

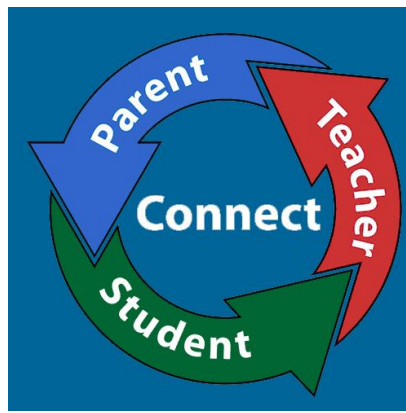
# PARENT-STUDENT HANDBOOK

## 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.



All of the EMHCS policies and procedures in this manual are adopted by all of the EMHCS 21st Century Community Learning Centers Program.

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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.** If 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. If your child is ill with a fever, they 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.

## 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, notify the school's main 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 become a waiting list after all vacant slots have been filled. The current waiting list will expire on June's last day of school. 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 the Rochester City School District will be last selected.

## 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 reached by calling the school and leaving a message with the home school community liaisons or secretaries. Administrators will get back to you within 48 hours.

## ARRIVAL/DISMISSAL PROCEDURES

### **Arrival**

#### **Zimbrich Campus K-6:**

- We offer a Before-School Program from 7:45 to 9:00 am. for students enrolled in the program. Students enter through Exit #3 (east side of the building). **Only students in this program will be allowed to enter the school at 7:45 am.**
- The school day begins at 9:00 am. Drop off location is entrance #3 (east side of the building).
  - o Bus riders will be dropped off on Zimbrich Street in front of the building and enter through entrance #3 (east side of the building).
  - o Parents must use Leo Street and drop their child(ren) off at Exit 3. Parents are not to get out of their vehicles at any time.

- Please note: For any arrival AFTER 9:30 am, Parents/Guardians must sign in the student in the Parent Center at the Main Entrance.

**Joseph Campus 7-8:**

- Middle School classes begin at 7:48 am
- Student drop-off time is 7:30 am
- Drop off location in front of the building
- Bus riders will be dropped off at 7:30 am in front of the building

**Kodak Campus 9-12:**

- High School classes begin at 7:40 am
- Student drop-off time is between 7:15 am and 7:35 am
- Drop off location is in front of the Kodak building on State Street by the ESL Bank
- Bus riders will be dropped off at 7:15 am in the bus loop.
- All students will immediately report to the cafeteria on the 9th floor for breakfast, which will start at 7:15 am.

**Arrival/Scanning Process:**

- Students in grades 7th -12th are subject to a safety checkpoint when arriving at school.
- Our safety checkpoint, which includes scanning students who enter the building with a handheld metal detector (wand), is designed to be respectful and discreet. In rare instances where the metal detector alerts, the school will have reasonable suspicion that the student has paraphernalia that violates the school's Code of Conduct to conduct a further search of the student in accordance with the school's Code of Conduct
- Students refusing to adhere to our safety checkpoint may not be permitted to proceed past it. Parents will be contacted, and we will address the behaviors according to our Student and Parent Handbooks and our School's Code of Conduct.
- Students may be asked to remove their outerwear to scan and ensure everyone in the building is safe efficiently.
- Any and all weapons will be confiscated, given to our Chief Emergency Officer, and turned over to local law enforcement.
- Electronic devices are to be turned in during the safety checkpoint and follow the process per the campus Principal.

**Dismissal/Pick-up Procedure**

**Zimbrich Campus K-6:**

- The school day ends at 4:00 pm.
- All bus riders are dismissed between 3:50-4:00 pm.
- Walkers will be escorted to their designated walker room once called. Parents/guardians sign them out at the dismissal table, walk to appointed walker rooms, and exit the building.
- Call the school by 12:30 pm to communicate any changes to transportation and/or dismissal.
- To prevent disruption to the instructional day, early dismissal will not be granted after 3:30 pm (see early dismissal policy).
- Parents who report for pick-up after 3:30 pm will wait outside exit #3.
- We offer an after-school Enrichment Program by enrollment from 4:00 - 5:30 pm (please see Home School Community Liaison for application and details).

**Joseph Campus 7-8:**

- Middle School classes end at 2:30 pm.
- Busses will arrive at Joseph Campus at approximately 2:30 pm.
- All bus riders are dismissed at 2:30 pm.
- Any students awaiting parent pick-up will remain in their classrooms until called for pick-up.
- Parents will line up in the parking lot, and a staff member will radio for students to be dismissed to the parent.
- Please contact the school by 1:00 pm to communicate any changes to transportation and/or dismissal.
- No early dismissal after 2:00 pm.

**Kodak Campus 9-12:**

- High School classes end at 2:15 pm
- Busses will arrive at the Kodak Campus at approximately 2:15 pm
- All bus riders are dismissed at 2:15 pm
- Any students awaiting parent pick-up will remain on the side stairs waiting with staff.
- Parents must pick up their children no later than 2:30 pm.

**Early Dismissal/ Noon Dismissal**

We have noon dismissal for students on scheduled half days. Please see the calendar for those specific dates. For parent requests for early dismissals, please contact the school by 12:30 pm to communicate any changes to transportation and/or dismissal. Early dismissal is for doctor appointments, illness, religious observances, and death in the family or family emergencies. Other reasons are not considered legal.

**ATTENDANCE**

All children are required to attend school every day that school is in session. Not only is it essential to your child's education, but it is also a New York State Law. Refer to the Attendance Policy on the school website at <http://www.emhcharter.org>.

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

**Excuses for Absences**

When your child is absent from school, it is required by law to send in a written notice stating why they were not in school. This note needs to be sent upon the child's return. If you know 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, a 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 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 valuable learning time. The school calendar is available via the EMHCS website at [www.emhcharter.org](http://www.emhcharter.org).

**Tardiness**

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

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations are a special time for children. Celebrations should not disrupt instructional time; please communicate with your child's teacher. Due to the growing number of students who struggle with food allergies, diabetes, and other health-related concerns, only store-bought healthy snacks will be permitted. Consider sharing special pencils or stickers rather than food.

### **BREAKFAST AND LUNCH**

Hot and cold meals are provided at no cost to our students. Send any dietary restrictions or substitutions to the Home School Community Liaison. Please note that meal restrictions/substitution will be granted with only a doctor's note and/or religious reasons.

### **BUS TRANSPORTATION AND SAFETY**

Students who live more than 1.5 miles from the school and children with specific disabilities receive complimentary 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 for the new school year in April. **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 assignments 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 is unsafe to cross, and your child should return to the curb.
- Your child should remain in their seat while the bus is in motion. Keep their arms and head inside, and don't throw objects out windows or on the bus.
- Drinking any beverage and eating are not permitted on the bus.
- Fighting will not be tolerated on the bus.
- Any student who disrupts the regular 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 always expected. 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 you to encourage your child to bring a healthy snack instead.

### **CELL PHONES**

It is a policy of Eugenio Maria de Hostos Charter School (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-6** must leave all electronic devices in their backpacks in the closets or lockers during the school day.
- Students in **grades 7-8** must surrender all electronic devices upon entering the building. These devices will be returned at the school day's end as students exit 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; the electronic device **MUST BE PICKED UP BY** the 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 that Eugenio María de Hostos Charter School is **NOT** responsible for any electronic device's loss, damage, or theft. If the aforementioned should occur, it is the Principals' discretion 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](http://www.emhcharter.org).

### **COMMUNICATION**

The school recognizes that engaging and working with students and guardians is vital in providing their children with an excellent education. Students and guardians are offered opportunities throughout the year to tell us what they expect from and think of the school. A parent survey is conducted in the Spring. We aim to involve as many students and guardians in their child's education as possible.

EMHCS uses School Messenger as a means of communication. It includes ROBO calls, text messages, and email messages. We also share school highlights on our social media pages.



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 possible. Please join us monthly at PTO to get the most up-to-date information on what is happening in the school.

The most up-to-date information is always shared on our website, [www.emhcharter.org](http://www.emhcharter.org), or our Facebook page, [www.facebook.com/emhcharter](http://www.facebook.com/emhcharter).

At EMHCS, parent engagement and support are crucial to our success. Parents are required to sign a Parent Commitment Statement after reviewing the Code of Conduct and the Parent-Student Handbook. A copy is filed in the school office.

### **COMPLAINT POLICY**

At any time, a student, parent, teacher, staff member, or community member 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 CEO, 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 meeting. The written request should indicate the nature of the problem or complaint and the steps 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.
- The written request must be sent to the Executive Administrative Assistant at [info@emhcharter.org](mailto:info@emhcharter.org) ten days before the board meeting. The Board Meetings are typically scheduled on the last Tuesday of each month (please see board meeting dates on the website).

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.
- 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.

**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's decision on the complaint. The presenter will complete the [SUNY Formal Complaint Form](#) and email it to [charters@suny.edu](mailto: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, they 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. Information will be sent home from your child's teacher. Please send a note to your child's teachers if you would like to have a parent-teacher conference at any time during the school year.

### **CURRICULUM NIGHT & ORIENTATIONS**

We welcome the opportunity for parents to come to school to meet their child's teachers, see the classrooms, and learn about the curricula, school behavior plans, grade-level expectations, and graduation requirements. All will have an opportunity to sign up for a conference if needed. We hope to see you at these important events.

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

Please refer to the DASA document posted on our website, [www.emhcharter.org](http://www.emhcharter.org).

### **EMERGENCY FORMS**

Parents are asked to complete an emergency form for their children attending EMHCS each year 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 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**

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

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

Suppose it becomes necessary to close school early on a given day. In that case, an announcement will also be made on local TV and radio stations, and 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 provided in two formats: integrated or as a stand-alone ENL class. Students receive core content area and English language development instruction, including appropriate ELL instructional support to enrich comprehension in our integrated classes. Students receive English language development 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 language acquisition and development requirements.

### **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 concerning 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 an access request.
  - 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 want to review. The school official will make access arrangements 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 to the school principal, clearly identify the part of the record they want to be changed, and specify why it should be changed. Suppose the school decides not to amend the record as the parent or eligible student requested. In that case, 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, a supervisor, an instructor, a 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 employees and who is under the direct control of the school concerning 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 their tasks. A school official typically has a legitimate educational interest if they need to review an education record to fulfill their 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 parent or eligible student initiates the disclosure.]

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 going 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 if their child requires additional support / or the student demonstrates severe behavior concerns that could impact the safety of the child and students on the field trip.

### **FIRE DRILLS/LOCKDOWNS**

Practice fire drills and lockdowns are required to be held each year. Generally, fire drills are held on 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 ensure that school personnel maintains the following:
    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 reduce the volume of records requested reasonably;
    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 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 of 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-6	27 Zimbrich St.	Rochester, NY 14621
Grades 7-8	1069 Joseph Ave	Rochester, NY 14621
Grades 9-12	343 State St. Bldg 10, 5 <sup>th</sup> 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
  1. a record of the final vote of each trustee in every proceeding in which the trustee votes;
  2. a record setting forth the name, public office address, title, and salary of every officer or employee of the education corporation; and
  3. 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 that 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 that are requested before the final administration of such questions or
- i) If disclosed, such records 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:
  1. The fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 8 1/2 by 11 inches;
  2. 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:
  1. informing a person requesting records that the requestor portion of the request does not reasonably describe the records sought;
  2. granting or denying access to records in whole or in part;

3. 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
  4. If the receipt of the 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, therefore, 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 the 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 might appeal within thirty days of a denial.
  - e) The time for deciding an appeal shall commence upon receipt of a written appeal identifying the following:
    1. the date and location of requests for records;
    2. a description, to the extent possible, of the records that were denied; and
    3. the name and return address of the person denied access.
  - f) 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 an appeal.
  - g) The Board of Trustees shall transmit copies of all appeals to the Committee on Open Government upon receipt of appeals. Such copies shall be addressed to:  
 Committee on Open Government Department of State  
 41 State Street  
 Albany, NY 12231
  - h) 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 an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in this section's subdivision (f).
8. Public notice: A notice containing the title, 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 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 with 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 Special Education Coordinator if you have questions about your child's needs.

## **HOME-BAKED GOODS**

It is a policy not to accept 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 María 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 they:

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 adequate alternative accommodations;
  - c) abandoned in hospitals;
  - d) awaiting foster care placement or
  - e) a migratory child who qualifies as homeless because they are living in the circumstances described above or
2. It 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 living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

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

**Immediate enrollment:** Homeless children and youth will immediately enroll in school, with or without required documentation (including immunization). School Personnel will use their best efforts to assist the family in attaining records needed later, 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 they attended when permanently housed (School of Origin)
- The school in which they were 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 their 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 meet 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 their 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 are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation.

**Dispute Resolution:** In a disagreement with EMHCS officials about enrollment, transportation, or fair treatment of a homeless child or youth, a complaint may be filed to the Chief Executive Officer (CEO) Administrative Office at [info@emhcharter.org](mailto:info@emhcharter.org). During the dispute, the student will continue to be enrolled and provided transportation until resolved.

**HOME SCHOOL COMMUNITY LIAISONS (PARENT COORDINATORS)**

The Home School Community Liaison' primary responsibility is to work with parents, staff, and students to involve parents in their children's education. The Home School Community Liaisons' 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
- Connect community resources to the school and parents

Parents are encouraged to contact the Home School Community Liaisons regarding parent concerns.

### **HOMEWORK**

Each classroom has a procedure for homework. Be sure to know the expectations 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). Parents are welcome to request additional work to be done at home.

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 for 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. Students will be given a set of math facts each week. 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:

## 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

### **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 and found items will be retained in the Parent Center for 30 days. If the items are not picked up after 30 days, they will be donated. Parents and students can look for items with a staff member present. Please frequently check with your students to inquire if they have misplaced an item.

### **MEALS FOR STUDENTS**

Eugenio María de Hostos Charter School participates in the National School Lunch and 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 prohibited during school breakfast, lunch, or snacks.

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**

State Law prohibits all school personnel from dispensing medication to school children 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 medical reasons.

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

1. A written request from the family doctor indicating the medication's name, frequency, and dosage 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 delivering 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 them identify their medication and the dose and state why they are taking it.
6. Once the student can do so, the nurse will let the principal know that the student can self-administer the medication under the principal's or their designee's supervision.

### **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. We must be aware of any changes to bill the correct school district properly. 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 Eugenio María de Hostos Charter School office staff 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-TEACHER ORGANIZATION (PTO)**

The EMHCS PTO (Parent Teacher Organization) is an opportunity to meet other parents and teachers, build rapport, and be informed. PTO also allows parents and teachers to work together to enrich the educational experience. Joining the PTO benefits your child; in doing so, you also help the school. EMHCS PTO creates a school community by sponsoring fun family activities that support the school's literacy goals, raise money for the school, and show support and appreciation for teachers. The PTO meets regularly once per month. The dates are available on the school website, [www.emhcharter.org](http://www.emhcharter.org).

### **PARENT VISITATION**

The Board encourages parents and other school citizens to visit EMHCS schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor."

2. All visitors to the school must report to the visitor station upon arrival at the school. There they will be required to sign the visitor's register and be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the visitor station before leaving the building.
3. Visitors attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the classroom teacher(s) so that class disruption is minimal. Such visitations shall be allowed at the discretion of the teacher and Principal.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code.

### **PARKING**

**Zimbrich Campus-** Visitor parking is available in the two parking lots across from the main entrance (Labeled B and C)

**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. Parking is open to students who choose to drive their cars. Please see Home School Community Liaison for more information.

Student drivers must provide the following documents:

- Current Driver's license
- Proof of insurance
- Current registration
- Parent Permission Statement

### **PERSONAL PROPERTY**

It is the policy of the EMHCS that students do not bring electronic games of any kind, music players, cell phones, and/or toys to school. These items disrupt 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 and electronic games), sports equipment, or toys to school.

### **PHYSICAL EDUCATION**

EMHCS requires students to wear sneakers and shorts/sweat pants (must be in uniform bottom colors) to physical education classes. Rubber-soled shoes and warm-up suits are unacceptable. The only exceptions will be made for religious or medical reasons with a statement from a clergyman or physician. While participating in physical education classes, sneakers must be appropriately 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 entering 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 have not achieved the minimum standards expected for the respective grade level and/or 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 successfully completing 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 fail any subject. Weekly progress reports (email, notes, telephone calls, etc.) must also be utilized to keep parents informed.

### **ELEMENTARY GRADES**

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

#### **Timeline**

- By the end of the first trimester, The teacher will inform parents about serious concerns in reading, writing, and/or mathematical skills. The conference meeting will include a recommendation plan for intervention. Comments made during the conference meeting must be recorded 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, the teacher will contact parents to inform them whether adequate progress has been made. If satisfactory 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, CEO, or designated Administrator to discuss the student's progress and communication with parents.
- By June, the Principal will meet with parents to share the recommendation for retention and summer institute (if applicable).

### **MIDDLE SCHOOL**

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

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

The principal may retain students in their current grades for the subsequent school year. Based on the data gathered, a student will be recommended for retention if they are 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.

## **HIGH SCHOOL**

High school students entering 9<sup>th</sup> grade (freshman) are officially designated into a graduation cohort. The minimum requirements for students to earn a New York State Regents diploma include 22 course credits and **five** Regents exams. EMHCS will require additional courses and up to 9 Regents exams to promote the Advance Regents Diploma and the NY Seal of Biliteracy. 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 each student's progress through 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. To advance from freshman 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. To advance from sophomore 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. To advance from junior 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 and Career Readiness while on their journey towards graduation. EMHCS will require additional Spanish courses and Regents exams for students to qualify for Advanced Regents and the NY Seal of Bi-literacy. 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 and high school transcript to ensure that a student's schedule complements the course and Regents credit towards graduation.
- During SLCs (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 regarding 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 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, parents will be sent a letter 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 for 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-12 Progress Reports and Report Cards:**

Progress and report cards will be available via the parent portal. Parents can request them to be mailed or emailed home. The request must be made to the School Principal via phone or email. For dates, please refer to the school calendar at [www.emhcharter.org](http://www.emhcharter.org).

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**

Elementary School hours at the Zimbrich Campus are from 9:00 a.m. - 4:00 p.m.

Middle School hours at the Joseph Campus are from 7:30 a.m. - 2:30 p.m.

High School hours at the Kodak Campus are from 7:30 am - 2:30 pm.

## **SCHOOL SAFETY FOR PARENTS, FAMILY MEMBERS, VOLUNTEERS, AND VISITORS**

Parents, family members, community volunteers, and visitors are part of the school's mission and vision. We aim to work together to create a safe community of learners for our students and staff.

This policy aims to set forth the expected conduct of parents, family members, volunteers, and visitors that will be enforced before, during, and after school hours while on our school premises and events.

We expect parents, family members, community volunteers, and visitors to:

- Respect the school's mission and vision
- Demonstrate that ALL school community members should be treated with respect and, therefore, set an excellent example of behavior and language in meetings and other interactions with the school.
- Follow the chain of communication when seeking additional support. (Teacher-Assistant Principal--Principal--CEO)

To create a safe school environment, the school will not tolerate the following behaviors of parents, family members, community volunteers, and/or visitors:

- Disruptive behavior that interferes or threatens to interfere with the school operation, classroom instruction, office operation, or sports events occurring on school grounds.
- Using offensive and foul language such as swearing and cursing.
- Acting intimidatingly, such as throwing items, following staff, and watching and waiting for staff in the parking lot or outside the school grounds.
- Damaging or destroying school and/or staff property.
- Other behavior was determined inappropriate by the school administration.

Failure to follow this policy may result in the school placing limitations on an individual's ability to enter school premises and/or participate in school events. Individuals will be notified in writing should the school administration decide to place such limitations. Depending on the severity of the case, a police report could be completed, and an order of protection be filled. The safety of our students and staff remains extremely important to us, and we appreciate your collaboration and support.

### **SMOKING AND VAPING**

We are a Drug-Free Zone. State Law prohibits smoking and vaping anywhere on school grounds. Please refrain from smoking or vaping 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. The CSE can only make changes to the IEPs 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, appeal to any inaccuracies, or submit your information to include in the record. When your child becomes 18 years of age, they have the right to see the file.

To access your child's record, submit a written request to the Records Officer (see FOIL policy).



## **TECHNOLOGY DEVICE AGREEMENT**

EMHCS students in grades K-12 have 1:1 devices daily (iPads & Chromebooks). Students in grades K-8 are given access to assigned devices within the building daily, while 9-12<sup>th</sup> grade students are assigned a Chromebook to take home. This allows for continued learning when not at school. With this comes a great deal of responsibility and allows us to further promote components of our mission by preparing our students to "enjoy and access what the world has to offer." K-8 students will be assigned a device upon the start of each school year. 9-12<sup>th</sup> grade students are assigned a device upon enrollment. If a student willfully damages a device or loses a device, a replacement device will be provided upon collection of a \$25 **insurance** fee. Each time a charger is lost or willfully broken, a replacement charger will be provided upon collecting a \$25 **replacement** fee. Please note insurance fees are a 1-time fee, and replacement fees are collected each time a charger is needed. If a charger or a Chromebook stops working to no fault of the student, no fee will be required, and a replacement will be provided at no cost.

In addition, students are expected to use devices appropriately at all times and in accordance with the school's Acceptable Use Policy. To read a copy of the *EMHCS Acceptable Use Policy, please see below*. For a complete description of how Chromebooks are managed at Eugenio María de Hostos Charter School, please see below.

PLEASE READ THIS ENTIRE FORM CAREFULLY AND DO NOT SIGN IT IF YOU ARE NOT WILLING TO PAY FOR ANY DAMAGES OR LOSS THAT MIGHT OCCUR TO THE SCHOOL'S PROPERTY

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I, \_\_\_\_\_, agree to use the Chromebook assigned to me responsibly and if I break or

*Student First & Last Name*

lose the Chromebook or charger, \$25 must be paid to receive a replacement.

I, \_\_\_\_\_, have read the statement above and understand that if my child

*Parent/Guardian First & Last Name*

requires the replacement of a Chromebook or charger; one will not be provided until the \$25 fee is remitted to the school.

EMHCS reserves the right to repossess the Chromebook & charger at any time.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Purpose**

This policy outlines the appropriate and inappropriate use of Eugenio María de Hostos Charter School Internet resources, including using 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 María 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 EMHCS internet user must read and sign an Internet agreement policy before receiving an Internet access account and password.

### **Appropriate Use**

Individuals at Eugenio María 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 María 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 María 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 María de Hostos' policies, rules, or administrative orders, including, but not limited to, any applicable code of conduct policies residing within the Parent-Student Handbook. Using the Internet in a manner that is not consistent with the mission of EMHCS and that may misrepresent or violate any EMHCS policies is prohibited.
3. Individuals should limit their personal use of the Internet. EMHCS allows limited personal use for communication with family and friends, independent learning, and public service. EMHCS prohibits using unsolicited mass 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 management approves.
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. To maintain network performance, users should not send unreasonably sizeable electronic mail attachments or video files not needed for business purposes.

### **Security**

Users may not share account or password information with another person for security purposes. 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 believe 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 María 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 María de Hostos Charter School may monitor any internet activity on EMHCS equipment or accounts. EMHCS currently does employ filtering software to limit access to sites on the Internet. If EMHCS discovers actions 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 María 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 access and dissemination of information through its systems. Users are solely responsible for any material they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. If you have questions regarding this Internet Acceptable Use Policy, contact Matt Kleehammer at [mkleehammer@emhcharter.org](mailto:mkleehammer@emhcharter.org).

**TECHNOLOGY ACCEPTABLE USE POLICY USER AGREEMENT**

I hereby acknowledge that I have read and understand 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.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Chromebook Management**

**Summary – Introduction**

Eugenio María de Hostos Charter School works hard to provide every student in grades K-12 with access to a Chromebook to support & enhance their learning. To be able to continue to provide our students with access to such devices year after year in a fiscally responsible manner, this document has been created to outline the entire Chromebook management process.

**Budgeting**

Eugenio María de Hostos Charter School has amassed over 2000 Chromebook devices to support student learning. The overwhelming majority of these devices have been purchased with grant-funded money fueled by

the COVID-19 pandemic. The school has been extremely fortunate to have been able to tap into government funding to purchase these devices. That government funding is going away, and the burden to purchase new devices will fall on the school. EMHCS is dedicated to creating a fiscally responsible technology budget that includes and allows for purchasing new/replacement Chromebook devices. There are a variety of reasons why new devices need to be planned for every year. Those reasons include but are not limited to Aging devices that are too old and slow to provide students with an enhanced educational experience, devices that are damaged beyond repair, devices that are lost, devices that are stolen, and additional devices that are needed to support our staff & students as the school grows. The Technology Coordinator budgets accordingly each year to ensure the school has enough devices to support student learning for the entire school year.

### **Logistics**

Chromebooks for students in grades K-6 are provided to students in their classroom and stay in the classroom overnight and on weekends. Classroom teachers assign devices to individual students, and it is the expectation that students will only use the device that is assigned to them. Chromebooks for students in grades 7-12 are assigned to individuals. 7-12<sup>th</sup> grade students are expected to carry their assigned Chromebook with them throughout the day and are also allowed to take them home overnight and on weekends. Upon enrollment, every student is assigned a device **at no cost**. Upon assignment, students are expected to take care of their school-issued Chromebook. When students require a replacement, one will be supplied **at no cost**, provided the student has not damaged the device. If the student has been lost, stolen, or damaged by the device, the student/parents/guardians must pay \$25 to cover the insurance cost before a replacement device is supplied. If a student requires a replacement Chromebook charger, one will be supplied **at no cost**, provided the charger has not been damaged or lost by the student. If the student has been lost, stolen, or damaged by the device, the student/parents/guardians must pay \$25 each to cover the replacement cost before a replacement charger is supplied. Students may not bring their computer/Chromebook to school; they must use a school-issued device. There are several reasons why students are not allowed to use personal Chromebooks or computers in place of a school-issued device. These reasons include; The school purchases devices to supply to each student and ensures they work on the school's Internet. The school utilizes GoGuardian as a device/teacher management tool and the Google Chrome Admin Console as an administrative management tool. The school does not have the right to access personal devices to install software/extensions for management; thus, students using personal devices can circumvent the school's management software/services. Students who are allowed to use their own devices could also use their own devices to circumvent their responsibility to cover the insurance cost after mishandling their school-issued devices. The school is not responsible for potential damage or misuse of personal electronic devices while on school grounds. Thus, the school intends to avoid the many problems arising from using personal electronic devices (Chromebooks, laptops, cell phones, etc.).

### **For Incoming - New Students**

When it is decided that a new student will enroll at our school, The Home School Community Liaison will contact the family and provide Chromebook information in two forms, verbal & written.

The Technology Support Professional will prepare and deliver a Chromebook to the appropriate Home School Community Liaison. The Technology Support Professional will ensure the device is in working order and document the assignment in the **EMHCS Gmail Account Information K-12** spreadsheet. Upon delivery to the Home School Community Liaison, the Chromebook will have a post-it note with the student's name & login password on it. This will ensure the correct device is provided to the correct student. The Home School Community Liaison will show the student how to log in and explain the Chromebook policy to the student.

### **For Current Students**

Any student who is already enrolled in classes at EMHCS and has been assigned a Chromebook that reports an issue. Use the following procedure:

- 1) Look up the asset ID of the device assigned to that student.
- 2) If the complaint is legitimate & reasonable and insurance is paid, a replacement device will be issued.
- 3) Technology Support Professional will document the new asset ID in the **EMHCS Gmail Account Information K-12** spreadsheet.
- 4) If the complaint is not legitimate, report the issue to build P or AP and let them handle it.
- 5) The Payroll Specialist collects payments.
- 6) Upon notification that payment has been received, the Technology Support Professional will issue a replacement device and document the new asset ID in the **EMHCS Gmail Account Information K-12** spreadsheet.

NOTE: The same process above will be followed for lost, stolen, or damaged chargers. The fee is \$25.

### **Chromebook Collection Procedure**

Any time it is determined that a student is withdrawing from the school (whether it's their choice or the school's), The Technology Support Professional will collect the device from the student (7-12) or teacher (K-6). These devices will return to stock and be available as needed.

Office staff will work with the student/family to collect the Chromebook before completing the withdrawal paperwork.

### **Special Circumstances**

If it is determined that a student is homeless (McKinney-Vento), depending on the circumstances of the damage, the insurance fee may be waived.

### **Ongoing Maintenance**

Crew teachers should check once a month with students to ensure they have the Chromebook assigned to them if a student cannot show their crew teacher the Chromebook assigned to them. The Chromebook they have in their possession (if any) should be confiscated and given to the correct student.

### **Staff/Student Training Orientation**

All **staff** will be trained and educated on school Chromebook procedures. Training will include:

- Chromebook best practices
- Familiarizing with insurance policy
- Where to find information for Chromebook assignments and insurance collection
- How the school manages the distribution of devices & collection of insurance
- Discuss Scenarios. What if *this* happens?

All **students** will be trained and educated on school Chromebook procedures & digital citizenship. Training will include:

- Chromebook best practices
- Expectations for students and their school-issued Chromebook
- Discuss Scenarios. What if *this* happens?

- How to treat the Chromebook (i.e., No food or water around the Chromebook, No stickers or decals on the Chromebook, etc.)
- How to physically handle the Chromebook (i.e., The Chromebook should not be carried by the screen. It should be lifted by the body of the Chromebook or closed and carried like a notebook.)
- It is not okay to damage the Chromebook.
- How to report problems with your Chromebook (lost, stolen, damaged, not working, etc.)
- How insurance works

NOTE\* This training can be provided in person, virtually, or by video.

Each building must decide how they will implement/deliver this training. Maybe the counselors push into every classroom individually to discuss and have students sign agreements. Maybe we do an assembly format where Technology Coordinator & Technology Support Professional addresses each grade level individually, then agreements are handed out and collected. Maybe we make a Chromebook orientation video that students watch; then they answer a few questions (via Google Form – this will allow us to keep records) to demonstrate understanding. (This is my personal favorite because it provides the most efficient deployment and management of the training)

For a student to be eligible to receive a school-issued Chromebook, they must satisfy all the criteria:

Digital citizenship course complete (video watched & Google Form questions complete)  
 Device agreement signed by student and parents

The school should provide in-person information to parents regarding Chromebooks.

### **Insurance**

EMHCS purchases and provide insurance on all Chromebooks.

Every student is issued a Chromebook at no cost. Replacement Chromebooks & chargers will be provided to students that have submitted the **\$25** insurance payment.

Students who do not pay Chromebook insurance will not receive a replacement Chromebook.

Students who refuse to pay Chromebook insurance after loss or damage to school property will be required to participate the old-fashioned way.

Communication to families & students – Plan of Action:

- Signs at school
- Social media posts
- Website post
- Back to school night/Parent night
- Announce at student orientations
- Please print the flyer and include it with the device at deployment
- Email the digital version of the flyer to parents and/or include it in their parent portal
- Change the device wallpaper to verbiage pointing them to obtain coverage
- Parents and students must sign a technology use agreement that outlines any fee or fine structure for loss or damage and mention insurance as an option that removes fees or fines.
- Send a second email about the program

- Send a third email about the program
- Send home flyers a second time

### **Special/Extenuating Circumstances**

If a student forgets to bring their Chromebook or charger to school, they will not be issued a replacement or have the option to borrow one.

### **Chromebook Damage/Loss Escalation**

Students who damage their Chromebook or charger accidentally will be provided a replacement device after the \$25 insurance/fee is submitted and will be issued a replacement for every accidental damage thereafter. (replacement chargers are not covered by insurance. If a replacement charger is needed, one will be provided upon collection of \$25 each time a request is made)

Students who damage their Chromebook on purpose and to the point where the device is unusable and/or unrepairable or who lose their device will be provided a replacement device after the \$25 insurance fee is submitted and a 2-week device suspension period. ***If*** the same student loses or damages a second Chromebook within the same school year, the school will ***NOT*** issue a replacement device.

- If Chromebook or charger is damaged on purpose 2 or more times, the Assistant Principal or Principal will address the issue with the student and parent/s.
- Suppose the Chromebook or charger is purposely damaged to the point the device is completely unusable and/or unsalvageable. In that case, the Assistant Principal or Principal will immediately address the issue with the student & parent/s.

Students who damage or lose their Chromebook or charger AND do not pay the \$25 insurance fee will not be issued a replacement until the \$25 fee is submitted.

### **End-of-Year Collection for Graduating Seniors**

All seniors will need to turn in their Chromebook before graduation. Students can give the Chromebook to any staff member in the building. Upon receipt of the Chromebook, the Technology Support Professional or Technology Coordinator will document accordingly.

### **TEXTBOOKS**

All textbooks and library books are loaned to students 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 EMHCS must follow the school's uniform policy and wear the appropriate school uniform. This is not an option.

The uniform consists of the following:

#### **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
- Sweatpants with school logo

**Tops with school logo in black, royal blue, navy blue, charcoal gray**

- Polo Shirts
- Sweaters (No school logo needed)

**Shoes:**

- Dress shoes
- Sneakers
- Tied Sandals (velcroed or fastened with a buckle)
- Crocs are allowed, but straps **MUST BE** worn on the back.

**Not acceptable:**

- Hoodies
- Jeans
- Jogging suits
- Leggings
- Pants with stripes
- Flip flops/slides
- High heels (due to safety purposes)

Headwear may be worn for religious purposes only.

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

The **first** time a student is not wearing their proper uniform attire, a reminder is given to the student/parent with a copy of the uniform policy. A call home is made to the parent requesting the parent to bring the appropriate uniform. If available, the student will be given temporary clothing if the parent cannot bring in the correct uniform.

The **second** time it happens, a student is given a warning. A call home is made to the parent requesting the parent to bring the appropriate uniform. The student will be given temporary clothing to wear, if available, and the parent cannot bring in the correct uniform.

The **third** time or more, if the student is out of uniform, they will be referred to the administration for disciplinary actions. A call home is made to the parent requiring the parent to bring in the correct uniform, and a meeting is scheduled with the parent, assistant principal, social worker, and home school community liaisons to discuss an action plan for the student moving forward.

Please **remember** uniforms are not an option. We are a uniform school. This policy **must** be followed. Thank you very much for your continued support and cooperation.

**VISITORS TO THE SCHOOLS**

The Board encourages parents and other school citizens to visit EMHCS schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Principal is responsible for



all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor."
2. All visitors to the school must report to the visitor station upon arrival at the school. There they will be required to sign the visitor's register and be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the visitor station before leaving the building.
3. Visitors attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the classroom teacher(s) so that class disruption is minimal. Such visitations shall be allowed at the discretion of the teacher and Principal.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code.

### **VOLUNTEERS**

A records system will be maintained on each volunteer with Human Resources (HR), including dates of service, positions held, duties performed, evaluation of work, fingerprints, and volunteer hire paperwork. Volunteers and appropriate staff shall submit all proper records and information to HR. Volunteer personnel records shall be accorded the same confidentiality as staff personnel records. As applicable 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**

Parents must complete the Dismissal Consent Form for Walkers and return it to the main office for their child to walk home. 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. Students must be picked up on time. Late picks for students will result in a parent conference meeting. Please be cognizant that continuing to pick up your child late could jeopardize student enrollment, and/or local authorities can be contacted.

### **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 when visibility is reduced in bad weather 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 a stranger has approached you.