

# **HARLEM HEBREW SCHOOL HANDBOOK, 2017-18**

Welcome to Harlem Hebrew Language Academy Charter School!

We are excited to welcome families and students to our school community. We pride ourselves in ensuring our students are provided a high quality, knowledge-rich, rigorous education while supporting their social and emotional needs. This handbook outlines the school's policies and procedures that we will follow throughout the year and that we need our families to know as part of our community.

The school's relationship with its families is of the utmost important, and we look forward to partnering with you on your child's educational journey!

Warmly,

Lindsay Malanga  
Head of School

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# **Part I: About our School**

## **A. School Mission and Overview**

Harlem Hebrew (HH) provides students with the academic and personal foundation to successfully pursue advanced studies and to become ethical and informed members of the global community.

Harlem Hebrew is a public charter school located at 147 St. Nicholas Avenue in New York City's District 3. Founded in 2013 Harlem Hebrew will serve students in grades K-5 during the 2017-18 school year. HH is a "diverse-by-design" School, and is committed to serving students from a wide range of racial, economic, and cultural backgrounds. We are also committed to serving students with special needs and those whose home language is other than English.

Harlem Hebrew's charter was granted by its authorizer, the State Education Department of New York.

Our School is part of the Hebrew Public network of schools. Hebrew Public's mission is to lead a national movement of exceptional, diverse public charter schools that teach Modern Hebrew to children of all backgrounds and prepare them to be successful global citizens.

"Global citizenship" education includes the development of students' skills in communication (including learning a foreign language), collaboration, and critical thinking. It also includes an emphasis on empathy and emotional intelligence.

In Hebrew Public network schools, including at our School, global citizenship education is supported through the daily study of Modern Hebrew (which students learn for at least one hour per day), the comparative study of Israel and of students' local community, the use of small group instruction, and through our focus on diversity and inclusion.

Hebrew Public serves as the School's Charter Management Organization, and is responsible for providing a wide range of services to the School under the oversight of the School's Board of Trustees.

## **B. School Contacts**

Lindsay Malanga, Head of School: [lmalanga@harlemhebrewcharter.org](mailto:lmalanga@harlemhebrewcharter.org)

Tiffany Jackson, Director of Operations: [tjackson@harlemhebrewcharter.org](mailto:tjackson@harlemhebrewcharter.org)

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Tracy Graham, 3-5 Academic Dean: [tgraham@harlemhebrewcharter.org](mailto:tgraham@harlemhebrewcharter.org)

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Janice Smith, Operations Associate in the Main Office: [jsmith@harlemhebrewcharter.org](mailto:jsmith@harlemhebrewcharter.org)

## C. Board of Trustees

The School is governed by its Board of Trustees, which provides the School with strategic and fiduciary oversight, and help ensure its adherence to its mission and its charter.

All meetings of the schools' board of trustees and all committees of the boards are open to the general public. A calendar of all scheduled board meetings is posted at the School and on the website as soon as it is available.

The Board is currently comprised of the following members:

- Linda Aristondo, Chair
- Sara Bloom, Vice-Chair
- Dan Cohen, Treasurer
- Celia Wickham, Secretary
- William Allen, Trustee
- Giovanna Delucchi, Trustee
- Basil Smikle, Trustee
- Linda Tarry-Chard, Trustee
- Michael Walrond, Trustee

## D. School Calendar

Please refer to the school's website at [www.harlemhebrewcharter.org](http://www.harlemhebrewcharter.org) for this information.

## E. School Closings

### Closing due to inclement weather

The regular school schedule must be suspended during severe weather conditions because of hazardous conditions. When there is an authorized school closing or delayed school opening, all field trips, after-school programs, and bus transportation will be cancelled. **The School will follow the NYC Department of Education's policy for school closings and school delays.** Please access the NYC Department of Education website ([www.schools.nyc.gov](http://www.schools.nyc.gov)) for any updates regarding school closing during inclement weather.

### **Automated Message**

The School will send an automated message regarding any school closings. The School will also use automated phone messages to contact parents/guardians regarding important school events such as workshops, class trips, or delays in busing. Please take the time to listen to these messages as they are directly related to your child's learning experience at the School.

It is the responsibility of the parent/guardian to monitor news reports via radio stations, television stations, and the 311 citywide telephone services regarding any school closings due to inclement weather or emergencies. Please access the following sources to receive up-to-date information about school closings and delays:

### **Radio Stations**

WINS (1010 AM), WCBS (880 AM), WABC (770 AM) WLIB (1190 AM) WADO (1280 AM), WBLS (107.5 FM), WNYE (91.5 FM).

### **Television Stations**

WCBS (Channel 2), WNBC (Channel 4) WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25) Univision Channel 41 and NY1 (Channel 1).

### **Telephone Notification**

Please call the citywide telephone service at 311.

### **Internet Notification**

Please access the NYC Department of Education website ([www.schools.nyc.gov](http://www.schools.nyc.gov)) for any and all updates regarding school closing during inclement weather. The School's website ([www.harlemhebrewcharter.org](http://www.harlemhebrewcharter.org)) will have information about the school calendar and scheduled closings.

## Part II: Attendance & Transportation

### A. Arrival and Lateness

Doors will open to students at 7:40am each day, and breakfast is served from 7:40am-8:10am. The school day hours are 8:00 a.m. to 3:30 p.m. There is a FIVE minute grace period for students. Students are marked late beginning at 8:06 a.m. A record is kept of all lateness. In determining lateness, yellow bus and major public transportation delays are taken into consideration. In the event of multiple incidents of lateness, a parent/guardian conference will be requested by the School. In persistent cases of lateness, additional intervention may be sought by the School. Students arriving to school on time every day sets them up for success and ensures they can be a part of the community building in the class each morning before instruction starts.

### B. Attendance

It is very important that your child come to school every day and on time. Coming to school every day and on time raises self-esteem and results in your child succeeding both academically and socially. Research studies show that there is a direct correlation between good attendance, being on time, and good grades. ***Harlem Hebrew has a target of at least 95% attendance for each student.***

If your child does not attend school for any reason, parents should call the School by 9:00 AM so that we can note the absence to your child's teacher. If the School doesn't hear from you, calls home will be made. If your child is absent due to illness and cared for by a physician during the period of absence, a note from the physician is required upon return to school. **Vacations during instructional time are not an excused absence.**

The School has put in place procedures for the recording of attendance data so that we can ensure that all of our students are fully accounted for and receiving the support that they need to be successful. Teachers take attendance once per day by 8:15 a.m. and report it to the Head of School by 9:00 a.m.

The main office then follows up on all absences in the event that a parent/guardian has not contacted the School: (1) On the first day of absence, phone calls are made to parent/guardian to determine the reason for the absence; (2) On the second day of absence, if there is still no response from the parent/guardian, the school will request a phone conference concerning the child's attendance; (3) The parent/guardian is contacted every day of the child's absence if necessary; and (4) All documentation of outreach efforts are kept in the main school office. Our goal with this process is to ensure the safety, well-being, and academic growth of all of our students.

Kindly note that an “excused absence” means that the school will not use the absences to penalize the child. However, the absences are still recorded and reported. In addition, students are responsible to make up the work they missed in their absence. Absences for the following reasons will generally be considered to be excused absences with appropriate documentation that is submitted no later than one school day after the child’s return:

- A death in the family.
- Student illness or injury. For a medically-related absence longer than two days, the parents or guardians should provide a doctor’s note within 24 hours to the school.
- Student medical appointments. Parents should do their best to schedule medical appointments outside of school time. If an appointment must be scheduled during the school day, the student should not be absent for the entire day. It is expected that the student will come to school before and/or after the appointment.
- Religious observance.
- Educational opportunities with prior approval from the Head of School.

**Absences for any other reason, or without proper documentation, will generally be considered to be unexcused absences.** Scholars are considered absent if they do not report to their assigned location for alternative instruction in the event of an out-of-school suspension.

### **C. Early Pick Up**

The School discourages early pick up, as it takes away instructional time for students. Parents must inform the office in advance if they must pick their children up early. Only parents or other adults designated on the emergency card may sign a student out of school early. The adult must present proper identification and sign in with security and at the Main Office. The adult or parent must sign the “sign out” book. **No parent or adult is authorized to go to a classroom to pick up a child without approval from a school staff member.**

### **D. Late Pick Up**

Dismissal is at 3:30 p.m. daily. On a scheduled half day of school, the School will have a 12:00 p.m. (noon) dismissal. It is important that families arrange for children to be picked up on time each day; each instance of late pickup places a burden on School staff members who have other responsibilities at the end of the school day. Patterns of late pick up will result in a conference with the family, and persistent cases may require additional intervention by School personnel.

### **E. Long Term Absences**

We recognize that at times students experience long-term absences due to extended illness or extenuating circumstances. We use the New York State process for documenting and ensuring support for students who experience long-term absences through “Form 407: Attendance

Follow-up and Outreach Referral” (Form 407). The circumstances under which a Form 407 report is generated are:

- (1) When a student has been absent for 10 consecutive days, 20 aggregate days over a 4 month period, or 8 consecutive days (if a Form 407 has already been submitted prior to the current absence);
- (2) Any time a child is discharged due to “Address Unknown.” A second Form 407 will be generated if, after 30 days, the issue has not been resolved;
- (3) When a suspended student does not return following suspension;
- (4) When a district-assigned special education student does not enroll;
- (5) When a student has been excluded from school for lack of immunization; and
- (6) When the Head of School determines an investigation is required. Cases are followed up on by the Head of School or her designee and monitored regularly.

## **F. Vacation**

While vacations are a valuable part of family life and student development, vacations during instructional time are highly discouraged and are not considered an “excused” absence. We ask that families plan their vacations around the school-year calendar, which is available at [www.harlemhebrewcharter.org](http://www.harlemhebrewcharter.org) from the Main Office, or in this handbook.

## **G. Medical Absence**

If your child was absent due to illness and cared for by a physician during the period of **any** absence, a note from the physician is required upon return to school. Moreover, if your child is absent three or more days it is required that you provide a physician’s note. We do ask that you do your best to schedule doctor’s appointments after school, on weekends or during school vacations.

## **H. Transportation**

### **Busing Eligibility**

The School will help facilitate the transportation process, but the New York City Department of Education Office of Pupil Transportation (OPT) determines who is eligible for transportation assistance and will notify parents directly about student transportation. As a benchmark, students in grades K-3 are only eligible for full-fare transportation if the distance from their residence to school is ½ mile or more. Note that if your child does use the bus service, the following guidelines apply:

- Although your child is assigned a bus stop by OPT, you have the option to select another bus stop. If you would like to do so, please inform the School immediately. Contact Janice Smith at the main office number or via email at [jsmith@harlemhebrewcharter.org](mailto:jsmith@harlemhebrewcharter.org).

- Your child must get on and off the bus at the same bus stop. The bus stop where your child is picked up in the morning must be the same bus stop that your child is delivered to in the afternoon. **The School and OPT will not be responsible for ensuring students get off at any stop that is not the child's designated stop.**

### **Bus Behavior Expectations**

Riding the school bus is a privilege, not a right. For the safety of all students, children are expected to follow the rules for safety on the bus:

- Sit down in your seat and buckle up.
- Keep your voice low.
- Keep your hands to yourself.
- Demonstrate self-respect, respect for others, and use kind words always.

Students who do not follow the expectations on the bus will have the following consequences\*:

- **FIRST INCIDENT:** A phone call home informing the parent of the misbehavior/incident, and a warning of suspension from the bus should there be any additional incidents.
- **SECOND INCIDENT:** A phone call home and a **two-day suspension** from the bus.
- **THIRD INCIDENT:** A phone call home and a **five-day suspension** from the bus. The child will also be given an assigned seat on the bus.
- **FOURTH INCIDENT:** **Permanent suspension** from the bus for the remainder of the school year.

\*The Head of School, or designee, may respond to egregious bus behavior by escalating consequences as deemed appropriate. Student behavior on the bus may also lead to consequences under the School's Code of Conduct and discipline procedures.

All of our students deserve to have a pleasant and peaceful ride to and from school. We appreciate our families' partnership in communicating this to their children!

### **Bus Evacuations**

Bus evacuation drills are held twice a year as practice for emergency conditions on a school bus. Children are instructed in safety procedures for the bus and while waiting at bus stops.

### **Transportation for Special Education Students**

State education law mandates that the City provide transportation for students whose special needs require it. The type of transportation provided (yellow bus or Metro Card for public transportation) is determined by the student's Individualized Education Program (IEP). A

student with special needs' eligibility for transportation is determined solely by the requirements of their IEP.

## Part III: Program

### A. Curricular Overview

#### English Language Arts

**Kindergarten and 1<sup>st</sup> Grade:** Our youngest students gain foundational skills through the Wilson Foundations program, which provides research-based materials and strategies for reading, spelling, and handwriting. Students also practice handwriting using the Zaner-Bloser handwriting program, which offers step-by-step instruction for learning basic manuscript strokes, letters, and numerals. Students work on comprehension and writing using the Teachers College Readers and Writers Workshop program. This model fosters a love of learning while students read great works of literature and nonfiction and perform meaningful writing tasks. Students work in small groups based on their current skill levels. Students also use Compass Learning, a web-based program that creates a personalized learning path for each student.

**2<sup>nd</sup> through 5<sup>th</sup> Grade:** In grades 2 through 5 students study literacy through Close Reading for Meaning, Novel Study, [ThinkCERCA](#), and Keyboarding without Tears. The Close Reading for Meaning approach gives students the tools to understand both the literal and deeper meaning of any nonfiction or fiction text, examine craft and structure, and develop evidence-based ideas. During Novel Study, students participate in group discourse, questioning, analysis, and writing. Working in small groups, students engage with reading materials and work based on their current skill levels. Additionally, during group time, students use Compass Learning (see K-1 Literacy section, above).

Students work on argumentative writing through ThinkCERCA, an online program. With ThinkCERCA, students read passages of text, analyze the text and then respond to a critical thinking prompt using a writing framework. Students practice typing skills through Keyboarding Without Tears, which covers typing fluency and speed and appropriate use of online tools (“digital citizenship”).

#### Mathematics

We use the rigorous program Engage NY. Engage NY is a carefully sequenced program, aligned to the New York State Learning Standards, where the mathematical progressions are carefully sequenced into modules. The curriculum modules are marked by an in-depth focus on fewer topics. They provide rigorous classroom reasoning, extensive problem sets, and high expectations for mastery. Key Mathematical Practices are incorporated within each module. Students also use Compass Learning, a web-based individualized curriculum that generates a personalized learning path tailored to each student and that differentiates below and above grade level based on each student’s individual mathematic needs.

#### Modern Hebrew

Modern Hebrew is taught through the proficiency-based approach, which is considered the gold standard in foreign language instruction in the United States and around the world. Students receive one hour of Hebrew language instruction each day. They have meaningful interactions in the language, developing their speaking and comprehension skills at a rapid pace. As students

advance through the grade levels, speaking and listening skills continue to be developed and reading and writing are introduced, developed and strengthened.

Modern Hebrew is taught by native speakers, who only speak to their students in Hebrew. In just a short time, students are able to understand Hebrew and speak in simple sentences. As their skills grow, they are introduced to more complex topics and are able to communicate in Hebrew in more sophisticated ways. As students learn Modern Hebrew, they also have the opportunity to learn about the culture and history of Israel, which provides a link to other subjects such as social studies and the arts.

### **Social Studies**

We use the Scott Foresman social studies curriculum, published by Pearson. This curriculum uses a variety of integrated learning experiences to activate prior knowledge and help students understand “big ideas” as they relate to essential questions. The curriculum is fully aligned with the New York State standards for social studies.

### **Science**

We use the Interactive Science curriculum, published by Pearson. This program provides an innovative write-in student textbook. The curriculum is fully aligned with the New York State standards for science

### **The Arts**

To access the full potential of arts education, the School provides focused instruction on particular art subjects and the integration of arts education in the broader curriculum. For our early grade students, we offer programs in visual art, dance, and music. Wherever possible, Hebrew language instruction is integrated into our music and arts education.

### **Israel Studies**

Students participate in hands-on experiences related to the history and geography of Israel throughout the school year. Israel Studies is present as part of the School’s physical environment (for example, maps, artwork and the names of classrooms); through experiential activities; and through formal curriculum. With the network’s partnerships with Israeli organizations, our students enjoy various field trips and special assemblies that help them learn about the country and its culture. For example, [Tzofim Caravan](#), a performing group of Israeli scouts, visits the School every spring; there is a school-wide Israel Day celebration, where staff and students come together to enjoy Israeli food, dance, songs, and other activities related to the culture of Israel. The study of Israel is also supported both in Hebrew Studies and social studies.

### **Harlem Studies**

Our students’ discovery of the world starts with an exploration of the rich cultural history of their immediate community – the Harlem neighborhood. Through an investigation of Harlem, our students come to understand the profound impact migration has on a neighborhood, a city, and in turn the world. They explore the art, music and literature of the famous Harlem Renaissance, learn about Harlem’s rich and complex history, and develop a fuller understanding of the Harlem of today.

### **Physical Education**

Our physical education program improves students' physical health. It helps students develop physical and athletic skills while excelling on an individual level and as members of a team. While students exercise, they make friends, have fun and improve their self-esteem.

### **Special Education Services**

The School seeks to serve all students in the least restrictive learning environment possible. We use an inclusion model for educating our students with special needs to ensure regular interaction among all students. Special education students are served outside of the classroom only when appropriate services cannot be provided in the regular classroom setting. Our teachers and support staff are mindful to ensure a positive learning and emotional environment for all our students, and to ensure that every student develops a sense of belonging with fellow students, teachers and support staff.

### **Services for English Language Learners**

Students with an English Language Learner (ELL) status are provided additional time and instructional support in accordance with their level of proficiency with the English Language. Students take the LAB-R and the NYSESLAT tests in the fall and spring to determine their progress on the ELL learner continuum.

### **Service Learning**

The school will coordinate school-wide service learning projects to promote our students' empowerment in helping the world around them and being good global citizens. In addition, each class will pick a special service learning project for the year that students will deeply engage in both through research and practice.

## **B. After-School Programs**

Harlem Hebrew is happy to be partnering with Roads to Success, a well-established After School provided. After-school through this program will happen at the school from 3:30pm-6pm Monday through Friday. On half days, parents may also opt into after-school programming.

More information about the Roads to Success program and other after-school options will be provided during the early part of the school year.

## **C. Homework**

We view homework as a partnership among teachers, parents, and students. We strive to create assignments that are meaningful to the activities that your child experiences during the school day. Your child will understand why they are completing certain tasks, as they will always relate to instruction they have already received.

The assignments to be completed at home are just another piece to a puzzle that guides your child in understanding concepts and gaining skills in all subject areas. We understand that family life can be busy, and there are nights when our children may not be able to complete

homework or may need to rest. To that end, we assign homework on a weekly basis so families and students can manage their time in a customized way to complete the work over the course of a seven day period. Homework is identical across a grade level, unless customization is required, and handed in once a week by all students.

Please review the policy for homework below:

- In Grades K-1: Homework will be assigned on a weekly basis. Students will receive their homework packets on Mondays (or the first day of a school week) and will hand them in the following Monday for teachers to check and return. Homework in these grades is OPTIONAL.
- In Grades 2-5: Homework will be assigned on a weekly basis. Students will receive their homework packets on Mondays (or the first day of a school week) and will hand them in the following Monday for teachers to check and return. Homework in these grades is REQUIRED.
- **It is a best education practice that you read to your child or that your child reads every single day!**

## **D. School Supplies**

The School will supply the majority of student materials. A supply list is sent home in August for families to contribute to the communal supply inventory. This list is suggested for families to contribute, not required. However, we deeply appreciate all the support families can contribute for this purpose.

## **E. Dress Code**

The School has adopted a dress code that encourages a sense of community, respect, and a focus on learning. We encourage families to always dress children in rubber-soled shoes. The School dress code for boys and girls may be found in local stores in the neighborhood. It is suggested that your child wear the dress code daily.

### **Girls:**

Navy blue skirt, jumper, dress, dress shorts, or pants and white or blue collared shirt.

### **Boys:**

Navy blue pants or dress shorts and white or blue collared shirt.

### **Both:**

We request that your child wear closed toe shoes. Please DO NOT send your child to school in flip flops or strapless/backless sandals. Your child will use the staircase daily and flip flops and strapless/backless sandals pose a danger for your child on the stairs. Harlem Hebrew shirts and sweatshirts, which will be available through our PTO's merchandise sales, will be included in the dress code.

### **Change of Clothes**

It is preferred that children in grades K and I have an extra set of clothes in school that are in accordance with the dress code. Please label each item of clothing with your child's name.

### **Labeling of Clothes**

Please label your child's clothing with their first and last name.

## **F. Promotion and Retention**

When a child experiences difficulties gaining understanding in subject material, we will do whatever it takes to help them make gains. This can include meetings with you, providing extra help, and, if needed, recommending the child for additional services. If your child cannot meet certain key benchmarks of progress, retention (repeating a grade) may be a remedy.

All of our students are held to specific promotion criteria. Areas include attendance, behavior and academic performance. In making determinations about a student's academic readiness for promotion, school staff look at a wide range of sources, including work samples, anecdotal records, teacher assessments and observations, state assessments, and benchmark assessments. Benchmarks for achievement in each grade level will be shared with families under separate cover.

Students who are not on a path to meeting promotion standards are noted as *Promotion in Doubt* during the winter reporting period at which time families are notified in writing of possible retention. At this time, teachers will work closely with families on an action plan to increase supports for the child to advance progress. We will ask families to ensure they are ready for the possibility that their child will need to attend summer school or get outside instructional support. Bi-weekly check-ins will occur from December through June to ensure the School and family are in close communication regarding the child's progress.

If students do not demonstrate improvement by the end of the school year, they are identified for retention for the following school year.

## **Part IV: Community & Parent Relations**

### **A. Communication**

Communication between home and school is essential to support and encourage your child's success. We encourage parents and guardians to be actively engaged as partners with teachers in their child's learning. Among the specific ways Harlem Hebrew communicates with parents and guardians are:

- Scheduled meetings with teachers or other School staff.
- Email communication with teachers or other School staff
- "Backpack" parent notifications
- "Heads Up from Harlem Hebrew" Head of School email blasts
- One Call Automated Message service to inform about events and school closings, etc.
- School website ([www.harlemhebrewcharter.org](http://www.harlemhebrewcharter.org))
- Parent Teacher Organization meetings
- Parent Teacher Organization activities
- Individual parent/guardian conferences with teachers to review your child's progress 3 times per year

### **B. Student Cell Phones**

We understand that cell phones have become a near-constant feature of 21<sup>st</sup> Century existence. At the same time, their use during school and school activities and on the school bus can be significantly disruptive. Because of this, the School has the following policy on student cell phones:

1. Students may bring cell phones to school, but they must keep them in their backpacks at all times and turned OFF, unless permission to remove them is specifically granted by a school staff member.
2. Students needing to contact family members during school hours should notify their teacher, who will help determine the necessity for the contact and the best means to do so.
3. On the bus, students should only use cell phones for the purpose of contacting family members.

Kindly note that the School is not responsible for students' lost, stolen or damaged phones.

### **C. Visitors to the School**

To maintain safety and security, only authorized visitors are allowed in the School. All visitors must be announced, sign in at the security desk and show valid identification. All visitors must enter the Main Office and explain the purpose of their visit for approval by the Head of School or the Head of School's designee. All visitors must sign in with the appropriate registry book once the purpose of their visit is identified. Unless staff has planned visits in their schedules, the

presence of visitors may cause unwarranted disruption in student learning and school activities. The School will inform parents from time to time throughout the year of special classroom and school-wide events where we will invite families to visit.

## **D. School Safety**

The maintenance of safety and good order is the collective responsibility of all School staff, parents, students, and agencies such as the NYPD and the NYCDOE Division of Safety. To help ensure safety, the School has the following policies and practices:

### **Security**

The School has full-time security personnel. We request that visitors and family members be respectful of security personnel and follow their directions.

### **Emergency Card**

Please notify the Main Office of any change of address or telephone number immediately. The Emergency Card contact persons are authorized by the parent/guardian to pick up your child from school. **We will not release your child to any person who is NOT on the Emergency Card under any circumstance.** If you need to add or delete someone from your child's Emergency Card, you must come to the Main Office in person. We will not accept oral communication over the phone to add or delete persons on the Emergency Card. If you have a court document barring any person from having contact with your child, a copy of said document must be provided to the Main Office. A copy of the document will be stapled to the Emergency Card.

### **Personal Belongings**

In the interest of safety and security, the School reserves the right to search all bags and containers brought onto the School premises, at any time. **Please note that no child should bring toys or electronic games to use at school or on the bus. Students who bring these items to school are subject to the teacher taking them to return directly to the parent at the end of the school day, or school year (depending on the case). Repeated behavior of bringing these items to school will result in disciplinary action for students.**

### **Fire Drill/Evacuation Procedures**

The School conducts fire and other emergency drills in accordance with applicable state and local laws. All staff and students are expected to participate in such drills, as building and safety personnel require. Fire Drills are held eight (8) times during the school year.

### **No Smoking**

There is no smoking on School property in accordance with State Law.

### **Safety Plan**

The School has filed the school safety plan with the NYS Education Department. A public copy is on file in the Main Office.

### **Safety Reminder**

We encourage you to remind your child of safety tips for interacting with strangers, including but not limited to the following:

1. Students should never go home with strangers.
2. Students should not talk to strangers.
3. Students should not take things from strangers.
4. Young students should be escorted to and from school.
5. If students are approached by strangers and are near the School, they should return to the School and inform a staff member immediately.

### **E. Parent Satisfaction**

We encourage regular and frequent feedback from parents so that we can make ongoing enhancements to the School's learning environment. Your eyes may "see" something we cannot see and we are enhanced by your input and support of our learning environment. You may contact the main office at any time to discuss any of your concerns. If you would like to meet with the Head of School, please contact Janice Smith, Operations Associate in our Main Office to schedule a meeting with our Head of School. Please communicate directly with your child's teacher about his or her instructional program. Parents also have the opportunity to provide feedback in the NYC Learning Environment Survey.

### **F. Transfer Plan**

Our School is a public school of choice, for both application and withdrawal. At any time, a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw his/her child from the School will be asked to complete a Request for Student Withdrawal form. School personnel will offer to meet with the family and discuss their reasons for withdrawing from the School as well as to seek solutions to any concerns that arise from these discussions. If the parents or guardians still wish to transfer their child to another school, school staff will make every reasonable effort to help the student find a school that better serves the family's desires. The School will ensure the timely transfer of any necessary school records to the student's new school.

## **G. Complaints**

Charter schools are publicly-funded schools that are open to all students through a non-discriminatory admissions lottery. Each charter school is governed by a not-for-profit board of trustees that may include educators, community members, and leaders from the private sector. Charters have the freedom to establish their own policies, design their own educational program, and manage their human and financial resources.

The NYS Charter Schools Act provides that a parent (as well as any other individual) who believes that a charter school has violated a term of its charter or the law may complain formally to the school and seek relief. If you believe that our School has violated a term of its charter or has violated applicable law, please follow the steps below.

### **Step 1: Familiarize yourself with the School's guidelines and policies.**

Begin by familiarizing yourself with the school's policies, guidelines, and reference materials. Such items include, but are not limited to, this handbook and School-issued memorandums. Determine whether or not the School's actions related to your complaint fall within the school's policies.

### **Step 2: Reach out to your child's classroom teacher.**

If the concern can be addressed by the classroom teacher, this is the first step in resolving your complaint.

### **Step 3: Reach out to the appropriate leadership team member(s).**

If your concern is not addressed to your satisfaction by the teacher, reach out to the leadership team member that oversees the area of your concern. This includes:

- Director of Support Services, Shlomit Levy, in relation to any at-risk, special education or English language learner services concerns. [slevy@harlemhebrewcharter.org](mailto:slevy@harlemhebrewcharter.org)
- Director of Hebrew Curriculum and Instruction, Alona Mor, for any concerns related to Hebrew programming. [amor@harlemhebrewcharter.org](mailto:amor@harlemhebrewcharter.org)
- Director of Operations, Tiffany Jackson, for any concerns related to food service, facility maintenance and security, or school operations. [tjackson@harlemhebrewcharter.org](mailto:tjackson@harlemhebrewcharter.org)

If your concern does not fall into any of the above areas, please proceed directly to Step 4.

### **Step 4: Reach out to the Head of School**

If your concern is not addressed adequately by the teacher, the school leaders mentioned above, or you have a curriculum/instruction concern, please reach out to Lindsay Malanga, Head of School, to address your issue. Kindly note the main office will have office hours each

week where you can schedule to meet with Lindsay at a mutually convenient time.  
[Imalanga@harlemhebrewcharter.org](mailto:Imalanga@harlemhebrewcharter.org)

**Step 5: Reach out to the Chief Schools Officer of Hebrew Public**

If you are unsatisfied with the Head of School's decision or handling of a situation, reach out to Shane Goldstein Smith, Chief Schools Officer for Hebrew Public, the school's Charter Management Organization, at [issuesharlem@hebrewpublic.org](mailto:issuesharlem@hebrewpublic.org).

**Step 6: Appeal to the school's Board of Trustees.**

If after contacting the Chief Schools Officer you are still not satisfied with the outcome or decision pertaining to the complaint, you may appeal to the school's Board of Trustees in writing. Please direct all concerns to [harlemboard@hebrewpublic.org](mailto:harlemboard@hebrewpublic.org)). The Board meets publicly on a regular basis and will respond in a timely fashion to acknowledge the receipt of the complaint and next steps in their addressing of the concern.

**Step 7: Appeal to the school's authorizer.**

If a parent is not satisfied with the Board of Trustee's decision, the parent may appeal to the school's authorizer. Each charter school is subject to oversight by its authorizer. Harlem Hebrew was authorized by the New York State Board of Regents.

It is very important that **before** you escalate your complaint to the school's authorizer level you determine that it constitutes a formal complaint involving a violation of the school's charter or of state charter law. ***Informal complaints that do not violate either the school's charter or state charter law should be resolved between the parent and the school's leadership.***

**Step 8: Appeal to the New York State Board of Regents.**

If after going through the first three levels of the complaint escalation process you are still not satisfied with the complaint outcome, you may contact the New York State Board of Regents as a final escalation point using this contact information:

New York State Education Department  
Charter School Office  
Room 465 EBA  
89 Washington Avenue  
Albany, NY 12234  
Phone: (518) 474-1762

Or via email to: [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov) (subject line should include the name of the school and the word 'Complaint')



## Part V: Discipline Policies & Code of Conduct

### A. Discipline Overview

We work hard to ensure that the School is a place where all students can learn and teachers can teach in a safe, secure and orderly environment. We define “discipline” as helping children develop self-control and self-motivation in a safe school community. We have developed a framework that addresses student behavior and its causes, and the maintenance of order within the school and while people are engaged in school activities.

The Discipline Policy sets forth the policy of the School regarding how students are expected to behave when participating in school activities, on and off school grounds, and how the School will respond when students fail to behave in accordance with these rules.

Responses to student behavior may include those focused on:

- Reflection: helping the student or students involved to reflect on the incident and on their behavior
- Restoration: restorative practices focused on repairing the harm caused to the School community, classroom, or individual student relationships
- Exploration: for example, diagnosing the potential causes of behavior, and partnering with family and community resources to address them
- Loss of privileges
- Exclusion: for example, short-term or long-term suspension

In looking at the School’s Code of Conduct, parents will notice that there is a wide range of potential consequences for certain behaviors. **In determining the proper consequence, school personnel will keep in mind a student’s age and developmental level, the context in which the incident occurred, and any relevant extenuating or exacerbating circumstances.** We will also strive for an understanding of the causes of a student’s behavior, and where possible take steps to help the student to develop a more appropriate set of behaviors.

In all disciplinary matters, students will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions.

### B. Code of Conduct

The School has adopted a Code of Conduct that is described in detail below. It includes four levels of violations, and a range of potential consequences for these different levels. Please note

that while the list of violations is reasonably comprehensive, it is not exhaustive. In other words, the School reserves the right to address under this Code student misbehavior that is of a level of seriousness equivalent to those in the Code, even where not specifically listed.

A disciplinary violation can be addressed under the School's Code of Conduct while the student:

- is at school and/or on school grounds
- is participating in school-sponsored activities
- is walking to or from school or a school-sponsored activity
- is walking to or from or waiting for school transportation
- is riding on school transportation (for example, the school bus)
- is riding on public transportation while on the way to or from school or to or from a school-sponsored activity.

The School may also impose consequences under this Code of Conduct for student behavior that, while occurring outside of school, has a substantial impact on other students or on staff or members of the school community.

### **Level I Behavior Violations**

- a. Unexcused lateness to school.
- b. Bringing prohibited equipment to school without authorization (for example, toys or electronic devices)
- c. Violating the School's student cell phone policy.
- d. Failing to be in one's assigned place on school premises (for example, staying within your classroom or in your assigned spot).
- e. Disrupting the education process (for example, making excessive noise, singing when inappropriate, interruptions, calling-out, humming, in the classroom and in the hallway, etc.)
- f. Engaging in verbally rude or disrespectful behavior (to both teachers and peers: talking back when given a direction, name-calling, mimicking, harassing, teasing, taunting, etc.)
- g. Violating the Dress Code and/or wearing clothing or other items that are unsafe or disruptive to the educational process.
- h. Posting or distributing material on school premises in violation of School rules.
- i. Using school computers, faxes, telephones, or other equipment without permission.
- j. Using or touching other people's property without permission (both teachers' and peers' property, belongings, equipment, supplies, etc.)

### **Level 2 Behavior Violations**

- a. Harassment, bullying, put-downs, inappropriate behavior, inappropriate photos on cell phones, electronic devices, email, and social media.
- b. Congregating in bathrooms with other students without permission.

- c. Gambling.
- d. Being insubordinate; defying or disobeying school personnel or school safety agents.
- e. Using profane, obscene, vulgar, lewd, or abusive, language or gestures.
- f. Lying, or giving false information to school personnel.
- g. Misusing property belonging to others (including breaking, destroying, ripping, etc.).
- h. Engaging in or causing disruptive behavior on the school bus. (See bus policy).
- i. Leaving class or school premises without permission of supervising school personnel.
- j. Engaging in inappropriate or unwanted physical contact of a minor nature, such as poking, pinching, tapping, and throwing of non-harmful objects.
- k. Smoking.
- l. Violating the School's Internet use policy, e.g., use of the school's system for no-educational purposes, security/privacy violations.
- m. Engaging in scholastic dishonesty which includes: cheating, plagiarizing, colluding, copying, and related behaviors. For these purposes, plagiarizing refers to using someone else's work as one's own for credit without required citation and attribution. Colluding refers to partnering with another person in preparing written work for credit without permission from the teacher. Student grades and credit will also be affected by incidents of scholastic dishonesty.
- n. Engaging in a pattern of persistent Level 1 behavior.

### **Level 3 Behavior Violations**

- a. Being seriously insubordinate: defying or disobeying school personnel or school safety agents in ways that potentially create danger or that seriously disrupt school instruction or operations.
- b. Using slurs based upon race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability.
- c. Fighting or engaging in physically aggressive behavior.
- d. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school in violation of written school rules.
- e. Engaging in theft or knowingly possessing property belongings to another without permission.
- f. Engaging in inappropriate or unwanted physical contact.
- g. Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means.
- h. Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm.
- i. Engaging in vandalism or other intentional damage to school property, staff property, or others; including student bathrooms.
- j. Engaging in gang related behavior (e.g., wearing gang apparel, writing graffiti, making gang-related gestures or signs)

- k. Engaging in a pattern of persistent Level 2 behavior

#### **Level 4 Behavior Violations**

- a. Engaging in intimidation, coercion or extortion or threatening violence, injury, harm or retaliation to another or others.
- b. Falsely activating a fire alarm or other disaster alarm or making a bomb threat.
- c. Engaging in behavior that creates a substantial risk of serious injury or that results in serious injury.
- d. Engaging in serious intimidating and bullying behavior- threatening, stalking or seeking to coerce or compel a student or staff member to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practice, gender, sexual orientation or disability.
- e. Engaging in sexual harassment (to peers or school staff).
- f. Possessing, using, or selling illegal drugs, alcohol or controlled substances.
- g. Engaging in threatening, dangerous or violent behavior that is gang-related.
- h. Participating in an incident of serious group violence.
- i. Threatening to use any instrument that appears capable of causing physical injury.
- j. Engaging in behavior on the school bus that creates a substantial risk of injury or results in injury.
- k. Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity.
- l. Committing arson.
- m. Inciting/causing a riot.
- n. Possessing a weapon or an item intended to be used as a weapon (for example, a broken bottle).
- o. Using any weapon to attempt to inflict injury upon school personnel, students or others.
- p. Possessing or using a firearm
- q. Inflicting or attempting to inflict serious injury against another person.
- r. Engaging in a pattern of persistent Level 3 behavior

#### **Level 1 Violations Range of Consequences**

- 1. Discussion with school staff
- 2. Student/teacher conference
- 3. Parent/guardian conference via telephone or in-person
- 4. Exclusion from in-school activity (for example, from extracurricular activities, recess, or communal lunchtime) or loss of specific privileges
- 5. Removal from the classroom by teacher

### **Level 2 Violations Range of Consequences**

1. Any of the consequences listed in Level 1, above
2. Restitution
3. Short-term out-of-school suspension (1-5 days in length)

### **Level 3 Violations Range of Consequences**

1. Any of the consequences listed in Levels 1 and 2, above
2. Long-term out-of-school suspension (more than 5 days in length)

### **Level 4 Violations Range of Consequences**

1. Any of the consequences listed in Levels 1 through 3, above.
2. Expulsion.

**Please note that behavior violations in Levels 3 and 4 typically involve serious incidents of misbehavior on the part of students, and are therefore much more likely to result in more severe consequences such as suspension. Level 4 violations are particularly serious, and will typically result in long-term suspension or expulsion.**

**In addition, please note that school officials will report student behavior to law enforcement authorities wherever they are required to do so by law or to maintain the safety and security of the School and its students and staff.**

## **C. Weapons Violations**

Federal and New York 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 Head of School 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 § 921, and includes firearms and explosives. (New York Education Law §3214 effectuates this federal law.) The following are included within this definition: (a) 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; (b) 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; (c) the frame or receiver of any weapon described above; (d) Any firearm muffler or firearm silencer; (e) 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.

The Head of School 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 Head of School 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.

## **D. Levels of Suspension & Due Process Procedures**

### **Short-term Suspension**

A short-term suspension refers to an in-school removal or out-of-school removal of a student for disciplinary reasons for a period of five or fewer days.

The Head of School may impose a short-term suspension, and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S. 565). Before imposing a short term suspension, or other, less serious discipline, the Head of School shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student's version of events shall also be provided.

Before imposing a short-term suspension, the Head of School shall immediately notify the parents or guardian in writing that the student may be suspended from school. Written notice of the decision to impose suspension shall be provided by personal delivery or express mail delivery within 24 hours at the last known address(es) of the parents or guardian. 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 Head of School. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardian.

The parents or guardian of the student and the student shall have the opportunity to present the student's version of the incident and to ask questions of the complaining witnesses. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

The Head of School's decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the School's complaint policy.

### **Long-Term Suspension & Expulsion**

A long-term suspension refers to the removal of a student from school for disciplinary reasons for a period of more than five days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons.

The Head of School may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the Head of School may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the Head of School 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 Head of School also shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the 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 that resulted in the suspension and shall indicate that a formal hearing will be held on the matter that 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). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

If the Head of School initiates the suspension proceeding, he or she shall appoint an impartial hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Head of School may accept or reject all or part of it. The Head of School's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian through an appeal to the Board of Trustees. **NOTE:** In any instance where the Head of School is directly involved in the instance(s) at issue for a suspension or expulsion (for example, an assault upon the Head of School), the Head of School shall appoint a designee to handle any investigation, hearing and determination.

### **Provision of Services during Removal**

The School will ensure that alternative educational services are provided as soon as practicable to a student who has been suspended or removed to help that child progress in the school's general curriculum. For a student who has been expelled, alternative instruction will be provided in like manner as a suspended student until the student enrolls in another school for a reasonable period thereafter or until the end of the school year.

Alternative instruction shall be sufficient to enable the student to make adequate academic progress, and shall provide them the opportunity to complete the assignments, learn the curriculum and participate in assessments. Instruction will take place in a location accessible to the student, and will typically be for one hour per day.

Students who attend alternative instruction while on suspension will be marked “present” for that day; students who fail to attend alternative instruction while on suspension will be marked “absent.”

### **E. Student Disciplinary Records**

The School will maintain written records of all suspensions and expulsions 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. The School will comply with the New York State Department of Education’s data collection requirements for disciplinary data and submit that information to NYSED by required deadlines.

Charter schools are subject to the federal Family Education Rights and Privacy Act of 1974 (FERPA) that requires a school to protect a student’s privacy. The School will not disclose any information from the student’s permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student’s school records by submitting a written request to the Head of School. Further information concerning the disclosure of student information and limitations on such disclosure may be found in FERPA and the school’s FERPA policy.

### **F. Disciplinary Policies for Students with Disabilities**

In addition to the discipline procedures applicable to all students, the School shall implement the following disciplinary policy procedures with respect 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 300.527(b)—that a disability exists may request to be disciplined in accordance with these provisions. HLA shall comply with sections 300.519-300.529 of the Code of Federal Regulations (CFR) 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.

If a student violates the School’s Code of Conduct and is being considered for a suspension or removal, the School must ensure the following due process protections are provided to the student and to the student’s parent(s) in addition to those set forth in the regular education discipline code. For suspensions of five school days or less, the student’s parent(s) or guardian must be provided with a written notice, and a follow up telephone call if possible, within 24 hours of the incident leading up to the suspension which describes the basis for the suspension and explains that the parent or guardian has the right to request an informal conference with the Head of School and appropriate staff to discuss the incident and question any complaining witness against the student.

For suspensions in excess of five consecutive school days, the student’s parent(s) or guardian must be provided with a written notice which indicates that the district proposes to suspend

the student from school in excess of five consecutive school days, describes the basis for the proposed suspension, explains that the student has an opportunity for a fair hearing conducted by the Head of School or his or her designee at which the student will have a right to question any witnesses accusing him/her of committing the misconduct charge and to present witnesses on his/her behalf. Where possible, notification must also be provided by telephone. In addition, the School must provide alternative education to the student during the suspension as set forth below, including any special services required by the Individualized Education Program (IEP) prepared by the student's Committee on Special Education (CSE) of their district of residence. Final determination on a suspension or removal of a student, following due process, shall be made by the Head of School.

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.

Students for whom the IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the CSE of the student's district of residence for consideration of a change in the guidelines.

If a student identified as having a disability is suspended during the course of the school year for 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.

The School shall work with the district to ensure that the CSE of the student's district of residence meets within 7 days of notification of any of the following: (1) The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days; (2) The commission of any infraction resulting from the student's disability; (3) The commission of any infraction by a disabled student, regardless of whether the student has previously been suspended during the school year if, had such infraction been committed by a non-disabled student, the Head of School would seek to impose a suspension in excess of 5 days.

Also, the School will ensure that when the suspension or removal of a student with a disability will constitute a disciplinary change of placement, the CSE will be immediately notified so that the CSE can meet its required obligations to:

1. Convene a CSE meeting within 10 school days to make a manifestation determination review (MDR). This review will determine if the suspendable behavior was or was not a manifestation of the child's disability.
2. Convene a CSE meeting within 10 business days to develop a plan to conduct a functional behavioral assessment or review an existing functional behavioral assessment or behavioral intervention plan.
3. Provide the student's parent with a copy of their procedural due process rights.
4. Work closely with the CSE of the students' district of residence in determining education services or the interim alternative educational setting consistent with the FAPE requirements.

### **Provision of Services during Removal of a Student with a Disability**

Those students removed for a period fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her 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 may provide additional alternative instruction with the reasonable promptness 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 weapon, drug or infliction of serious bodily injury-related offenses pursuant to 34 CFR §300.530(g)(1), (2) and (3), respectively, 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 place students in interim alternative educational settings as appropriate and mandated by the IDEA.

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.

### **CSE Meetings**

Meetings of the CSE of the student's district of residence to either develop a behavioral assessment plan or, if the child has one, to review such plan are required when: (1) the child is first removed from his or her current placement for more than ten school days in a school year; and (2) when commencing a removal which constitutes a change in placement. The student's special education teacher (or coordinator) and the general classroom teacher will attend all meetings regarding the student initiated by the CSE from the student's home district.

Subsequently, if other removals occur which do not constitute a change in placement, the School will work with the CSE of the student's district of residence to review the child's assessment plan and its implementation to determine if modifications are necessary. If one or more members of the CSE of the student's district of residence believe that modifications are needed, then the CSE is expected to meet to modify the plan and/or its implementation.

### **Due Process**

If discipline which would constitute a change in placement is contemplated for any student, 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 of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten school days after the date on which such decision is made, 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.

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 §300.121(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 any 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 the School agree otherwise.

### **G. Prohibition on Corporal Punishment**

No employee or agent of the School shall inflict corporal punishment upon a student as a penalty for unacceptable conduct. The term "corporal punishment" means any act of physical force upon a student for the purpose of punishing that student. The term does not mean the use of reasonable physical force by a teacher or staff member to protect himself or herself from physical injury; to protect another person from physical injury; to protect property; or to

restrain or remove a student whose behavior is interfering with school functions, provided that alternative methods not involving the use of physical force cannot reasonably be employed.

## **H. Searches**

The school reserves the right to conduct occasional searches of school property (including desks and lockers), and students' personal possessions to protect the safety of students and staff and to enforce school rules and all applicable laws and regulations.

The Head of School or a designee may conduct searches of students and their belongings if there is a reasonable suspicion that the search will result in evidence that the student violated school policy or the Code of Conduct. Before conducting a search, the school will question the student regarding whether he/she possesses physical evidence indicating that he/she violated school policy or the Code; and attempt to obtain voluntary consent to the search from the student. If consent is not obtained, but reasonable suspicion exists, the search may proceed. Searches will be limited to the extent necessary to locate the evidence sought.

Given the intrusive nature of a search that requires a student to remove any clothing other than outer clothing, the Head of School will notify law enforcement if such a search is necessary, unless the School had evidence that failure to conduct an immediate search would pose an imminent danger to health or safety.

Students will be present when their possessions are searched, if possible.

## **Part VI: Additional School Policies**

### **A. Internet Usage, Email, and Social Media**

#### **Internet usage**

Hebrew Public charter schools are not liable for the actions of anyone connecting to the Internet; all users shall assume full liability, legal, financial or otherwise, for their actions. Further, each school takes no responsibility for any information or materials transferred through the Internet and makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The school is not liable for any loss or corruption of data while users are on the Internet. The school reserves the right to examine all data stored in the computers with Internet capability to ensure that all users are in compliance with all applicable rules and regulations.

If you do not wish for your child to access the Internet as an educational resource, please speak with your child's teacher directly.

#### **Inappropriate Internet use**

The following uses of the Internet are unacceptable:

- Use for activities unrelated to the school
- Use in violation of federal, state, or local laws, including sending or receiving copyrighted material without permission
- Commercial use
- Sending patently harassing, intimidating, abusive, or offensive material to or about others, in messages public or private
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other use that would congest the Internet or otherwise interfere with the work of others
- Sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Vandalizing, defined as any deliberate attempt to change files not belonging to the user or to harm or destroy the work, systems, or data of another user, including uploading or creating computer viruses
- Engaging in the illegal distribution of software ("pirating")
- Knowingly using another person's password, misrepresenting one's identity, or giving one's own password to others
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information
- Expressing personal views or opinions and failing to identify them as one's own and not those of the school
- Circumventing security measures on school or remote computers or networks

## **E-mail**

Over time, students may access their school's e-mail system through a universal school password; however, the system belongs to the school and all e-mail messages are school records. No student should have any expectation of privacy relative to his or her use of the Internet or e-mail. The school reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic communications without regard to content, and to conduct periodic, unannounced inspections of e-mail communications.

## **Social media**

Social networking has become an integral part of many lives, and we recognize and respect the value of such outlets for receiving and sharing information and developing personal and professional connections. Whether to permit a child to access social media is a family decision, but most social media sites prohibit those younger than 13 from participating and students may not connect with any such sites at school. Should your student engage in social networking outside of school, he or she should espouse the same values and behaviors online as offline in the school building:

- Be a friend not a bully, and keep things positive
  - Be honest
  - Accept responsibility for mistakes and try to make them right
  - Remember that quality matters and it is difficult if not impossible to erase an online footprint fully
  - Think about the consequences of your actions, including your posts
- All members of the School community are asked to abide by the following guidelines in the use of social media:
- Be clear that you are speaking for yourself, and not on behalf of the School
  - Respect copyright, fair use, and other disclosure laws
  - Use respectful language, and be careful to avoid language that could be viewed as insulting by readers
  - Do not share confidential or proprietary information of the School
  - Do not share any information about students, including photographs, contact information, names of family members, or anything else specific to any student enrolled in the network
  - Do not disparage the School or the school community

## **General protections**

Staff members are not permitted to “friend” or “follow” students via social media.

Students should bear in mind the risks of the online realm, never share secrets online, and keep passwords and all personal information private.

There are two important federal laws designed to protect children online. The Children's Online Privacy Protection Act (COPPA) was enacted in 1998 to protect students under 13 from having their personal information collected without the consent of a parent or guardian. COPPA is the reason many social networking sites require participants to be 13 or older. The Children's Internet Protection Act (CIPA) was enacted in 2000, and it requires that schools provide Internet filtering to prevent student access to offensive content. The school has a filter, and a CIPA-compliant Internet safety policy. For a copy of the policy, please contact the school office.

## **B. Dignity for all Students Act (DASA) Policy**

The School, its Board, and Hebrew Public are 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.

**Student Rights** - 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 School reserves 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 the School's students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of the School's 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 School designates the Head of School as the Dignity Act Coordinator (DAC) for the School. 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 Head of School. A staff member who witnesses harassment or who receives a report of harassment shall inform the Head of School. The Head of School shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority (e.g. the Board of Trustees) and/or other official designated by the Board 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 School 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.

## **C. Health Policies and Procedures**

### **School Nurse**

The School Nurse is a direct employee of the NYC Department of Education. The nurse is on post from 7:30 a.m. to 3:30 p.m. daily. If a student is injured, the faculty member in charge will bring him or her to the School Nurse. In a medical emergency in school, the School Nurse will be notified immediately. The School Nurse may determine if a child must go home for medical reasons. In the event that the School Nurse is not present, the School must receive permission from a child's parent or legal guardian to allow the child to go home for medical reasons.

The School Nurse will request health records from each student in addition to the immunization information requested at registration. The Nurse will maintain health records for each student enrolled at Harlem Hebrew.

### **Medication Administration**

Students are not permitted to self-medicate, and Hebrew Public charter schools do not issue any form of medication to students, including over-the-counter drugs such as aspirin or Tylenol, except at the direction of a doctor.

The School Nurse must administer all medication and only when the following requirements are met:

- The school has received written authorization from the parent or legal guardian for each medication in the form of a complete and signed Parental Request for Administration of Prescribed Medication form (available in the school office).
- The school has received a doctor's written permission to administer prescribed medication. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication label states all of the following: the student's name, directions for use, the name of the drug, the physician's name, the prescribed dosage, and the expiration date.
- Medication is stored in its original container in the Nurse's office with the corresponding signed Parental Request for Administration of Prescribed Medication form.

### **CPR and Defibrillation**

The School has access to an Automatic External Defibrillators ("AED") for emergency purposes. An AED is a portable, lightweight, automatic external defibrillator that is used to shock the heart of a person who is undergoing sudden cardiac arrest. The use of this piece of equipment requires training and is an essential part of administering emergency first aid immediately to a heart attack victim. The AED enables a trained individual to provide potentially lifesaving assistance in an emergency. Since sudden cardiac arrest can strike anyone at any time, it is vital to know what to do and who to call to perform CPR and defibrillation.

### **Immunization Requirements**

Hebrew Public charter schools comply with state laws governing students' health, immunization, and health records. The law requires that a student's immunization records are obtained before permitting him or her to attend school, and that these records are updated every year. **STUDENTS WILL BE PERMITTED TO ATTEND SCHOOL IF THEY ARE NOT PROPERLY IMMUNIZED.**

### **Illness and exclusion policy**

If a student shows any symptoms of illness, such as a high temperature, nausea, diarrhea, sore throat, or rashes, he or she should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. Such precaution hastens the student's recovery and helps reduce the spread of infections at school.

The school removes any student who shows such symptoms from the regular program, and contacts the parent or guardian to make arrangements for the student to be picked-up as soon as possible. If the parent or guardian cannot be reached, the school would call the person(s) designated as the emergency contact(s). It is essential that you list people as emergency

contacts who are able to pick-up your student if we cannot reach you. It is also critically important that we have accurate phone numbers of parents and guardians and all secondary contacts. **An ill or injured student must be picked up within one hour of our call.**

If a student's condition warrants immediate medical attention, the school will contact the student's healthcare provider or our local emergency resource.

### **Communicable diseases**

The parent or guardian must notify the school immediately if a student has contracted a communicable disease (i.e., strep throat, or pink eye) so the school may take action to protect other students by notifying families of those potentially at risk. If more than one case of a communicable disease occurs in a single homeroom, the school would contact our consultant from the local health department to seek advice and ensure that appropriate actions are taken. In the event of an epidemic, special precautions or exclusion policies may be necessary.

Contact your doctor about when it is appropriate to return to school if your student has a communicable disease. The doctor's note returning the student to school should identify when the student is allowed to come back.

### **Reporting Suspected Child Abuse or Neglect**

If any employee of the school has reasonable cause to suspect on the basis of his/her professional or other training and experience that a student enrolled at the school is being abused and/or neglected, the employee is required by law to call and file an oral report with the Administration for Children's Services (ACS). The School will inform you if a report has been made. The School will not share information about a family's involvement with ACS except where required to do so by law.

## **D. Emergency Procedures**

### **Emergency contacts**

Parents or guardians of all students are required to complete an emergency form that contains a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. This information is kept with the School receptionist, the school nurse, and the homeroom teacher. In the event of an emergency, the School uses a "one-call" system to notify families of any emergencies via phone or text. It is essential that parents or guardians notify the school immediately if their addresses or phone numbers change.

### **Accidents**

The School notifies parents or guardians immediately of any accidents involving more than minor bruises or scrapes. Such accidents are recorded in an accident report form and filed in the school office for future reference. For minor injuries, a certified staff member administers first aid on site as appropriate. If it appears the accident is more serious, first aid would be

administered immediately; and a school official would contact the student's parent, guardian, or designated emergency contact to pick-up the student for medical care. In cases where the parents or guardians or the designated emergency persons cannot be reached and immediate medical attention is needed, a school official would call 911 for treatment and/or transportation to a hospital. A staff person would accompany the student and stay until the parent or guardian arrives. In some emergency situations, the staff may contact 911 before calling the parent or guardian.

### **E. Distribution of Materials Unrelated to School**

Hebrew Public charter schools recognize that students and employees have the right to express themselves on school property, which includes the right to distribute, at a reasonable time and place and in a reasonable manner, material that is not sponsored by the school. To protect these individual rights, while preserving the integrity of the educational objectives and responsibilities of the school, all parents and guardians, students, and employees must adhere to the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities:

- The School administration reviews requests for distribution of materials that are not sponsored by the school on a case-by-case basis
- Distribution of materials deemed inappropriate by the School is prohibited
- The School administration determines the time, place, and manner of the distribution of materials not sponsored by the School, and such materials may not be distributed during a normal school activity.

### **F. Solicitation on School Property**

Staff members of Hebrew Public and our network schools and the families of our students should not feel compelled to donate money or participate in unwanted solicitation. Therefore, we do not allow solicitation on school property without the permission of the school director or an officer of Hebrew Public. Non-employees, including parents, guardians, and other family members, may not solicit on school property at any time.

### **G. Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents or guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents, guardians or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents, guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents, guardians or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific state law

### **Directory Information**

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents, guardians, and eligible students about directory information and allow parents, guardians, and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents, guardians, and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact the following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue  
SW Washington, DC 20202-8520

## **H. Notice of Intent to Disclose Student Directory Information**

Pursuant to the Family Educational Rights and Privacy Act and/or Part B of the Individuals with Disabilities Education Act, adult students and the parents/legal guardians of minor students may request that a school refrain from publishing directory information regarding the student. Directory information includes but is not limited to name, class, date of birth and home address. If a school provides notice that it intends to publish directory information, it may do so if no written objection is filed with the school after a reasonable period of time after notice is provided.

You are hereby notified that the School may possibly publish the directory information indicated on the attached form. If you object to the publication of some or all of this information, please use the attached form to indicate your objection. For those items that you object to being published, please put a checkmark in the space to the right of those items and then return the form to the school office no later than **October 1 of the current school year**. Please also be sure to fill out the information at the bottom of the attached form (student's name, your name, the date and your signature). Please note that if you do not return the attached form to the school by **October 1** we will assume that you have no objection to the publication of this information.

Thank you for your attention to this matter. If you have any questions, please contact Tiffany Jackson at [tjackson@harlemhebrewcharter.org](mailto:tjackson@harlemhebrewcharter.org).

**Directory Information Form  
Harlem Hebrew Language Academy Charter School  
2017-18**

Please put an "X" next to those items you do NOT want placed in a Directory. Please return to school no later than October 1, 2015. If you do not return the form by this date, we will assume you do not object to these items being in a Directory if we do publish one.

Name \_\_\_\_\_

Parent/Guardians \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Student's Name: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **I. Freedom of Information Law**

Any requests for school records or information from the School must be in writing and submitted to the Director of Operations. Within five business days of receipt of a written request, the School, depending on the requested information, will respond by making the information available at the school itself during normal business hours to the person requesting it; denying the request in writing; or providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied. If the person requesting information is denied access to a record, s/he may, within 30 days, appeal such denial to the school director.

Upon timely receipt of such an appeal, the school, within ten business days of the receipt of the appeal, will fully explain the reasons for further denial or provides access to the record(s) sought. The School will also forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government. If further denied, the person requesting information may appeal through an Article 78 proceeding.

The School may deny access to requested records if any of the following conditions apply:

- Such records are specifically exempted from disclosure by state or federal statute
- Such access would constitute an unwarranted invasion of personal privacy
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e)
- Such records, if disclosed, would endanger the life or safety of any person
- Such records are computer access codes.

## **J. Special Events**

### **Birthday Celebrations**

We delight in celebrating your child's birthday at school with his or her friends and teachers! Each classroom teacher will acknowledge your child's birthday in an appropriate and joyful way within the school day. The School is a nut-free facility and provides snacks during snack time through the School's food vendor in accordance to State Education Department guidelines.

Parents must contact their child's classroom teacher with at least 2 weeks notice to schedule a 15 minute celebration for a child in his/her class. All birthday celebrations will include the entire class of students, as appropriate, and parents may only bring in treats from the approved list sent by the teacher.

**The School requests that parents do not provide any cakes, cupcakes, edible items, or gift bags for birthday celebrations. If parents do bring these items, they will not be allowed into the classroom. We have students with severe allergies, and bringing in items that could potentially put a student's life in danger is prohibited for this purpose.**

We ask that no more than 2 family members come for the class birthday. Please note also that birthday party invitations may not be distributed in school facilities. We need your full cooperation in this matter and we appreciate your understanding of the nutrition guidelines we adhere to in the best interest of all Harlem Hebrew students.

### **Field Trips**

Field trips are off-campus activities that extend and enhance classroom learning. All students are expected to participate in field trips since they are curriculum-based. These trips occur during the school day. General requirements for field trips:

- Written permission is required for all field trips to sites other than the School property.
- Generally, the Walking Trip Parent Permission form is signed at the beginning of the school year and covers all walking trips.
- Permission Slips for trips throughout the year will be issued for each trip. Parents must be informed as to the activities involved in the trip.
- **No child will leave school premises on a trip without the School having obtained expressive written permission from the parent.**
- Vehicular seatbelts must be worn on all field trips.
- Your child's teacher will send home advance notice of planned field trips. These notices will give you more detailed information about these trips. If you plan to volunteer as a chaperone for a field trip, it is expected that you adhere to the following:
  - a) You may not bring your other children with you.
  - b) You assist the teacher in charge on the trip.
  - c) You supervise a small group of students.
  - d) You adhere to our 'no sharing' policy (food, candy, liquids).

The School reserves the right to select chaperone volunteers at its discretion.

## **K. School Meals**

### **Daily Meals**

The School serves two meals and a snack daily. Parents are required to complete a Family School Meals Application. These forms are a way for the School to claim Federal and State reimbursements for meals served and a basis for claiming other school funding sources. If you have any questions, please contact the Director of Operations.

**No Sharing Policy**

***The School does not allow students to share any food items during breakfast, lunch, or snack.***

**No Sugary Drinks, Fast Food, Candy or Gum**

For families who send their children to school with a homemade lunch, please note that sugary drinks (including soda), any type of fast food, candy and gum are prohibited in school. In the best interest of your child's nutrition, the school does not distribute these food items in school (although an allergy and nut-free treat may be given out for special occasions from time to time). We ask that parents who send their children with breakfast, lunch, or snack cooperate with us in implementing this policy. We need your collaboration and we appreciate your consideration in this matter.

**Nut and Seed Free**

***We are a nut and seed free environment. Please help us insure the safety of everyone at the School by refraining from sending any foods that contain nuts or seeds.***