

# **BUFFALO UNITED CHARTER SCHOOL**

325 Manhattan Avenue  
Buffalo, NY 14214-1809  
Phone: (716) 835-9862

## **Parent and Student Handbook 2018-2019**

**A charter school managed by  
National Heritage Academies, Inc.**



# Parent and Student Handbook

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## Board of Trustees

Andrew Freedman, President  
Kim DeJesus, Vice President  
Theodore Purvis, Treasurer  
Dr. Kathy Wood, Secretary  
Arthur Traver, Trustee  
Mike Ford, Trustee

Board meetings are open to the public and meeting dates and times are posted at the school.

## Administrative Staff

Tammy Messmer, Principal  
Danelle Backe, Dean  
Jaime Peld, Dean  
Katie Bongiovanni, Dean  
Patty Zika, Dean  
Lacole Brumfield, Registrar

### Student Creed

I am a Buffalo United student.  
I strive to achieve academic excellence.  
I exemplify high moral character.  
I strive to realize my potential.  
I work diligently to prepare for the future.

### School Mission

Buffalo United Charter School will offer families and students a public charter school, which focuses on high academic achievement and instills a sense of family, community, and leadership within all of our students.

## National Heritage Academies

National Heritage Academies (NHA) is an educational management company based in Grand Rapids, Michigan pursuing its purpose of *challenging each child to achieve* and its vision to *better educate more children*. **NHA's Parent Relations Department** provides assistance to parents and the school in resolving concerns. The classroom teacher, dean, and principal should be the first line of communication.

National Heritage Academies  
3850 Broadmoor Avenue, Suite 201  
Grand Rapids, Michigan 49512  
Main Phone: (877) 223-6402  
[www.nhaschools.com](http://www.nhaschools.com)  
Parent Relations: (877) 642-7471 (Monday - Friday; 8:00 a.m. - 5:00 p.m.)

## Philosophy

Our belief is simple: set high standards, make expectations clear, provide meaningful instruction, and watch children excel. Every student is given the tools for success - in and out of the classroom. With a commitment to hard work, good citizenship, and personal responsibility, students experience a safe, secure learning environment where achievement thrives.

We make a nine-year commitment to every child. It begins from day one, in kindergarten, setting the expectation that every student will be prepared to attend college.

- **Our curriculum is built** around a strong emphasis on math, reading, science, and social studies—the foundation for college readiness.
- **We teach critical life, work, and study skills**, emphasizing that hard work and good character are essential for success in school and in life.
- **Students take a nationally-recognized test** three times a year. Teachers use test results to establish academic goals, develop learning plans, and track progress.

## The K-8 Model

Studies show that students who stay in the same school from K through 8<sup>th</sup> grade perform better, feel more secure, and remain more engaged than students who transition to middle school settings. The K-8 model offers:

- **Greater academic success.** The K-8 model prevents learning loss which often occurs in the transition from elementary to middle school. Studies show that 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students in K-8 schools score higher on standardized tests than students in middle schools settings.
- **Higher self-esteem.** Adolescents in K-8 schools have better self-esteem, participate more in extracurricular activities, and have more interest in leadership opportunities than students in middle-school settings.
- **Fewer behavior problems.** Adolescents in K-8 settings have better attendance and fewer behavior problems than their middle-school counterparts.
- **More collaboration among teachers.** Our K-8 teachers work together across and within grade levels to ease transitions and ensure each child's academic needs are planned for and met each year.

## College Prep

The NHA curriculum is designed so that each year builds upon the last so that students leave our school with a solid foundation for learning. The curriculum was developed to prepare each student with the knowledge, skills, and character traits to succeed in high school, college, and the competitive world beyond.

## Academic Excellence: Curriculum and Moral Focus

### Grades K-2

During these years, students are *learning to read*. They're also introduced to basic math, science, history, and places in the world around them. The bar is set high because these early years are the most important for preparing students to excel in the years ahead.

### Grades 3-5

During these years, *learning to read* becomes *reading to learn*. Math prepares students for algebra and beyond. Science focuses on plants, animals, earth science, the human body, and healthful living. While social studies explore ancient and American history, state studies, economics, and geography.

### Grades 6-8

During the middle school years, the NHA curriculum ensures students are well prepared for high school. English language arts concentrate on in-depth reading comprehension, discussion, research, and writing. Math centers on reasoning and algebra. Science focuses on energy, motion, forms of matter, objects in space, technology, and more. Social studies explore regions of the world, civics, economics, American history, and government. The bar is set high because success in high school is essential for success in college.

### Moral Focus

It is our goal to not only support the virtues parents try to instill at home, but to explicitly teach students the skills, behaviors, and virtues necessary for leading an ethical life. We believe it is imperative to equip students with both the moral and academic foundations necessary to interact successfully in today's society. Our Moral Focus Program is centered on the study of 9 Virtues: Wisdom, Respect, Gratitude, Self-control, Perseverance, Courage, Encouragement, Compassion, & Integrity. Virtues are fundamental to a great education, and great schools place equal importance on developing the heart and mind of students.

MONTHLY VIRTUES				
<b>WISDOM</b> (September)	<b>RESPECT</b> (October)	<b>GRATITUDE</b> (November)	<b>SELF-CONTROL</b> (December)	<b>PERSEVERANCE</b> (January)
<b>COURAGE</b> (February)	<b>ENCOURAGEMENT</b> (March)	<b>COMPASSION</b> (April)	<b>INTEGRITY</b> (May)	

Character is defined by which virtues our students determine are important to their lives and there are certain necessary steps to acquire or strengthen those virtues. Our Moral Focus Program is structured around a clearly defined process for teaching and learning virtues. The process outlines those steps, allowing teachers to intentionally guide students through the process of teaching virtues. They provide them with the opportunity to learn virtues in a way that will not only affect their mind, but change their heart.

## Academic Excellence: Achievement

### Academic Recognition

At the end of each quarter, special recognition is given to those students in grades K-8 who have achieved excellence in their academic progress as well as in the Moral Focus. Students are given awards based on their individual accomplishments during the previous quarter.

Summa Cum Laude (with highest honor) ....4.00 average  
Magna Cum Laude (with high honor) .....3.50 - 3.99 average  
Cum Laude (with honor).....3.00 - 3.49 average

### Student Grade Placement, Acceleration, Promotion, or Retention

The principal is authorized to make initial grade placement of a student and to promote, accelerate or retain students after initial grade placement. After initial grade placement, a student is expected to progress through the grades one year in each grade receiving the benefits of academic, social and physical growth usually accompanied with a full year of development. On occasion, it may be in the best interest of the student to have a new grade placement, be accelerated more than one grade, or be retained in the current grade. In this event, supporting documentation with interventions already offered to the student will be provided by the school. If a student's parent or teacher believes one of these grade changes should be considered, a written request for consideration should be provided to the principal, including the reasons for such consideration. The final decision regarding placement, acceleration, promotion, or retention of a student rests solely with the principal.

The principal shall consider the following, when making such decisions:

1. The education record of the student, including but not limited to a student's grades, standardized test scores, attendance, discipline, reading, speaking and math skills, the curriculum of each grade, the available teacher(s) skill(s) delivering the instruction and available programs
2. The physical, social and emotional readiness of the student for the curriculum of each grade
3. The current research on grade placement, promotion, acceleration and retention
4. The recommendation of the student's parents and teachers
5. The completed Student Placement Form including, but not limited to, a) an initial request by the school for a parent meeting before winter break, b) a request by the school for a progress meeting with the parent prior to March 1, and c) a request by the school for a final parent meeting prior to the last day of the school year.
6. The applicable laws governing these decisions.

The goal of placing, accelerating, promoting or retaining a student is to enhance the opportunity for the student to achieve learning goals, meet state and school performance expectations, and to be prepared for high school, college, and career plans.

### Special Education Students

Students with individualized education programs (IEPs) may be promoted to the next grade level in the spring, whether or not standardized tests indicate mastery of the grade level curriculum. The decision to retain or advance a special education student who has not mastered the grade level curriculum is made jointly by the CSE and the school. In considering whether a special education student will be retained, the following factors are considered:

- IEP goals and objectives. Has the student mastered the goals and objectives established by the Committee on Special Education (CSE) of the student's district of residence?
- The student's social and emotional development. Will the student benefit from being moved to the next grade level?

The principal will make the final determination on retention. The parent of the special education student may appeal the decision to the Board of Trustees of the school or may seek review of the suitability of the school for the student by the Committee on Special Education. The school's special education team and building administration will work with the CSE and the parent to determine if the student's needs are better met through retention or through change of placement to another setting. If the parent objects to a recommendation the CSE, the parent may initiate mediation or impartial review.

### **English Learner Students**

The retention of an English Learner (EL) student is a decision that is carefully considered by the building principal. The principal, in collaboration with the EL Coordinator, EL teacher, and Special Populations Team, should consider evidence related to the student's performance in each subject area when making this determination. An English Learner student may not be retained solely based on a lack of language skills, but may be retained for other factors.

## Academic Excellence: Student Support Services and Special Education

It is the goal of the school to provide appropriate educational opportunities for all students.

It is the school's obligation to provide appropriate educational opportunity to all students with suspected disabilities or disabilities, as defined under the Individual with Disabilities Education Act ("IDEA") and state regulations. For additional specifics regarding a student's special education rights, parents are encouraged to review the *Procedural Safeguards* that are available from a school administrator or special education provider.

### Child Find

The Individuals with disabilities Education Act includes a Child Find Mandate. Child Find requires all school districts to locate, identify and evaluate all children with disabilities regardless of the severity of their disability. This obligation encompasses all children who are suspected of having a disability, including children receiving passing grades and "advancing from grade to grade..." A parent who suspects that their child may have a disability and is in need of special education and related services may initiate a free evaluation of their child by contacting the school principal or the local Committee on Special Education ("CSE") and providing a written request for an evaluation under IDEA and/or Section 504. The school must take the parents request into consideration and provide a response consistent with State and Federal special education requirements. If the CSE does not suspect a disability, it may refuse to conduct an evaluation. If the CSE refuses, it must give the parent written notice explaining the reason(s) why it is declining to initiate an evaluation, what data the decision was based upon, and other factors considered. The parents then have the right, if they choose, to request a due process hearing to seek a ruling to conduct an evaluation.

### Rehabilitation Act of 1973 - Section 504 (General Education)

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the school's principal who has been designated as the Section 504 Coordinator. The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the school's principal or the NHA Special Education Department at (616) 222-1700. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs a reasonable accommodation in order to do so, they should contact the school's principal to request an accommodation. In addition, if you suspect that your child has a disability which may qualify him/her for support under Section 504, you should contact the school's principal to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.

### The Intervention Assistance Team

The Intervention Assistance Team (IAT) is a committee of school personnel set up by the principal to ensure ongoing and effective support for students and classroom teachers. Parents are informed if their child is being considered for referral to the IAT for behavioral and/or academic support. The IAT is a general education intervention process and team membership

will generally include: a building administrator, the student's general education teacher, and a staff member knowledgeable in accommodations and interventions. Parents may also be invited to participate in this meeting. The team provides a forum to discuss the student's academic and behavioral data and needs. In addition, the team generates, initiates, and monitors implementation of interventions designed to address the individual needs of the student. This includes use of the resources of the school, family, and the community. This process creates awareness and understanding of the issues affecting the student and their academic and behavioral performance. The IAT may serve as the pre-referral intervention-planning team for those "unidentified" students whose difficulties may suggest the presence of a disability. As appropriate, the IAT may refer a student to the Committee on Special Education ("CSE") of the student's district of residence for formal assessment. Parents should be informed if the IAT is considering a referral of their student to the CSE. Prior to initiating a special education evaluation, written parental consent/permission must be obtained. Information gathered through implementation of interventions identified by the IAT will be taken into consideration as a part of the special education evaluation along with progress monitoring and other data sources provided by the parent, educational staff, and others as deemed appropriate. The IAT's review of documentation of intervention strategies, the student's response (progress monitoring data), in addition to a referral for special education testing for a suspected disability, fulfills the Child Find requirement under IDEA and State special education requirements.

### **The Individual Education Program**

The school will comply with the IDEA and state regulations and every student identified as having a disability will be provided an Individual Educational Program (IEP) designed to address their unique needs. All required components of the IEP will be addressed by the CSE including but not limited to: a description of the student's present level of academic achievement and functional performance including disability related needs, goals and objectives, supplementary aides and services, program services, ancillary services, extended school year, etc. All students with disabilities are considered general education students first. Each IEP is designed to assure that eligible students receive a free appropriate public education (FAPE) and specialized instruction delivered by highly qualified special education staff within the least restrictive environment (LRE). Prior to the opening of school, registration forms are reviewed to identify students with current IEPs from previous schools attended. The parents are informed of their rights, procedures, and responsibilities under special education law. Decisions regarding an IEP are made by the IEP Team. This team has required participant's which minimally includes, general and special education providers, administrators, and the parent(s).

The IDEA includes specific rights for parents of children with disabilities. This information is contained in the document commonly referred to as the Procedural Safeguards. We encourage parents to review this document carefully so they are fully informed of their rights. Copies of this document are provided at a minimum of at least once per school year and can be obtained from your school office or by contacting the state's Department of Education.

### **Educational Placement of Students with Disabilities**

The school is committed to educating students with disabilities in the least restrictive environment (LRE) in order to meet their educational needs as determined by the student's IEP Team. This means that to the maximum extent appropriate, children who are disabled are educated with children who are nondisabled and special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

In an effort to meet with the LRE requirements, the school must ensure that a continuum of placement options is available to students with disabilities, including: services provided within the general education classroom; pull-out services; special classes; home instruction; instruction in hospitals and institutions; and in unique circumstances, access to programs and services located in settings outside the school including those operated by the CSE. Placement decisions are the determination of the Individualized Education Program Team (IEPT) which is facilitated by the CSE/local district.

#### **Transfer Students:**

**In-State transfer:** If a child with a disability (who had an IEP in effect in a previous public agency) transfers to a new school in the same state and enrolls in the new school within the same academic year, the public agency (in consultation with the child's parents) shall provide the child with a free appropriate public education, including services comparable to those described in the prior IEP, until the public agency adopts the prior IEP or develops, adopts, and implements a new IEP that is consistent with federal and state laws.

**Out of State Transfer:** If a child with a disability (who had an IEP in effect in a previous public agency) transfers to a new school in a different state and enrolls in the new school within the same academic year, the public agency (in consultation with the child's parents) shall provide such a child with a free appropriate public education, including services comparable to those described in the prior IEP's until the public agency conducts an evaluation, if determined to be necessary by the agency, and develops a new IEP, if appropriate, that is consistent with federal and state laws. The evaluation conducted is considered an initial evaluation as special education eligibility within the new state must be determined.

In order to comply with these transfer requirements, under certain circumstances the school may need to contract with another school/entity for the provision of educational services.

#### **Parent Participation**

Parents are an important member of the school community and have the right to participate in all meetings involving the evaluation, identification, and educational placement of their student. Parents will be invited to participate and share information about their student prior to and during the IEPT meeting. Parents are encouraged to review the *Procedural Safeguards* so that they are fully informed of their rights.

#### **Crisis Management: De-escalation, Isolation and Restraint of Student**

The school is committed to maintaining a safe learning environment for all students, staff, and visitors. It is the policy of our school to only utilize approved physical restraint in response to emergency or crisis situations. Use of restraint procedures should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide pro-active positive behavior supports to prevent the need for their use. When such activities are utilized, documentation procedures are required in addition to timely communication with parents and other key members of the educational system. This documentation must remain on file at the school and is considered part of the student's educational file.

## Student Responsibility: Homework

### Philosophy

The school staff believes that homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework:

- Students will develop more self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become organized.
- Students will learn to budget their time.
- The learning process will be expanded through extensions not accomplished in the school setting.

### Guidelines

1. Parents and students should expect homework each evening.
2. Assigned homework that requires completion is a part of each student's evaluation. If a homework assignment is one week or more late, the assignment may be recorded in the teacher's grade book as a zero.
3. Homework will be planned and assigned for specific instructional purposes related to classroom objectives.
4. The quantity of homework will be within reason. As the school year progresses, the amount of homework and the number of days homework is assigned may increase depending on the maturity and ability of the students.

### Make-Up Work

Students have an obligation to complete assignments missed during illness or unexpected absence from school. In keeping with our belief that students should develop a sense of responsibility, we expect them, with their parents' help, to contact their teachers to secure missed assignments. Students are guaranteed one school day for each day absent from school to make up their work. Additional time may be given at the teachers' discretion.

In cases of prolonged absence due to illness, the student's teachers should be called, so necessary arrangements can be made to have assignments picked up. At the request of the parents, the teachers will provide assignments for a student who is absent two or more days. Parents must call before 8:00 a.m. on the day the homework is needed in order to allow the teachers adequate time to assemble the assignments. Parents may pick up the assignments after 3:15 p.m. on the date requested.

Suspended students' homework may be picked up in the main office after 12:00 p.m. on the first day of suspension. Suspended students are required to turn in their late work the day they return to school. They do not receive make-up days.

## Student Responsibility: Technology Use and Internet Safety Practices and Procedures

Students are offered access to the National Heritage Academies (NHA) computer network for creativity, communication, research, and other tasks related to the NHA academic program. All use of computers, furnished or created data, software, and other technology resources as granted by NHA are the property of NHA and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the NHA computer network and the school's technological resources.

The school educates students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### General Rules

1. **Privacy:** The school and NHA reserve the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using the NHA network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any NHA technology or transmissions originating within or around school property.
2. **Bullying:** The school prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities, video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the NHA network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.

6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by NHA to ensure the safety and integrity of data, NHA makes no warranties of any kind, either expressed or implied, for the service it provides. NHA will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need.
8. **Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.

## Internet Use

The World Wide Web is a vast collection of resources readily available to any user on any computer connected to the Internet. NHA integrates the use of these resources into student instruction. Student Internet usage is permitted only in the presence and supervision of a teacher, the child's parent, or other designated adult school personnel. NHA is not responsible for the accuracy or quality of information obtained through the Internet or the NHA computer network.

Some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language or images. While the school uses Internet resources to achieve educational goals, there is always a risk of students accessing other materials. However, we believe that the benefits of using technology outweigh the disadvantages. Teachers are trained in the appropriate use of technology with students, but ultimately, parents of students are responsible for setting and conveying the expectations regarding the use of media and information sources at home and at school.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA must adopt a policy such as this to monitor online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials.

NHA complies with CIPA by deploying a Web content filtering product called OpenDNS, which categorizes Internet sites and sends updates to NHA site-based hardware. A process is in place for changing the categorization of Web sites. The following categorizations are currently in place:

- **Obscenity and Pornography Filtering:** OpenDNS allows schools and libraries to manage Internet access to over 90 URL categories pertinent to CIPA.
- **Accurate Web Filtering:** OpenDNS offers the best-of-breed filtering database.
- **Filtering of Search Engine Images:** OpenDNS filters inappropriate images that can be found in search engine query results.
- **Monitoring:** OpenDNS reporting tools Explorer, Reporter and Real-Time Analyzer offer many different ways to monitor and report online activities of minors.

- Policy Management: OpenDNS allows customization of Internet policies, based on a user or group, with the ability to set appropriate policies based on age or need.

## Student Responsibility: Search and Seizure Practices and Procedures

### Lockers are School Property

All lockers assigned to students are the property of the school. At no time does the school relinquish its exclusive control of its lockers. Students are prohibited from placing locks on any locker.

The school assigns lockers to its students for their convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as footwear, grooming aids, lunches, or outer garments. Students solely are responsible for the contents of their lockers.

### Search of Locker Contents

Searches of school lockers and their contents deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the Board of Trustees authorizes the principal or his/her designee, upon reasonable cause under the circumstances, to search lockers and locker contents at any time, without notice, and without parental or student consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or in violation of school policies and rules.

### Seizure

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and/or school policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent of a student shall be notified by the principal or his/her designee of items removed from the locker.

### Search and Seizure of Electronic Devices

Cell phones, PDAs, iPods, MP3 players, video equipment, cameras, gaming devices, and any other electronic devices are not permitted on school grounds or at school-related events, unless approved by the principal. If approved, an electronic device shall not be used in a manner that disrupts the educational process or purpose, including but not limited to posing a threat to academic integrity, violating confidentiality or privacy rights of another individual, or violating the Student Code of Conduct. If the principal or his/her designee has a reasonable suspicion that a violation has occurred, he/she shall have the right to search for and confiscate the electronic device.

## **Search and Seizure of Person and/or Personal Property**

The school will conduct a search if the principal (or principal designee) has a reasonable suspicion that a violation of the Student Code of Conduct has occurred. When determining the nature and scope of the search, the principal (or the principal designee) will consider the age and sex of the student as well as the nature of the act of misconduct. The search may include the student's person, backpack, purse, pockets, shoes, and/or other personal property. A physical search of a student's person will only be conducted when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person.

## Student Responsibility: Student Code of Conduct

Our goal is to offer a quality education program. To fulfill this goal, students need a positive, safe, and orderly school environment in which learning can take place without disruption. Students who do not observe the rules of good conduct in the classroom or on the playground decrease both the learning and safety of others and their own opportunities to learn. Therefore, our staff takes a very proactive role in enforcing the Student Code of Conduct outlined below.

Students are expected to demonstrate respect and courtesy to staff members, being kind to others, and being considerate of others' and the school's property.

### Acts of Misconduct

The acts of misconduct listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

A student who engages in any of the acts of misconduct listed in this Student Code of Conduct will be disciplined in accordance with the disciplinary levels described below. Additionally, a student who engages in an act of misconduct that violates the law may be referred to the appropriate law enforcement. A student who engages in an act of misconduct when the student was enrolled in another school for which the disciplinary action has not been fully served may be required to serve out the length of the suspension or expulsion.

Students are expected to follow the Code of Conduct when

- on school property;
- in a motor vehicle being used for a school related purpose;
- at a school-related activity, function or event;
- en route to or from school;
- at any time or place when the student's behavior creates or would foreseeably create a substantial disruption with the school environment

Acts of misconduct include, but are not limited to, the following:

- Failure to cooperate or comply with directions of school personnel and volunteers
- False allegations against staff, volunteers, or students
- Falsification of records or scholastic dishonesty (including cheating and plagiarism)
- Misuse of copyrighted materials
- Improper or disrespectful communications to staff, volunteers, or students
- Use of profane and/or inappropriate language and/or gestures
- Engaging in any willful act which disrupts the normal operation of the school community
- Discrimination, bullying (including cyber-bullying) and/or harassment of any student, staff member or volunteer
- Criminal Sexual Conduct as defined by state law
- Improper dress in violation of the Dress Code
- Indecency (either with clothing/exposure, pictures or public display of affection)
- Any public display of affection having sexual connotations
- Violations of building rules and regulations

- Violations of rules or policies as set forth in the Parent and Student Handbook
- Smoking, tobacco possession or use
- Trespassing, loitering
- Suspended or expelled student on school property or attending school activities
- False alarms
- Possession of electronic device(s) defined by school policy
- Defacement/Damage of property or theft/possession of stolen property
- Coercion, extortion or blackmail
- Arson
- Selling, using or possessing obscene material
- Possession of firework(s), explosive(s) and/or chemical substance(s)
- Possession and/or sale of alcohol and/or drugs (narcotic drugs, look-a-like substances and illegal chemical substances)
- Possession of look-a-like weapons
- Possession of dangerous weapons as defined by state law and dangerous weapons or instruments not otherwise enumerated herein
- Possession of personal protection devices (such as tasers, mace, pepper-spray, etc.)
- Fighting, physical assault and/or battery on another person
- Engaging in gangs or gang-related activities, displaying gang-related items or affiliation (e.g., wearing clothing, using language, throwing signs, and writing names or symbols associated with a gang)
- Violation of Technology Use and Internet Safety Practices and Procedures
- Misconduct prior to enrollment
- Persistent disobedience. Disregard for the Student Code of Conduct as evidenced by frequent short term out of school suspensions.
- Verbal assault
- Malicious or willful types of behavior that endanger the safety of others
- Extreme acts of defiance and/or threats toward teachers/other adults/fellow students
- Criminal acts other than as enumerated herein
- Excessive tardiness or absences as defined in the Attendance Policy

Parents or students who are unsure of what conduct is prohibited by each act should consult with the principal.

## **Disciplinary Procedures**

A student may be disciplined at any level depending on the frequency and/or severity of the act of misconduct. A Behavior Referral Report will be completed for each violation of the Code of Conduct and copies are made for the parent and kept in the student's file. Discipline records will be included in any student file properly requested by the parent to be transferred to a subsequent school. Corporal punishment is prohibited as a means of discipline.

Before any disciplinary action is taken at levels 1-4, the student will be notified of the allegation of a code of conduct violation and given an opportunity to explain his/her conduct. For actions related to Levels 5 and 6, the due process procedures are outlined under suspension and long-term suspension and expulsion procedures.

**Level 1 EARLY INTERVENTION:** The behavior may be a violation of the code of conduct or a disruption of the orderly operation of the classroom or a school activity. The inappropriate behavior with the student is addressed.

**Level 2 PARENT NOTIFICATION:** The parent is notified by mail or a note home of the misbehavior.

**Level 3 PARENT CONTACT:** A conference with the parent is held in order to discuss the incident and appropriate disciplinary action.

**Level 4 BEHAVIOR SUPPORT PLAN (BSP):** When the behavior(s) has reached a level of persistent disobedience, the teacher and/or principal shall schedule a meeting with the parents in order to implement a Behavior Support Plan or BSP. A BSP will take into consideration the cause of the inappropriate behavior, positive interventions that might be utilized to diminish the inappropriate behavior and necessary consequences that will take place if the behavior continues. The BSP shall be signed by all parties and copies are made for the parent and kept in the student's file. If the disciplinary action is related to unexcused tardies or absences an Attendance Corrective Action Plan (A-CAP) will be implemented.

**Level 5 SUSPENSION OF FIVE (5) SCHOOL DAYS OR LESS OR OTHER DISCIPLINARY INTERVENTIONS:** When the act of misconduct is such that it disrupts the school learning environment or violates the Behavior Contract, the resulting consequence by the school administration may include suspension from school for up to five (5) school days, or other disciplinary interventions such as restitution, counseling and exclusion from school activities. The school administration may convene a meeting with the student, parents and others to develop or update an existing Behavior Contract that outlines the expected behavior and disciplinary action. The Behavior Contract shall be signed by all parties and copies are made for the parent and kept in the student's file. The student will be granted a right to due process as described in the Due Process Procedures of this Code of Conduct.

**Level 6 LONG TERM SUSPENSION OR EXPULSION:** When the act of misconduct is considered a crime under state law, constitutes extreme non-compliance with school rules, or so extreme that it threatens the safety of others, or a student is persistent in his/her disobedience of the rules of the school, the student may serve a long term suspension or be expelled from school. The student will be granted a right to a due process hearing.

### **Discrimination, Bullying and Harassment**

The school prohibits any and all acts of discrimination, bullying (including cyber-bullying) and harassment of students by school employees or students that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse that would unreasonably and substantially interfere with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being or reasonably cause the student fear of physical harm. Such conduct shall include, but is not limited to, discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Bullying (including cyber-bullying) and intimidation includes a gesture or written, verbal, graphic or physical act (including electronically transmitted acts - i.e. internet, cell phone, or wireless hand-held device) that is reasonably perceived, under the circumstances, to have the effect of harming a student or damaging a student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning a student or group of students in such a way as to materially disrupt or interfere with the school's educational mission or the education of any student. Acts of discrimination, harassment, bullying and intimidation apply to behavior in school during school hours, before and after school, while on school property, at all school-sponsored events or off school property where such conduct creates or would foreseeably create a substantial disruption

within the school environment.

The Principal shall be the Dignity for All Students Coordinator (“Coordinator”). The Coordinator may be reached by contacting the school office.

Procedures:

1. Any school employee who has witnessed or has reliable information that a student has been subject to any act of discrimination, bullying or harassing behavior shall promptly report the incident to the Coordinator and shall make a written report to the Coordinator within two (2) school days of the initial report.
2. A student, volunteer, or visitor who has witnessed or has reliable information that a student has been subject to any act of discrimination, bullying or harassing behavior should, and are strongly encouraged to, report the incident to a teacher, other staff member or the principal.  
Such report of should be done in written form, providing as much information as possible. The report may be done anonymously.
3. The Coordinator will conduct a thorough and prompt investigation.
4. Within two (2) school days of receiving a report the Coordinator shall notify the parent of the alleged victim of bullying and the parent of the alleged perpetrator of bullying. Upon completion of the investigation report, the Coordinator shall notify the parent of both the victim and perpetrator of the results of the investigation.
5. There will be no reprisal or retaliation against any person who reports an act of discrimination, bullying or harassment in good faith. Such reprisal or retaliation by a student is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.
6. Any student who is found to have falsely accused another of discrimination, bullying or harassment is subject to remedial action in accordance with the Student Code of Conduct. Discrimination, bullying or harassing behavior is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.

## **Due Process Procedures**

The following due process procedures only govern the suspension or the expulsion of a student from the school’s regular educational program. If a student charged with violation of the Code of Conduct has been returned to the regular school program pending a decision, then such action of reinstatement shall not limit or prejudice the school’s right to suspend or expel the student following that decision.

### **A. Suspension of Five (5) School Days or Less**

As a general rule, prior to any suspension of the student, the principal shall provide the student with the following due process:

1. The principal will provide the student with notice of the charged misconduct, and, if the student denies the charges, the principal shall provide the student with an explanation of the basis for the suspension.
2. The student and the student’s parent(s) shall, on request, be given an opportunity for an informal conference with the principal to present the student’s version of the event and to ask questions of the complaining witnesses.

3. 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 the decision to propose suspension.

If a student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, at the principal's discretion, the conference shall take place as soon after the suspension as is reasonably practicable.

## B. Suspension of More Than Five (5) School Days and Expulsion

The principal, or dually appointed hearing officer, has the discretion to recommend a long-term suspension or expulsion. This decision will be based upon the above-referenced informal conference with the pupil and his/her parent(s). The principal will hear all long-term suspensions and expulsions within five (5) school days of the act of misconduct.

### 1. Opportunity for a Fair Hearing for Long-Term Suspension or Expulsion

If a student is charged with a violation of the Student Code of Conduct carrying a consequence of long-term suspension or expulsion, the student and his/her parent(s) shall be notified as set forth in Section (A)(3) referenced above.

The written notice of the violation shall contain a description of the alleged misconduct, the proposed consequence, and an explanation of the student's and parent(s) rights to a due process hearing at a specified time and place to determine (i) whether a violation occurred and (ii) whether the consequence of such violation merits the imposition of a long-term suspension or expulsion.

The notice shall also set forth the right of the student and his/her parent(s) to representation by counsel, at their own expense, with the right to question witnesses against the student and to present witnesses and other evidence on his/her behalf.

A record of the hearing shall be maintained, but no stenographic transcript shall be required and a tape recording shall be deemed a satisfactory record.

The principal will make a final decision about long-term suspension or expulsion within a reasonable time after the hearing. The student shall remain suspended pending the decision of the principal.

### 2. Appeal of Long-Term Suspension or Expulsion

The student, together with his/her parent(s), may appeal the decision to the Board of Trustees. A written record will be made of all actions taken.

## Provisions for Services During Suspension or Expulsion

The school hereby commits to ensuring that all students receiving suspensions or expulsions are provided alternative instruction sufficient in quality and quantity to comply with section 3214 of the Education Law and other applicable laws. Strategies to be implemented may include but are not limited to home-based instruction, after-school instruction, tutoring, and contracting with additional providers, sufficient to attain the school's learning standards.

For all suspensions, the school shall provide an alternative education program through the school. The services provided will be designed in order to ensure that the student is given the opportunity to master the school curriculum and take such assessment tests and measures as the school would otherwise provide.

For students expelled from the school, the school will provide an alternative education program for the remainder of the school year or until the student is enrolled in another accredited school or is otherwise participating in an accredited program, including any alternative education program operated by the student's school district of residence.

### **Discipline of Off Campus Behavior**

The school reserves the right to discipline students' off campus behavior, including behavior during transportation to and from school or school trips, which substantially disrupts the school's educational process or mission or threatens the safety or well-being of a student or staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following:

- Whether the behavior created material and substantial disruption to the educational process
- Whether a nexus (connection) to on-campus activities exists
- Whether the behavior creates a substantial interference with a student's or staff member's security or right to educate and receive education
- Whether the behavior invades the privacy of others

Whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, or reasonable person standards.

### **Definition of Terms**

Behavior Referral Report is a specific written record of the student's act of misconduct. It documents the date, nature of the offense, and the disciplinary action taken by the teacher and/or school administration.

Attendance Corrective Action Plan (A-CAP) is a written document that identifies the causes for excessive tardies and/or absences and what steps will be taken to minimize the number of occurrences. It is signed by the parents, student, and staff member.

Behavior Support Plan (BSP) is a written document that identifies the cause of repeated misconduct and what steps will be taken in order to help a student overcome inappropriate behavior. It is signed by the parents, student and staff member.

Behavior Contract is a written document that outlines the expected behavior and disciplinary action for a student. It is signed by the parents, student, and staff member.

Out-Of-School Suspension refers to a decision to temporarily remove a student's right to attend school or any school-related activity not to exceed five (5) school days. A meeting with the parents may be convened to discuss the incident that led to the suspension and to develop a Behavior Contract for the future.

Long Term Suspension is defined as a suspension from school in excess of five (5) school days.  
\*The law requires students to be suspended no less than one year in the event that a dangerous weapon is brought to school, but the suspension may be modified on a case by case basis, subject to review by the Board of Trustees.

Expulsion is defined as a decision to remove a student from school due to extreme non-compliance with school rules/state law.

## IDEA Student Discipline

Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based on their qualification for services under these federal laws.

### Discipline Procedure for Special Education Services

Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses. Discipline of a student identified as having a disability, however, will be in accordance with the following:

- Students for whom the Individualized Educational Plan (IEP) includes specific disciplinary guidelines will be disciplined in accordance with those guidelines. If the disciplinary guidelines are ineffective or if there is a concern for the health and safety of the student or others, the matter will be immediately referred to the Committee on Special Education (CSE) of the student's district of residence to reconsider the guidelines.
- Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with standard school policy relating to each infraction. The CSE of the student's district of residence shall be notified immediately whenever suspension from classes for more than ten (10) school days is contemplated, and the school shall work with the CSE to arrange appropriate alternative instruction.
- If the student has been identified as a student with a disability or is a student who should be deemed to have a disability and suspension for more than ten (10) school days is contemplated, the school's special education coordinator will take immediate steps to refer the student to the CSE of the student's district of residence. If a connection between the disability and the misconduct is found, no penalty may be imposed, and the school will work with the CSE to consider a possible program modification.
- Although no penalty may be imposed on a student whose misconduct is a manifestation of his or her disability, a student may be removed from school and placed in an Interim Alternative Educational Setting, whether or not the conduct is a manifestation of disability, if the student is found guilty of bringing a weapon to school, of bringing drugs to school, or causing serious physical injury to another individual in the school.
- If a student identified as having a disability is suspended during the course of the school year for a total of eight (8) school days, the student will immediately be referred to the CSE of the student's district of residence for reconsideration of the student's educational placement. The student shall not be suspended for a total of more than ten (10) school days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh (11<sup>th</sup>) day of suspension, because a suspension of more than ten (10) school days is considered to be a change in placement.
- In considering change of placement of students referred for disciplinary purposes, 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 CSE of the student's district of residence to schedule an expedited meeting to consider a change in placement for the student under the following circumstances:
  - A student with a disability who has previously been suspended for the maximum allowable number of school days violates the code of conduct; or
  - The CSE has determined that the conduct which resulted in the disciplinary action was a manifestation of the student's disability; or

- A student with a disability violates the code of conduct and the conduct would be punishable by a suspension in excess of ten (10) school days if the student did not have a disability

#### **Provision of Services during Suspension for Special Education Students**

Students removed for a period less than ten (10) school days will receive all classroom assignments and a schedule to complete the assignments during their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of suspension. The school will also provide alternative instruction, including assignment instructions, phone assistance, computer instruction, and home visits and one-on-one tutoring, so suspended students are given a full opportunity to complete assignments and master the curriculum. School personnel, in consultation with the student's special education teacher, make the service determination.

During any removal within the school year, which combined with previous removals equals ten (10) school days or more, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the student to progress appropriately in the general curriculum and to achieve the goals of his/her IEP. School personnel, in consultation with the student's special education teacher, make the service determination.

During any removal of the student from the general education setting for more than ten (10) school days services will be provided to the extent necessary to enable the student to progress appropriately in the general curriculum and to achieve the goals of his/her IEP. These service determinations will be made by the CSE of the student's district of residence. The school will implement the recommendation of the CSE with respect to services to be provided to the student in an interim alternative education setting.

A student may be expelled or suspended for the balance of a school year when the behavior resulting in the suspension is not a manifestation of the disability; removal for up to forty-five (45) school days may be ordered, even if the CSE determines that a student's misconduct was a manifestation of disability, if the misconduct which resulted in the disciplinary proceeding involves weapons, drugs, or serious physical injury to another individual. In any such long-term removal the student will receive services in an interim alternative education setting as determined by the CSE of the student's district of residence.

#### **Committee on Special Education (CSE) Meetings**

Meetings of the CSE of the student's district of residence are required either to develop a behavioral assessment plan or, if the student has one, to review the plan when (a) the student is first removed from his/her current placement for more than ten (10) school days in a school year and (b) when commencing a removal that constitutes a change in placement. Subsequently, if other removals occur that do not constitute a change in placement; the school will work with the CSE of the student's district of residence to review the student's assessment plan and its implementation to determine if modifications are necessary.

#### **Due Process**

If the discipline contemplated would constitute a change in placement, then (a) no later than the date on which the decision to take such action is made, the parents shall be notified of that decision and provided with a copy of New York State's procedural safeguards, and (b) within ten (10) school days after the decision is made, the CSE of the student's district of residence shall meet to determine if the behavior subject to the disciplinary action is a manifestation of the student's disability.

If, upon review, it is determined that the student's behavior was not a manifestation of his/her disability, the student may be disciplined in the same manner as a student without a disability.

Parents may request a hearing to challenge the manifestation determination. The student will remain in his/her current educational placement during the pendency of the hearing unless his/her offense involves a serious bodily injury, drugs, or weapons or he/she poses a health or safety risk.

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting (IAES) or the manifestation determination regarding a disciplinary action relating to weapons, drugs, or serious bodily injury, the student shall remain in the IAES pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and school agree otherwise.

Note: In a situation involving drugs, weapons or serious bodily injury, a student with a disability may be removed to an IAES for forty-five (45) school days, even if the CSE concludes that the misconduct was a manifestation of the student's disability. The School's Special Education Coordinator will work with the CSE to review the services to be provided in the IAES.

## Parental Partnership: Communication

Effective communication between the school and home is vital to the successful academic, emotional, and social well-being of students. To keep parents informed of school events and student growth, the school communicates often with parents through newsletters, telephone calls, and individual and group meetings.

### Secure School Website

National Heritage Academies is committed to student achievement and parental involvement. NHA maintains a secure website containing student information to link these two core values. This secure online tool can be accessed by visiting the school website and logging-in through the Parent Login link on the homepage. Administrators and teachers update this site daily to record student records, analyze data, and communicate important information.

NHA recognizes the value of informed and involved parents in the learning process. The website provides another way for parents to stay connected to the school. The online connection begins as soon as a student applies to attend an NHA school. The parent(s) of the applicant are sent a letter with detailed instructions for accessing their own *free* online account. After following these instructions, parents can log on to the system from any computer on the Internet and review their child's admissions information, attendance, and grades. Using the website, parents can also e-mail staff members, review important publications, check calendars, and subscribe to automated e-mail updates about their child. Questions related to the website should be directed to [info@nhaschools.com](mailto:info@nhaschools.com).

### Parent Satisfaction Survey

Measuring and understanding parent satisfaction is an important part of our culture. In an effort to understand school-wide parent satisfaction, our students' parents are surveyed once per year. Parents are expected to complete one survey for each child enrolled at the school.

### Parent-Teacher Conferences

Parent-teacher conferences are conducted face to face twice each school year. In addition, parents are encouraged to inquire about their child's performance any time during the school year. We believe that by continually monitoring students' progress, the parent-teacher conferences will serve as a review with very few surprises.

During each conference, teachers review the student's progress and discuss his/her strengths and opportunities. Parents are encouraged to ask questions in order to learn as much as possible about their child's performance. We aim to make parent-teacher conferences a positive experience for everyone involved.

## Parental Partnership: Attendance

Regular attendance establishes good work habits and self-discipline. Our school records attendance every morning, afternoon, and in each middle school class period.

### Arrival

Students should arrive to school between 7:45 a.m. and 8:00 a.m. Students will not be allowed access to the building prior to 7:35 a.m. Students may not run, shout, or otherwise act in a disorderly manner when arriving to school. All students wearing hats must remove them immediately upon entering the building. Students may not be dropped off and left in the front lobby for any reason. Please make arrangements for your child/children for morning childcare.

### Dismissal

Walkers, bus riders, and siblings are dismissed at 3:00 p.m. Those who are picked up are dismissed at 3:05 p.m. See the Student Dismissal Precautions below. No student will be dismissed between 2:30 p.m. and 3:00 p.m.

### Tardiness and Early Dismissal

Students are considered tardy if they arrive to their homerooms after the start of either class or morning ceremony, if held prior to class. Early dismissals from school will be marked accordingly in the student's record. Parents who dismiss their child early from school, for any reason, must sign the child out.

The tardy is considered unexcused unless communication is provided by the parent the day of the tardy and the tardy is excused under the reasons below. This communication should be documented for record-keeping purposes. The communication should contain the following information:

- Student's name
- Teacher's name
- Date of tardy
- Reason for tardy
- Phone number
- Signature of parent

If a tardy is due to a doctor or dental appointment, a note from a physician may be requested. Tardies are excused for only the following reasons:

- Personal illness or injury
- Funerals
- Doctor or dental appointments (which could not be arranged outside school hours)
- Religious observances
- Late arrivals due to weather conditions (which do not require a parent note)
- Authorized tardy (approved by the principal)

Abuse of excused tardies may be addressed by the principal and could result in disciplinary action taken under the Student Code of Conduct in the sole discretion of the principal.

## Absences

All absences are to be verified by communication from the parent to the school office. This communication should be documented for record-keeping purposes. Voicemail is available before and after school hours.

If an absence is not verified by communication from the parent, the absence is considered unexcused. An absence may be excused if communication is provided by the parent within five days following the absence and meets the guidelines below for an excused absence. The communication should contain the following information:

- Student's name
- Teacher's name
- Date of absence
- Reason for absence
- Phone number
- Signature of parent

If an absence is due to illness and lasts five days or more, a note from a physician may be requested. Absences are excused only for the following reasons:

- Personal illness or injury
- Funerals
- Doctor or dental appointments (which could not be arranged outside school hours)
- Religious observances
- Authorized absence (approved by the principal)

Abuse of excused absences may be investigated by the principal and could result in a referral to the Local School District Attendance Officer or other disciplinary action.

Unexcused tardies and absences are handled in the following manner:

Unexcused Tardies	Unexcused Absences	Progressive Consequences
3	2	Early Intervention
6	4	Parent Notification (Email or note)
9	6	Parent Contact (Phone or meeting)
12	9	Completion of Attendance Corrective Action Plan (A-CAP)*
16	14	Appropriate Consequence*
20	18	Appropriate Consequence*
24	22	Possible Expulsion/Withdrawal*

\*Potential referral to the Local School District Attendance Officer with certified return receipt to parent. Factor considered in grade promotion.

Note: Any student who accumulates 20 consecutive days of unexcused absences will be subject to potential withdrawal from the school.

## **Truancy**

A student is truant if unexcused absences total ten (10) or more school days in a school year. If truant, the student will be referred to CPS.

The principal may act as the school's attendance officer or delegate that duty. The school's attendance officer investigates possible school attendance violations and takes other necessary actions to enforce the compulsory education laws.

## **Family Vacations**

Parents planning to take their child on a trip must notify the principal or secretary at least two weeks before departure. The student's absence will be an excused absence if approved by the principal. Lengthy trips are discouraged and may be cause for withdrawal. It becomes the student's responsibility, with the help of the parents, to make arrangements with each teacher for missed assignments and to complete assigned work upon his/her return to school. The student is to complete all assignments within the same number of days as the length of the vacation. Incomplete assignments will not receive credit. Students who miss an announced test during their absence will take the test when all missed work is completed and within the same number of days missed due to the vacation. In fairness to the teacher's time, work will not be given in advance of the trip.

## **Family Death or Terminal Illness**

If there is a death, terminal illness, or similar traumatic situation in a student's family that may affect his/her attendance, emotional well-being, and/or level of concentration, the office staff members should be notified.

## **Illness during the School Day**

If a student becomes ill during the school day, appropriate arrangements will be made for the student's care while waiting for parent pick-up. Students with vomiting or fever must be symptom-free for 24 hours before returning to school.

## **Voluntary Withdrawal**

To withdraw a student, a parent must complete a Student Withdrawal form available in the office.

## **Student Dismissal Precautions**

### **Release of Student to Parent**

If a parent wishes to pick up his/her child before the normal dismissal time, he/she must come to the main office. Students will not be dismissed to a parent who is waiting outside the building in his/her vehicle. A parent may be required to show proper identification.

Students will only be dismissed with the approval of the principal. A request for an early dismissal must be in writing and signed by the parent. There is no early dismissal after 2:30 p.m. without prior written notification.

### **Release of Student to Non-Parent**

The main office will maintain a list of authorized individuals to whom students may be released early. Students will only be released to non-parent individuals who are on the list. Parents

create this list at the beginning of the school year and may alter it by filling out a form obtained from the office. Anyone seeking a student's release must report to the school office and present proper identification. In an emergency, a student may be released to someone not on the list with the principal's approval.

## Parental Partnership: Dress Code

To reduce distractions and competition the school has a dress code. Implementing a simple, flexible, cost-effective dress code promotes student learning and increased academic instruction time. Interpretation of the Dress Code is at the principal and staff. Their decision is final.

### Personal Hygiene

The personal grooming of students should be in accord with the standards set by the uniform dress code. Students should be clean and neat when at school.

### K-5 Grades Uniform

- Shirts must be a short or long sleeve bright green polo. A bright green polo purchased only through Image Builders is encouraged. Please contact the Image Builders toll-free customer service hotline at (855) 654-6243. A customer service representative will be available from 8:00 a.m. to 5:00 p.m., Monday through Friday - Eastern Standard Time or go to the school website for more information. Alternatively, a white polo may be purchased at a manufacturer of your choice.
- Slacks or dress pants must be navy blue.

### 6-8 Grades Uniform

- Middle School students must wear a long or short sleeve white button-down dress shirt with a tie. Ties purchased only through Image Builders are encouraged.
- Slacks or dress pants must be navy blue.

### General Expectations

- Conservative shoes, including loafer style, dress shoes, or tennis shoes must be worn. Shoe colors may be black, gray, or brown. Shoes must be worn appropriately (i.e., laced and/or strapped all the way for safety purposes). Athletic shoes with non-marking soles are to be worn for P.E. class.
- Socks must be solid black, brown, white or navy and worn with shoes.
- Cold weather attire may include sweaters or sweater vests that are solid navy or gray. All cold weather attire must be free of any designs or writing (for example, stripes, wording, etc.).
- Undershirts (t-shirts worn under uniform shirts) must be white, black or gray and must fit appropriately under the uniform shirts. Undershirts may not have longer sleeves than uniform shirts.
- A solid black, navy blue, or brown belt must be worn with all pants and shorts. Belt loops may not be removed from pants or shorts to avoid wearing belts.
- All clothing must be sized properly, so items are not overly baggy or tight.

### Not Permitted

- Hats of any kind or hooded sweatshirts. No hooded sweatshirts are permitted in the classroom.
- Dark and non-prescription glasses.
- Any distracting jewelry.
- Overly large clothing that sags down below the waist area.
- Rhinestone, silver ringed, studded or belts with designs. Plain only.

- Extreme hairstyles. Extreme styles are at the discretion of the principal.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- Blue jean material, knit pull-on pants, jogging pants, cargo pants with outside side pockets, corduroy pants, or decorative embroidery are not permitted.
- No shoes with wheels, airbrushing, house slippers, or flip flops are permitted on school grounds, in the gym, on the sidewalks, in the parking lots or in the playgrounds.
- Extreme makeup.
- Leggings, tight pants or skinny pants are not permitted.
- Rubber bracelets are not permitted.

## Boys

- Pants and shorts must be navy blue and conservative. They may not have carpenter loops, or stripes. Corduroy or denim materials are not permitted.
- Shirts must be tucked neatly into bottoms at all times.
- Ears may be pierced. Earrings may not exceed the size of a quarter.

## Girls

- Pants, shorts, Capri pants, jumpers, and skorts must be navy blue.
- All bottoms must be either longer than the fingers when the student's arms hang at her sides or no more than three inches above the knees.
- Tights and socks must be solid white, black, brown, or navy.
- For girls in grades K-5, heels on shoes may not exceed one (1) inch. For girls in grades 6-8, heels on shoes may not exceed two (2) inches.
- A reasonable number of earrings and rings are permitted (principal discretion). Only ears may be pierced. Earrings may not exceed the size of a quarter.

The school administration reserves the right to the final approval of dress code attire.

## Parental Partnership: Title I Parent and Family Engagement Policy

The school has adopted a policy addressing the importance of parent and family engagement. The Title I Parent and Family Engagement Policy, included below, was jointly developed with, and agreed on, by parents and family members of Title I participating children. In addition to existing policies and guidelines, the school also recognizes the need for a policy that meets the requirements under Section 1116 of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds (ESSA) Act of 2015 (P.L. 114-95).

Parents and family members of students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are to be kept informed of the academic progress their children make as a result of participation in these programs, for it is through mutual understanding and close cooperation between the school and home that a student’s academic success improves. Two-way communication between the school and home, both verbal and written, provides a sound base for a good partnership to provide an effective educational program for all students. Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school. The policy describes how federal and applicable state requirements for parental engagement will be met and sets the school’s expectations and objectives for meaningful parent and family involvement and engagement.

ESSA Section	Ways in Which School Staff Accomplish these Activities
<p><b>1116 (c) (1)</b> The school shall convene an Annual Title I Parent and Family Meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, to explain requirements of Title I, and their right to be involved.</p>	<p>Early in the school year, parents and family members are invited to an annual Title I Parent and Family Meeting to meet the staff, learn more about Title I programs, ask questions, and give suggestions. The following information is part of the meeting:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title I requirements</li> <li><input type="checkbox"/> The right for parents and family members to be involved and to provide input on the Title I program, the Title I Parent and Family Engagement Policy, the School-Parent Compact/Commitment to Excellence Contract, and the Homeless Dispute Resolution process</li> <li><input type="checkbox"/> How progress is measured and how they receive feedback about their child’s progress.</li> </ul> <p>Parents and family members who are unable to make this meeting are invited to schedule a meeting with school staff to go over the information at a time that is convenient for them.</p>
<p><b>1116 (c) (2)</b> The school shall offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parental involvement.</p>	<p>Meetings are offered at times convenient for parents and family members and if needed, transportation, child care, and home visits can be arranged. Teachers, deans and principal also available by email, voicemail, and appointment.</p>

<p><b>1116 (c) (3) The school shall</b> involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school’s parent and family engagement policy and joint development of the schoolwide program plan.</p>	<p>Parents and family members are involved in the planning, review, and improvement of the school’s parent and family engagement policy, and the joint development of the school improvement plan, Parent and Family Engagement Plan, and Title I Program. At least annually, the school, parents and family members convene to evaluate the school improvement plan, Parent and Family Engagement Plan, and Title I Program. This assessment includes metrics so the school can evaluate the effectiveness of parent and family engagement policy initiatives and the level of responsiveness to parent and family concerns. This assessment initiative helps the school identify barriers to greater parent and family participation. The school uses the findings of this assessment initiative to design strategies for more effective parent and family engagement and to revise, if necessary, this Parent and Family Engagement Policy. Further, these metrics may be used as a measure in the performance evaluations of the school, principals, and staff. Examples of metrics include, but are not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Responses to, and the results of, the annual Parent Satisfaction Survey</li> <li><input type="checkbox"/> Increase or decrease in the number of parents and family members involved in school activities</li> <li><input type="checkbox"/> Percent of signed School-Parent Compacts/Commitment to Excellence Contracts</li> <li><input type="checkbox"/> Attendance at parent-teacher conferences</li> <li><input type="checkbox"/> Workshops and learning experiences offered for parents and family members</li> </ul>
<p><b>1116 (c) (4) (A) The school shall</b> provide parents of Title I children timely information on Title I programs.</p>	<p>In order to build meaningful, consistent, and effective communication between the home and the school, parents and family members of Title I children are provided timely information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Fall Title I Parent and Family Meeting</li> <li><input type="checkbox"/> Annual Spring Parent and Family SIP Meeting</li> <li><input type="checkbox"/> The Parent and Student Handbook</li> <li><input type="checkbox"/> Regular school and classroom newsletters</li> <li><input type="checkbox"/> The annual school calendar</li> <li><input type="checkbox"/> Special event and reminder notices</li> <li><input type="checkbox"/> Report cards</li> <li><input type="checkbox"/> Parent-teacher conferences</li> <li><input type="checkbox"/> Parent and Family Nights</li> <li><input type="checkbox"/> School assemblies/ceremonies (parents invited)</li> <li><input type="checkbox"/> The School-Parent Compact/Commitment to Excellence Contract</li> </ul>
<p><b>1116 (c) (4) (B) The school shall</b> provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels of challenging State academic standards students are expected to meet.</p>	<p>Parents of Title I children are provided a description and explanation about the school’s curriculum, assessments, and proficiency level expectations. Efforts are made to assist parents of Title I children in understanding challenging State academic standards and the achievement levels established for students, the school curriculum, and school expectations and assessment results. This is accomplished by scheduling regular parent and family meetings throughout the school year.</p>

<p><b>1116 (c) (4) (C) The school shall</b> provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, and to participate as appropriate, in decisions relating to their child’s education, and to respond to any suggestions as soon as practicably possible.</p>	<p>Parents and family members have opportunities to share suggestions, participate in decision making on issues relating to their child’s education, and respond to any suggestions as soon as possible in the following ways:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Fall Title I Parent and Family Meeting</li> <li><input type="checkbox"/> Annual Spring Parent and Family SIP Meeting</li> <li><input type="checkbox"/> Parent and Family Learning Events</li> <li><input type="checkbox"/> Meetings with the principal as needed and or upon request</li> </ul>
<p><b>1116 (c) (5) The school shall</b> ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the local education agency.</p>	<p>At least one parent representative participates on the School Improvement Planning Committee and is included in the school’s comprehensive needs assessment process. Parents and family members have the opportunity to attend the annual Spring Parent and Family SIP Meeting and submit comments about the school improvement plan and goals via a survey or directly to school administration. Any comments from parents on the plan are submitted to the local education agency by the school in conjunction with submission of the school’s improvement plan.</p>
<p><b>1116 (d) (1) The school shall</b> jointly develop, with parents, a school-parent compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. This compact must describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment and the ways in which each parent will be responsible for supporting their children’s learning, volunteering in their child’s classroom, and participating in decisions relating to the education of their children and positive use of extra-curricular time.</p>	<p>The School-Parent Compact/Commitment to Excellence Contract was developed with input from parents and family members. This contract describes how the parents, school staff, and students share the responsibility for improving student achievement. It is given to all parents prior to school opening and is presented to parents and family members annually for further development. Parent and family member input is collected through parent and family meetings and surveys.</p>
<p><b>1116 (d) (2) (A) The school-parent compact must</b> address the importance of communication between teachers and parents on an ongoing basis through elementary parent/teacher conferences, at least annually, during which the compact will be discussed with parents as it relates to the individual child’s achievement.</p>	<p>The School-Parent Compact/Commitment to Excellence Contract is shared annually at parent-teacher conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child’s learning at home and school.</p>

<p><b>1116 (d) (2) (B) The school-parent compact must provide for frequent reports to parents on their child’s progress.</b></p>	<p>Student progress is reported to parents in several different ways at a variety of times throughout the school year including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit assessment results sent home with students</li> <li><input type="checkbox"/> NWEA results given to parents during Parent-Teacher Conferences</li> <li><input type="checkbox"/> State test results given to parents annually</li> <li><input type="checkbox"/> Report cards</li> <li><input type="checkbox"/> myNHA is a tool parents can use at home to access student progress</li> </ul>
<p><b>1116 (d) (2) (C) The school-parent compact must afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities.</b></p>	<p>Parents of all children including those receiving Title I services are encouraged to visit the school for volunteer training and information, participate in and/or observe their child’s classes, actively volunteer in the life of the school, and attend other meetings and events. In addition, the school encourages parents and family members to offer their ideas and suggestions to the school staff.</p>
<p><b>1116 (d) (2) (D) The school-parent compact must ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language family members can understand.</b></p>	<p>Private meetings with parents are held to explain information as needed. Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bilingual staff for interpretation</li> <li><input type="checkbox"/> Offering translators during parent meetings</li> <li><input type="checkbox"/> Translation of documents</li> </ul>
<p><b>1116 (e)(1) The school shall provide assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children.</b></p>	<p>The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of 1116 (e)(1), and how to monitor a child’s progress and work with educators to improve the achievement of their children.</p>
<p><b>1116 (e) (2) The school shall provide materials and training to help parents work with their children at home to improve their children’s achievement.</b></p>	<p>The school provides materials and training to help parents and family members develop and use at-home skills that support their children’s academic achievement and social development. Parents and family members are given techniques and strategies that they may use to improve their children’s academic success and to assist their children in learning at home. A Parent Needs Assessment survey is conducted during a Parent and Family Night. Some of these activities may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math games</li> <li><input type="checkbox"/> Reading skills games</li> <li><input type="checkbox"/> Kindergarten orientation</li> <li><input type="checkbox"/> Writing skills</li> <li><input type="checkbox"/> District standards and assessments</li> <li><input type="checkbox"/> Community resources</li> <li><input type="checkbox"/> Helping with homework</li> </ul>

<p><b>1116 (e) (3) The school shall</b> educate staff, with the assistance of parents, in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and to build relationships between the parents and the school.</p>	<p>The school educates principals, teachers, student services personnel, and other staff, with the assistance of parents, regarding the value and utility of parental contribution, ways to reach out to, communicate with, and work with parents as equal partners, ways to implement and coordinate parent and family programs, and ways to build ties between parents and family members and the school.</p>
<p><b>1116 (e) (4) The school shall</b> coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children.</p>	<p>The school coordinates and integrates, to a feasible and appropriate extent, parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and other Federal, State, and local programs, including public preschool programs to encourage parents and family members to fully participate in the education of their children.</p>
<p><b>1116 (e) (5) The school shall</b> ensure information related to school and parent programs, meetings, and other activities is shared with parents in a format and, to the extent practicable, in a language parents can understand.</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bilingual staff for interpretation</li> <li><input type="checkbox"/> Offering translators during parent meetings</li> <li><input type="checkbox"/> Translation of documents</li> <li><input type="checkbox"/> Private meetings with parents to explain information as needed</li> </ul>
<p><b>1116 (e) (14) The school shall</b> provide other reasonable support for parental involvement activities as parents may request.</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent Room with community resources listed and computer access</li> <li><input type="checkbox"/> Parent and Family Learning Events based on parent survey results</li> <li><input type="checkbox"/> Voice of Parent results used for decision making regarding school safety and student behaviors</li> <li><input type="checkbox"/> Translation of documents</li> </ul>
<p><b>1116 (f) The school shall</b> provide full opportunities for the informed participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.</p>	<p>Staff provide opportunities for full parent and family participation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bilingual staff or translators are available for interpretation and translation of important documents for limited English proficient parents and families of migratory children</li> <li><input type="checkbox"/> School administration will meet with families who have limited English proficiency, families with members who have disabilities, families experiencing homelessness, and migratory families to provide information regarding support available to them</li> <li><input type="checkbox"/> Hearing Assistance</li> <li><input type="checkbox"/> Wheel chair accessible campus</li> </ul>

## Parental Partnership: Visitor and Volunteer Guidelines

Visitors and volunteers are expected to review and honor the following guidelines while visiting or volunteering for the school. Violation of these guidelines endangers the safety of students and their right to an education. Those not abiding by these guidelines may be barred from the building and/or prevented from participating in future volunteer opportunities. Please contact the school's office for information on becoming a volunteer.

### General

1. Potential volunteers are required to complete the appropriate level of background check before a volunteer assignment begins. Parents and guardians may complete the online Volunteer Authorization and Release form on the parents' form site to begin the background check process. Individuals who do not have access to the parents' form site may obtain a Volunteer Authorization and Release form in the school office.
2. All visitors and volunteers must be processed through the electronic visitor management system, using their driver's license and must wear a form of identification provided by the school. They may also be required to submit to a criminal background check.
3. All visitors and volunteers must sign both in and out in the school office. They may not walk directly to any classroom unless given permission by the office staff.
4. All visitors and volunteers must reinforce and demonstrate the school's Moral Focus Philosophy.
5. The distribution of literature, without prior approval from the classroom teacher or the principal, is prohibited.
6. Visitors and volunteers must abide by staff instructions, asking for clarification if necessary.
7. Corporal punishment is prohibited. As an alternative, the Student Code of Conduct disciplinary procedures are to be followed by school personnel or the classroom teacher.
8. The school is a public school with a Board policy of neutrality regarding religion. Visitors and volunteers may neither show preference for any one religion over any other religion nor share their personal religious views with students.
9. Appropriate dress is required at all times.
10. Smoking, tobacco, and alcohol use are prohibited anywhere on school property, in all indoor facilities, and in the presence of students.

### Classrooms

1. The teacher is ultimately responsible for the students and activities in his/her classroom.
2. Volunteers should enter classrooms quietly and wait for a break in the activity before communicating with the teacher and students.
3. Student infractions must be addressed by the classroom teacher.
4. Classroom issues regarding students are confidential. Visitors and volunteers may not talk with others about the learning or disciplinary needs of any child other than their own.
5. Classroom visitors are allowed for a limited time and must have the principal's permission.

### Field Trips

1. Volunteer drivers must provide a valid driver's license, proof of insurance, and a sufficient number of seat belts to transport their assigned students. Volunteer drivers, overnight chaperones, and anyone in attendance of a field trip may be required to submit to a criminal background check.
2. Volunteers should follow all instructions provided by the teacher or school.
3. Smoking is prohibited in the presence of students.

4. Volunteer drivers must drive directly to the event and return directly to school (or pre-approved location) immediately after the activity. “Side trips” are prohibited.
5. Volunteer drivers should leave radios off and avoid playing music.
6. Volunteers should behave appropriately when participating on field trips.

Field trips are a privilege, not a right, and participation is determined at the teachers’ and administrators’ discretion.

## General School Procedures

### Transportation

To get to and from school, students may receive rides from their parents, join a carpool, or walk. Students who reside between 1.5 and 15 miles from school are entitled to transportation from their school district of residence. Parents of students who meet this requirement must submit a request to the student's school district of residence by April 1.

Students who reside outside a 1.5 mile radius from school are eligible for a free Metro Bus Pass. If a student lives outside of the Buffalo area, they are eligible for "yellow bus" transportation to and from school. Parents need to register with their local school district to arrange bussing.

### Drivers and Carpools

Many parents form carpools. A list of parents interested in carpooling may be available in the school office.

With so many parents driving to school, significant traffic congestion can occur on a daily basis. Parents are asked to be patient and to plan on some delays, particularly during inclement weather.

### Bicycles

Riding bicycles to and from school is strongly discouraged due to safety reasons. If it is necessary for a student to ride a bicycle to school, he/she must park and lock the bicycle before school begins and leave it untouched until school is dismissed. The school does not assume responsibility for damage or theft of bicycles. The student should register his/her bike with the police department and must wear a bicycle helmet.

### Walkers

Students who walk to and from school should go directly home following dismissal. Failing to do so may cause undue worry for parents and staff members.

### Wrap Around Program

Students can benefit from a year-long service provided by the Boys & Girls Clubs of Buffalo (BGCB). During the school year, BGCB offers homework assistance and enrichment opportunities after school, including character and leadership development, education and career development, health and life skills, the arts, and sports, fitness and recreation opportunities. The program runs from approximately 3:00 p.m. to 6:00 p.m.

### Meals

A nutritious lunch, including milk, may be purchased at school, or students may bring sack lunches from home. Students should not bring food that needs to be warmed up in the microwave. Breakfast is also offered prior to the start of school. **Peanut products must not be brought to school.**

Your student's school is participating in Community Eligibility Provision (CEP), a Federal program which offers free meals to all enrolled students. Parents should complete a Household Information Survey as part of the program participation. These forms are available in the school's front office. The Household Information Survey determines the funding your student's school will receive to provide supplemental student support services. Incomplete forms may result in the elimination of these school services.

## **Snacks**

A snack period may be offered at the discretion of the teacher. Students must bring their own snacks from home as they are not provided by the school. During the snack time, students must be in their seats. They may talk quietly with those sitting near them. Snacks should be nutritional (e.g., fruit, vegetables, cheese and crackers). Candy, pop/soda, and sweets are not acceptable.

## **Holiday Celebrations**

### **Birthdays**

Because birthday celebrations tend to disrupt the normal progress of the day, students are encouraged to donate a book to the library rather than bring treats for their classmates.

### **Halloween**

Halloween is not celebrated at the school. Consequently, costumes are not worn to school.

### **Winter/Spring Holiday**

Classes may have a small party at the end of the last day before the winter/spring holidays.

## **Field Trips**

When students travel away from school, they are subject to the same rules, regulations, and appropriate politeness observed at the school. As in the classroom, the teacher will judge behavior as acceptable or unacceptable. Misbehavior or disregard of school policies can result in denial of field trip privileges. Signed permission slips must be on file with the teacher for each student on each field trip.

## **Lost and Found**

Inquiries about the lost and found should be brought to the school office. Unclaimed items are donated to charity at the end of the each quarter.

## **Personal Items**

The school will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. The school shall not be responsible for any items lost or damaged while in its possession.

Students shall not possess cell phones, PDAs, iPods, MP3 players, video equipment, cameras, gaming devices, and electronic devices during the instructional day at school or school-related events. Subject to the Search and Seizure Practices and Procedures, the possession of such electronic devices during those restricted times constitutes the consent to search for and confiscate the device(s) by school personnel. Confiscated devices must be picked up by a parent.

Coaches and personnel in charge of extracurricular activities may make exceptions to this rule upon obtaining the principal's permission.

Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the principal. The principal's determination is final.

## Emergency School Procedures

In the case of severe weather (e.g., major snowstorm, ice storm, dangerous wind chills, heavy fog), the principal will notify local radio and TV stations regarding the decision to close school or delay its opening. A text message will also be sent out to each family through our SchoolMessenger calling system. The following television and radio stations will announce school closings:

- WKBW Channel 7
- WGRZ Channel 2
- WIVB Channel 4

### Severe Thunderstorm Watch or Warning

If school is already in session when the watch or warning is issued, the school stays open. The staff takes safety precautions.

### Tornado Watch

Students remain in school, and the staff takes safety precautions. Students are released to parents or other designated adults upon request.

### Tornado Warning

All students and staff members remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time. Students are released to parents or other designated adults upon request.

### Emergency Drills

Emergency drills are held throughout the year. Safe areas inside and outside the building are designated for each classroom.

## Tobacco Use

The school is a non-smoking facility. Any form of smoking and tobacco use are prohibited anywhere on school property, in all indoor facilities, and in the presence of students.

## Payments Made to School

Checks written to the school that are returned for insufficient funds are processed through a service called Payliance. If a check is returned, Payliance contacts the person who wrote the check to collect the check's face value plus a collection fee. If he/she cannot be contacted or fails to respond properly, the check may be resubmitted to the bank with applicable collection fees.

## Medical Information

To maintain a healthy learning environment, students are offered certain health services and are required to provide evidence of required immunizations.

### Health Screenings

Our students receive special health services through the Health Department. These services include vision screening for students in grades K, 1, 3, 5, and 7.

### Immunization Requirements

No student shall be permitted to remain in school for more than fourteen (14) days unless the student presents written evidence that he/she has been immunized by a method of

immunization approved by the Department of Health or is in the process of being immunized. If a student is transferring from another state, an extension may be granted. Parents may request in writing a medical or religious exemption from immunization requirements.

Please refer to the New York State Department of Health website for the most current information regarding minimum required immunizations and important details for each age/grade level for the applicable school year:

<https://www.health.ny.gov/prevention/immunization/schools/>

Human papillomavirus (HPV) is the name of a group of viruses that includes more than 100 different strains or types. More than 30 of these viruses are sexually transmitted. Most people who become infected with HPV will not have any symptoms and will clear the infection on their own. Some of these viruses are called "high-risk" types and may lead to cancer. The virus lives in the skin or mucous membranes and usually causes no symptoms. There is no cure for HPV infection, although in many cases, the infection goes away on its own. The HPV vaccine is recommended for adolescents 11-18 years of age and can be given to those as young as nine. The vaccine is given through a series of either two or three doses. Parents are encouraged to talk with their child's health care provider or local health department about HPV and immunization. More information is also available at the Center for Disease Control's website: <http://www.cdc.gov/std/hpv>.

### **Meningococcal Disease**

Meningococcal disease is a dangerous disease that can strike children and youth and is caused by bacteria. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may become very sick within a few hours of the first symptoms and should seek medical care immediately. The disease could result in death or permanent disability.

Parents should talk with their child's health care provider or local health department about meningococcal disease and immunization.

### **Medication Administration**

Only necessary medications that must be given during regular school hours will be administered.

All medications, whether prescribed or over-the-counter, require written permission from the custodial parent. They must complete the Medication Administration Permission form (one form per medication). The form must be renewed each school year or upon any change in medication or dosage.

Though we encourage a physician's written permission in all cases, a physician signature is required under the following conditions:

- All medications (prescribed and non-prescribed)
- Any possession or use of an inhaler or epinephrine injector
- Any self-possession or self-administration of any medication

Parents must include any prescribed treatment or care plan. An emergency care plan from the physician is required for asthma and epinephrine medications.

Prescribed medication must be delivered to the school in the original container prepared and labeled by a pharmacy. The label must include the dosage and frequency of administration. Over-the-counter medication must be in the original package and have the student's name affixed to the package.

The medication supplied to the school must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the school year or upon a student's withdrawal. Any medication not picked up will be discarded.

If a parent is accompanying his/her child on a field trip, the parent will be required to administer the child's medication.

## Notifications

### Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will make arrangements for access and notify the parents of the time and place the records may be inspected.
- The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing to challenge the content of the student's education records. Hearing procedures will be provided to the parents when a hearing is requested.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for: (see 20 U.S.C. §1232g; 34 CFR Part 99.31):
  1. School administrators, teachers, support staff, NHA personnel and other school officials which have a legitimate educational interest
  2. Persons or organizations with whom the school or NHA has outsourced services or functions and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)
  3. Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and as long as a proper records release request is received by the sending school
  4. Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute
  5. Appropriate parties in connection with financial aid to a student
  6. Organizations conducting studies for, or on behalf of, the school or NHA to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction
  7. Accrediting organizations to carry out accrediting functions
  8. Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the parent of the order or subpoena
  9. Appropriate parties in a health or safety emergency
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

### **Right to Know under Federal Law**

Parents of students have the right to know the professional qualifications of the school's classroom teachers and the school must give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications

### **Rights under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  1. Political affiliations or beliefs of the student or student's parent
  2. Mental or psychological problems of the student or the student's family
  3. Sexual behavior or attitudes
  4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the student or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
  3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
- Inspect the following, upon request and before administration or use:

1. Surveys created by a third party before their distribution by a school to its students
2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

The school protects student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Student Handbook of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

### **Boy Scouts of America**

The school does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The school does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

### **Title IX**

The school certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The school, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on sex, sexual orientation, gender, gender identity and expression, or pregnancy in employment or any educational program or activity it operates.

If students, their parents/guardians, or anyone else on their behalf believe they have been subjected to discriminatory harassment, including but not limited to harassment related to the students' sex, sexual orientation, gender, gender identity and expression, or pregnancy by school board members, staff, students, vendors, contractors, or other persons doing business with the School, it should be immediately reported to the Title IX Coordinator of the school and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the Title IX Coordinator with the assistance of NHA legal counsel as necessary and appropriate.

### **Unsafe School Choice Option**

A student attending a persistently dangerous school or a student who is a victim of a violent criminal offense on school property has the right to transfer to another safe school in the district, if his/her parent requests a transfer. If there is not another safe school in the district providing instruction at the student's grade level, the school shall contact neighboring districts

to request that the student be permitted to transfer to a school in one of those districts.

### **Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the school and is on file in the school office. Parents may schedule an appointment with the principal if they wish to review the AMP.

### **Pesticide Notification**

The school aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the school's facilities are of primary concern. In addition to providing parents with this annual notification, the school will notify parents in advance of individual pesticide applications of non-emergency applications of pesticides such as an insecticide, fungicide, or herbicide, other than a bait or gel formation, that is made to the school ground or building. Please note that notification is not given for the use of sanitizers, germicides, disinfectants, or antimicrobial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but parents will be notified following any such application. Advance notice will be posted on the front door and posted in a public, common area of the school other than the entrance. A parent can also request to be notified by letter postmarked at least 72 hours before the application is to take place. Please contact the school office if you wish to be notified by letter or wish to review the school's integrated pest management program or records. Your school will provide additional information regarding this.

### **Complaint Procedures**

Any individual or group may bring a complaint to the board of trustees\* of the school alleging a violation of the New York State Charter Schools Act, the charter school's charter, or any other provision of law relating to the management or operation of the charter school. If the individual or group determines that the board of trustees has not adequately addressed the complaint, the complainant may present the complaint to the Charter Schools Institute, which shall investigate and respond. Thereafter, if the individual or group determines that the Charter Schools Institute has not adequately addressed the complaint, the complainant may present the complaint to the Board of Regents/State Education Department, which shall investigate and respond. Board of Regents Rule 8 NYCRR § 3.16 delegates to the Commissioner of Education the authority to receive, investigate, and respond to complaints, and issue appropriate remedial orders on behalf of the Board of Regents. The Commissioner's decision will be final.

National Heritage Academies' Parent Relations Department provides assistance to parents and the school by resolving concerns and assisting with parenting issues that influence children's education. The classroom teacher and principal should be the first line of communication. Parent Relations will work with parents and the school to bring about a satisfactory resolution. Parent Relations can be reached at 877-642-7471, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

\*The board of trustees may be contacted by sending or personally delivering a written complaint to this address:

Buffalo United Charter School  
Attn: Board President  
325 Manhattan Avenue  
Buffalo, NY 14214-1809

# Buffalo United Charter School 2018-19 School Year

July/August						
Su	M	T	W	Th	F	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 16-19 - NHA Leadership Summit  
 July 20 - NHA new Principal Training  
 20th, 22nd-24th Staff PD; 21st Regional PD  
 27th First Day of School

September						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3rd Labor Day

October						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8th Indigenous People Day; 10th Dean Series: Year 2  
 26th Data Day

November						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2nd Last Day of 1st Quarter  
 6th Regional PD  
 12th Veteran's Day; 13th PT Conferences  
 22nd-23rd Thanksgiving Break  
 26th School Resumes; 28th SPED Admin. PD

December						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6th Dean Series: Year 1  
 21st Data Day  
 24th-January 1st Winter Break

January						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st New Year's Day; 2nd School Resumes  
 18th Last Day of 2nd Quarter  
 21st MLK Day  
 28th Late Start Day - begin at 10am

February						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15th Data Day  
 18th-22nd Mid Winter Break  
 25th School Resumes

March						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5th SPED Admin. PD  
 19th-20th Principals Mtg  
 25th Late Start Day - begin at 10am

April						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5th Last Day of 3rd Quarter  
 19th PT Conferences  
 22nd-26th Spring Recess  
 29th School Resumes

May						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27th Memorial Day

June						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14th Last Day of School and 4th Quarter

July						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4th of July

Students Do Not Report/ Staff Report All Day  
 Students Report Half Day/ Staff Report All Day  
 Students/ Staff Do Not Report

Board Approved: 5/1/18

**Last Update: 2/21/2018**  
 183 School Days  
 8:00 am - 3:00 pm School Hours  
 8:00 am - 11:30 am (half)  
 1175 Instructional Hours



COMMITMENT TO EXCELLENCE CONTRACT

To successfully challenge each child to achieve, parents, students, and teachers must work together, committed to the school's high expectations and standards. Each parent, student, and teacher is asked to pledge his/her commitment by signing below:

Parent/Guardian Commitment: I fully commit to my child's education in the following ways:

- I understand that my child is enrolled in this school so he/she has opportunities to achieve.
I realize that the expectations and standards at this school are high and agree to support them.
I understand and agree to be bound by all provisions outlined in the Parent and Student Handbook and acknowledge receipt of the Parent and Student Handbook by signing below.
I will monitor my child's attendance, homework completion, and read school correspondence.
I will participate in parent-teacher conferences and volunteer for school activities when possible.
I understand that my child must behave respectfully and responsibly to protect the safety, interest, and rights of others in the school. I will model appropriate behavior while in the school.

Please add any other commitment statements you would like to note:

Two horizontal lines for handwritten notes.

Parent/Guardian Signature Date Parent/Guardian Signature Date

Student's Commitment: I fully commit to this school in the following ways:

- I am enrolling in this school, because I want to achieve. I will put forth my best effort every single day.
I agree with my school's expectations, standards, and requirements, because I have high expectations for myself.
I understand and agree to follow the Student Code of Conduct and Dress Code in the Parent and Student Handbook.
I will attend school all day, every day, unless I have an excused absence.
I will complete my homework, submit it on time, and contact my teacher about any questions.
I will behave respectfully and responsibly to protect the safety, interests, and rights of others in the school. I will accept responsibility for my actions.

Student Signature Student Printed Name Date

Teacher's Commitment: I fully commit to this school in the following ways:

- I will provide each student opportunities to achieve.
I will communicate with parents on a regular basis via personal contact, monthly newsletters, or progress reports and will make myself available to students and parents for any concerns they may have.
I will display integrity and respect to students, parents, and staff members through my words and actions.
I will protect the safety, interests, and rights of all individuals in the classroom.

Teacher Signature Teacher Printed Name Date



**School-Wide Volunteer Opportunities**



The school Board of Trustees and staff members support the school’s commitment to parental involvement, believing strongly that it is a main ingredient for student success. On the back of this page is a listing of the volunteer opportunities available to parents at the school. The committees are listed first, followed by committee support and other opportunities. Please check all opportunities in which you are interested. As you participate in these opportunities, you will be fulfilling the Commitment to Excellence Contract by helping to provide an exemplary educational experience for our students. Thank you in advance for helping make our school exemplary for our children.

Volunteer opportunities specific to your child’s classroom are on a separate form.

Volunteers may be required to submit to a criminal background check.

Parent name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

Children’s names and grades:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Committee Membership

Must be available the first Thursday (PTO meetings) evening of each month. Please number the order of your preferences (1, 2, 3, etc.) if you are interested in more than one. You will be assigned to ONE committee. Committee responsibilities generally include leadership and organizational skills.

- \_\_\_\_\_ Grounds and Facilities: Plan projects such as spring clean-up, playground equipment installation, etc.
- \_\_\_\_\_ Family Fun Day: Plan one special event for all Buffalo United Charter School families.
- \_\_\_\_\_ Hospitality: Coordinate refreshments for events such as Holiday Programs, Grandparents Day, and special visitors/occasions at Buffalo United Charter School.
- \_\_\_\_\_ Moral Focus: Plan ongoing activities and projects related to the monthly virtue.
- \_\_\_\_\_ Staff Appreciation: Plan and coordinate Teacher Appreciation Day as well as other opportunities to recognize Buffalo United Charter School staff.
- \_\_\_\_\_ Library: Coordinates efforts for volunteers to help with library administrative duties.

### Committee Support

Includes a wide variety of tasks and time commitments. Many of these are one-time opportunities so you are encouraged to sign up for as many as interest you. (Volunteer opportunities specific to your child's classroom are on a separate form.)

- \_\_\_\_\_ Grounds and Facilities: Assist in work projects such as raking, planting, building, cleaning, etc.
- \_\_\_\_\_ Family Fun Day: Assist with set-up, clean-up, or other tasks during the event.
- \_\_\_\_\_ Hospitality: Bring cookies or other refreshments for one or more special events.\*
- \_\_\_\_\_ Library: Cover, repair, or shelve books. Read and review books. Assist at Book Fair.\*
- \_\_\_\_\_ Moral Focus: Assist with (at one or more activities) projects as needed.
- \_\_\_\_\_ Staff Appreciation: Bring food or other items for events planned.\*
- \_\_\_\_\_ Admission Assistants: Assist with events to attract families to enroll in the school.

### Other

- \_\_\_\_\_ Lunch/Playground Supervision: Supervise classes during lunch or recess on a weekly, bi-weekly, or monthly basis.
- \_\_\_\_\_ Music: Assist with music programs (decorating, organizing, etc.)\*
- \_\_\_\_\_ Office Help: Assist office staff as needed.
- \_\_\_\_\_ Physical Education: Help with Field Day and intramurals.

\* Denotes areas which include some tasks that may be completed at home.