



PARENT-STUDENT HANDBOOK

2020-2021

OUR VISION

If a child cannot learn the way we teach, then we will learn to teach the way the child can learn.

OUR MISSION

It is the mission of the Eugenio María de Hostos Charter School to create a safe and nurturing community of learners where students earn the Seal of Biliteracy (English and Spanish), learn to advocate for social justice and are prepared to enjoy and access what the world has to offer.

COVID 19

Eugenio Maria de Hostos Charter School promises to continue to consider our employees' and student's safety and wellbeing is our priority. We will comply with state and federal mandates, including, providing face covering and gloves to anyone who requests them.

We will provide disinfecting supplies and enhanced cleaning, especially for high touch surfaces. Our school will enforce enhanced cleaning, personal hygiene, masking, and physical distance protocols to continue to serve our students through these difficult times.

We will maintain regular communication to keep employees, students and parents updated in this time of rapid change.

Due to the COVID-19 Pandemic, please refer to the reopening plan document for the addition or modification of current policies and procedures that will be in effect during this time.

This handbook is the property of Eugenio Maria de Hostos Charter School.
Its intent is to provide clarity of policies and procedures to all its parents and students.
The content is subject to change at the school's discretion.

Revised August 2020

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ACCIDENTS/ILLNESS

Initial treatment is given to students with minor injuries when an accident occurs in school. The school nurse will notify a parent or guardian when medical care is needed for an injury or illness. **Please keep the school informed of changes to your telephone number and the number of an emergency contact who may be called in an emergency.** In the event a parent cannot be reached by phone, a note of treatment will be sent home with the child. A copy of the student's accident/injury report will be sent home.

ADDRESS CHANGE

The school must have the most current home address, phone number, and parent email address for each student. If you move during the school year, be sure to notify the office of the change. Your child may be eligible for transportation if your new address is more than 1.5 miles from the school. **Proof of address is needed to complete the process.**

ADMISSION POLICY

Students are selected through the use of a lottery system that is used to fill vacant slots in all grades. The application period is from January 1st through April 1st. Applications are sorted by grade level. The lottery list will then become a waiting list after all vacant slots have been filled. The current waiting list will expire on the last day of school in June. Students are not limited or denied based on intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. Tuition will not be charged for attending the school. Within the lottery, there are four rounds.

The process for admission will be as follows:

Round one: Siblings of current students are selected first.

Round two: Staff's children will be selected second and are limited to 15% of the enrollment.

Round three: New applicants residing in the Rochester City School District will be selected third.

Round four: Applicants living outside of the Rochester City School District will be selected last.

ADMINISTRATORS

EMHCS has an open-door policy. If you have a concern regarding your child, please speak to your child's teacher before contacting an administrator. Administrators can be contacted by calling the school and leaving a message with the parent coordinators or school secretaries. Administrators will get back to you promptly.

ARRIVAL/DISMISSAL PROCEDURES

Arrival

Zimbrich Campus K-5:

- We offer morning care services from 7:00 am-8:00 am. Students enter through Exit #5 on Leo Street.
- The school day begins at 8:00 am. Drop off location is entrance #3 (east side of the building).
- Bus riders will be dropped off on Zimbrich Street in front of the building and enter the building through entrance #3 (east side of the building).
- Please note: Any arrival AFTER 8:30 am must report to the Parent Center through the Main Entrance.

Joseph Campus 6-8:

- Middle School classes begin at 8:30 am
- Student drop off time is 8:00 am

- Drop off location is the main entrance
- Bus riders will be dropped off at 8:00 am in front of the building

Kodak Campus 9-12:

- High School classes begin at 8:20 am
- Student drop off time is between 7:50 am and 8:00 am
- Drop off location is in front of the Kodak building on State Street
- Bus riders will be dropped off starting at 7:50 am in the bus loop.
- All students will immediately report to the cafeteria on the 9th floor for breakfast, which will start at 7:55 am.

Dismissal/Pick Up Procedure

Zimbrich Campus K-5:

- The school day ends at 4:30 pm.
- All bus riders are dismissed at 4:30 pm.
- The student pickup is at 4:30 pm from the cafeteria. Please enter through Exit #3. Doors will not open before 4:30 pm.
- Call the school by 1:00 pm to communicate any changes to transportation and/or dismissal.
- To prevent disruption to the instructional day, early dismissal will not be granted between 4:00-4:30 pm (see early dismissal policy).
- Parents who report for pickup between 4:00 pm - 4:30 pm will wait outside of exit #3.
- We offer an after-school Enrichment Program by enrollment from 4:30 pm - 6:00 pm (Please see parent coordinators for application and details).

Joseph Campus 6-8:

- Middle School classes end at 4:15 pm.
- Busses will arrive at Joseph Campus at approximately 4:15 pm.
- All bus riders are dismissed at 4:20 pm.
- Any students awaiting parent pick-up will remain in the upper-level cafeteria. Parents picking up students will enter the building through the main door.
- Parents will give their child's name at the desk and wait for your child in the assigned waiting area.
- Parents will speak with staff regarding any questions or concerns.
- Please call the school by 1:00 pm to communicate any changes to transportation and/or dismissal.

Kodak Campus 9-12:

- High School classes end at 4:30 pm
- Busses will arrive at the Kodak Campus at approximately 4:15 pm
- All bus riders are dismissed at 4:25 pm
- Any students awaiting parent pick-up will remain on the side stairs waiting with staff.
- Parents must pick-up their children by 4:30 pm.
- Enter the Kodak building through the main door.
- Approach the Kodak security desk and inform them that you are there to pick up your child from Eugenio María de Hostos Charter School.
- Kodak security will call EMHCS main office and ask for someone to escort the parent upstairs.
- A school security officer or staff will come downstairs to escort the parent.

- Once at the main office/parent center, the parent coordinator or secretary will call for your child to be released from class.
- The parent and student will be escorted downstairs by EMHCS security or staff.

Early Dismissal

- We are an Extended Learning School, which means all students are required to remain in school until 4:30 pm.
- Students should remain in school for the full day of instruction unless there is a legitimate excuse for early dismissal. Examples of excused early dismissal are illness, a death in the family, family illness, religious observances, or doctor's appointments.
- If picking your child up before 4:00 pm, please report to the Parent Center. Your child will be called to the Parent Center where you will sign him/her out.
- If picking up from the Kodak Campus, follow the instructions under the parent pick up procedure.
- Please call the school by 1:00 pm to communicate any changes to daily transportation and/or dismissal.

ATTENDANCE

All children are required to attend school every day that school is in session. Not only is it important to your child's education, but it is also a New York State Law.

Please call to notify the school when your child is absent. If we do not hear from you, the Parent Coordinator will call to ascertain the reason for the absence.

Excuses for Absences

When your child is absent from school, it is required by law that you send in a written notice stating the reason he/she was not in school. This note needs to be sent upon the child's return. If you know that your child will be absent for several days, you should contact the school to inform us. Please remember that attendance affects your child's academic performance.

The reasons for the legal absences are a student's illness, family illness, a death in the family, religious holiday, or a doctor's appointment. Other reasons result in an unexcused school absence (i.e., vacation, no transportation).

Calendar

The school calendar is given early so that the student does not miss valuable instructional time. Please try scheduling your vacation time around the school's vacation time; this way your child will stay on track and not lose any valuable learning time. The school calendar is available via the EMHCS website.

Tardiness

In addition to absences, arriving late regularly will result in your child missing valuable instructional time. It also disrupts the academic learning process in the classroom, and excessive tardiness can also become a habit.

Early Dismissal

Early Dismissal is for doctor appointments, illness, religious observances, and death in the family or family emergencies. Other reasons are not considered legal.

Unnecessary early dismissals disrupt the office operations, the academic process in the classroom, and cause unnecessary traffic in and outside the building. Extended Day is not optional; it is a part of our school charter. It is an important part of your child's academic and social-emotional development. You will be contacted when patterns of absences, tardiness, and/or early dismissal are noted. Contact will be made by telephone. If the Parent Coordinator is unable to reach you by phone, a letter will be mailed. A home visit will be made when there has been no response to phone calls or letters. Patterns of unexplained absences will be reported to the Principal. A conference will be scheduled with the family to discuss the importance of attendance and to problem solve the issues the family might be experiencing that interfere with the child's attendance. In the event that all efforts to work with the family fail, a referral for educational neglect to the child abuse line will be made.

If illegal absences exceed three consecutive days, the Parent Coordinator will notify you that your child is in jeopardy of being dropped from the school and your child's seat will be given to a student on the waitlist.

If a student continues the absentee pattern and steps to improve the chronic absenteeism have been unsuccessful a referral to family services (CPS) for educational neglect is possible.

Children may become ill or injured at school. If a child needs medical attention beyond what can be provided at the school or if he/she needs to be sent home, the school office will call the parent or guardian. Parents/guardians must always provide the school with their addresses and telephone numbers, and any changes throughout the year. Please make sure that we always have updated work numbers, cell numbers, and emergency contact information.

If your child is treated for minor injuries or illness at school, the office will send a note home advising you of what you do. If your child is ill with a fever, he/she must be seen by a doctor and be fever free for 24 hours to avoid spreading the illness to other children. Please bring a doctor's excuse for school. **It is a fact that children who attend school regularly perform better academically. It is also important that children develop good habits, such as attending school every day. Early established routines continue throughout their lives and lead to higher levels of success.**

BIRTHDAY CELEBRATIONS

We prohibit any birthday celebrations and the distribution of food or treats. The reason for this strict policy is due to the growing number of students who struggle with food allergies, diabetes, and any other health-related concern. Any cupcakes, doughnuts, sheet cakes, or candy must be sent back home.

BREAKFAST

Hot and cold breakfast is provided at no cost to our students. Breakfast begins at 8:00 am and ends at 8:30 am.

BUS TRANSPORTATION AND SAFETY

Students who live more than a mile and a half from the school and children who have certain disabilities receive free transportation to and from school. A transportation request form must be filled out at least five days before transportation is needed to start. Bus transportation request forms will also be sent out in April, for the new school year. If you do not return the form when due, your children will not receive transportation on time for the start of September. This is very important. Parents will be informed of their children's bus assignment before school opens in September.

If your address/contact information changes during the school year, you must notify the school office so that appropriate transportation arrangements can be made. The school is also responsible for meeting the transportation needs of homeless children attending EMHCS.

We must have proof of address for any changes to transportation, such as RG&E bill, Cable, or lease/mortgage form. Without this, the Rochester City School Transportation Department will not accept any transportation changes.

IMPORTANT INFORMATION FOR STUDENTS WHO RIDE SCHOOL BUSES

- Be outside at your assigned stop five minutes ahead of time. If you miss the bus, it will be your responsibility to transport your child to school.
- Your child should respect the property and personal rights of others while waiting at the stop and while riding the bus.
- Ride only the bus assigned to your child.
- Before you cross the street, wait at your stop for the universal crossing signal from the driver (a hand signal will be taught to your child at the beginning of the year), or wait for an attendant to come across to get to you. If the driver honks the horn while you are crossing, it means it is not safe to cross and your child should return to the curb.
- Your child should remain in their seat while the bus is in motion. Keep his or her arms and head inside and don't throw objects out of the windows or on the bus.
- Drinking of any beverage and eating are not permitted on the bus.
- Fighting will not be tolerated on the bus.
- Any student who disrupts the normal operation of the bus or endangers the safety of others will be immediately suspended from the bus.
- Any student who possesses a sharp instrument, tool, or weapon of any kind, will be immediately suspended from transportation and referred for long-term suspension.
- Remember, the school bus is an extension of the classroom, and good behavior is expected at all times. Transportation privileges will be withdrawn from students who break these rules.

CANDY

Candy/gum is not allowed in school. If candy is brought into school, it will be held by the teacher to be returned to the parent or child at the end of the day. We would like to have you encourage your child to bring a healthy snack instead.

CELL PHONES

It is a policy of EMHCS that students may NOT carry cell phones or electronic devices on them at any point during the school day. If a student chooses to bring a cell phone or other electronic devices, they must adhere to the following:

- Students in grades K-5 must leave all electronic devices in their backpack in the closet or lockers during the school day.
- Students in grades 6-8 must surrender all electronic devices upon entering the building. These devices will be returned at the end of the school day as students are exiting the building.
- All electronic devices in grades 9-12 are collected during morning arrival and locked in a secure area until dismissal.
- If a staff member sees an electronic device, it will be confiscated and brought to the office immediately.

- First offense: a conversation between student and administration/possible phone call to parent for cell phone pick up (depending on student's cooperation during matter) and or cellphone returned to student at dismissal.
- Second offense: the student will receive a warning; electronic device MUST BE PICKED UP BY parent/guardian.
- Third offense: Parent meeting to discuss student's lack of compliance with the school policies and protocols, possible suspension, or other consequences at the discretion of the Assistant Principal.

Please be advised, Eugenio María de Hostos Charter School is NOT responsible for the loss, damage, or theft of any electronic device. If the aforementioned should occur, it is the discretion of the Principals as to what level of investigation and attention will be placed on the matter.

CODE OF CONDUCT

Please refer to the Code of Conduct posted on our website www.emhcharter.org.

COMMUNICATION

The school recognizes that engaging and working with students and guardians is a vital key in providing their children with an excellent education. Students and guardians are offered opportunities throughout the year to convey to us what they expect from and think of the school. Our wish is to involve as many students and guardians in their child's education as possible.

A home-to-school communication folder will be provided and will come home daily with your child's homework and any other necessary information. Please remember that teachers cannot take phone calls during instructional time. You will be forwarded to their voicemail and they will return your call as soon as they are able.

COMPLAINT POLICY

At any time, a student, parent, teacher, staff member, or member of the community may present an issue or complaint to the Board of Trustees. After making a good faith effort to have an issue addressed within the school through its administrative structure of teachers, assistant principals, principals, and executive director the person wishing to present an issue or raise a complaint should adhere to the following procedures:

- Present a written request to the Board of Trustees to present the issue or complaint at the Board's next scheduled meeting. The written request should indicate the nature of the issue or complaint, and the steps that have been taken thus far to resolve it.
- The Board will allow the person wishing to address an issue or complaint an opportunity to make a presentation of no more than two minutes at the next scheduled Board meeting. The person making the presentation may elect to make the presentation in person or writing.

At its meeting, the Board is required to inform the person making the presentation of its decision to:

- Resolve the issue or complaint by taking corrective action directly or appointing a subcommittee to do so.
- Study the issue or complaint, either as a committee or the whole or by appointing a subcommittee to do so and make a report with specific recommendations for resolving the issue within no more than two meetings of the presentation.

- Take no action, either because the request for resolution does not fall within the purview of the Board's activities, is not directly relevant or helpful to the operation of the School, or because it is not permitted by law.

Any decision made by the Board will be communicated directly to the presenter. Such a decision will also be communicated to the presenter by mail as soon as it is practical to do so.

Appeal to SUNY: If the school board of trustees does not satisfactorily address the issue, the presenter may appeal the decision, in writing, to the Institute. The presenter must have a written copy of the school decision on the complaint. The presenter will complete the [SUNY Formal Complaint Form](#) and email to charters@suny.edu or mail it to the Institute at 353 Broadway, Albany, NY 12246. If the presenter has questions about the SUNY formal complaint appeals process, he/she may leave a message at (518) 445-4275 and an Institute staff member will return the call.

Appeal to Board of Regents: If the Institute as the authorizer of the school does not satisfactorily resolve a formal complaint, the presenter can appeal the Institute's written determination to the New York State Board of Regents through the New York State Education Department ((518) 474-3852). Written appeals may be submitted by mail to:

Charter Schools Office
Room #5N EB, Mezzanine
89 Washington Avenue
Albany, NY 12234

CONFERENCES

Student-led conferences and parent-teacher conferences are scheduled throughout the school year. Watch for information sent home from your child's teachers and check the EMCHS calendar. If at any time during the school year you would like to have a parent-teacher conference, please send a note to your child's teachers.

CURRICULUM NIGHT

This will be an opportunity for parents to come into school to meet their child's teachers, see the classroom, and learn about the curricula/grade-level expectations. You will have an opportunity to sign up for a conference if needed. Conferences will be scheduled at a later time in the school year. We hope to see you at this important event.

DIGNITY FOR ALL STUDENTS ACT (DASA)

Please refer to the DASA document posted on our website www.emhcharter.org.

EMERGENCY FORMS

Each year, parents are asked to complete an emergency form for each of their children that attend EMHCS and return it to school. This form must always have the most current address and phone number where a parent or guardian can be reached in case of an emergency. Your child can only be released to the persons listed on this form. Please notify the school's parent center if you need to update this list during the year.

EMERGENCY SCHOOL CLOSINGS

In the event that schools are closed due to severe weather or other emergencies, an announcement will be made on local TV and radio stations as well as parents will receive a notification through School Messenger. The Rochester City School District will notify the stations by 6:00 am if schools are closed for the day. EMHCS relies on RCSD transportation which in-turn determines our announcement that we are closed due to inclement weather conditions.

If school remains open during a severe storm, it is the responsibility of parents to decide if it is safe for their children to travel their usual routes to school.

If it becomes necessary to close school early on a given day, an announcement will also be made on local TV and radio stations as well as parents will receive a notification through School Messenger. School personnel will not leave the building until all students are provided transportation home and walkers are dismissed.

ENGLISH AS A NEW LANGUAGE (ENL) SERVICES

To support all our second language learners K-12, our school offers English as a new language (ENL). ENL support is offered in two different formats, integrated or as a stand-alone ENL class. Students receive core content area and English language development instruction, including appropriate ELL instructional supports to enrich comprehension in our integrated classes. Students receive English language development in order to acquire the English language needed for success in core content areas in a stand-alone ENL class. All our support programs satisfy or exceed NYS Education Department requirements for language acquisition and development.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the EMHCS receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the EMHCS to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the EMHCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FIELD TRIPS

Teachers occasionally take their classes on educational field trips on buses or walking trips. These trips enhance the academic program. Every student must have a permission slip before they will be permitted to go on the trip. Parents are occasionally needed as chaperones, and if you are interested in volunteering your time, you should contact the teacher to inquire if your help is needed. Parents will be required to attend for any child that is a safety concern.

FIRE DRILLS/LOCKDOWNS

Practice fire drills and lockdowns are required to be held each year. Generally, fire drills are held on the days when the weather is mild enough for children to go outside without a coat. Communication will be sent home after every lockdown drill.

FREEDOM INFORMATION POLICY (FOIL)

1. Designation of Records Access Officer

(a) The Board of Trustees is responsible for ensuring compliance with the Freedom of Information Law and designates the following person(s) as records access officer(s):

Executive Administrative Assistant

(b) The Records Access Officer shall insure that School personnel maintain:

1. Maintain an up-to-date subject matter list;
2. Assist persons seeking records to identify the records sought;
3. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested;
4. Upon locating the records, take one of the following actions:
 - a. Make records available for inspection; or,
 - b. Deny access to the records in whole or in part and explain in writing.
5. Upon request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - b. Permit the requester to copy those records
6. Upon request, certify that a record is a true copy; and
7. Upon failure to locate records, certify that:
 - a. EMHCS is not the custodian for such records, or
 - b. The records of which EMHCS is a custodian cannot be found after a diligent search.

2. Location and Hours

Records shall be available during all regular school hours for public inspection and copying at:

| | | |
|-------------|--|---------------------|
| Grades K-5 | 27 Zimbrich St. | Rochester, NY 14621 |
| Grades 6-8 | 1069 Joseph Ave | Rochester, NY 14621 |
| Grades 9-12 | 343 State St. Bldg 10, 5 th Floor | Rochester, NY 14650 |

3. Definition of Records

(a) A record is defined as any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

(b) The School will maintain

- a. a record of the final vote of each trustee in every proceeding in which the trustee's vote;
- b. a record setting forth the name, public office address, title and salary of every officer or employee of the education corporation; and
- c. a reasonably detailed current list, by subject matter, of all records in the School's custody or possession.

4. Availability of Records: The School may deny access to request records or portions thereof that:

- a. are specifically exempted from disclosure by state or federal statute, like certain student records;
- b. if disclosed would constitute an unwarranted invasion of personal privacy;
- c. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;

- d. are trade secrets or are submitted to the School by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the School;
- e. such records are compiled for law enforcement purposes
- f. such records, if disclosed, would endanger the life or safety of any person;
- g. are inter-agency or intra-agency materials which are not statistical or factual tabulations, instructions to staff that affect the public, final agency policy or external audits;
- h. such records are examination questions or answers which are requested prior to the final administration of such questions; or
- i. such records, if disclosed, would jeopardize the School's ability to guarantee the security of its information technology assets.

5. Fees

(a) Fees for copies may be charged, provided that:

- a. the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 8 1/2 by 11 inches;
- b. the fee for all other records shall not exceed the actual reproduction cost.

6. Requests for public access to records

(a) Requests to inspect or secure copies of records shall be submitted to the Records Access Officer on a form prescribed by the Records Access Officer. The request shall reasonably describe the records or records sought.

(b) A response shall be given within five (5) business days of receipt of a request by:

- a. informing a person requesting records that the requestor portion of the request does not reasonably describe the records sought;
- b. granting or denying access to records in whole or in part;
- c. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall not be more than twenty (20) business days; or
- d. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

7. Denial of access to records

- a. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the Board of Trustees.
- b. If requested records are not provided promptly, as required in Section 6, such failure shall also be deemed a denial of access.
- c. The Board of Trustees shall determine appeals regarding denial of access to records under the

Freedom of Information Law:
Chairman of the Board of Trustees
27 Zimbrich Street
Rochester, New York 14621
585-544-6170

- d. any person denied access to records may appeal within thirty days of a denial. (e) The time for deciding an appeal shall commence upon receipt of a written appeal identifying:
- e. the date and location of requests for records;
- f. a description, to the extent possible, of the records that were denied; and
- g. the name and return address of the person denied access.
- h. a failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of appeal.
- i. the Board of Trustees shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government Department of State
 41 State Street
 Albany, NY 12231

- j. The Board of Trustees shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of
- k. an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

8.Public notice: A notice containing the title or name and business address of the records access officers and the Board of Trustees and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and the school's web page.

9.Family Education Rights and Privacy Act: The School will not disclose any information from a student's permanent record except as authorized pursuant to the Federal Education Rights and Privacy Act or in response to a subpoena as required by law. The parents or guardians of a student under the age of 18 years of age, or a student 18 years of age or older, are entitled to access the student's school records by submitting a written request to the school leader.

504 PLAN

Section 504 of the Rehabilitation Act of 1973 is a Federal civil rights statute that guarantees the rights of disabled individuals to equal opportunity in school programs and activities. A 504 plan is generally not developed for a student who has an Individualized Education Plan (IEP) as their accommodations are already included in their IEP. A student is eligible if they have an impairment that affects a major life activity (learning is one area).

Eligibility is based on multiple sources of evaluations that may include medical reports, achievement tests, teacher information, work samples, etc.

Once the eligibility criteria are met the school 504 team and parent/guardian will meet to develop an accommodation plan based on the student's needs. Please contact the EMHCS 504 Coordinator if you have questions about your child's needs.

HOME-BAKED GOODS

It is a policy to not accept any home-baked goods to be shared with our students. This is based on a recommendation from the Monroe County Health Department.

MCKINNEY-VENTO “HOMELESS” ASSISTANCE ACT

Eugenio Maria de Hostos Charter School (EMHCS) shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney Vento Homeless Assistance Act if he or she:

1. lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:
 - a. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (sometimes referred to as “doubled-up”);
 - b. living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - c. abandoned in hospitals;
 - d. awaiting foster care placement or
 - e. a migratory child who qualifies as homeless because he or she is living in circumstances described above; or
2. has a primary nighttime location that is:
 - a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth; or
 - b. a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Homeless children and youth will be immediately enrolled in school, with or without required documentation (including immunization). School Personnel will use their best efforts to assist the family in attaining required records at a later date, if necessary (and/or assisting the child in obtaining required immunizations). Documentation and immunization records cannot serve as a barrier to enrollment in school.

School Selection: McKinney Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

Remain enrolled: Students will remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed. Homeless children and youth will receive an equal, free, and appropriate education as other children. Each child will have access to all services they need to allow for meeting the academic achievement standards to which all students are held accountable.

Participate in programs: Children will not be separated from the mainstream school environment based on living status. They will participate in programs for which they are eligible, including Title I tutoring programs, National School Lunch Program, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

EMHCS Liaison for homeless children and youth, shall ensure:

- homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- homeless children and youths enroll in and have a full and equal opportunity to succeed in school;
- homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, referrals to health care services, dental services, mental health services, and other appropriate services;
- the parents or guardians of homeless children and youths are informed of the educational and related service opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
- enrollment disputes are mediated; and
- parents or guardians of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation.

Dispute Resolution: In the event of a disagreement with EMHCS officials about enrollment, transportation, or fair treatment of a homeless child or youth, a complaint may be filed with the EMHCS board of trustees. It must respond and attempt to resolve the dispute. During the dispute, the student will be enrolled and provided transportation until the matter is resolved.

HOMEWORK

It is an EMHCS policy that children receive homework each day. Each classroom has a procedure for homework. Be sure to know what the expectations are for homework in your child's classroom. We ask that all students read for a minimum of 30 minutes each night (15 minutes in English and 15 minutes in Spanish).

Homework helps to learn and is assigned to:

- Reinforce the concepts and skills learned in the classroom
- Provide practice with newly learned skills
- Develop positive habits in planning for and meeting deadlines
- Teach efficient use of time
- Learn to use home and community resources
- Makeup work missed because of an absence
- Provide enrichment beyond what is possible in the classroom
- Review materials learned earlier in preparation for tests and other classwork
- Students will be responsible for reading thirty minutes each night. Along with their reading assignments, students will be required to complete two written responses that match the expectations on the New York State exams each week based on any of the books they have chosen to read at home.
- In addition to the reading portion, there will be a math component. Each week, students will be given a set of math facts to learn. The math facts will be located in the back of the folder.

Students also will complete procedural math problems that match the expectations of the New York State exams.

IMMUNIZATION REQUIREMENT

New York State requires all students attending school to provide proof of immunization, the latest physicals, and dental visits before attending school:

| | Pre-Kindergarten ** (Day Care, Nursery, or Pre K) | School (K – 12) |
|--|---|--|
| Diphtheria Toxoid Containing Vaccine (DTaP, DTP) *** | 3 doses (New York City Schools – 4 doses) | 3 doses (New York City Schools – 4 doses) |
| Polio (IPV) (OPV) | 3 OPV or 4 IPV | 3 OPV or 4 IPV |
| Measles Mumps Rubella (MMR) | 1 dose of Measles Mumps Rubella (MMR) | Born before 1985 – 1 dose of measles, mumps, rubella (MMR) Born on or after 01/01/85 2 doses of measles containing vaccine and 1 dose each of mumps and rubella (preferably as MMR) |
| Hepatitis B | Born on or after 01/01/95 3 doses | Born on or after 01/01/93 – 3 doses Grades 7-10**** |
| Haemophilus influenzae type b (Hib) | 3 doses if less than 15 months of age or 1 dose administered on or after 15 months of age | Not Applicable |
| Varicella | Born on or after 1/1/2000***** 1 dose | Born on or after 1/1/98 1 dose |

LOST OR STOLEN ITEMS

The school is not responsible for lost or stolen items. Please encourage your child to keep valuable items at home. Lost & Found will be kept in the Parent Center for 30 days. If the items are not picked up after the 30 days, they will be donated. Parents and students can look for items with a staff member present. Please check frequently with your students to inquire if they have misplaced an item.

MEALS FOR STUDENTS

Eugenio María de Hostos Charter School is a participant in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP). All enrolled students are eligible to receive a healthy breakfast, lunch, and snack at no charge.

Glass containers present a safety concern, therefore, they are not allowed. Due to nutritional standards soda is not allowed during breakfast, lunch nor snack in school.

When in the cafeteria, all students are expected to:

- Remain seated
- Keep voice volume to a minimum
- Not throw or play with food
- Ask permission to leave the cafeteria to use the bathroom, wash hands, or drink water

MEDICATION

All school personnel is prohibited by State Law from dispensing medication to schoolchildren without written authorization from parents and the family doctor. This law applies not only to prescription drugs, but also to over-the-counter items such as cough drops, aspirin, eye drops, and lotion/cream for a medical reason.

If a child must receive medication while in school, the following requirements must be met:

1. A written request from the family doctor indicating name, frequency, and dosage of the medication must be submitted to the school office.
2. A written request from the parent to administer the medication as prescribed by the doctor must be submitted to the school office.
3. Parents are responsible for the delivery of the medication to school in an original container from the pharmacy. Children cannot transport any medication to or from school. These authorizations must be renewed each school year. Parents of children who require special attention for medical reasons should discuss the matter with the school as soon as possible after school begins.
4. The parent must pick up leftover medication at the end of the school year.
5. The school nurse will work with the student to help him/her identify their medication, the dose, and state why he/she is taking the medication.
6. Once the student can do so, the nurse will let the principal know that the student can self-administer the medication under the supervision of the principal or his/her designee.

MOVING IN OR OUT OF THE CITY/SUBURBAN PROCEDURES

If your family moves, and as a result change school districts while still attending Eugenio María de Hostos Charter School (EMHCS), your children are still welcome to attend EMHCS. For us to properly bill the correct school district, we must be made aware of any changes. If you fail to communicate a district change to the school, we will not receive funding for your child, and in turn, this will negatively impact the programming that can be provided to your child.

The following procedure must be followed when you move in or out of the city:

1. Immediately notify the office staff at Eugenio María de Hostos Charter School of your move and district change.
2. Update your child's emergency contact information (This should be done anytime there's a change of address or contact information).
3. Register your child in the new district immediately (Your child can continue attending EMHCS).

If you have any questions or concerns related to paperwork or the process, the office staff will be more than happy to assist you.

PARENT COORDINATORS

The Parent Coordinators primary responsibility is to work with parents, staff, and students to involve parents in their children's education. The Parent Coordinators' responsibilities include:

- Tracking attendance
- Home visits concerning absences
- Coordinating school and family functions
- Notifying parents of EMHCS programs and events
- Recruiting parent volunteers to help in the school

Parents are encouraged to contact the Parent Coordinators regarding any parent concerns.

PARENT-TEACHER ORGANIZATION (PTO)

EMHCS PTO creates a school community by sponsoring fun family activities that support the school's literacy goals, raising money for the school, and showing support and appreciation for teachers. The PTO sponsors the annual Bingo Night, mother and son dance, father and daughter dance, and many more activities. The PTO is a great way to meet other parents and support our school. The PTO meets regularly at least once per month. The dates are available on the school website.

PARENT VISITATION

The Board of Trustees encourages parents and other citizens of the community to visit the schools. Visitors will report to the security desk. A visitor management system is in use at all campuses. All visitors are required to present valid photo government-issued identification each time they visit a school. The visitor will be provided with a pass for the building that they must visibly wear at all times. Any visitor who is a registered sex offender must comply with the EMHCS Sex Offender Policy as well as follow any other conditions placed upon his or her presence on school property pursuant to that policy. Visitors will sign out when they return the visitor's pass.

Visitors will adhere to school policies and regulations and the rules for public conduct on school property contained in the EMHCS Code of Conduct.

To keep instructional interruptions to a minimum, parents should leave items such as books, lunches, or other supplies in the parent center. There is a procedure in place for getting items to the students. A parent should not attempt to deliver items to the students in classrooms.

If a parent wishes to visit their child's classroom, they should make a request with the classroom teacher 24 hours in advance. When visiting, the parent should sit quietly and observe. If the parent has any questions, it is best to write it down and make an appointment at a conference where these questions can be addressed. Teachers cannot stop instruction to answer questions, but they will be happy to talk with you at a more convenient time. Classroom visits should be limited to 30 minutes unless volunteering.

The Chief Emergency Officer will be responsible for assisting schools with communication to visitors regarding school rules and regulations for public conduct at all school facilities.

The Chief Emergency Officer and the Board of Trustees will be responsible for reviewing this policy every three years.

PARKING

Zimbrich Campus- Visitor parking is available in the two parking lots across from the main entrance.

Joseph Campus- Visitor parking is available in the main parking lot.

Kodak Campus- Visitor parking is available in the parking lot on Morrie Silver Way. Press the red button to obtain access to the lot. Parking is available to students who chose to drive their personal cars as follows:

- \$50.00 per month
 - The decal will be provided and must be displayed on the windshield as indicated on the form provided
- Must provide the following documents:
 - Current Driver's license
 - Proof of insurance

- Current registration
- Parental/Guardian permission

PERSONAL PROPERTY

It is the policy of the Eugenio María de Hostos Charter School that students do not bring electronic games of any kind, music players, cell phones, and/or toys to school. These items create disruption to the educational process and should be kept at home. The school is not responsible for lost or stolen items as referenced. Students should not bring cell phones, electronic devices (such as MP3 players, electronic games), sports equipment, or toys of any kind to school.

At the Joseph and Kodak campuses, all cell phones will be collected upon arrival and returned as students are dismissed.

PHYSICAL EDUCATION

EMHCS requires students to wear sneakers and shorts (must be in uniform bottom colors) to physical education classes. Rubber-soled shoes and warm-up suits are unacceptable. The only exception is for religious or medical reasons with a statement from a clergyman or physician. While participating in physical education classes, sneakers must be properly laced and tied (or Velcro) for safety reasons. Long pants/skirts can become caught on equipment and be restrictive. Our gym is comfortably heated throughout the year.

Note: Children should wear their shorts under their uniforms which can be easily removed before coming to the gym.

PROMOTION POLICY

Promotion from grade to grade is based primarily upon a student's satisfactory academic achievement and good attendance record. Students considered for retention are those who have not achieved the minimum standards expected for the respective grade level and/or those who have not fulfilled attendance requirements.

EMHCS intends to fully inform students and parents of the necessary steps to avoid retention. The parents of any student who may not be promoted have the right to ask for a meeting with the principal. Middle school students will be placed in the next grade upon the successful completion of pre-approved summer school courses. High school students who complete approved summer school courses, in accordance with credit requirements, will also be placed in the next grade level.

Teachers shall initiate a parent conference whenever it is determined that a student may be failing any subject. Weekly progress reports (email, notes, telephone calls, etc.) must also be utilized to keep parents informed.

ELEMENTARY GRADES

The principal, in consultation with the Student Success Team (SST), may retain students in their current grade for the subsequent school year. Retention will be considered only after other alternatives (based on SST recommendations) have been attempted. Staff will provide regular consistent communication with the parent during the school year as issues relating to a student's success begins to surface.

Timeline

- By the end of the first trimester: The teacher will inform parents about a possible retention recommendation during a conference and record it in the comment section of the report card. The parent should be provided with resources to help the child.
- By the end of the second trimester: Parents will be contacted by the teacher to inform them whether adequate progress has been made. If adequate progress has not been made, retention and summer institute recommendation is discussed in a parent conference and recorded in the comment section of the report card. Parents will be provided with resources to help the child.
- By mid-May, the team that works with the student will meet with the Principal and Academic Director to discuss the student's progress and communication to parents.
- By June, the Principal and the Academic Director will contact parents to inform parents about the decision made for retention and summer institute recommendation. At this time, parents who wish their child to advance to the next grade level may appeal the decision.

MIDDLE SCHOOL

Prior to a student's promotion to the next grade, the following three areas will be reviewed and assessed by middle school personnel:

1. The student has met or exceeded grade-level standards.
2. The student's readiness for work at the next grade level.
3. The student's attendance record.

The principal may retain students in their current grade for the subsequent school year. Based on all of the data gathered, a student will be recommended for retention if he/she is at risk of failing two or more core subjects (Math, English, Science, Social Studies, Spanish) for the school year, as reported on the report card.

Timeline

- By the end of the first trimester: The Academic Counselor will inform the parent via a report card comment and a follow-up meeting about possible retention in the current grade. During the meeting, the Academic Counselor will discuss the student's progress and provide the parent with resources to help the student.
- By the end of the second trimester: The Academic Counselor will inform the parent via a report card comment and a follow-up meeting that adequate progress has not been made; therefore, there is a strong possibility the student will be retained in the current grade. The parent should be provided with resources to help the student.
- In early June; The Academic Counselor and the Principal will inform the parent via a letter and follow up meeting that the decision for retention has been made and the student will be retained in the current grade. Parents may appeal to the Principal's decision to the Academic

Director. The appeal to the Academic Director should be made within ten days of the principal's letter.

HIGH SCHOOL

High school students entering 9th grade (freshman) are officially designated into a graduation cohort. Minimum requirements for students to earn a New York State Regents diploma include 22 course credits and **five** Regents exams. Students have four years to complete New York State graduation requirements and demonstrate college and career readiness.

The high school principal, assistant principal, school counselor, and CREW leader will monitor the progress of each individual student through monitoring quarterly grades, tracking earned credits and Regents exams that will be reflected in each child's official transcript. High School programs use cohort status, course credit, and Regents benchmarks identified below in assisting students, families, and community partners when communicating student progress towards graduation.

1. In order to advance from freshman year to sophomore year, a student must accrue, at least, **5 course credits** and demonstrate proficiency, meaning **pass 1 Regent** exam by August of that school year to be classified as a sophomore.
2. In order to advance from sophomore year to junior year, a student must accrue, at least, **11 course credits** and demonstrate proficiency, meaning **pass 2 to 3 Regents** exams by August of that school year to be classified as a junior.
3. In order to advance from junior year to senior year, a student must accrue, at least, **16 course credits** and demonstrate proficiency, meaning **pass 3 or 4 Regents** exams by August of that school year.
4. Students who accrue 22 course credits and pass 5 Regents will obtain their identified high school diploma.

EMHCS prides itself in preparing students for College & Career Readiness while on their journey towards graduation. If a student is experiencing academic difficulty, the teachers, guidance counselor, and principal will review the student's progress and make appropriate plans with the student at various checkpoints throughout the school year.

Timeline

- By week two of high school: The counselor and CREW leaders create a four-year plan for all high school students using their previous grades, high school transcript to ensure that a student's schedule compliments the course and Regents credit towards graduation.
- During SLC's (Student-Led Conferences) the student, parent, and CREW leader will review the student's four-year plan, current transcript, quarterly grade reports, and student work to guide the discussion in regard to the status of the student's current grade status toward graduation.
- By the end of the second quarter, parents/guardians will be informed by the CREW leader if adequate progress has not been made in any course(s) for the fall semester. This will also be reflected in the comment section of the report card. Parents/guardians will be provided with resources to help students. Students who did not pass a course during the first (fall) semester will retake the course during the spring semester in order to recover class credits. Students not making adequate progress during the second (spring) semester will be recommended for summer school in May/June.

- By the end of the second and/or fourth quarters, a scheduled meeting will occur between the counselor, Crew leader, assistant principal, and principal for any juniors or seniors in jeopardy of missing course and Regents credit for graduation.
- By the end of the fourth quarter, a letter will be sent to parents regarding recommendations for summer school. Letters will indicate whether recommendations apply to credit recovery, Regents preparation, or additional courses offered to earn course credit.
- By the end of the fourth-quarter parents will be informed by the principal, assistant principal, and counselor through a letter outlining summer school courses their child will need to take to maintain graduation cohort status.
- Students who pass approved summer school courses in August of that school year may apply these credits to be promoted to the next grade level. Students who retake and pass Regents exams will also apply Regents credit to their upcoming school year as part of their promotional status towards graduation.

REPORT CARDS

K-8 Report Cards:

Grades K-8 will be moving towards trimesters. Report cards will be available via the parent portal on the following dates:

- Trimester 1: December 16th
- Trimester 2: April 7th
- Trimester 3: June 24th

9-12 Progress Reports/Report Cards:

Progress and report cards will be available via the parent portal on the following dates:

| Marking Period | Marking Period Dates | Progress Reports sent home | Report Cards sent home |
|----------------|--------------------------------------|----------------------------|------------------------|
| MP 1 | September 9 – November 13, 2020 | October 13, 2020 | November 20, 2020 |
| MP 2 | November 16, 2020 – January 29, 2021 | December 21, 2020 | February 5, 2021 |
| MP 3 | February 1, 2021 – April 16, 2021 | March 15, 2021 | April 23, 2021 |
| MP 4 | April 19, 2021 – June 24, 2021 | May 24, 2021 | June 30, 2021 |

You are encouraged to keep in contact with your child’s teacher as often as necessary throughout the school year for updates on your child’s academic and behavioral progress.

SCHOOL HOURS

Hours for all three campuses are from 8:00 am- 4:30 pm.

SMOKING

State Law prohibits smoking anywhere on school grounds. Please refrain from smoking when dropping off or picking up your child.

SPECIAL EDUCATION

Students with special education needs have an Individual Education Plan (IEP), created by the Committee on Special Education (CSE) from their home district. EMHCS teachers follow the student’s IEP. Changes to IEPs can only be made by the CSE of the home district. Due to our small size, EMHCS offers some consultant teacher services for ELA and Math and counseling. Related Services (Speech,

Occupational Therapy, Physical Therapy, etc.) are provided by the home district provider at EMHCS. Please contact the EMHCS Special Education Coordinator if you have questions about your child's needs.

STUDENT-LED CONFERENCES

Student-led conferences will occur twice a year at all three campuses. The purpose of student-led conferences is for students to provide families with updates regarding their progress and show their work samples.

STUDENT RECORDS

A file of school-related information is kept for every child in the school. The information in the file is considered confidential. Access to this information is limited as required by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA). As a parent, you have the right to look at your child's record and to appeal any inaccuracies or to submit information of your own to include in the record. When your child becomes 18 years of age, he or she has the right to see the file. For access to your child's record, submit a written request to the Records Officer (see FOIL policy).

TECHNOLOGY USE

These are the rules for using educational technology. All students will sign a user agreement at the start of the school year will the rules below.

1. ONLY VISIT APPROVED INTERNET SITES: Keep posters near classroom computers or tablets to remind students what they can and can't do when browsing.
2. NEVER GIVE OUT YOUR PERSONAL INFORMATION: Students may not understand the importance of keeping their information private. Make this rule very clear to avoid issues with parents, while keeping your students safe.
3. TELL YOUR TEACHER IF YOU SEE SOMETHING UNCOMFORTABLE OR INAPPROPRIATE: Cyberbullying or inappropriate graphics may confuse a student. Remind them that you are there if they feel uncomfortable and that you should be the first person they turn to in this situation—rather than a fellow student.
4. NEVER DOWNLOAD ANYTHING WITHOUT TEACHER PERMISSION: Whether it's an app or a file, downloading something with a virus could put your equipment and networks at risk.
5. LEAVE YOUR WORKSPACE AS YOU FOUND IT: This is likely already a classroom rule and is even more important as students shuffle between activity stations with computers and tablets.
6. PRINT ONLY IF YOU HAVE PERMISSION: Students may see an image they love, get excited, and want to print it. You may not have a printer in your classroom, but if you do, this rule is a must.
7. NEVER CHANGE SETTINGS WITHOUT PERMISSION: This is especially important for safety settings that block certain websites and control anti-virus protection.
8. PLACE DEVICES ON CHARGERS WHEN NOT IN USE: Remind your students: if you want to use the tablets tomorrow, they need to be charged. This is a must-have rule.
9. TOUCH THE MOUSE AND KEYBOARD GENTLY: Kids may not yet know how to handle expensive technology. Remind them that slamming the keyboard and mouse or touching the screen are not acceptable uses of these tools, and will result in the loss of their technology privileges.
10. DO NOT EAT OR DRINK NEAR DEVICES: This is another rule that may not come naturally to your students. Remind them that NO FOOD OR DRINK is near their technology and therefore they will no longer be able to use it if they abuse this rule.
11. DO NOT TOUCH THE SCREEN WITH DIRTY OR STICKY FINGERS / HANDS.

TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

The goal of this policy is to outline appropriate and inappropriate use of Eugenio Maria de Hostos Charter School Internet resources, including the use of browsers, electronic mail, instant messaging, uploading and downloading files, and voice communications. The use of these services is subject to the following conditions.

Your Account

Internet access at Eugenio Maria de Hostos Charter School is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.

Each user of the EMHCS internet system is required to read and sign an Internet agreement policy before receiving an Internet access account and password.

Appropriate Use

Individuals at Eugenio Maria de Hostos Charter School are encouraged to use the Internet to further the goals and objectives of EMHCS. The types of activities that are encouraged include:

1. Communicating with fellow students, employees, business partners of Eugenio Maria de Hostos Charter School, and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participation in educational or professional development activities.

Inappropriate Use

Individual Internet use at EMHCS will not interfere with other productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Eugenio Maria de Hostos will comply with all Federal and New York laws, all established policies, and contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates Eugenio Maria de Hostos' policies, rules, or administrative orders including, but not limited to: any applicable code of conduct policies residing within the Parent-Student Handbook. The use of the Internet in a manner that is not consistent with the mission of EMHCS that may misrepresent or violate any EMHCS policies is prohibited.
3. Individuals should limit their personal use of the Internet. Eugenio Maria de Hostos allows limited personal use for communication with family and friends, independent learning, and public service. EMHCS prohibits use for mass unsolicited mailings, access for non-employees to EMHCS resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, the dissemination of chain letters, and competitive commercial activity unless pre-approved by EMHCS.
4. Individuals may not establish company computers as participants in any peer-to-peer network unless approved by management.
5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to EMHCS or another individual without authorized permission.

6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.

Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk or IT administrator to obtain a password reset if they have reason to believe that an unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Eugenio Maria de Hostos Charter School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable EMHCS policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

Eugenio Maria de Hostos Charter School may monitor any Internet activity occurring on EMHCS equipment or accounts. EMHCS currently does employ filtering software to limit access to sites on the Internet. If EMHCS discovers activities that do not comply with applicable law or departmental policies, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

Eugenio Maria de Hostos Charter School will assume no liability for any direct or indirect damage arising from the user's connection to the Internet. EMHCS is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Matt Kleehammer at mkleehammer@emhcharter.org.

TEXTBOOKS

All textbooks and library books are loaned to students for their use during the school year. Students are expected to take good care of their books. Families are required to pay for lost or damaged books.

UNIFORM POLICY

The responsibility for the dress and appearance of all students supports the school's uniform policy. All Students of Eugenio Maria de Hostos Charter School are required to follow the school's uniform policy and wear the appropriate school uniform. This is not an option.

The uniform consists of:

Bottoms in solid black or navy blue:

- Jumpers at knee length
- Skirts at knee length with shorts or solid school uniform color tights underneath
- Pants
- Shorts at knee length

Tops with school logo in black, royal blue, navy blue, charcoal grey

- Polo Shirts
- Sweaters (No school logo needed)

Shoes:

- Dress shoes
- Sneakers
- Tied Sandals (velcroed or fastened with a buckle) No flip flops or crocks.

Not acceptable:

- Hoodies
- Jeans
- Sweats
- Jogging suits
- Leggings
- Pants with stripes
- Flip flops
- High heels

All students should be ready each day for school, arriving in their clean, appropriate school uniforms and ready to learn. If we teach our students responsibility now, it will enhance their academic success in the years to come.

Staff members will hold students accountable for the uniform policy. Students not complying with the uniform requirements will be sent to the parent center.

Please remember, uniforms are not an option. This policy must be followed.

The first time a student is not wearing the proper uniform attire, a reminder will be sent home and if possible, the student will be given temporary clothing to wear, if available.

The second time it happens, parents will be called to bring clothing and students will stay in the office until the proper attire is brought.

The third time the student is out of uniform, he/she will be sent home. A follow-up visit by our Parent Coordinators will be made to help the family resolve the situation.

VOLUNTEERS

A system of records will be maintained on each volunteer with Human Resources, including dates of service, positions held, duties performed, evaluation of work, fingerprints, and volunteer hire paperwork. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to HR. Volunteer personnel records shall be accorded the same confidentiality as staff personnel records. As appropriate for the protection of students and staff all volunteers must agree to

undergo a criminal background check following the same protocol as an employee of the school. The school will set up the appointment however the volunteer will be responsible for fingerprint processing fees. The volunteer will not be able to begin their volunteer work until HR has received full clearance from the TEACH system – NYS Dept. of Education site.

WALKERS

For your child to walk home, parents must complete the Dismissal Consent Form for Walkers and return to the Main Office. Your child will not be allowed to walk home if we do not have this form. The Dismissal Consent Form releases EMHCS from responsibility and liability or claims which may arise out of, or in connection with, your child catching the RTS bus or walking home from school.

SAFETY TIPS FOR STUDENTS WHO WALK TO SCHOOL

- Cross at corners, not mid-block or between parked cars.
- Stop and look in all directions before crossing. Watch for turning cars.
- Be extra alert in bad weather, when visibility is reduced and cars cannot stop as fast.
- Obey the directions of police officers, crossing guards, and safety patrols. Pay attention to traffic signs and signals.
- Use the “buddy system” – walk with a friend whenever possible.
- Never talk to strangers or get into a stranger’s car. Tell a parent or teacher if you have been approached by a stranger.