2 Location

220 Henry Street, New York, NY 10002  
(located between Clinton and Montgomery Streets)  
(212) 964-3792

The Manhattan Charter School 2 entrance for **arrival of students is on the Clinton Street side, not the Henry Street side.** The MCS2 **dismissal exit is in the main school yard on Madison Street.** The MCS2 **dismissal exit on Wednesday half days is also in the main school yard on Madison Street.**

### Clinton Street Hours

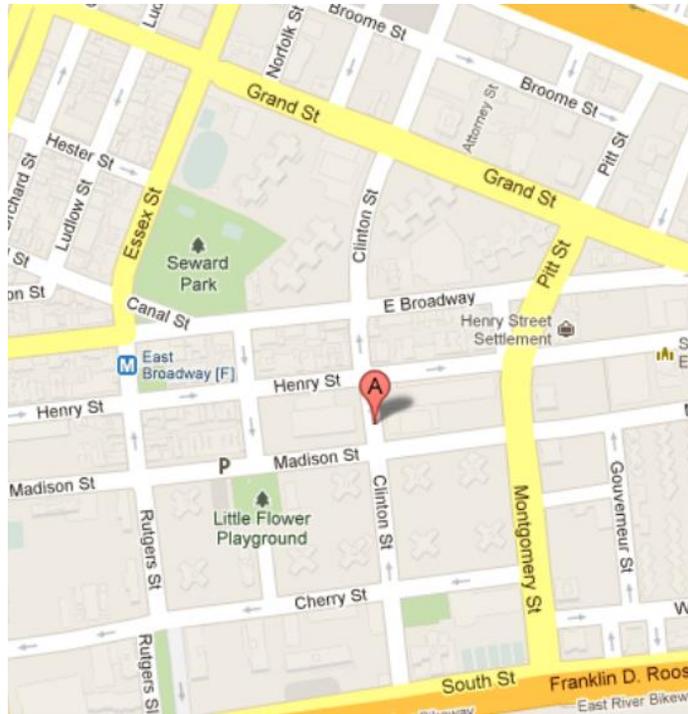
Morning: 7:45 am to 8:15 am

### Madison Street Dismissal Hours

Afternoon: 3:30 pm

Wednesday Half Days: 12:30 pm

Students who arrive late and all arrivals at other times must use Exit 1, the main entrance, on Henry Street.



- Area Subways: the F train (East Broadway Station).
- Area Buses: the B61 Bus (Madison and Montgomery Street Stop)

*The Schools Main Office Schedule*

**Office Hours: 9:30 am -11:30 am**

Please be advised that the main office staff will be able to fulfill any requests for letters, or other correspondence daily, between 9:30 am and 11:30 am. Requests must be made a minimum of 24 hours before the letter is needed. We will not be able to provide letters on a drop in basis. Any request outside of this time will require an appointment. Letters, when possible, will be provided the next day.

**All requests must be picked up in person at the main office. Letters will never be sent home with your child.**

*MCS2 12-1:30 pm No Pick Up Policy*

MCS2 has a no student pick-up policy between 12-1:30 pm when the school is at lunch and recess. Any parents wishing to pick up their child between these hours must make prior arrangements with the student's teacher and the Family Relations and Attendance Coordinator.

*Late Drop Off Policy*

Students arriving after **8:15 am** must be brought into the school building, and to the safety officer's desk by a parent or guardian. It is not acceptable to drop students off outside the school building and have them walk to their classroom or the main office on their own. This is to protect the safety of all students in our care.

*Early Pick Up Policy*

If a parent or guardian must occasionally pick up their child early, they will be accommodated only until **2:45 pm**. Early pick-ups must take place in the main office. Please note: we will not be able to bring students down to the main office after 2:45 p.m.

### Daily Student Schedule

7:45 – 8:15am	All MCS students must enter building at <b>Ridge Street</b> entrance (do not enter on Attorney Street side).  All MCS2 students must enter building at the <b>Clinton Street</b> entrance (do not enter on Henry Street side).
7:45 – 8:05am	Breakfast served to all students.
8:05 -- 8:15am	Breakfast clean-up.
8:15am	Instruction begins promptly.
8:15am	For MCS: Ridge Street entrance closes  For MCS2: Clinton Street entrance closes
11:30 – 12:30pm	Lunch/recess at <b>MCS</b>
12:15-1:15pm	Lunch/recess at <b>MCS2</b> .
12:30pm	Instruction resumes at <b>MCS</b> .
1:15pm	Instruction resumes at <b>MCS2</b> .
3:30pm	Dismissal

Students are escorted into the schoolyard for dismissal. **You must pick up your child in the schoolyard.**

No student will be dismissed from the door. This is for the safety of your child and all MCS children. Be sure to wait for your child in the schoolyard.

# MCS and MCS2 Calendar 2020-2021

***PLEASE SEE SCHOOL REOPENING PLAN FOR ADDITIONAL  
CALENDAR INFORMATION***

## **SCHOOL CALENDAR**

<b>Date</b>	<b>Description</b>
September 7	Labor Day –School Closed
September 10	First Day of School for all students
September 28	Yom Kippur – School is <b>OPEN</b>
October 12	Columbus Day – School is <b>OPEN</b>
October 28	Student Half Day – Parent Teacher Conferences - virtual only
November 3	Election Day – School is <b>OPEN</b>
November 11	Veteran’s Day – School is <b>OPEN</b>
November 26-27	Thanksgiving Break – School Closed
December TBD	<b>MCS K – 2<sup>nd</sup> Grade Winter Concert</b>
December TBD	<b>MCS2 K – 5 Winter Concert</b>
December TBD	<b>MCS 3<sup>rd</sup> – 5<sup>th</sup> Grade Winter Concert</b>
December 24 – January 1, 2020	Winter Recess – No School
January 18	Martin Luther King, Jr. Day – No School
January 27	Student Half Day – Parent Teacher Conferences - virtual only
February 10	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
February 15, 16	Midwinter Recess – No School
February 24	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
March 10	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
March 24	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
April 1, 2, 5	Spring Recess – No School
April 20, 21, 22	NYS ELA Exam (Gr. 3-5)
April 28	Student Half Day – Parent Teacher Conferences – likely virtual
May 4, 5, 6	NYS Math Exam (Gr. 3-5)
May TBD	<b>MCS 2 (K-5) Spring Concert</b>
May TBD	<b>MCS – K - 2 Spring Concert</b>

May TBD	<b>MCS – 3 – 5 Spring Concert</b>
May 12	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
May 26	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
May 31	Memorial Day – No School
June 11	Last day of school for all students

*End of Regular School Day*

**MCS:** At 3:30 pm, teachers will bring the students outside the Ridge Street entrance and into the schoolyard for dismissal, except during inclement weather, when Kindergarten will be dismissed at the door inside the playground at the corner of Ridge and Rivington Streets. Other grades students will be dismissed in the schoolyard.

**MCS2:** At 3:30 pm, teachers will bring the students outside and into the schoolyard on Madison Street for dismissal, except during inclement weather when all students will be dismissed in the auditorium or lobby. Parents will enter at the 220 Henry Street main entrance.

Your child's teacher will only release your child to adults that you have authorized in writing on the forms you filled out at registration.

You must also notify MCS or MCS2 in writing (not by phone or email) if you would like to add or remove a person from the authorized list.

*If Your Child Attends an After School Program at MCS*

Henry Street Settlement After School at MCS: Children will be picked up by after school program staff. The Henry Street Settlement Afterschool program will take place at 100 Attorney Street.

Henry Street Settlement After School at MCS2: Children will be picked up by after school program staff. The Henry Street Settlement Afterschool program will take place at 220 Henry Street.

Other after school programs: You must make arrangements yourself to have another after school program pick up your child.

The Schools must have written authorization to release your child to a representative of an after school program. Use the form at the back of this book to add people as authorized for this purpose.

Please be sure these arrangements are made with MCS or MCS2 well in advance and notify us in writing of the date your child's after school program will start. You will be responsible for picking up your child at dismissal time on days your outside after school program is not in session.

### *Late Pick Up at Dismissal Policy*

The Manhattan Charter Schools instructional day ends at 3:30 pm.

**For MCS:** All children are dismissed from the Ridge Street exit with their classroom teacher into the schoolyard adjacent to Delancey Street. It is the responsibility of the parent/family member to pick up their children at that time.

It is the policy of MCS that if no parent or emergency contact can be reached, your child will be brought to the nearest New York City police precinct. Parents/family members will be required to pick up their child from the precinct.

**For MCS2:** All children are dismissed from the school yard on Madison Street with their classroom teacher. It is the responsibility of the parent/family member to pick up their children at that time.

It is the policy of MCS that if no parent or emergency contact can be reached, your child will be brought to the nearest New York City police precinct. Parents/family members will be required to pick up their child from the precinct.

**Chronic late pick up will result in the Schools notifying the Administration for Children's Services ("ACS"). In addition, parents should be aware that once a child is brought to a precinct, the NYPD will call ACS.**

Please be sure your child is picked up on time.

### *How to Dress*

We believe learning is a serious undertaking and students should not be distracted from it by matters of dress. We also believe manner of dress affects student behavior. To this end, the Schools have enacted its Student Dress Code.

The Student Dress Code is at the back of this Handbook. It will be rigorously enforced daily, including on field trip days.

Items prohibited by the Student Dress Code will be prohibited every day school is in session.

Students who arrive at school not dressed in accordance with the Student Dress Code will receive a written notice that will be sent home with them on that day. They will also be given clothing in uniform colors to put on over the clothes they are sent to school wearing.

Any student who arrives at school a second time or more often during the school year not dressed in accordance with the Student Dress Code may not be permitted to attend class that day.

### *Bathroom Accident Policy*

While most students, upon entering kindergarten and in the early grades, are able to control their need to use the bathroom, accidents do sometimes happen. In the case of an accident the student's parent/guardian will be notified immediately with a phone call. The parent/guardian will then be asked to bring a change of uniform and undergarments to school to replace the soiled garments. If the school is unable to reach the parent, or the parent is unable to bring a change of uniform, the student will then be asked to remove the soiled clothing and replace the clothing with a school uniform provided by Manhattan Charter School. The uniform must be returned to the school's main office after laundering. If you know that your child is prone to accidents, please inform the classroom teacher and the Family Relations and Attendance Coordinator, so that special arrangements can be made.

### *Cell Phones and Other Electronic Devices*

Student cell phones and any other electronic communication devices can be disruptive in school. The School must ensure that they are not used inappropriately. Therefore, any student bringing a cell phone or any other electronic communication device into the school does so without the expectation of privacy regarding the phone or device. School officials may, at their discretion, require a student to present a cell phone or any other electronic communication device for inspection. Cell phones and any other electronic communication device will be confiscated during the school day and returned to the parent directly.

### *Search and Seizure Policy*

A student and/or the student's belongings may be searched by the Principal if there is reasonable suspicion that a search of that student and/or the student's belongings will result in evidence that the student violated the law or a school rule. The school reserves the right to remove items revealed in a search which are prohibited on school property and those which may be used to disrupt or interfere with the educational process. Legal items removed will be returned to parents who come to the school and request them, but will not be retained beyond the end of the school year. Illegal items will not be returned and may be turned over to law enforcement.

All school-related property always remains under the control of the School and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place nor keep in a locker, desk or other school-related property any article or material which is of a non-school nature and may cause or contribute to the disruption of the mission of the school. The following rules will apply to the search of

school property assigned to a specific student and the seizure of illegal items found therein:

The Principal will make an individual search of a student's locker, desk, or other school-related property only when there is reasonable suspicion that a student is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.

- a) Searches shall be conducted under the authorization of the Principal or his/her designee.
- b) Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed by school authorities.
- c) Searches of an individual will be made upon reasonable suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by the Principal and with another witness present.
- d) Searches of students and school property may be conducted on school grounds or whenever the student is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

#### *Attendance, Punctuality and Absence*

Attendance: Success in school begins with regular attendance. Learning is a process that requires continual practice in order to be meaningful and lasting. With that in mind, the Schools expect students to be in school all day, every day. While there are obviously occasions that call for missing school, we ask that school attendance be regarded as a major priority when scheduling family vacations or appointments during the school year.

#### Excused absences:

- Absence due to illness: Parents should exercise good judgment when keeping a child home due to illness or returning them to school following an illness. When a student is absent for more than one day, he or she must return to school with a doctor's note stating the reason for the absence, or the absence will be considered unexcused. This note is to be given to the Family Relations and Attendance Coordinator, on the day the student returns to school.
- Death in the family: When a student is absent due to death in the family, he or she must return with a note or memorial service program in order for the absence to be considered excused. All documents should be given to the Family Relations and Attendance Coordinator.
- Religious Holy Days: All students must submit a notice in writing prior to their absence from school due to religious observances. Any student not submitting a note to the Family Relations and Attendance Coordinator will be considered absent without an excuse.

Repeated unexcused absence: You will be contacted for an in-person conference if your child has three or more unexcused absences during the school year. The

Administration for Children's Services (ACS) will be notified in cases of repeated absences whether or not those absences meet the Handbook policy requirement for excused absences.

Punctuality: The instructional day begins promptly at 8:15 a.m. One of the keys to maintaining the calm, purposeful atmosphere of the school is a punctual, unhurried start to each school day. As specified above, children should arrive at least ten minutes before the start of the school day. The Administration for Children's Services (ACS) will be notified in cases of repeated latenesses. Students are expected to be on time each day.

Being marked late: Students arriving after 8:15 am (or five minutes late when arrival is scheduled for another time) will be marked late. Students who are late more than five times during a marking period will be scheduled for an in-person conference.

Excessive lateness, absences, or frequent early pick-ups: MCS and MCS2 are rigorous academic and artistic environments that require consistency and practice in order to achieve success. To this end, the families of students with excessive lateness, absences, or who are frequently picked-up prior to the end of the school day, will need to meet with school administration to determine if a student's attendance pattern is consistent with the School's educational program.

#### **For MCS2: Attendance Award Guidelines**

In order for students to receive recognition for perfect attendance each month, students must follow the Attendance Award Guidelines. Attendance certificates will be given at the end of each month in the following categories.

- A. **Distinguished Perfect Attendance:** Zero absences & Zero Tardies.
- B. **Perfect Attendance:** Zero Absences & Three or less tardies.

**Excessive lateness, absences, and frequent early pick-ups are a significant consideration when making determinations regarding student retention in a grade, and may result in the Schools notifying ACS of the chronic absences and lateness of a student.**

#### *What Not to Bring to School*

Certain things must not be brought to school under any circumstances. Please do not allow your child to bring:

- toys
- stuffed animals
- pets
- collectable trading cards
- electronic devices
- alcohol
- drugs or
- weapons or any item that resembles a weapon of any sort.

Any of the above items will be confiscated from the child and returned only to parent except for weapons, which will be returned at principal's discretion and the law.

### *NYC Department of Education Transportation*

You have been asked previously whether you would like MCS to apply on your behalf to the NYC Office of Pupil Transportation for a Metro Card for your child.

The Office of Pupil Transportation will determine if your child is eligible (based upon your home address). The Schools do not make this determination and do not issue the Metro Cards itself.

If your child is eligible, a Metro Card will be available for you to sign for and pick up from the Family Relations and Attendance Coordinator, when we receive them from the Office of Pupil Transportation. We expect the Metro Cards to be available on the first day of school.

### *Security Procedures*

We take the safety of your children seriously.

MCS is required to follow New York City Department of Education security procedures and has also established procedures of its own for your child's safety.

**MCS:** The Ridge Street entrance is to be used for entry and exit only during arrival and dismissal hours discussed above.

The security guard manning the Exit 10 entrance of the building serves both P.S. 142 and Manhattan Charter School. Please cooperate with the guard to ensure the safety of everyone in the building. Everyone entering the building on Attorney Street during school hours must sign-in and present proper ID.

All MCS visitors must report to Room 112. Children and adults must be announced and escorted to the 3<sup>rd</sup> Floor. MCS will have its own security posted between the Main Office-RM 112, and the elevator.

**MCS2:** The Clinton Street entrance is to be used for entry only during arrival hours as discussed above.

The security guard manning the Exit 1 entrance, the main entrance of the building serves all schools at 220 Henry Street, including Manhattan Charter School 2. Please cooperate with the guard to ensure the safety of everyone in the building. Everyone entering the building on Henry Street during school hours must sign-in and present proper ID.

All MCS2 visitors must report to Room 428. Children and adults must be announced and escorted to the 4<sup>th</sup> floor.

## Emergency School Closing

When the City's other public schools close due to weather or other emergency, so will the Schools. Tune to AM radio stations (WCBS 880) and to (WINS 1010) for closing announcements. In addition, the Schools will notify parents via School Messenger phone calls and email regarding school closures whenever possible.

### Meals

Breakfast: The NYC Department of Education provides a free breakfast to every child at MCS. Breakfast is served to students in their classrooms between 7:45 and 8:05 am. Breakfast will not be served after 8:05 am. **Children may not eat breakfast brought from outside after 8:05 am.**

Lunch: A separate lunch period has been set aside for MCS students at 11:30 am.

**MCS**: For students in Kindergarten and First Grade, lunch will be served in their classroom. For students in Second through Fifth Grade, lunch will be served in the cafeteria.

**MCS2**: For students in Kindergarten and First Grade, lunch will be served in a separate cafeteria space from the other schools located at 220 Henry Street.

Free or Reduced Priced Lunch: All parents are required by law to complete and return the Free and Reduced Price Lunch regardless of whether they believe their child is entitled to a free or reduced-priced lunch.

The Free and Reduced Price Lunch Forms for school year 2018-2019 will be distributed to your children when we receive them. Again, all families must fill out this form and return it, even if they believe they will not qualify for the program. All eligibility determinations for the Free and Reduced Price lunch program are made by the City of New York and not by the Schools. Any questions regarding your status with the program will be forwarded to the appropriate city agency.

Food sent from home: Food sent to school with students must be appropriately selected and packed (no glass containers and no glass bottles), as **WE DO NOT HAVE FACILITIES TO REFRIGERATE OR HEAT FOOD SENT FROM HOME.**

**Parents may not bring slices of pizza, bags of fast food, etc. at or just before lunch. Delivery of lunches from home must take place by 11:00am at MCS and by 12:00 pm at MCS2. Only bagged home lunches that do not need refrigeration will be accepted.**

### Open Door Policy

The School maintains an open door policy and encourages parents to utilize it and strive to resolve problems. Whenever a parent or guardian has a problem or complaint, they are expected to communicate directly with their student's teacher, the Principal or the Principal's designee to resolve problems early and informally wherever possible. The Chief of Schools will also be available to resolve any problems as needed. While it

is our hope that you will use the open door policy to resolve problems, parents can also utilize the Formal Complaint Policy as described below.

### *Formal Complaint Policy*

All formal complaints from staff, parents and other sources, should be handled in the following way. The general process for individuals to bring a concern to the Board of Trustees is as follows:

- All formal complaints should be directed to the Chief of Schools in writing. The Chief of Schools will promptly address it.
- If the complaint is not resolved to the satisfaction of the complaining party by the Chief of Schools, the complaining party should ask in writing that the Chief of Schools pass along the formal complaint to the Board of Trustees.
- The Chief of Schools will promptly provide the formal complaint to the Board of Trustees.
- A representative of the Board of Trustees will send a written acknowledgement of receipt of complaint to the complaining party within 5 business days of receiving such complaint.
- The Board of Trustees will investigate the concern and respond to the complaining party in writing with their findings and decision within 30 business days from receipt of the formal complaint.

For matters relating to alleged violations of law or of the School's charter agreement, appeals of decisions made by the Board of Trustees may be made first to the school's authorizer (this is the SUNY Charter Schools Institute) and then to the Board of Regents through the New York State Education Department.

### *Public Conduct on School Property*

The Schools are committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For the purposes of this policy, "public" shall mean all persons when on school property or attending a school function including students, staff, parents and other visitors. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, or obstruct the rights of others.
- Disrupt classes, school programs or other school activities.
- Intimidate or harass any person on the basis of race, color, creed, national origin,

- religion, age, gender, sexual orientation, or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct free movement of any person on school property or at school functions
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Violate the prohibition on alcohol, drugs, and other illegal substances.
- Violate the prohibition on tobacco and smoking.
- Violate the prohibition on weapons, firearms and dangerous objects.
- Loiter on school property
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by the Code.
- Violate any federal or state statute, local ordinance, or Board policy while on school property or at a school function.

Students who violate this policy shall be subject to penalties contained in the School's Code of Conduct. A visitor's authorization, if any, to remain on school property or at a school function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be subject to ejection. The Principal or his/her designee is responsible for enforcing the conduct required by this section of the Handbook. The Schools reserve the right to restrict visitor access to the school building for failure to comply with this Policy or the Schools rules. In addition, visitor conduct may be reported to law enforcement at the discretion of School administration.

### *Visitors*

All visitors should be authorized by the Principal and will be required to sign in and be accompanied by a School employee while visiting. Visitors are required to abide by all School policies at all times.

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must sign-in at the security desk and report to MCS or MCS2's main office.
- All visitors should have a visitor's pass at all times so staff members know that they have checked in at the front desk.
- Visitors are only permitted to visit a class with the permission of Principal or designee.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Visitors must avoid disruption of classes or the education environment. Visitors may be precluded from visiting a class at the discretion of the Principal or designee.
- Any unauthorized person on school property will be reported to the Principal. Unauthorized persons may be asked to leave. The police may be called if an individual does not comply with a request to leave.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Handbook, including the requirement to comply with any reasonable orders of school officials.

- Visitors are only allowed to use the staff bathrooms, not the student bathrooms.
- Visitors who do not abide by School policies may be restricted from the Schools or reported to law enforcement.

### *Handbook Dissemination Policy*

The Schools will disseminate and publicize this Handbook by:

- Distribute a copy of the Handbook to all parents of students at or before the beginning of the school year and making the Handbook available at other times in the Main Office upon request.
- Providing all current teachers and other staff members with a copy of the Handbook and a copy of any amendments to the Handbook as soon as practicable after adoption.
- Providing all new employees with a copy of the current Handbook when they are first hired.
- Making copies of the Handbook available in the School for review by student, parents and other community members. Individuals who wish to be provided with a copy of the Handbook shall file a request with the Principal.

## **Section III**

### **Related to Teaching and Learning**

#### *Where does Music fit in?*

Manhattan Charter Schools are in a unique position because our students receive music instruction every day. Music themes are interwoven with the four core academic subjects to enrich our students' lives physically, intellectually and emotionally.

Music literacy is like language literacy, and everyone can learn to speak the language of music fluently, so don't worry if your child does not have any prior experience singing or playing an instrument. Our program is designed to reach out to every student at his or her own level and build skills sequentially from their own starting point. Music fluency is achieved through the use of quality materials, which includes traditional music from many world cultures and genres, folk songs and games, and the music of famous composers.

The music literacy program is an integral part of the School's instructional program. As such, all children are expected to participate in various concerts throughout the school-year. **A student's failure to participate in such concerts will lower their class grade.**

### *How Does Music Benefit All Areas of Learning?*

Music helps develop the whole child by aiding in the development of his/her intellectual capacity through the enlargement of vocabulary, increase of memory span, logical thinking, imagination, clarity of speech, and recitation skills. Children develop security and a positive self-image.

### **Manhattan Charter Schools**

#### *Instrumental and choral music program for students in 3rd, 4th and 5th Grade*

The band and chorus are music opportunities that take place after the dismissal to students in the upper grades. The band and music teacher will invite those 4<sup>th</sup> and 5<sup>th</sup> grade students who exemplify a Manhattan Charter Schools community member. The chorus and music teacher will invite those 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students who exemplify a Manhattan Charter School community member as well. School behavior and academics are the factors that determine who will be permitted to participate in band and chorus.

#### *Band and Chorus Behavior Policy*

The objective of this program is to provide additional music experiences for our students, and develop musicians to represent Manhattan Charter School. Your child's behavior during the school day and during band and chorus rehearsal will impact their ability to remain in the program. There is a "**three strikes and you're out**" policy for every child. You will be notified in person and in writing if your child's behavior or academics warrants a "strike".

Parents are required to pick students up at the end of rehearsals. The same "three strikes and you're out" policy applies to late pick up from rehearsals.

#### *Ethical Reasoning and Critical Thinking*

These two strands will be woven throughout the learning process at MCS because we believe they are inextricably bound to each other and central to higher level thinking.

By offering students core subject area curricula in ways that develop critical thinking skills, students will learn to think for themselves and develop their own views. Teachers will guide students in a process which delineates the advantages and disadvantages of different ways of thinking and will model for students constant examination and critical assessment in an environment structured around the ability to listen respectfully and respond meaningfully to divergent views.

In the broader sense as well, our community will be consciously thoughtful of our living ethics. Every community member -- children, teachers, and staff -- will be expected to exemplify a culture where non-religious, non-partisan ethics are the infrastructure of

community life. Knowing that problems can be approached many different ways and that answers vary within context and frame of reference, students will develop an understanding of how others can validly believe differently than they do.

### *Homework*

The Schools firmly believe that homework is a necessary part of your child's education. Through homework, a child is enabled to do individual and independent work, to apply what he/she has learned, and to prepare for the next day's lesson. At the same time homework will be meaningful and not simply busy work that prevents students from being children who explore their world through family time and play.

As primary educators of the child, families are asked to:

- provide an atmosphere of study, free of distractions.
- reinforce good reading habits, especially reading for pleasure.
- discuss, encourage, help, and listen to your child as they work, but not do the work for him/her. Your child will learn best by doing the work independently, receiving guidance only when necessary.
- check to see that your child has completed homework, and that it is of an acceptable quality.
- review with the child for understanding of the work just completed.
- be certain that the homework is brought to school the next day. A homework folder is assigned to organize papers to be returned to school.

Homework will consist of:

- independent practice of skills taught in class.
- projects connected with a topic covered in school.
- reading for recreation or information.
- attending or viewing cultural or educational programs that reinforce topics or skills covered in class.
- studying - not all homework is written in nature.

Homework will NOT consist of:

- topics or skills not introduced and practiced in class.
- pointless repetition of the same skill over and over again.
- assignments that take students more time than the Schools homework guideline.

A child's failure to do homework properly, completely and on time, will impact their grade in that subject.

### *Grading and Progress Reports*

How we will grade: A student's grade in a subject will be based upon the demonstration of mastery of standards-based material as evidenced by class work, homework, unit and other assessments, class work, and teacher observation

Scoring Rubric: The key used in all areas will be as follows.

4 = Exceeds Grade-Level Standards: Student shows comprehensive understanding of the skill, concept or subject being taught and completes related assignments independently using critical thinking to apply their learning to more complicated tasks.

3 = Meets Grade-Level Standards: Student shows full understanding of the skill, concept or subject being taught and completes related assignments independently which demonstrate proficiency.

2 = Approaches Grade Level Standards: Student shows partial understanding of the skill, concept or subject being taught and needs help to complete related assignments correctly.

1 = Achieves Appreciably Below Grade Level Standards: Student shows a limited understanding of the skill, concept or subject being taught and is able to make an attempt on related assignments but needs significant assistance to complete the activity.

Written Report Cards: Report cards are a link between the school and the home. Report cards are distributed three times each year.

### *Parent-Teacher Conferences*

In-person parent-teacher conferences will be scheduled three times per year for all students, with an additional conference for the parents of students whose promotion is in doubt. You will be contacted the week before each meeting week to schedule a time.

## **Section IV**

### **Family-School Communication**

#### *Contacting Staff*

The Schools believe that clear communication among all community members is key to a successful and supportive educational environment. Parents/guardians are encouraged to contact the school regarding matters they feel might impact a student's education or well-being. They can call their child's teacher or Principal if they have questions or concerns, or need to share pertinent information.

**It is not permissible to contact any staff member to discuss any issues related to your child's education through personal cell or home phone, non-school email address or any form of social media. All contact with staff members must be through school phone or school email addresses.**

## School Contact Directory

A staff directory for a listing of the email addresses you can use will be mailed to each family this summer. Staff may also be reached by phone at the main number, although the School will not disturb them during instructional hours.

### Who to Call

Email or call and leave a message for the Chief of Schools ("COS") or Principal at any time for any reason.

Email or call and leave a message for your child's teacher for matters relating directly to teaching and learning, such as homework, grading, and any help you might need assisting your child in his/her learning. See other types of communication below as well.

Email or call the Family Relations and Attendance Coordinator when you would like to discuss:

- any family issues we might be able to assist you with
- transportation
- food service (including matters relating to dietary restrictions)
- medical matters and matters relating to the nurse
- forms
- changing contact or other information with the school, such as adding or removing people from your child's authorized pick-up list
- all matters relating to money

Calls relating to the Henry Street Settlement after school program **cannot** be answered by MCS or MCS2 staff. Inquiries must be made directly to the after school program coordinator or to the Henry Street Settlement directly.

### Other Types of Communication

Flyers with information about school events may be sent home with students.

Informal conferences with teachers: Parents and teachers are encouraged to be in frequent contact with each other about matters of individual interest or concern. Parents are free to call teachers at the school number or email them at their school email address.

Inopportune times for private conferences with teachers: While a teacher is with a class, his or her first responsibility is the children's well-being; therefore, class time is not available for unscheduled meetings or consultations. In addition, generally speaking, it will not be possible to give undivided attention to parents with questions or with an important matter to discuss at arrival or dismissal time. Private conferences with teachers must be by appointment only.

### Contact information

MCS main office: 212-533-2743

MCS2 main office: 212-964-3792

Contact information for individual staff members will be shared over the summer in the school calendar.

## Section V

### Health and Medical Records

#### *School Nurse*

**MCS:** A full time nurse is assigned to 100 Attorney Street. Students attending MCS and PS142 will be cared for by the same nurse.

**MCS2:** A full time nurse is assigned to 220 Henry Street. Students attending MCS2 and all other schools at 220 Henry Street will be cared for by the same nurse.

#### *Illness, Accidents and Emergencies*

At the time you registered your child you provided us with information regarding your child's physician, and you also gave us the names of emergency contacts. In the event of illness which is not an emergency, we will attempt to contact you or one of the other people you have specified as emergency contacts. In the event of an emergency, we will apply our best judgment to protect and help your child.

#### *Medications*

Medications taken by any student during the school day **must** be registered with the school nurse. The student's doctor must fill out a 2-page "Medical Administration Form" (a copy of the 504 Form will be provided upon your request by the Family Relations and Attendance Coordinator) and the completed form must be submitted with a picture of the child to the school nurse. A delay in submitting this completed form will cause a delay in the implementation of the medication orders.

#### *Immunizations*

Parents are responsible for insuring that the school has a record of all of the immunizations required by the NYC DOE. The health form that is due to the school by opening days will ask for this information. If you need more information, please contact the Family Relations and Attendance Coordinator.

#### *Allergies*

Parents are responsible for notifying the School of any and all allergies your child may have. Complete the form provided in the enrollment packet and submit to the Family Relations and Attendance Coordinator.

*Parent Responsibility*

In the case of an emergency, if a parent or guardian cannot be reached in a timely manner, **an ambulance will be called and the parent or guardian will assume the cost of all emergency services.** It is the parent's responsibility to provide the School with updated emergency contact numbers. MCS/MCS2 does not make the decision when the ambulance is called, it is up to the school nurse.

## **Section VI**

### **Addenda**

Addendum 1	Student Dress Code
Addendum 2	Student Disciplinary Code
Addendum 3	Annual Notice of Rights Under The Family Educational Rights and Privacy Act
Addendum 4	Dignity for all Students Act ("DASA") Policy
Addendum 5	Internet Safety Policy
Addendum 6	Annual Notice of Rights Under the Family Educational Rights and Privacy Act
Addendum 7	Family Commitment

# Addendum 1

## Student Dress Code

Section 1 -- **Mandatory Items**: Each student, must at all times when he/she is at school in session or participating in a school activity at school or elsewhere at any time, **wear** the following:

- a. Bottoms: long pants or short **uniform** pants to the knee (during hot weather), **or skirt with a hem not higher than 1 inch above the knee**. Khaki color only. Khaki colored twill bottoms, worn at waist only, with no rolled hems. Cargo or corduroy pants or shorts are never permitted. Capris are never permitted. Non-uniform skirts, skorts, jumpers are not permitted.
- b. **Shorts may only be worn from May 1<sup>st</sup> through Oct. 15<sup>th</sup>.**
- c. Uniform Tops: long- or short-sleeved blue or white polo shirts with **MCS Logo**. All tops must be tucked in.

Uniforms **must** be purchased through the MCS official school uniform supplier.

### **Flynn and O'Hara School Uniforms**

<http://www.flynnohara.com/>

Toll-Free

1 (800) 441-4122

9:00AM to 5:00PM Monday through Friday

10:00AM to 2:00PM Saturdays

Fax

(215) 637-6392

24 Hours a Day / 7 Days a Week

- d. Socks: a pair of navy socks that reach **above** the ankle, or tights, every day. **No running socks, prints, floral pattern, or argyle permitted. Socks must be worn every day. No leggings or jeggings permitted are ever permitted.**
- e. Shoes: a pair of flat black rubber sole shoes, sneakers or loafers, with closed toes and backs and without any platforms, or heels that are not flat. If boots are worn to school, they may **never** be worn all day. Students must bring school shoes or sneakers to change into. If parents prefer, students may leave their school shoes or sneakers in their cubby instead of carrying them back and forth to school. **Parents will be required to bring appropriate footwear for their child if the above is not worn.**

Section 2 -- **Permissible Items**: A student may wear any or all of the following while he is at school in session or participating in a school activity at school or elsewhere at anytime.

- a. One pullover or button-front, long- or short-sleeved, sweater, or sleeveless vest with the school logo. Navy blue only. Solid color only. **Oversized shirts, sweatshirts or sweaters may never be worn.** Students will be required to remove all items that are not permissible items as described above.
- b. One black belt worn inside belt loops on pants, shorts or skirt.
- c. One earring on the ear in each ear not larger than 1" at its greatest dimension

*Section 3 -- Prohibited Items:* The following are prohibited on all days.

- a) The uniform of any other school or organization
- b) Any garment or wearing of an accessory that has more than one logo or label of any manufacturer or other entity or any logo of a manufacturer or other entity that is larger than 1" square, if the aforesaid logos and/or labels are visible while the garment or accessory is worn
- c) Any hat, headband or bandana, visible tattoos, body piercing or jewelry other than as expressly permitted above
- d) Any garment or wearing any accessory which has one or more words or symbols visible while worn; or
- e) Make-up, lip gloss, colored nail polish or nail art. Polish will be removed and child will be required to wash off any lipstick or make-up
- f) Heelys footwear, whether or not the wheels are taken out. Any kind of Croc footwear, multi colored sneakers or shoes, sneakers or shoes other than the colors described in section 1 d
- g) Open toe sandals, flip flops, slip on sandals

*General Requirement:* In addition to the above, students must present themselves neatly, cleanly and modestly, **with pants at the waist, and all shirts and blouses tucked into bottoms. Oversized, untucked clothing is never permitted.**

Children sent to school not wearing the uniform will put on school owned shirts and pants or will wait in the main office until the parent or guardian brings in a uniform. Children out of uniform will not be permitted to attend class.

MCS/MCS2 reserves the right to suspend any child who frequently violates the school dress code. Manhattan Charter Schools reserves the right to modify the dress code at any time.

## Addendum 2

### Student Disciplinary Code

#### *Rationale*

A part of the Mission of the Schools is the incorporation of respect, integrity and honesty into education to prepare students to be ethical members of their communities. Self-respect, respect for others, integrity and kindness in all endeavors will be required of educators and students alike.

At MCS and MCS2, practicing honesty, integrity and respect as part of educational efforts and social interaction will be considered elements of success as much as the more measurable hallmarks of other types of success, such as grades, awards, salaries, promotions and other tangible things.

All adult members of the School community will be expected to model qualities of honesty, respect, and integrity, as well as trust, perseverance, and striving for excellence, to further teach and encourage students to develop those qualities as well. Older members of the student body will model the same qualities to encourage younger students to incorporate them into their living and learning.

All members of the Schools community shall be required to adhere to the following principles:

- Honesty will be required of all members of the School community.
- Respect for ourselves and for the members and resources of our School community will be reflected in the actions of leadership, staff and students.
- Integrity will be at the foundation of all decision making processes.

The Schools acknowledge that there may be times that these values are not reflected in the behavior of members of its staff or student body. It is for those circumstances that the Schools have adopted its Student Disciplinary Code.

#### *Overview*

Student disciplinary offenses are those actions or inactions that violate the School's Student Disciplinary Code ("Code") or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

- A disciplinary offense may occur while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school that reasonably could affect the school or learning environment. School

administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student's misconduct, taking into account the following factors:

- The student's age and maturity level;
- The nature and seriousness of the infraction and the circumstances which led to the infraction;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate;
- The student's attitude; and other relevant factors.

The Schools are not responsible for omissions in the Code. The Schools reserve the right to amend the contents and reissue this Code. Final authority on all matters rests with the administration and Board when applicable. It is the responsibility of the student, parents/guardian, and staff to review this Code periodically. Should you have any questions regarding the Code, it is your responsibility to bring this to the attention of the school administration.

The following list of actionable offenses is not exhaustive but provides examples of violations of the Code. The list may be modified from time to time and/or supplemented by school leadership and teachers.

School staff will be educated about, and trained to implement, the Code.

#### *List of Certain Actionable Offenses*

### **1. Disrupting the School Environment**

- 1.1. Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class. (Note that while students may not be suspended out of school or expelled for tardiness, they may not be promoted to the next grade if too much class time is missed.)
- 1.2. Cutting School, Class, Detention, or Mandatory School Events:** Students are required to attend all classes, assigned detention, and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission. In addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion. (Note that with respect to cutting school or class, students may not be suspended out of school or expelled. However, they may not be promoted to the next grade if too much class time is missed.)
- 1.3. Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus. Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parents are responsible for travel to and from school) suspension and/or other consequences, depending on the circumstances. Misbehavior includes, but is

not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.

- 1.4. Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building. In addition to other disciplinary consequences, this offense may result in suspension and/or other consequences, depending on the circumstances.
- 1.5. Violating the Dress Code:** Parents must pick up children who are not properly dressed for school or bring the missing Dress Code items to the school, as students may be suspended or not be permitted to attend class. Violations of the dress code also may result in additional disciplinary consequences.
- 1.6. Gum, Food, and Beverages:** Students may not chew gum or eat or drink at unauthorized times or places.
- 1.7. Talking in the Hallway:** Students are not permitted to talk in the hallway during period changes without permission from a teacher.
- 1.8. Disrupting Class and Preventing Teaching:** The Schools can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not disrupt class. In addition to other disciplinary consequences, this offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.9. Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, paper, pen, pencil, etc.).
- 1.10. Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
- 1.11. Cheating, Plagiarism, and Copying Other's Work:** Cheating or copying the work of others (or allowing other students to copy work) is unacceptable. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.12. Failing to Submit a Required Signature:** Students are required to secure the signature of a parent/guardian on homework assignments or school forms when requested.
- 1.13. Forgery:** Students may not forge a signature. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.14. Lying to a Staff Member:** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.15. Being Disrespectful toward a Staff Member:** The Schools cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.16. Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult.

Therefore, students may not be disrespectful toward other students. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

**1.17. Possession of Inappropriate Property:** Students cannot possess iPods, cell-phones, or other electronic equipment or games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

**1.18. Gambling:** Gambling or betting is not tolerated. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

**1.19. Misbehaving Inside or Outside of Class:** Misbehavior that violates this Code inside or outside of class (at School and/or on School grounds; participating in a School-sponsored activity; walking to or from School or a School-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from School or a School-sponsored activity) is not permitted. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**1.20. Sexting:** A student may not send, receive, forward, or distribute pictures, video, or text messages of sexually suggestive nude or nearly nude images through the use of a cell phone or other electronic device. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

## **2. Assault, Battery, Bodily Harm, Inappropriate Touching, and/or Threats**

**2.1 Causing Bodily Harm:** Students may not cause physical injury to a student, school employee, or another person. Students are not permitted to harm or attempt to harm a student, school employee, or another person including with a weapon or dangerous object. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**2.2 Committing Assault or Assault and Battery:** Students may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**2.3 Fighting or Unwanted Physical Contact:** Students may not fight with other students—from MCS, MCS2 or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**2.4 Play Fighting and Threatening:** Play fighting and/or the use of threats threatens the safety of the community. Students may not play fight and/or threaten others. This

offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

**2.5 Setting off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm or make a destructive threat. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**2.6 Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**2.7 Engaging in intimidating, or bullying behavior, including cyber-bullying:** Bullying is defined as a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students, or an individual student engages in harassment of another student or students who is/are less powerful or perceived to be less powerful. Bullying can take many forms, including but not necessarily limited to the following three forms: 1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings); 2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and 3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

**2.8 Cyber-bullying** takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to "sexting"); pretending to be someone else in order to make that person look bad. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

### **3. Possession or Use of Firearms, Weapons, and/or Dangerous Objects**

**3.1 Possession or Use of a Firearm:** Students may not possess or use a firearm. In compliance with Gun Free Schools Act, 20 U.S.C. § 7151, the Schools will expel from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at school, except that the chief administering officer of MCS or MCS2 may modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing.

**3.2 Possession or Use of a Mock Firearm:** Students may not possess or use a mock firearm. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

**3.3 Using or Possessing a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or in his/her property. This

offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**3.4 Arson:** Students may not set a fire. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

#### **4. Possession, Use, or Distribution of Controlled Substances, Alcohol, and Tobacco**

**4.1 Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be delivered to the designated MCS or MCS2 staff person by a parent or guardian with a doctor-signed medication authorization form. Students may not be in possession of prescribed or over-the-counter drugs. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**4.2 Selling or Transferring Drugs or Alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance. Nor should they carry paraphernalia related to drugs or alcohol (ex: pill bottles, etc.). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**4.3 Using, Possessing, Selling or Transferring Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, chewing-tobacco, or other tobacco products. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

#### **5. Harassment and Violations of Civil Rights**

**5.1 Violating the Civil Rights of Others:** Students may not violate the civil rights of others. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**5.2 Engaging in harassing behavior.** Students may not engage in any form of harassing behavior. Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to bullying, cyber bullying, sexting or other conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. In addition, students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**5.3 Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**5.4 Engaging in inappropriate use of social media:** Students may not engage in conduct or communication that may harass or intimidate any members of the school community, or reasonably lead to a disruption of the educational environment. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

## **6. Theft or Vandalism**

**6.1 Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

**6.2 Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. MCS does not tolerate attempts to access the school's files or other inappropriate uses of technology or the Internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students must not mistreat other school property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

## **Failure to Comply with School-Imposed Consequences**

Students must comply with school-imposed consequences. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

## **Repeated Violations of the Code of Conduct**

Progressively more serious disciplinary consequences shall be imposed upon any student who repeatedly commits one or more disciplinary offenses.

## Student Disciplinary Actions

### *Definitions*

For purposes of this Code:

- **"Short-term suspension"** shall refer to the removal of a student from School for disciplinary reasons for a period of ten or fewer days;
- **"Long-term suspension"** shall refer to the removal of a student from School for disciplinary reasons for a period of more than ten days; and
- **"Expulsion"** shall refer to the permanent removal of a student from School for disciplinary reasons.
- **"School property"** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within and around the School; or within a school bus or other school transportation

### *In-School Disciplinary Measures*

In-school disciplinary actions may be imposed by the Principal, or any staff member; provided in-school suspension and suspension of transportation may only be imposed by the Principal or the Board. In the event of the imposition of in-school disciplinary action, the following shall apply:

- The staff member addresses the conduct (including describing the infraction(s) and hearing the student's version of events) and assigns an appropriate in-school disciplinary consequence.
- If necessary, the student is removed from class.
- Students/parents are responsible for transportation home when they are assigned to detention or in-school suspension.
- The school will schedule a meeting with a parent or guardian in order to discuss the infractions and may reduce the penalty based upon mutual understanding reached at the meeting.
- In-school disciplinary actions may include, but shall not be limited to, the following:
  - Verbal warning
  - Written warning
  - Written notification to parents
  - Restitution
  - Behavioral Contract
  - Detention
  - Loss of School Privileges; including social, extracurricular or athletic activities
  - Suspension
  - Suspension from School Transportation

### *Short-Term Suspensions*

Short-term suspensions may be imposed by the Principal or the Board. If a student commits an offense that calls for short-term suspension (10 days or less), s/he is subject to the following:

- If necessary, the student is immediately removed from class and/or school.
- The student is informed of the charges against him or her.
- The student is entitled to respond to the charges against him or her.
- The parent/guardian is notified of the imposition of short-term suspension by MCS or MCS2 in writing. Written notice shall be provided by personal delivery or express mail delivery to the last known address(es) of the parents or guardians. Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardian of their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language of the mode of communication used by the parents or guardian if known by MCS or MCS2 to be other than English.
- The school will schedule a meeting with a parent or guardian in order to discuss the infractions and may reduce the penalty based upon mutual understanding resulting from the meeting.

The School shall follow due process procedures consistent with *Goss v. Lopez*, 419 U.S. 565 (1975) relating to short term suspensions.

#### *Long-Term Suspension and Expulsion*

The Principal or the Board may impose a long-term suspension.

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary, the student is immediately removed from class and/or school.
- The student is informed of the charges against him or her.
- Upon determining that a student's action warrants a possible long-term suspension, the Principal shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.
- The parent/guardian is notified in writing by the School. Written notice shall be provided by personal delivery or express mail delivery to the student's last known address. Where possible, notification also shall be provided by telephone if the School has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a formal hearing will be held on the matter which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The school sets a hearing date. The student and/or his/her parent/guardian are notified in writing of the:
  - charges and a description of the circumstances that gave rise to the hearing
  - date, time and place of a hearing

- notice of the right at the hearing to be represented by legal counsel (at the student's/parent's own expense) and to present evidence and question witnesses or evidence presented.
- The Principal, or a designee of the Principal, shall serve as Hearing Officer and preside over the hearing. The Hearing Officer shall, within four school days of the hearing, issue a written decision to the student, the parent/guardian, and the school's Board. The decision of the Hearing Officer may be appealed to the School's Board or a committee of the Board. That determination shall be final.

### *Gun Free Schools Act*

Federal and State law require the expulsion from School for a period of not less than one year of a student who is determined to have brought a firearm to the School, or to have possessed a firearm at school, except that the Principal may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

"Weapon," as used in this law means a "firearm," as defined by 18 USC§8921, and includes firearms and explosives. (New York Education Law §3214(3)(d) effectuates this federal law.)

The following are included within this definition:

- Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition.
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device.
- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled

The Principal shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Principal shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under

Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

#### *Provision of Services During Removal*

The charter school will ensure that alternative educational services are provided to a child who has been suspended or expelled to the extent required by law.

MCS and MCS2 will provide alternative instruction to students who are suspended. The School will provide alternative instruction to students as soon as practicable: in general, no later than the day after the suspension is effective. Such instruction will be at a reasonable location and time of the school's choosing.

Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. Except for the brief time it would take for a student to re-enter another public school, MCS does not have to, but may, provide alternative instruction for expelled students.

#### *Zero Tolerance of School Related Crimes*

The Schools and the Board have zero tolerance for crimes, violence, weapons, and drugs. This policy includes the reporting of delinquent acts and crimes occurring whenever and wherever students are under the jurisdiction of the School. When appropriate, local law enforcement authorities shall be notified when a crime is committed on school property or at a school function. If the offense involves a student victim, school officials shall notify the victim and the victim's parents of the offense and that victim may have a right to press charges against the offender.

Students who commit any of the following offenses on school property or at a school function shall be considered for the most severe consequences provided by this Code or applicable law.

This list includes but is not limited to:

- aggravated battery;
- armed robbery;
- arson;
- battery or aggravated battery on a teacher or other school personnel;
- murder or manslaughter;
- kidnapping or abduction;
- false alarms/bomb threats;
- possession, use, or sale of explosive device;
- possession, use or sale of controlled substances, including but not limited to marijuana, cocaine and heroin;
- possession, use or sale of any weapon, including a firearm or knife; and,
- sexual battery.

Local law enforcement authorities shall be notified when a crime or delinquent act is committed on school property or at a school function. If the infraction involves a student victim, school officials shall notify the victim and the victim's parents or legal guardian of

the infraction and that the victim may have a right to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

### *Students with Disabilities*

#### *General*

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.534—that a disability exists may request to be disciplined in accordance with these provisions. The School shall comply with sections 300.530-300.536 of the Code of Federal Regulations and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

The School shall maintain written records of all suspensions and expulsions of students with a disability including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

If a student identified as having a disability is suspended during the course of the school year for a total of eight days, such student will immediately be referred to the CSE of the student's district of residence for reconsideration of the student's educational placement. Such a student shall not be suspended for a total of more than ten days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

In considering the placement of students referred because of disciplinary problems, the CSE of the student's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

#### *Provision of Services During Removal*

Those students removed for a period of fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The School also shall provide additional alternative instruction within the ten days and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals equals ten or more school days during the School year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the

child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, School personnel, in consultation with the child's special education teacher, shall make the service determination.

During any removal for drug or weapon offenses pursuant to 34 CFR §300.530(g) services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence. The School will, in consultation with the CSE, place students in interim alternative educational settings as appropriate per 34 CFR §300.520(g).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the student to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the student's district of residence will make the service determination.

#### *Due Process*

If discipline which would constitute a change in placement is contemplated for any student with an IEP, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified by the School of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the CSE of the student's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action (subject to CSE's availability).

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and School agree otherwise.

#### *Compliance with the Child Find Requirements of IDEA*

The Schools will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a New York public school will be screened by a team of teachers (including both regular and special education

teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program, or referral to the CSE of the student's district of residence. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified specialized needs of the student. Should the problems persist and a disability is suspected, the student will be referred to the CSE of the student's district of residence for an evaluation.

#### *Compliance with Data Reporting Requirements of the IDEA*

In compliance with 34 CFR §300.645, the Schools will submit an annual report to NYSED detailing the number of students with disabilities it serves, the nature of each student's disability, and each student's educational placement and setting. For reports that are the responsibility of the district of residence, the Schools will make any necessary data available to the district in a timely fashion and will comply with 8 NYCRR §119.3, which details requirements for the "Charter School Report Card" and includes information relating to students with disabilities.

In compliance with 34 CFR §300.645, the Schools will submit annually the following reports by the dates noted: (1) PD-1C/4C: Dec. 13 - Count of Students with Disabilities Provided Special Education on December 2 and the Settings in which Students with Disabilities are provided services; (2) PD-5C: mid-July - Students Exiting Special Education ; (3) PD-6: Feb. 1 - Special Education Personnel; (4) PD-8: mid-July - Students with Disabilities Suspended for Disciplinary Reasons; and (5) SEDCAR-1: Mar. 1 - ASEP Request for IDEA suballocation

The special education staff in conjunction with the School Leader will be responsible for ensuring the collection, maintenance, and reporting of all data regarding students with disabilities. The reports listed shall be provided to the school district of residence and NYSED, as required.

## Addendum 3

### Annual Notice of Rights Under The Family Educational Rights and Privacy Act

The Family Educational Rights & Privacy Act of 1974 and implementing regulations ("FERPA") is a Federal law designed to protect the privacy of a student's education records.

The School recognizes the need to safeguard the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by the Individuals with Disabilities Education Act ("IDEA") in accordance with FERPA as well as the IDEA and its implementing regulations.

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency", for purposes of this notice, means IAL. For all students, the educational agency maintains education records that include but are not limited to:

- a) Personally identifiable information ("PII") is confidential information that includes, but is not limited to, the students' name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- b) Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honor roll, recognition lists, awards received, and the most recent previous educational agency or institution attended.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. "Parent(s)" for purposes of this notice means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent in the absence of a parent or guardian. They are: Parents have the right to inspect and review a child's education record. MCS/MCS2 will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Plan "IEP" or any due process hearing, but in no case more than forty five (45) days after the request has been made.

Requests should be submitted in writing, indicating the records the parents wish to inspect, to the Principal. Parents have the right to a response from MCS/MCS2 to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While MCS/MCS2 cannot charge a fee to search

for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. MCS/MCS2 must receive a signed, dated and written consent from a parent that specifically states a representative may inspect and review their child's records. Such release must be sent to the Principal or designee and must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made and the time period that the release is in effect. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. MCS/MCS2 will decide whether to amend the record and will notify the parents in writing of its decision.

If MCS/MCS2 refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Parents have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

"Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Parents are required to submit written

notification to the Principal, by September 30<sup>th</sup>, or within two weeks after enrolling at MCS/MCS2 if later than September 30<sup>th</sup>, if they do not want the school to release Directory information.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by MCS to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Parents are also encouraged to contact the Principal to discuss any concerns regarding FERPA.

## **Addendum 4**

### **Dignity for all Students Act (“DASA”) Policy**

MCS and MCS2, collectively referred to as (the “Schools”) and its Board of Trustees (the “Board”) is committed to providing a safe and productive learning environment within the charter school. In accordance with New York State's “Dignity for All Students Act” (“DASA”) the School is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting or intimidation in all their myriad forms.

**Students' Right** - No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function.

In addition, the Schools reserve the right to discipline students, consistent with our Code of Conduct, who engage in harassment of students off school property under circumstances where such off-campus conduct 1) affects the educative process; 2) actually endangers the health and safety of students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of students within the educational system. This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

**Dignity Act Coordinator (DAC)** - The Manhattan Charter School designates the Principal as the Dignity Act Coordinator (“DAC”) for its school. The Manhattan Charter School 2 designates the Principal as its DAC. The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and other employees for consultation and advice.

**Reporting and Investigating** - Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the School Leader. A staff member who witnesses harassment or who receives a report of harassment shall inform the Principal. The Principal shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the Schools to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.

Material incidents of discrimination and harassment on school grounds or at a school function will be reported to the State Education Department as required by law.

**No Retaliation** - The Board and the Schools prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

# Addendum 5

## Internet Safety Policy

### Introduction

It is the policy of Manhattan Charter School/Manhattan Charter School 2 to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

On computers accessible by students, to the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors on computers accessible by students.

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 Manhattan Charter School/Manhattan Charter School 2 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:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Manhattan Charter School/Manhattan Charter School 2 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

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

The Principal or designated representatives will provide age-appropriate training for students who use the Manhattan Charter School/Manhattan Charter School 2's Internet facilities. The training provided will be designed to promote the Manhattan Charter School/Manhattan Charter School 2's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Manhattan Charter School/Manhattan Charter School 2's Internet Safety Policy;
2. Student safety with regard to:
  - a safety on the Internet;
  - b appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

### **Adoption**

The Board of Manhattan Charter School and the Board of Manhattan Charter School 2 adopted this Internet Safety Policy at a public meeting, following normal public notice, on May 2, 2013.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

MINORS. The term "minors" means any individual who has not attained the age of 17 years



## Addendum 6



### Family Commitment

There are three components of a high achieving school. They are, powerful teaching, strong sequenced curricula, and dynamic parent/family participation. The Manhattan Charter Schools pledge to deliver the first two components but without you, the formula is incomplete. Parents insure the quality of the school by making a personal commitment to the School goals and philosophies and their child's education.

*As a parent or guardian, I hereby give my pledge of commitment to help our Manhattan Charter School children achieve academic success.*

1. I have read the school Parent and Student handbook in its entirety and I agree to support the Manhattan Charter School philosophy and goal as set forth in the handbook.
2. I have read and understand my rights and Manhattan Charter School's policy regarding student records and the Family Educational Rights and Privacy Act (FERPA) contained in the Parent and Student Handbook.
3. I agree to require my child to abide by Manhattan Charter School's code of conduct and emulate these same characteristics in my personal life.
4. I agree that if, for any reason, my child does not respond favorably to the school, I will do everything in my power to cooperate with the school to help my child make the necessary adjustments.
5. I will make sure that my child arrives at school every day by 8:15 am (M-F).
6. I will make sure that my child is picked up from school every day by 3:30 pm (M-F).
7. I will make sure that my child is wearing their uniform everyday (M-F).
8. I will make sure that my child has a suitable time and place within my home that will support the completion of homework.
9. I will support the school by attending Parent-Teacher Conferences, school-sponsor meetings, activities and fundraisers or by joining the Family Association to the best of my ability.
10. I will encourage my child to reach his/her highest academic achievement level and to develop a deep commitment and enthusiasm for learning.

This is my commitment to \_\_\_\_\_ and Manhattan Charter School.  
Student Name

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_