



# **PARENT-STUDENT HANDBOOK**

## **2019-2020**

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 2019

### **OUR VISION**

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

### **NUESTRA VISIÓN**

Si el niño no puede aprender con nuestro método de enseñanza, entonces debemos aprender a enseñar en la forma en que el niño pueda aprender.

### **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.

### **NUESTRA MISIÓN**

Nuestra misión es crear una comunidad de aprendizaje segura, donde los estudiantes alcanzarán el Sello de Biletrados del Estado de Nueva York, aprenderán a abogar por la justicia social y estarán preparados para tener acceso y disfrutar todo lo que el mundo les ofrece.

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# A

## **ABSENCES**

Occasionally, it is necessary to keep your child out of school. The only reason a child should miss school is for illness, appointments for the child, or family emergencies. If your child is going to be absent for the day, please call the school's parent center. Upon return to school, students at the Elementary level must bring a note to their classroom teacher. At the Middle and High School levels must bring the note to the Parent Coordinator. In the note, please include the date and reason for absence.

## **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.

## **ADDRESS CHANGE**

It is important that the school has 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 1<sup>st</sup> through April 1<sup>st</sup>. 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.

**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 service from 7:00-8:00 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 am
- Drop off location is the main entrance
- Bus riders will be dropped off at 8 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 8:00 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 prior to 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 4-4:30 pm will wait outside of exit #3.
- We offer an after-school Enrichment Program by enrollment from 4:30-6:00 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. Parents/guardians are responsible for providing a written excuse for an absence within five days of the occurrence.

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).

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.

In addition to absences, arriving late on a regular basis 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 is for doctor appointments, illness, religious observances, and death in the family or family emergencies. Other reasons are not acceptable.

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.

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.**

## **B**

### **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 transportation changes, such as RB&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 a 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.

# C

## **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 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 9-11 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 of 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

## **COMMUNICATION**

Home to school communication is an essential part of student success. 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 advisers, teachers and the principal, 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 in 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.

If, after the presentation of the complaint to the Board of Trustees of EMHCS, the individual or group determines that such board has not adequately addressed the complaint, they may present that complaint to the charter entity, which shall investigate and respond. If, after the presentation of the complaint to the charter entity, the individual group determines that the charter entity has not adequately addressed the complaint, they may present that complaint to the Board of Regents, which shall investigate and respond. The charter entity and the Board of Regents shall have the power and duty to issue appropriate remedial orders to effectuate the provisions of the above.

## **CONFERENCES**

Student-led conferences and parent 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.

# D

## DIGNITY FOR ALL STUDENTS ACT (DASA)

Please refer to the DASA document which is available on the school website under documents.

## DISCIPLINE POLICY

Eugenio Maria de Hostos Charter School believes in creating a safe and nurturing community of learners. Students are held to high expectations of student character. Enforcement of expectations and rules are fair, equitable and consistent. Disciplinary practices are not punitive. They are focused on helping students learn appropriate behavior, equip them with strategies for managing their emotions, teaching them problem-solving skills and helping them to understand that our actions have consequences (positive or negative). Consequences for infractions of rules are reasonable, logical, and restorative.

The aim of restorative practices is to develop community and to manage conflict and tensions by building relationships and repairing harm. Our restorative practices include both proactive and responsive interventions. We seek to proactively build relationships, develop community, repair harm and restore relationships.

Restorative Practices such as circles and conferences provide a safe environment for people to express and exchange emotions. It is through the mutual exchange of expressed affect that we build community, creating the emotional bonds that tie us all together. The use of Restorative Practices helps to:

- improve behavior
- strengthen civil society
- provide effective leadership
- reduce maladaptive behavior
- restore relationships
- repair harm

Students are expected to act respectfully towards all students and staff. They are expected to attend school daily and punctually, participate in all classes, and work productively at all times. Finally, students are expected to conduct themselves using our core values of PRIDE whenever on or off-campus and at any school function. PRIDE demonstrates how individuals should conduct themselves and relate to each other. As a school, we have an obligation to protect all students and create a safe, respectful and productive school community that enhances the school's mission.

**PRIDE** represents Perseverance, Respect, Integrity, Dedication, and Excellence.

**Perseverance:** Defines the individual's ability to never give up on anyone or anything; including themselves.

**Respect:** Defines how individuals treat each other and in turn the way they would like to be treated.

**Integrity:** Honesty is a characteristic that leads to positive results and in teaching students to "Do the Right Thing."

**Dedication:** Hard work and dedication to one's own learning, is key to their own achievement. When individuals dedicate themselves to their academic and social/emotional growth, they have positioned themselves for greater results during their educational experiences.

**Excellence:** When students take pride in the quality of their work and in setting goals for achieving academic success, they continue to grow intellectually and demonstrate confidence in other aspects of their school life.

### **DISMISSAL**

Please refer to the section under “Arrival”.

## **E**

### **EARLY PICKUP**

Please refer to the section under “Arrival”.

### **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. It is critical that this form always has 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 emergency situations, 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.

### **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.

## **F**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

For detailed info visit: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

### **FIELD TRIPS**

Teachers occasionally take their classes on educational field trips. These trips enhance the academic program and maybe on buses or walking trips. Every student must have a permission slip before the children 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**

The Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. Eugenio María de Hostos Charter School has adopted a policy governing when, where, and how you can see public records. For detailed info visit: <https://www.foia.gov/>

### **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 is 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.

## H

### **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.

### **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 learning 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.

# I

## IMMUNIZATION REQUIREMENT

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

New York State Immunization Requirements for School Entrance/Attendance*		
	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

# L

## LIBRARY

Parents are encouraged to visit the public library with their children on a regular basis. Students should be reminded to take good care of all books, especially books on loan from the library. There will be a charge to families for any lost materials from the library.

- Students in grades K-5 will visit the school library with their class
- Students in grades 6-8 will have libraries in each academic classroom
- Students in grades 9-12 will have libraries in English and Spanish classrooms.

## **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. 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.

## **LUNCH**

If students bring a drink to school it may not be in a glass container. Students are not allowed to bring soda to school. Lunch will be provided to those students that choose not to bring lunch at no charge.

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

# **M**

## **MCKINNEY-VENTO ACT**

The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by The Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, State Educational Agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including public preschool education, as other children and youths.

What is meant by the term “homeless children and youths”? Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

- Children and youths who are: - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”); - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; - living in emergency or transitional shelters; or - abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as regular sleeping accommodations for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

The McKinney-Vento Act no longer includes children and youths who are awaiting foster care placement in the definition of “homeless children and youths”. The Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, 12 includes new provisions for ensuring the educational stability of children in foster care under Title I, Part A.

## **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.

## **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.

## **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. In order 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.

# N

## NURSE

If you have any questions about the procedure for your child to receive medication in school, please refer to the section on medication.

# P

## 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 are supervised and 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 to 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 class. 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 uniform which can be easily removed before coming to the gym.

## **PRIDE**

Eugenio María de Hostos Charter School has developed “PRIDE” which defines these expectations. Our Core Values school’s policy regarding how students are expected to behave when participating in school activities, on and off school grounds, on the bus, and how the school will respond when students fail to behave in accordance with these expectations.

There are five core beliefs and values that encompass our expectations for all students and staff:

**P- Perseverance**

**R- Respect**

**I- Integrity**

**D- Dedication**

**E- Excellence**

# **R**

## **REPORT CARDS**

Report cards are sent home two days before the Parent/Teacher Conferences, three times a year (November, February, April). The final report card is sent home on the last day of school. 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 progress. After you receive the report card, please return the report card envelope to your child’s teacher.

## **RESTORATIVE PRACTICES**

The aim of restorative practices is to develop community and to manage conflict and tensions by building relationships and repairing harm. Our restorative practices include both proactive and responsive interventions. We seek to proactively build relationships, develop community, repair harm and restore relationships.

Restorative Practices such as circles and conferences provide a safe environment for people to express and exchange emotions. It is through the mutual exchange of expressed affect that we build community, creating the emotional bonds that tie us all together. The use of Restorative Practices helps to:

- improve behavior
- strengthen civil society
- provide effective leadership
- reduce maladaptive behavior
- restore relationships
- repair harm

## **REFLECTION ROOM**

Purpose:

1. The purpose of the Reflection Room is to provide an opportunity for students to reflect, help solve problems and learn new skills to believe, achieve and succeed.
2. The Reflection Room provides a *restorative process* for students and encourages them to reflect on their behavior.
3. The Reflection Room is used to encourage healthy coping skills and prosocial strategies to support their development.
4. The Reflection Room should set an atmosphere of care and respect for the school community.
5. The Reflection Room provides structure and support to students, by holding students accountable for their actions and providing supportive guidance.

What Happens in the Reflection Room:

1. The room is a neutral space.
2. When students arrive in the Reflection Room, the student support specialist clearly sets the expectations of the room and gives the student time to calm down and clear their mind.
3. The student will fill out a reflection form that will help him/her process the incident.
4. The Reflection Room student support specialist will go through a specific, one-page document with the student when they are ready (IESCAPE).

Referral Process for the Reflection Room:

1. Students are referred to the Reflection Room by the principal, assistant principal or his/her designee.
2. The administrator that picked up the student should return/walk the students back to the classroom to assure restorative action is completed and the student is integrated back into the classroom.
3. The Reflection Room student support specialist works with students, teachers, families, and administration to communicate a summary of the incident and share the plan of action for the next steps.

## **S**

### **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.

# **T**

## **TARDINESS**

Please refer to the section under "Arrival"

## **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:** Cyber bullying 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 prior to 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. 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 [kleehammer@emhcharter.org](mailto:kleehammer@emhcharter.org).

## Internet Acceptable Use Policy User Agreement

I hereby acknowledge that I have read and understood the Internet Acceptable Use Policy of Eugenio Maria de Hostos Charter School. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold EMHCS and its officers, trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action, or demand arising out of or related to my use of EMHCS owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

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Student Name (print)

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Student Signature

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Date

### 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.

# U

## 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. The parent center will send a reminder home and/or contact parents to bring the students a uniform and if available, the students will be given temporary clothing to wear.

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.

## V

### **VOLUNTEERS**

Volunteers must fill out a volunteer form and receive clearance from the NYS Education Department. Volunteers must sign in at the security desk each time they arrive and obtain a visitors badge to wear while in the building.

## W

### **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.

### **WEAPONS**

Weapons (real or toy) are prohibited from school. Please discuss with your child what is considered a weapon, according to NYS and the possible consequences.