

Uncommon  
Schools |

**LEADERSHIP PREP CANARSIE**

Family Handbook

2016-2017

At Leadership Prep Canarsie,

We encourage curiosity, creativity, and critical thinking in each lesson.

We value and teach compassion, humility, and open-mindedness

**Leadership Prep Canarsie  
Family Handbook 2016-2017**

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## The Mission of Our School

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Leadership Prep Canarsie Charter School ensures academic success for children in grades K through 8. Leadership Prep prepares students to succeed in high school, college, and beyond. Through academic achievement, our students earn opportunities in life for themselves and their families and prepare to contribute as leaders in their communities.

## Who We Are

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### The Board of Trustees

The school is governed by a Board of Trustees that brings educational and professional perspectives to maintaining a viable and thriving school. Members of the board include:

| Name                              |
|-----------------------------------|
| Linton Mann III, Chair            |
| Tony Pasquariello, Vice Chair     |
| Joseph Wayland, Treasurer         |
| Laura Blankfein                   |
| Caroline Curry                    |
| St. Claire Gerald                 |
| John Greenstein                   |
| Michael Hall                      |
| Shakima Jones                     |
| John Kim                          |
| Arvind Krishnamurthy              |
| Alison Mass                       |
| Ekwutozia Nwabuzor                |
| Brett Peiser, <i>(ex-officio)</i> |
| Ian Sacks                         |
| David Saltzman                    |
| Jeff Wetzler                      |
| Chrystal Stokes Williams          |

## Leadership Prep Canarsie Core Values

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Leadership Prep Canarsie Charter School is characterized by a culture that encourages curiosity, creativity, and critical thinking. We value and teach compassion, humility and open-mindedness in all of our classrooms.

The path to and through college can be a long and arduous climb. To get our students through the long climb to college, Leadership Prep Canarsie instills in our students the personal qualities they will need to succeed. Our school teaches curiosity, creativity, and critical thinking in each lesson. We value and teach compassion, humility, and open-mindedness. Weekly all-school celebrations reinforce these values and celebrate student achievement.

## Arrival and Dismissal Policy

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### Arrival

Leadership Prep Canarsie opens its doors officially at 7:15 a.m. each day. Students arriving before 7:15 a.m. must be supervised by a family member or other adult. Students may not be dropped off or left alone in front of the building before 7:15 a.m. Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until 7:15 a.m.

During arrival between 7:15 a.m. and 7:30 a.m., all Leadership Prep Canarsie scholars must use the entrance closest to Avenue K on East 100<sup>th</sup> Street. In the rare circumstance that students arrive after 7:30 a.m., they must use the main on East 100<sup>th</sup> Street closest to Avenue J entrance to enter the building. They must go straight upstairs to the Main Office in Room 329 and they must be accompanied by an adult.

### Dismissal

Leadership Prep Canarsie dismisses students at 4:00 p.m. on Mondays – Thursdays, and at 12:30 p.m. on Fridays. It is the parent/guardian's responsibility to ensure a timely pick up of his/her child from school and/or from the school bus stop (Please see *School Bus Transportation*). Early pickups are disruptive to the learning environment, and parents will not be able to pick up their students in the 15 minutes before dismissal. **We will not release students prior to the end of the school day without prior notification.** Parents must notify the school for any changes in pick-up times or transportation before 2:00 p.m. on Mondays through Thursdays, and 10:00 a.m. on Fridays. Late pick ups will not be tolerated. In the event of repeated late pick ups, a member of the School Leadership Team will contact a family to request a meeting. A dismissal plan will be developed.

No student will be allowed to leave the school without an adult escort. The adult escort must be the student's legal guardian or an adult who has been given written approval by the legal guardian. Written approval must be a signed, written note to the School in advance that specifies the name, address, and working phone number for the adult as well as specific days for pick-up. At the beginning of the school year, families will submit a release form listing the names and information for any individuals in addition to parents or guardians, who are authorized to pick up their children. Unless students depart on school-provided buses, families are responsible for picking up students at the official dismissal time. Parents will not be allowed to pick up students early except for in rare pre-planned extenuating circumstances. If a parent needs to speak with a teacher, this should occur after the official dismissal time.

## Van Services

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Leadership Prep Canarsie is not liable for any actions of any of van service. Please note, should you utilize a van service, you are still responsible for ensuring that your child arrives to school on time. If the van arrives after 7:30AM, your child will be marked tardy for that day.

## Homework

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Homework is an essential part of the Leadership Prep Canarsie educational program. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned every night at Leadership Prep Canarsie.** This means that families must help students with their homework in ways that include reading instructions out loud, monitoring reading time, creating routines at home for students to follow each day, and providing a quiet, organized place to work. Family assistance is expected; however, the student must complete his or her homework independently in order to benefit from the additional practice. Please do not do your child's homework for him or her. Adult writing identified in a child's homework will be considered incomplete.

Homework includes 20 minutes of required reading every night, including weekends and holidays, for which a parent/guardian signature is required on the reading log. Homework must be completed in full and in accordance with Leadership Prep Canarsie's high standards for hard work and professional presentation.

All students are provided with homework folders that include a nightly reading log. Homework folders are designed to teach students essential organizational skills. The reading log must be filled out properly with a parent/guardian signature, and all assigned homework must be completed and in the folder. There are high standards for homework. All homework must be neat, clean, and thorough. Homework folders are turned in to teachers each morning as soon as students arrive at school.

If the homework is late, missing, incomplete, or of poor quality, or if the reading log is not completed properly, then the parent/guardian will be notified and the student may face in-school consequences. If the problem continues to exist then the parent/guardian will have to attend a meeting with the classroom teacher or a member of the School Leadership Team. During this meeting, an improvement plan will be developed.

## Homework Requirements

Completing homework to a high standard requires partnership between teachers, scholars, and families. To ensure homework is created and completed according to Leadership Prep Canarsie standards, teachers, scholars, and families uphold the following guidelines:

Leadership Prep Canarsie teachers should:

1. Create meaningful assignments.
2. Make sure that homework is recorded on the daily log.
3. Be certain that every assignment is clearly understood.
4. Relate the assignments to class instruction.
5. Vary the types of assignments.
6. Use homework as a way to check for understanding of previously taught skills and content.

Leadership Prep Canarsie scholars should:

1. Promptly inform parents/guardians of homework assignments by showing them the daily homework log.
2. Be responsible for completing assignments on time, accurately, and neatly.
3. Complete missed assignments due to absences.

4. Read every day.
5. Always try their best.

The parent/guardian should:

1. Provide a time and quiet space for study.
2. Help their scholar develop responsibility for completing assignments.
3. Be aware of all assignments, ask and review the daily homework and reading log, review completed work, and assist as needed.
4. Make sure every assignment is completed to the Leadership Prep Canarsie standards.
5. Talk to their scholar about what he or she learned at school and encourage their scholar to develop a positive attitude about learning.
6. Read to or with their scholar every night for at least 20 minutes and sign the reading log.
7. Provide a time for their child to read to them.

## **Independent Reading**

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Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. Students who read every day outside of school become strong readers and score highest on reading tests. **Supporting your child's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading.** Although Leadership Prep Canarsie students have high-quality reading time during school, they must READ, READ, READ at home every night, each weekend and during any vacations from school. Parents/guardians should make sure to supervise their child in reading at least 20 minutes every night and every day on the weekends. It is also essential that children read out loud to parents/guardians, stop occasionally to summarize what they have just read and answer simple comprehension questions. **Please do not sign your child's independent reading log if you have not actually seen him or her read.** Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

## **School Schedule**

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Leadership Prep Canarsie operates from 7:15AM until 4:00PM, Monday through Thursday. School is dismissed at 12:30PM on Fridays so that teachers have time to meet, plan, and receive training. This weekly staff development time is incredibly important and helps us to improve our skills as teachers and the school program as a whole. Students are required to arrive at school on time (by 7:30AM at the latest) and to remain in school until dismissal at 4:00PM (12:30PM on Fridays). It is very important that you send the strong message to your child that school is extremely important. The school attendance habits that are instilled in our students at an early age can lead to a lifetime of educational and professional success.

The academic day at Leadership Prep Canarsie consists of:

Breakfast  
Morning Math  
Read Aloud  
Reading: Phonics  
Reading: Reading Comprehension  
Reading: IRead Reading Computer Program  
Snack  
Handwriting/Writing  
Core (Science/Social Studies)

Math Meeting  
Math  
Lunch  
Fine Arts, Performing Arts, or Fitness  
Choice Time

## **Discipline**

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Orderly and structured classrooms are necessary in order to create learning environments in which time is used efficiently. An important component of discipline is structure. Structure provides a framework for learning to take place. The structure that Leadership Prep Canarsie provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.

Leadership Prep Canarsie students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Leadership Prep Canarsie students are expected to use good manners: saying “please” and “thank you,” as well as to excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism will prepare our students for life outside of the Leadership Prep Ocean Canarsie community.

### **Prohibited Student Conduct**

A full, detailed list of prohibited student conduct can be found in Appendix A

### **Loss of Privileges**

Leadership Prep Canarsie offers students many privileges that can be lost as a consequence for poor behavior. Privileges that can be lost include: specials, choice time, participation in field trips, coming to school early or staying late, participating in after-school activities, and socializing with classmates during snack or lunch.

### **Detention**

Teachers, the Principal, or other school personnel may use loss of privileges during specials, lunch, snack, or choice time for violation of the STAR behavior code or Student Code of Conduct. They may also use after-school detention as a penalty for violations. Parents will be notified 24 hours in advance for an after-school detention.

### **Field Trips**

Field trips are a part of the Leadership Prep Canarsie educational program. We use field trips to enhance learning that is taking place in the classroom. However, attending a field trip is a privilege and not a right. If a student does not uphold Leadership Prep Canarsie’s core values, he or she may not be permitted to attend a field trip. If a field trip is scheduled while school is in session, the student will be required to be in school. Failure to not come to school will result in loss of the privilege to attend the next field trip.

### **In-School Suspensions**

Leadership Prep Canarsie may require students to serve an in-school suspension during which they are not allowed to be in their classes, but must spend the school day supervised in one of the school offices while doing schoolwork. In-school suspensions may also be given in cases where a student needs to be sent home, but Leadership Prep Ocean Hill is unable to reach a parent.

### **Suspension**

To create and maintain a safe, supportive, fair and consistent school community and culture, Leadership Prep Canarsie will suspend students from school when there are serious breaches in the discipline code. A student may be suspended for one to five days. In the event that a child is suspended from school, the parent or legal guardian is expected to arrive at the school upon receiving notification of the suspension.

Causes for student suspension may include, but are not limited to:

- Fighting, hitting, or physical assault of another student
- Bullying another student
- Assault of teacher, staff member, or other adult at school
- Taking or attempting to take money or property from another student or adult
  
- Harassment or violent threats
  
- Willfully causing or attempting to cause defacement or substantial damage to school property
- Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes or firecrackers. Any illegal substances will also be reported to the police, as required by law

Parents/guardians of students who are repeatedly suspended or continuously disrupt the classroom environment may be asked to attend school with their child to partner with the school and help ensure that the behavior does not continue.

### **Expulsion**

Expulsion will be reserved for students whose conduct is of such character as to constitute a continuing danger to the physical well-being of other students and/or the staff. There will be zero tolerance for bringing a gun or deadly weapon to school or any physical assault on school employees or students. A student may also be liable for expulsion for possession, use of, or selling of alcohol or controlled substances while on school property.

### **Physical Restraints**

In an emergency, a school administrator, teacher, school employee, or volunteer may use a physical restraint or time-out room as necessary to maintain order or to prevent a student from harming him/herself, other students, and school staff or property. Parents will receive notification if your child is physically restrained or accesses the time out room.

### **Discipline of Students with Special Needs**

Leadership Prep Canarsie recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. Leadership Prep Canarsie also recognizes that students with disabilities enjoy certain procedural protections when school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **School Searches**

The School authorizes the Principal and the Principal's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the School acknowledges both state and federal constitutional rights which are applicable to personal searches of students of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the School's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from

other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such a search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage spaces. The School exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

## **Family Involvement Policy**

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Leadership Prep Canarsie is a community of students, families, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. Although the job of making decisions about school policy belongs to the Board of Trustees and the Principal, family involvement is not only welcome, but absolutely critical to the success of the school. We want all families to be actively involved in the education of their child.

### **Family Involvement Opportunities**

Leadership Prep Canarsie family-school relationships are maintained through:

- Conferences with students, families, and teachers (including three report card nights per year and one back-to-school orientation per year)
- Literacy and Math workshops for students and families
- Community-wide events, celebrations and performances
- Monthly phone calls from teachers to each family
- Homework, Independent Reading, and Behavior Logs
- Volunteer opportunities

Leadership Prep Canarsie families are asked to:

- Reinforce Leadership Prep's academic and behavioral standards at home
- Establish a daily routine for students that sets them up for success
- Ensure that students are well-rested and receive 8 – 10 hours of sleep nightly
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework and independent reading
- Ensure that students complete all of their homework neatly and read every night
- Send their scholar to school in the Leadership Prep Canarsie uniform
- Attend all required parent meetings such as pre-year Orientations and Report Card Nights
- Maintain constant respectful communication with teachers and administrators
- Chaperone field trips
- Provide links to summer enrichment opportunities to avoid summer learning loss

- Assist with student recruitment
- Support other LPCN families

## **Family Academic Nights**

Leadership Prep Canarsie believes in developing a strong partnership between staff, families and students. Throughout the academic year, Leadership Prep Canarsie will offer a series of academic workshops.

### **Academic Workshop Goals:**

- To invest the Leadership Prep Canarsie community (or families) in the importance of reading and math
- To ensure high levels of academic achievement
- To provide families with concrete actions to help scholars achieve
- To enable families to connect with and support each other around student achievement

In order to be effective partners, strong communication must exist between Leadership Prep Canarsie staff and families. As you know, Leadership Prep Canarsie is a very demanding school with high expectations for academics and behavior. All of us— parents/guardians/families, teachers, administrators – are working hard to ensure your child’s academic success. We are all part of your child’s team. If we communicate effectively, your child will succeed. There are several ways that we can and will communicate with you throughout the year.

## **Family Newsletter**

Every Month, your child will bring home a newsletter from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to read this update completely. Parents/guardians must sign their children’s Homework Folders to let us know that you have received this important information.

## **Report Card Conferences**

At the end of the first three quarters, parents/guardians will be required to come to the school for Report Card conferences with their children’s teachers. **Parents/guardians must come to school to pick up their children’s report cards and meet with their children’s teachers regarding their child’s progress.**

## **Behavior Logs**

Every day your child will bring home a behavior log in their homework folder that informs you of any misbehaviors they may have displayed or stellar accomplishments from that day. You must sign it and return it to school the next day in their homework folders.

## **Phone Calls**

Throughout the year, you will receive phone calls or notes from teachers or school administrators. If the message requires a response, please contact the school either by phone or in writing within 24 hours. Someone from LPCN will return your call within 24 hours.

## **Meetings**

If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you contact the school. We welcome the conversation. We understand that, as parents/guardians/families, you have very strong feelings about issues concerning your children. We promise to treat you and your concern with respect, and expect respect in turn. If you receive a phone call during the day from the Principal or

Director of Operations regarding your child's behavior, we expect you to call us back immediately and follow through with any necessary next steps to ensure your child's safety in the building.

## Cell Phones

Students are not allowed to use cell phones in school or on school field trips. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and only returned to parent/guardian.

## School Visitor Policy

Visitors, especially parents/guardians/families, are a vital part of the Leadership Prep Canarsie community. We welcome you as observers of and partners in the education of your child. **School visits will begin in October.** In order to maximize our learning time and minimize distraction in our classrooms, we ask that you do the following:

- Call to schedule your visit 24 hours in advance with the Director of Operations or the Principal.
- Plan to visit no more than once per semester unless more frequent observations are recommended by school administrators and teachers. We cannot accommodate multiple visits from families, as too many visitors disrupt instruction. If more frequent observations are requested by school administrators and classroom teachers, a schedule will be created.
- Plan to stay for 30 minutes to 2 hours (visits lasting less than 30 minutes or longer than 2 hours can be a disruption to the daily schedule).
- Upon arriving, sign in with the Main Office.
- Turn off your cell phone prior to entering the classroom.
- Refrain from interacting with scholars so that they are able to pay attention to their teachers at all times.
- Sit behind students so you are not between them and their teacher.
- If you would like to speak with the teacher following your visit, please contact them by phone or call the school to set up a follow-up meeting. Teachers will be unable to meet or talk with you during their teaching time.

If a visitor is coming to school to drop something off for a student or to leave a message, we still require that the visitor come first to the main office. For the sake of student safety, we cannot have anyone unannounced in the building.

## Birthday Celebrations

If you would like to celebrate your child's birthday in the classroom, this must be organized with the teacher and take place during the "choice time" block. Treats are optional. If you would like to bring treats for your child's class, they must be **individually wrapped** treats such as cupcakes or goodie bags. Cakes that require cutting will not be permitted. You must have enough treats for everyone in the class if you choose to bring them.

## Messages/Phone Use/Voicemail

It would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events.

If you need to get a message to your child's teacher, please call the main office number and leave a message on his or her voicemail. **Our teachers check their messages once a day after school. They will return your call within 24 hours. If they do not, please call the Director of Operations to ensure that your issue is addressed.**

## Promotion to the Next Grade

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Leadership Prep Canarsie has tough standards for promotion. It is not automatically assumed that students will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the essential knowledge and skills. Students may not be promoted if they are performing significantly below grade-level standards. **Promotion decisions will be based on a student's grades, standardized test scores, attendance, homework completion record, and other measures.** We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures to make these decisions.

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP. However, students with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons.

## School Calendar and Closings

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Please see the Leadership Prep Canarsie School Calendar for the scheduled school days for the 2016-17 school year. **Please note that we do not always follow the NYC Department of Education calendar.**

**Leadership Prep Canarsie will only close school in cases of extreme weather conditions. In such situations, we will follow the NYC Department of Education closings.** Please listen to local radio and television stations. If New York City announces a delayed opening or a closing, **Leadership Prep Canarsie** will also be delayed or closed. At the discretion of the Principal, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year.

## School Bus Transportation

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Busing to and from Leadership Prep Canarsie is provided by the New York City Department of Education. The right to free transportation is dependent on the student's good behavior while waiting for and riding the school bus AND on the parent/guardian's fulfillment of picking his/her student up from the bus in a consistent, timely manner each time his/her student rides the bus.

- **Poor Bus Behavior:** Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who behave poorly on the bus compromise the safety of themselves and others. We treat the bus as an extension of the school. As such, we expect our scholar's to behave on the bus the same way they behave at school.
- **Suspension from Transportation**  
Students who do not conduct themselves properly on a bus may have their riding privileges suspended. They may receive a verbal warning, two week suspension, month suspension, or an extended suspension that may last the entire year. The school reserves the right to escalate any incident to any level of consequence.
- **Parent/Guardian Late to Pick Up:** Parents/guardians have the responsibility to pick up their child when the bus is at their designated school bus stop. Parents/guardians who are late to pick their

children up make the bus run late, inconvenience other families, and inconvenience the bus driver. As such, late pick-ups will not be tolerated. Parents/guardians who miss the bus will be contacted by the Dean of Students.

- **Arrange Transportation Before Your Child Leaves Home:** Students will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child (and your child usually rides the bus) or otherwise change your child's transportation for that day, your options are as follows:
  - **Send in a Note:** Send a note to school with your child explaining the situation and telling who will pick your child up.
  - **In an emergency, call the Office Manager before 2 PM:** You may call the Office Manager by **2:00 PM** Monday-Thursday and 10:00am on Fridays to change your child's transportation arrangements for that day. Unfortunately, to ensure safe dismissal procedures, we will not be able to deliver last minute notes/messages or changes after these times.

**Parent/Guardian Late to Pick Up from Bus Stop:** Parents/guardians have the responsibility to pick up their child when the bus is at their designated school bus stop. Parents/guardians who are late to pick up their children make the bus run late, inconvenience other families, and inconvenience the bus driver. As such, late pick-ups will not be tolerated. When parents/guardians miss the bus, scholars will be returned to Leadership Prep Canarsie. It will be the responsibility of the parents/guardians to retrieve scholars from the school once they are returned by the bus driver. Repeated failure to pick up a child from the bus stop at the scheduled time may result in the following consequences:

- The student's parent(s) and/or guardian(s) will be contacted to pick up their child from the school and will be issued a warning in writing

### School Lunch Program

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All students are provided with breakfast, snack, and lunch of free of charge daily. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Families may send lunch to school with their scholar provided that it is contained in one bag or lunch box which is labeled with the student's name and that it conforms to the School's Healthy Food Policy. Students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods that do not interfere with student learning. **Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, chips, fruit drink, cakes, or other sugary foods are not allowed to be eaten at school.** Instead, we encourage you to include colorful fruits and vegetables (carrots and celery sticks), whole grains (such as those found in wheat bread or brown rice), lean protein (such as chicken), and 100 percent fruit juices.

The Principal or Dean of Students and Families reserves the right to prohibit any student from bringing a snack, breakfast, or lunch item which becomes a distraction to learning. More all over, all breakfast and snack items which are sent to school must conform to the school's Healthy Food Policy.

### Assessments

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Leadership Prep Canarsie employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, which include the TerraNova (a nationally normed standardized test), the STEP, internally developed assessments, and the New York State assessments (beginning in 3<sup>rd</sup> Grade), are administered throughout the year. Teachers analyze the results to inform their instruction, identify students in need of extra help, and assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed four times each year.

## **Nurse Services and Medication**

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Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have.

If your child requires medication during school hours, the school nurse will assist by administering medication. However, medication may not be given without the completion of the "Administration of Medication" form which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy, and the requirement to have a form on file, applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. School staff may not administer medication; however, with rare exception the nurse may designate and train staff to supervise and assist self-directed students with the taking of their own oral, topical, and inhalant medication.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

## **Other Information and Policies**

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### **Student Belongings**

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions as well. Items including, but not limited to, game cards (Yugio Cards, Pokemon Cards, etc.), trading cards (baseball cards, football cards, etc.), portable electronic games, toys, make-up (lipstick, lip gloss), portable electronic devices, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences. **Repeated violations of this policy may cause personal property to be confiscated for a period of up to 30 days, irrespective of any costs or fees students and/or their families may incur as a result.**

### **Lost and Found**

The school will keep a small lost and found box near the main office. Parents/guardians/families may come in any day between 7:30 a.m. and 5:00 p.m. to search the Lost and Found. At the end of every Quarter, items left in the box may be donated to a local charity.

### **School Supplies**

Leadership Prep Canarsie will purchase all of the school supplies needed for the classroom. The only thing your scholar will need from home is a book bag that can fit a full-sized folder and books. He/she will use this to transport his/her homework folder to and from school to home daily. Your student needs to be able to carry this bag on his/her back. Other supplies to purchase for your student are those supplies that will be used at home. This includes: pencils, glue, scissors, and crayons.

### **Classroom Parties, Birthdays, and Other Events**

# Leadership Prep Canarsie Family Handbook 2016-2017

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Leadership Prep Canarsie supports scholar's emotional growth by celebrating their achievements. Most of these celebrations take the form of school wide events which celebrate student academic achievement and character growth. These include weekly Community Circle celebrations and various family celebrations throughout the year including the Holiday Potluck, Stepping Up Ceremony, and Literacy nights.

To maintain the structure and consistency of the school day as well as to preserve sacred learning time, Leadership Prep Canarsie will allow celebrations of birthdays if approved by the classroom teacher other holidays, such as Valentine's Day or Halloween during the school day. Families should not bring in food treats or other gift items for holidays as the school cannot commit teacher or other staff time to distributing them and because such items can distract students from their learning.

Families wishing to involve classmates in the celebration of their scholar's birthday can do so by reaching out to the teacher with at least two week's advance notice. The celebration must take place after 3:30pm. If a family wishes to have a treat to celebrate the birthday, it must be individual treats, such as cupcakes. No large cakes that require cutting will be allowed. If you choose to bring treats, you must bring one for every child in the class.

In order to minimize competition and distractions from learning, students must be in full uniform on their birthdays and other holidays.

## **Voluntary Withdrawal**

Leadership Prep Canarsie is a school of choice. As such, circumstances may arise in which a parent or guardian wishes to transfer their child to a different school. Families may withdraw students verbally or in writing. Students who miss twenty or more consecutive days of school without notifying the school are subject to being un-enrolled. A student who attends another school is subject to being un-enrolled from Leadership Prep Canarsie. The school ensures the timely transfer of any necessary school records to the student's new school.

## **Human Services**

Here are several emergency telephone numbers that may be useful to parents/guardians and students:

|                           |                      |
|---------------------------|----------------------|
| Child Abuse Care Line     | 1-800-872-2288       |
| Domestic Violence Hotline | 1-800-621-HOPE       |
| Drug Dependence Hotline   | 311 or 1-800-LIFENET |
| Mental Health Hotline     | 311 or 1-800-LIFENET |
| Police/Fire Emergency     | 911                  |
| NYC Poison Control        | 1-800-222-1222       |
| Rape Crisis Hotline       | 1-800-621-HOPE       |
| Runaway Hotline           | 1-888-83-ROOTS       |
| Suicide Prevention        | 1-800-273-TALK       |

**Appendices**

## Appendix A: Student Code of Conduct

### Introduction

Leadership Prep Canarsie is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the School community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the School can happen. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows and understands. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student Code of Conduct. The School reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable laws and regulations.

### Prohibited Student Conduct

Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school, for:

**Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, *but are not limited to*:

- **Violating the Dress Code.** In addition to the imposition of discipline against a student who fails to abide by the Dress Code, Parent(s)/guardian(s) may be required to pick up children, bring the missing Dress Code items to the school, or authorize the student to return home to retrieve the necessary items as students may not be permitted to attend class.
- **Arriving to Class Unprepared or without Completed Homework.** When class begins, students must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.) and assignments completed on time..
- **Cutting School, Class, Detention, Homework Center, Saturday School, Summer School, or Mandatory School Events.** Students are not permitted to have unexcused absences or to leave the school building without permission.
- **Failing to be in one's assigned place on School Property.** Students are authorized to remain in certain sections of the school building throughout the school day. Students who are found trespassing on unauthorized school property or who are on school property at an unauthorized time, may be subject to disciplinary action.
- **Disrupting Class and/or Preventing Teaching.** Students may not interfere with or disrupt class or the educational process, whether by misbehaving or otherwise.
- **Being Disrespectful toward an Employee:** The School cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward any Employee, visitor or any other adult associated with the School. Behaviors that are considered disrespectful include, but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from an Employee before a conversation is over, talking back to an Employee, or ignoring/disrespecting a staff member's action or authority. Disrespectful actions in response to the imposition of discipline (or a warning/counseling) will almost always increase the severity of a discipline.

- **Acts of Dishonesty.** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie, give false information, or attempt to conceal the truth when dealing with any Employee, commit acts of forgery, or use or possess false identification. Students also may not tamper with or alter any School record or document.
- **Scholastic Dishonesty.** Academic integrity is paramount. Scholastic dishonesty is strictly prohibited, and may result in severe discipline for a first-time offense and includes the following (without limitation):
  - a. copying the work of another student;
  - b. plagiarizing materials;
  - c. using unauthorized help sheets or materials;
  - d. obtaining or possessing tests in advance;
  - e. substituting for a test-taker or having someone substitute for you in a test;
  - f. altering records;
  - g. other forms of authorized collusion; or
  - h. assisting another student in any of the above actions.
- **Failing to Comply with Directive(s):** Students shall not fail to comply with the lawful directives of Employees.
- **Being Disrespectful of Other Students.**
- **Profane Language or Gestures.** Students may not use or direct toward others lewd, vulgar, coarse, or degrading language or gestures.
- **Failing to Submit a Required Signature.** Students are required to secure the signature of a Parent on homework assignments or School forms when requested.
- **Submitting a Forged Signature.** Students may not represent to the School that a signature is that of a parent or School employee that they know to be that of another person.
- **Gum, Food, and Beverages:** Students may not chew gum, nor eat or drink at unauthorized times or places.
- **Spitting or Littering.**
- **Obstructing Vehicular or Pedestrian Traffic:** Students are not permitted to obstruct vehicular or pedestrian traffic on or adjacent to School Property. .
- **Blocking Access to any Part of the School Building:** Students are not permitted to block access to School Property (including any individual classroom).
- **Creating a Hazardous Condition for Others.**
- **Trespassing.** Students may not trespass or enter into a private or restricted area without permission.
- **Possession of Inappropriate or Prohibited Property/Material.** Students may not possess iPods, MP3 players, cell-phones, cameras, laser pointers, entertainment devices, unauthorized electronic equipment of any kind, or any other items inappropriate for School. Students also may not possess any material (including printed text or lyrics) that is obscene, vulgar, profane, sexually explicit, or may create a hostile or offensive learning environment for other students. In addition to discipline imposed upon the student, such items will be confiscated until an adult family member comes to the school to retrieve it at a time designated by the school administration. Items which are repeatedly brought to school in violation of this policy may be confiscated for the remainder of the year irrespective of any costs or fees students and/or their families may incur as a result. A Parent may retrieve an inappropriate item which

has been confiscated from their child at a mutually convenient time agreed to by the Dean of Students and/or the Instructional Leader.

- **Defamation:** Students may not make false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off School Property, including by electronic means (text, email, social media, etc.).
- **Gambling.** All gambling is strictly prohibited, including card games, dice games, sports bets, and fantasy sports bets. Students are reminded that gambling which occurs outside of School Property, School Functions or School Busses may result in discipline if the effects of such conduct would reasonably be expected to impact the educational process or create risk of disruption within the School environment.
- **Failing to Comply with School-Imposed Consequences.** Students must comply with School-imposed consequences, including but not limited to detention, Homework Center, Saturday School, Summer School, school service, suspension from school and/or temporary or permanent denial of school-provided transportation.
- **Solicitation/Distribution.** Students may not distribute or post any written material, pamphlets or posters at the School or at a School Function without the prior written approval of the Instructional Leader or the Instructional Leader's Designee, or as specifically approved by the Board of Trustees. Students may also not sell any items or services at the School or at a School Function unless they are participating in a School-approved fundraiser for a School-approved event, club, or student council.

**Students found engaging in the below actions may be subject to suspension or expulsion**

**Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others.**

Examples of such conduct include, but are not limited to:

- **Presence on School Property or at a School Function without Supervision of an Employee.** Students are authorized to remain in certain sections of the school building throughout the school day. Students who are found trespassing on unauthorized school property or who are on school property at an unauthorized time, may be subject to disciplinary action.
- **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, negligently lose, vandalize, or damage the property of the School, other students, Employees, or any other person lawfully on School Property, attending a School Function, or while traveling to or from School. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the School for lost, damaged, or stolen property.
- **Mistreatment or Inappropriate Use of Technology or Other School Property:** Students must treat computers, printers, and other School technology with care, and in accordance with School computer and network policies. Students are prohibited from using school telephones, except at the discretion of an Employee in an emergent situation. Students must not vandalize, damage or otherwise mistreat School property.
- **Harassment, Discrimination and Bullying.** Any violation of the above anti-harassment, anti-discrimination and anti-bullying policies, whether on or off School Property, is strictly prohibited and will result in severe discipline, up to and including expulsion.
- **Engaging in Sexual Activity, Inappropriate Touching or Lewd Behaviour.** A student may not engage in sexual activity of any kind, touch himself/herself or others inappropriately, or otherwise engage in non-verbal or physical conduct of a sexual nature on School Property, at a

School Function or on a School Bus. Students also are prohibited from making sexually suggestive comments or jokes, or sexually propositioning any other student (or Employee) on School Property, at a School Function or on a School Bus. Students are reminded that sexual activity/conduct with or directed at others outside of School Property, a School Function or a School Bus may violate the School's anti-discrimination/harassment/bullying policy, and/or otherwise impact the educational environment such that disciplinary or remedial/preventive action may be taken.

- **Hazing.** Hazing is strictly prohibited, whether on or off School Property. Hazing is defined as any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any School sponsored activity, organization, club, or team.
- **Gang Activity.** Students may not engage in gang-related behavior (e.g. wearing or displaying gang apparel, writing graffiti, making gestures or signs), including when off School Property and such behavior can reasonably be expected to impact the educational process and/or create a risk of substantial disruption within the School environment. In determining whether the behavior is gang-related (which is left the sound discretion of the School), School officials may consult with the Office of School and Youth Development's Gang Unit as well as law enforcement.
- **Drugs and Alcohol:** Students may not use, distribute, sell, possess, or be under the influence of any controlled substance (other than as prescribed for that student), unauthorized or illegal drug, alcohol or counterfeit or look-alike drugs/alcohol, or use, distribute, sell or possess any drug paraphernalia.
- **Tobacco Products:** Students may not use, distribute, sell or possess tobacco products, including cigarettes, e-cigarettes, cigars, chewing-tobacco, other tobacco products or lighters/matches.
- **Physical Harm/Violence on Self or Directed At Others:** Students may not cause or threaten to cause physical injury upon themselves, other students, Employees, visitors or any other person on School Property, at a School Function, on a School Bus, or while traveling to or from School. Any conduct that has the potential of resulting in physical harm/violence also will result in discipline, including, without limitation, fighting, play-fighting, horseplay, unwanted physical contact, Bullying and Harassment.
- **Engaging In Coercion.**
- **Posting Material Which Threatens Violence, or Depicts Violent Actions Against Students or Employees.**
- **Making a Bomb Threat.**
- **Conduct Tending to Incite or Cause a Riot.**
- **Selling, Using, Possessing, or Distributing a Weapon.**
- **Open Flame/Arson.** Students may not create an unauthorized open flame on School Property or at a School Function, or otherwise set fire to anything.
- **Setting Off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause

#### **Disciplinary Penalties and Procedures**

Students who are found to have violated the School's Code of Conduct may be subject to the following penalties, either alone or in combination with one another:

- 1) Oral warning
- 2) Written warning
- 3) Written notification to parent/guardian
- 4) Conference with parent(s)/guardian(s)
- 5) Confiscation
- 6) Detention
- 7) Saturday detention
- 8) Exclusion and/or removal from a particular class or event
- 9) Suspension from transportation
- 10) Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
- 11) In-school suspension
- 12) Short-term suspension (ten days or less) from school
- 13) Long-term suspension (more than ten days) from school
- 14) Expulsion from school

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

Students are expected to always respond respectfully to the authority and direction of school staff and consequences will be issued when disrespect is evident. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over, talking back to a staff member, or ignoring/disrespecting a staff member's action or authority.. These sorts of disrespectful responses will almost always increase the severity of a consequence.

### **Dignity Act Coordinators**

The following are the Dignity Act Coordinators for the 2016-2017 school year:

1. Emily Hoefling, Principal

### **Reporting and Investigation Complaints of Harassment/Bullying and Discrimination**

School employees who witness harassment/bullying or discrimination, or receive an oral or written report of such acts, must promptly orally notify the principal, superintendent, or the DASA Coordinator not later than one school day after the employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or the DASA Coordinator no later than two school days after making an oral report. The principal, superintendent or the DASA Coordinator will lead or supervise the thorough investigation of all reports of harassment/ bullying and discrimination, and ensure that the investigation is completed promptly after receipt of any written reports.

When an investigation verifies a material incident of harassment/bullying or discrimination, the superintendent, principal, or DASA Coordinator will take prompt action, reasonably calculated to end the harassment/bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

The principal, superintendent, or DASA Coordinator will notify promptly the appropriate local law enforcement agency when it is believed that any harassment/ bullying or discrimination constitutes criminal conduct.

Retaliation by any school employee or student is prohibited against any individual who, in good faith, reports or assists in the investigation of harassment/bullying or discrimination.

### ***Physical Restraints***

In an emergency, a school administrator, teacher, school employee, or volunteer may use a physical restraint or time-out room as necessary to maintain order or to prevent a student from harming him/herself, other students, and school staff or property. Parents will receive notification if your child is physically restrained or accesses the time out room.

### **Attendance**

To succeed at **Leadership Prep Canarsie**, students must be present. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, students are to come to school unless they are so sick that they cannot function. In case of an absence, the school must be notified by 9:00 a.m. on the day of the absence. If a child is to be out, a family member must call the school in the morning to notify the school with the reason the child will not be in that day.

**All Absences – “Excused” and “Unexcused” – Are Still Considered Absences:** Any day your child does not attend school is considered an absence. Student illness with doctor’s note, a death in the family, religious holidays with parent/guardian’s notes are all considered absences at Leadership Prep. While we appreciate a call or note from a parent/guardian or doctor explaining the absence, the student is still considered and marked absent from school.

**Schedule Appointments for After School Hours:** Families are responsible for scheduling doctor and dentist appointments outside of school time. The best times are on Friday afternoons after 12:30 p.m., or days when school is not in session. In the rare case when a student has a medical appointment during school hours, it is expected that the student come to school before the appointment and return to school after the appointment to finish the remainder of the school day.

**Dismissal:** Students are expected to stay in school until the very end of the school day. All students will be dismissed by their teachers at 4:00 p.m. on Mondays through Thursdays, and 12:30 p.m. on Fridays. Early pickups are disruptive to the learning environment, and parents will not be able to pick up their students in the 15 minutes before dismissal. **We will not release students prior to the end of the school day without prior notification.** Parents must notify the school for any changes in pick-up times or transportation before 2:00 p.m. on Mondays through Thursdays, and 10:00 a.m. on Fridays. Departures that occur before 1:00 p.m. on Mondays through Thursdays, and before 12:00 p.m. on Fridays will result in the student being marked absent for that entire day.

**How the School Tracks and Follows Up on Student Absences:** The School will keep records of all student absences. If a student misses school repeatedly, Leadership Prep Canarsie staff will make reasonable efforts to contact the student’s parent/guardian by telephone, writing, or in person.

Included in our attendance policy are consequences for absences, both positive and negative. They are outlined below:

**Three Absences in a Trimester:** If a student is absent three times in a trimester, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Students and Families. At the meeting, the problem will be discussed and an attendance plan will be developed.

**Six Absences in a Year:** If a student is absent six times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Students. At the meeting, the problem will be discussed and an attendance plan will be developed.

**Nine Absences in a Year:** If a student is absent nine times in a year, the student is considered truant. At this point, the student may be at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Dean of Students and Principal. The Principal reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Department of Children and Families.

**Twenty Absences in a Year:** If a student is absent twenty times in a year, the student will be considered a habitual truant and may not be promoted to the next grade. **At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.** The Leadership Prep Canarsie Board or Board Designee will submit an annual report to the State Department of Education that reports the number of habitual truants at Leadership Prep Canarsie Charter School.

Punctuality is very important at Leadership Prep Canarsie. It is an important life skill that students will need throughout their lives. At Leadership Prep Canarsie, learning begins from the moment students walk through the door. For instance, students read and complete Bright Work during breakfast. Students who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind.

Our doors open at 7:15 a.m. each morning. Students must arrive between 7:15 a.m. and 7:30 a.m. **Students arriving at 7:31 a.m., as measured by school clocks, or later are considered tardy.** In cases when a school bus arrives late, those students riding the bus are not considered tardy.

Students who arrive close to 7:30 a.m. may not have enough time to finish breakfast since activities such as Morning Circle start promptly at 7:40 a.m. If you wish for your child to eat a full breakfast at school, your scholar must be in the cafeteria by 7:20 a.m. to have enough time to eat without feeling rushed.

### ***Detention***

Teachers, the Instructional Leader, other school personnel, and their designee(s) may use after-school or Saturday detention as a penalty for violations of the Code of Conduct.

### ***Suspension from Transportation***

Students who do not conduct themselves properly on school transportation may have their riding privileges suspended by the Instructional Leader or the Instructional Leader's designee(s). In such cases, the student's parent(s)/guardian(s) will become responsible for seeing that his or her child gets to and from school safely.

### ***Short Term In-School Suspension or Short Term Suspension from School (ten days or less)***

When the Principal and/or Director of Operations or their designee (referred to as the "Suspending Authority"), such as a Dean of Students, determines that a student charged with misconduct should be assigned in-school suspension or should be suspended for ten days or less, the Suspending Authority will provide notice (by telephone or in writing) of such suspension decision to, in the first instance, the student in terms of the charges against the student and allow the student an opportunity to give the student's side of the story, and then to the student's parent or guardian, and afford the parent or guardian an opportunity for an informal conference. The student also may be removed from class and/or school immediately if, in the sole discretion of the suspending authority, it is determined that the student's presence in class or school poses a continuing danger to persons or property or risks

disruption of the academic process. In the event that your child is suspended from school, you or a trusted designee, are expected to pick up your child within the timeframe stated by the Principal, Director of Operations, or Dean of Students.

The purpose of the informal conference, if the parent or guardian chooses one, is to discuss with the parent or guardian the circumstances that led to the suspension decision and to explore proactive steps to ensure the student's misconduct that led to the suspension does not reoccur. The informal conference may be held in person or by telephone. If the parent(s)/guardian(s) choose to contest the suspension decision, they may file a written appeal to the Board of Trustees via the Principal and/or Director of Operations within five business days of the date of the Suspending Authority's decision, or if an informal conference has been held, within five days of such informal conference. The suspension will take place while such a challenge is made. The appeal to the Board will be handled by the Board's designee, currently the School's Chief Operating Officer from Uncommon Schools. If the Board's designee upholds the challenge to the suspension, any portion of the suspension already served will be expunged from the student's records and any portion of the suspension not yet served will be nullified and cancelled. The Board's designee will promptly communicate his or her decision in writing to the parent(s)/guardian(s).

*Long Term In-School Suspension, Long Term Suspension from School (more than ten days) and Expulsion*

When the Instructional Leader and/or Operations Leader or their designee determines that a suspension for more than ten days or expulsion may be warranted, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process. The Instructional Leader and/or Operations Leader or their designee shall give reasonable notice to the student and the student's parent(s)/guardian(s) of their of the charges against the student, the proposed penalty and the right to a fair hearing within 10 days unless the parent(s) or guardian(s) consent to an adjournment. The student or parent(s) or guardian(s) shall also have an opportunity to tell the student's side of the story. A short-term suspension will be imposed until the hearing on the long term suspension or expulsion. Every effort will be made to ensure that the hearing is held as soon as practicable in order to limit the amount of time the student spends outside the classroom, but not so soon as prevent the parent/guardian from seeking counsel and making arrangements to attend the hearing..

At the hearing, the student shall have the right to be represented by counsel or advocate (at the student's/parent's expense), the right to question witnesses against him/her, confront evidence against him/her and the right to present witnesses and other evidence on his/her behalf. The Board's designee, currently the School's Chief Operating Officer from Uncommon Schools, shall personally serve as hearing officer or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and make determinations on evidentiary issues. A record of the hearing shall be maintained, but no stenographic transcript shall be required. An audio recording shall be deemed a satisfactory record. The hearing officer shall make written findings of fact and recommendations as to the appropriate measure of discipline. The report of the hearing officer will be final, and the Board's designee may accept all or any part within three days.

If the parent(s)/guardian(s) are not satisfied with the decision of the Board's designee, they may file a written appeal to the Board of Trustees via the Instructional Leader or Operations Leader within five business days of the date of the decision of the Board's designee. The Board may adopt in whole or in part the decision of its designee and will make its decision based solely upon the record before it. Final decisions of the Board alleging a violation of the school's charter or of applicable law may be appealed to the school's authorizer, the State University of New York. The Charter Schools Institute, acting on

behalf of the Board of Trustees of the State University of New York, shall investigate and respond. If the parent(s) / guardian(s) are not satisfied with the decision of the authorizer, the matter may be further appealed to the New York State Board of Regents. The State Education Department, acting on behalf of the New York State Board of Regents, shall investigate and respond.

*Alternative Instruction*

For any suspension (in-school or out of school) of one day or more, or any suspension of less than one day when the student has not yet received 90 minutes of live instruction, the School will provide the student with live alternative instruction by qualified staff of at least 90 minutes. The character of the instruction shall be such that the student receives all homework, takes all tests and quizzes and is able to keep pace with the student's class toward promotion in grade or graduation. The instruction shall be provided as soon as feasible after the suspension. The School may provide alternative instruction in-school or out-of-school at the school's discretion. If the student does not attend alternative instruction, the student shall be marked absent. If the School does not offer alternative instruction the student may not be recorded as absent.

In the case of an expulsion, alternative instruction will be provided for a reasonable period of time or until the student is enrolled at another accredited school, or otherwise participating in an accredited program to the extent the provision of such services is required by law. If the expulsion is in close proximity with the end of the school year, then the School will provide alternative instruction until the end of the school year.

*Gun Free Schools Act*

Federal law (20 USC §7961) requires suspension from school for a period of not less than one year for a student who the School determines to have brought a firearm to school, or to have possessed a firearm at school, except that the School's Chief Operating Officer from Uncommon Schools may modify in writing such suspension requirement for a student on a case-by-case basis with the consent of the Board of Trustees. "Firearm" as used in this law includes firearms as defined under federal law in 18 USC §921(a).

The School may also permanently expel a student for bringing a firearm to school.

It is the policy of the School that in the event a student brings a firearm to school or possesses one at school, the Chief Operating Officer will refer the student to local law enforcement or to the NYS Office of Children and Family Services or NYC Administration for Children's Services or other presentment agency as a juvenile delinquent. In addition, the NYPD should be contacted to take possession of any firearm.

***Expulsion***

Expulsion is reserved for extraordinary circumstances, including but not limited to circumstances where a student's conduct posed or continues to pose a danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property, attending a school function, interacting on social media in a way that negatively impacts the school environment or on school-provided transportation. The procedure for expulsion shall be the same procedure set forth for long-term suspension.

**Discipline of Students with Special Needs**

**General**

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.534—that a disability

exists may request to be disciplined in accordance with these provisions. The school shall comply with sections 300.530-300.536 of the Code of Federal Regulations and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

The school shall maintain written records of all suspensions and expulsions of students with a disability including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

If a student identified as having a disability is suspended during the course of the school year for a total of eight (8) days, such student will immediately be referred to the CSE of the student's district of residence for reconsideration of the student's educational placement. Such a student shall not be suspended for a total of more than ten (10) days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

In considering the placement of students referred because of disciplinary problems, the CSE of the student's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

#### Provision of Services During Removal

Those students removed for a period of fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The school also shall provide additional alternative instruction within the ten (10) days and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

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

During any removal for drug or weapon offenses pursuant to 34 CFR §300.530(g) services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence. The School will, in consultation with the CSE, place students in interim alternative educational settings as appropriate per 34 CFR §300.520(g).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the student to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the student's district of residence will make the service determination.

#### Due Process

If discipline which would constitute a change in placement is contemplated for any student with an IEP, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified by the school of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the CSE of the

student's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action (subject to CSE's availability).

If, upon CSE review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and School agree otherwise.

#### Compliance with the Child Find Requirements of IDEA

Leadership Prep Canarsie Charter School will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a New York public school will be screened by a team of teachers (including both regular and special education teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program, or referral to the CSE of the student's district of residence. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified special needs of the student. Should the problems persist and a disability is suspected, the student will be referred to the CSE of the student's district of residence for an evaluation.

#### Gun Free Schools Act

Federal and New York law require the expulsion from school for a period of not less than one year of a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Instructional Leader may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended). As defined in New York law, this prohibition also extends to certain other sorts of weapons. "Weapon," as used in this law means a "firearm," as defined by 18 USC § 921, and includes firearms and explosives. (New York Education Law §3214 effectuates this federal law.)

The following are included within this definition:

- Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition.
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device.

- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The Instructional Leader shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Principal shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

### **Dress Code**

School uniforms must be worn at all times. Uniforms are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions in many schools lead to unwholesome competition and even violence. Leadership Prep Canarsie is a place for serious work and learning. Parents will be informed if their child is out of uniform and will be asked to bring the proper uniform to school immediately. If this is not possible, then the student will be sent home.

Parents should write their child's name in permanent marker on the tags of all clothing. Since every scholar wears the same clothing, mark your tags clearly.

Neither girls nor boys may wear makeup, glitter, shiny lip gloss, or large earrings. Temporary tattoos are not permitted. Students may wear one chain, but it must be worn under the uniform. If a student wears jewelry that a member of the school's staff considers excessive, then the student will be asked to remove the items.

Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed. Only the top button may be undone on shirts and blouses. All shirts must be tucked in at all times. Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation.

Students are not permitted to wear jackets inside the school building. If you are concerned about your child being cold inside the building, they may wear a uniform sweater in the building.

We do not have a school gym uniform and students may not change clothes for Fitness. If you are concerned about continued wear and tear on your child's uniform, we recommend that families acquire multiple sets of the school uniform.

**If a student arrives at school without the correct uniform, a phone call will be made home indicating that the correct uniform needs to be brought to school immediately. If in stock, the child will be changed into a school uniform, if not, the child may not be permitted to go to class until the correct uniform has arrived.**

# Leadership Prep Canarsie Family Handbook 2016-2017

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Whenever **any** element of a scholar's physical appearance or grooming - even if it is allowable under the school's current rules - becomes a distraction to the scholar or to others, it is no longer acceptable and steps will be taken to remove the distraction.

Students may not change out of the Leadership Prep Canarsie uniform at any point during the school day. Students must wear the Leadership Prep Canarsie uniform on all school field lessons.

## For Boys

- **Shirt:** White polo. The shirt is available in short and long sleeve. The only shirt that may be worn under the uniform shirt is a **white** t-shirt. Shirts must be work tucked in.
- **Pants:** Standard solid grey uniform pants. The pants need to fit correctly (i.e., no baggy style).
- **Belt:** Solid black belt. All students are required to wear a belt every day.
- **Sneakers:** Solid, black low-top sneakers with no embellishments. No boots, sandals, moccasins, bowling shoes, clogs, two-toned or multi-colored shoes. **Please remember to send a change of shoes with your child in the winter months. The shoe policy is the same for winter months. Students must have on black sneakers or shoes. If a student arrives wearing boots, he/she must change into the proper footwear during breakfast. Students who do not have the proper uniform shoes will not be allowed to attend class until a change of shoes is brought from home.**
- **Socks:** White, navy blue, or grey socks may be worn.

### Optional:

- **Sweater:** Navy V-neck sweater or cardigan.
- **Undershirt:** White undershirt.

## For Girls

- **Jumper:** Gray jumper.
  - Girls may wear white, navy blue, or black tights, knee, or ankle socks with the jumper.
- **Shirt:** A short or long sleeved white polo shirt. The shirt must be worn tucked in.
- **Pants:** Standard solid grey uniform pants. The pants need to fit correctly (i.e., no baggy style).
- **Belt:** Solid black belt (**mandatory with pants**)
- **Sneakers:** Solid, black low-top sneakers with no embellishments. No boots, sandals, clogs, moccasins, bowling shoes, clogs, two-toned or multi-colored shoes. **Please remember to send a change of shoes with your child in the winter months. The shoe policy is the same for winter months. Students must have on black sneakers or shoes. If a student arrives wearing boots, he/she must change into the proper footwear during breakfast. Students who do not have the proper uniform shoes will not be allowed to attend class until a change of shoes is brought from home.**
- **Socks:** Plain white, navy blue, or grey ankle, knee socks, or tights. Socks must be of a **solid** color. No patterns, prints, or stripes.

### Optional:

- **Sweater:** Navy V-neck sweater or cardigan.
- **Undershirt:** White undershirt.

## Backpacks

All students must bring a backpack to school. **Roller bags and messenger bags** are not permitted. All bags must be backpacks that can be worn over two shoulders. Please do not send anything in your child's backpack other than a lunchbox, and a pencil box with pencils, crayons, and an eraser that your child can use to complete his/her homework. The Leadership Prep Canarsie staff works very hard to

provide a safe and disciplined school environment. That said, we share a building with other schools and all schools have visitors in the building. We cannot guarantee that valuable items sent to school in your child's backpack are safe. To eliminate the possibility of valuable items being lost or stolen, please make sure your child leaves them at home. Additionally, it is school policy to confiscate items that distract from maintaining a positive and focused learning environment.

### **Change of Clothing**

All students must bring an extra change of clothes in the event of an accident or spill. During the first week of school, please send the clothes in a clearly marked Ziploc bag with your child's name written in permanent marker. The bag should include the following:

- Grey sweatpants
- A white t-shirt
- Extra underclothes
- Socks

Purchasing an extra uniform to keep in the bag is acceptable, though not required. Each class has a bin to store extra clothing. In the event that a scholar must change into the extra set of clothes, parents must send in a clean set of clothing the next day. If your scholar is prone to accidents, we recommend keeping more than one change of clothing at school.

**How to Purchase Uniforms:**

**Order at the Store**

**Ideal Uniform Store** Brooklyn  
1816 Flatbush Avenue Brooklyn, NY 11210  
718-252-5090  
Store Hours:  
Sun 11 AM - 6 PM  
Mon - Fri 9 AM - 7:30 PM  
Sat 10 AM - 7:30 PM

**Student Searches**

The School authorizes the Instructional Leader and the Instructional Leader's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the School's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the school code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The School exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

**Health Policies**

The School provides the health services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

*Administration of Medication*

Non-self-directed student: The School nurse may administer medication to a non-self-directed student when a parent or guardian submits a written request from a physician indicating the frequency and dosage of prescribed medication.

**Self-directed student:** Any self-directed student may take medication during school hours if he/she keeps the medication in the nurse's office and whose parent or guardian submits a written verification from a physician indicating the frequency and dosage of the prescribed medication.

The parent or guardian must assume responsibility to have the medication delivered directly to the nurse's office in a properly labeled original container.

Procedures will be developed for students taking medications off School grounds or after School hours while participating in a school-sponsored activity in accordance with State Education Department Guidelines.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. The written request of the parent(s) or guardian(s), which will give permission for such administration and relieve the Board and its employees of liability for administration of medication
2. The written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication will be administered, the period for which medication is prescribed, and the possible side effects of the medication

Both documents will be kept on file in the office of the School nurse. Standardized request forms will be available from the School nurse.

The School abides by all New York State immunization requirements. Each new student must have a certificate of immunization at the time of registration or not later than the 14<sup>th</sup> day of school. Parents/guardians must present documentation that their children have received all required doses of vaccines or are waiting to receive the subsequent doses at the appropriate time intervals. Parents seeking to waive the immunization requirement should submit their request to the school nurse or Office Manager. The nurse will review the request and will advise the Instructional Leader, who will make the final decision on whether to grant the waiver request.

### **Internet Security Policy and Use of Technology**

**Undesirable Materials:** The School will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher.

**Security:** Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private.

**E-Mail:** Student use of email is not allowed at school or school-related events.

**Social Networking, Blogging, Chat and Other User Groups:** Student use of social networking, blogging, chat and other user groups is not allowed at school or school-related events without approval from the supervising teacher.

**Copyright and Citations:** Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.

**Downloading:** Downloading from the Internet without approval from the supervising teacher is not allowed.

**Private Internet Providers:** Students may not use school computers to access private Internet providers.

**Acceptable Internet Usage:** The School will ensure age-appropriate internet usage among students who use its internet facilities. This will enforce the School's commitment to student safety with regard to:

- i. safety on the Internet; and
- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms, including but not limited to:
  - Unauthorized access including "hacking" and other unlawful activities undertaken online by minors;
  - Unauthorized disclosure, use, and dissemination of personal information regarding minors;
  - Cyberbullying awareness and response ; and
  - Other behavior determined to be threatening, intimidating or otherwise inappropriate in any way.

**Telephones:** Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members.

### **Addressing Concerns**

**Informal Complaint Procedures:** An informal complaint is a complaint that does not concern the alleged violation of law or charter (e.g., a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or the bus schedule). An individual who (or group that) has an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the School by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, the group or individual should contact the Instructional Leader or Operational Leader to discuss the matter; the Instructional Leader or Operational Leader shall respond in person, by telephone, or in writing.

### **Formal Complaint Procedures:**

A formal complaint is a complaint that concerns an alleged violation of law and/or charter. An individual who (or group that) has a formal complaint against a school policy or a member of the school community may follow the informal complaint procedures set forth above. Alternatively, the individual or group may file a complaint in writing to the Chair of the School's Board of Trustees, who shall then appoint the School's Chief Operating Officer from Uncommon Schools or another designee(s) to review the complaint. If the substance of the complaint directly involves the School's Chief Operating Officer, the Chief Operating Officer shall not be appointed as the designee. After reviewing the complaint, the designee(s) will respond in writing to the complainant within a reasonable amount of time. At this time, the Chair of the Board of Trustees or the Chair's designee(s) shall provide

the complainant with written notice of the opportunity to appeal the Board's decision to the SUNY Charter Schools Institute, and a copy of the Charter Schools Institute's grievance guidelines available at [www.newyorkcharters.org/contact/](http://www.newyorkcharters.org/contact/).

If, after receiving the written response from the Chair of the Board of Trustees and/or the Chair's designee, the individual or group determines that the Board has not adequately addressed their complaint, the complainant may present the complaint to the Charter Schools Institute, acting on behalf of the Board of Trustees of the State University of New York, which shall investigate and respond. If, after presentation of the complaint to the Charter Schools Institute, the individual or group determines that the Charter Schools Institute has not adequately addressed the complaint, the complainant may present the case to the State Education Department, acting on behalf of the Board of Regents, which shall investigate and respond. The Charter Schools Institute and the State Education Department each has the power and the duty to take remedial action to resolve the complaint, as appropriate.

Any individual or group that elects to follow the informal complaint procedures to resolve a formal complaint shall be permitted at any time to stop the informal complaint procedures and initiate the formal complaint procedures.

If an individual or group voices a complaint at a public meeting of the School's Board of Trustees or to individual trustees, trustees shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to the relevant complaint procedures.

A copy of the full Complaint Policy is kept on file and available in the School's Main Office.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

Or you may contact us at the following address:

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

### **Definitions**

For purposes of the code, the following definitions apply:

- 1) "School" is the school that is charged with the responsibility of ensuring a safe environment and an atmosphere of learning.
- 2) "Parent" means the parent, guardian, or person in parental relation to a student.
- 3) "School property" means on or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.
- 4) "School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
- 5) "School function" means any school-sponsored extra-curricular event or activity.
- 6) "Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).
- 7) "Discrimination" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to,

discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

- 8) "Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.
- 9) "Employee" means any person receiving compensation from a school or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- 10) "Gender" means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
- 11) "Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- 12) "Harassment/bullying" means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that
  - (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
  - (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
  - (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
  - (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11[7])

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- (a) race
  - (b) color
  - (c) weight
  - (d) national origin
  - (e) ethnic group
  - (f) religion
  - (g) religious practice
  - (h) disability
- 13) "Cyberbullying" means harassment/bullying, as defined above, through any form of electronic communication.
  - 14) "Dignity for All Students Act (DASA) Coordinator" means a staff member or staff members designated by the School to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
  - 15) "Violent student" means a student under the age of 21 who:
    - a. Commits an act of violence or uncontrolled behavior upon a school employee, or attempts or threatens to do so.
    - b. Commits, while on school property or at a school function, an act of violence or uncontrolled behavior upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so.
    - c. Possesses a weapon while on school property or at a school function.

- d. Displays what appears to be a weapon while on school property or at a school function.
  - e. Threatens to use a weapon, facsimile or replica of any type weapon, while on school property or at a school function. In determining whether a threat exists, the victim's perception shall govern.
  - f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
  - g. Knowingly and intentionally damages or destroys school property.
  - h. Physically intimidates, threatens, or bullies others while on school property or at a school function.
- 16) "Weapons" include, but are not limited to:
- a. a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act, any other gun, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, mock gun, spring gun, BB gun, or paint ball gun;
  - b. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
  - c. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
  - d. a sandbag or sandclub;
  - e. a sling shot or slungshot;
  - f. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nin-chuck, or shirken;
  - g. an explosive, including but not limited to, a firecracker or other fireworks;
  - h. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
  - i. an imitation gun;
  - j. loaded or blank cartridges or other ammunitions; or
  - k. any other deadly or dangerous instrument.

However, pursuant to the intent of this School policy, administrators will have considerable discretion in identifying any of these potentially dangerous implements as a weapon.

## Appendix B: Student Records

The School recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.

The School also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the School's student records.

At least once each year, the School shall, by means of an individual mailing or by inclusion in one of the District's regular publications, notify all parents and eligible students of their rights under FERPA. The notice will include a statement that the parent or eligible student has a right to:

- 1) Inspect and review the student's education records;
- 2) A specification of the intent of the School District to limit the disclosure of personally identifiable information contained in a student's education records except:
  - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
  - b. as directory information; or
  - c. under certain limited circumstances, as permitted by FERPA.
- 3) Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 4) File a complaint with the U.S. Department of Education alleging failure of the District to comply with FERPA and its regulations; and
- 5) Obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information, which includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of degrees and awards received, and the most recent educational agency or institution attended by the student, applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The School shall arrange to provide translations of this notice to non-English speaking parents in their native language.

## Appendix C: Freedom of Information Policy

Leadership Prep Canarsie (the "School") complies with the following in order to abide by the New York State Freedom of Information Law (Article 6 of the New York Public Officers Law):

Any requests for school records or information from Leadership Prep Canarsie must be in writing or via e-mail and submitted to the Records Access Officer, who will be the Director of Operations. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it or, if requested, sending existing electronic documents via e-mail;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied, which date will be reasonable under the circumstances of the request.
- If a request will be granted in whole or in part, but cannot be granted within 20 days of the date of the school's acknowledgement of the request, the school shall state in writing the reason why it cannot be so granted and give a date certain when it will be granted in whole or in part, which date will be reasonable under the circumstances of the request.

If the person requesting information is denied access to a record, s/he may, within 30 days, appeal such denial to the Principal. (The records access officer and the appeals entity shall not be the same person.) Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, fully explains the reasons for further denial or provides access to the record(s) sought. The school also forwards a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government immediately after receipt or determination, respectively. If further denied, the person requesting information may further appeal through an Article 78 proceeding. Likewise, if the School does not follow the FOIL appeal procedures, it will constitute a denial of the FOIL appeal for purposes of allowing the requester to bring as Article 78 proceeding.

The School may deny access to requested records if:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes; and/or
- Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The school maintains:

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

There is no fee to inspect or search for records. Photocopies of records can be made on-site for 10 cents per page. By law, the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. The fee for photocopies of records which are not an

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appropriate size for the School's photocopy equipment shall not exceed the actual reproduction cost, which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

The school will publicly post a notice setting forth the name and address of its records access officer, its records appeals officer, and the location where records will be made available. In addition to providing this policy in the family handbook, the school will make these regulations available in the office upon request.

**Appendix D: FERPA Policies & Procedures**

**Notification of Rights under FERPA  
for Elementary and Secondary Schools**

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

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The policy applicable to the release of student directory information, which includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of degrees and awards received, and the most recent educational agency or institution attended by the student, applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The School shall arrange to provide translations of this notice to non-English speaking parents in their native language.

**Appendix E: Open Meetings Policy**

1. All meetings of the Board of Trustees and all committees of the Board (“Board meetings”) will be open to the general public.
2. A calendar of all scheduled Board meetings will be posted at the school as soon as it becomes available.
3. The Board will provide notice of the time and place of any Board meeting that is scheduled more than one week in advance to the news media and shall conspicuously post such notice in one or more public locations at least 72 hours in advance of the scheduled meeting.
4. The Board will provide the time and place of any Board meeting that is scheduled less than one week in advance to the news media (to the extent practicable) and will conspicuously post such notice in one or more public locations at a reasonable time in advance of the scheduled meeting. Public notices will be placed on the bulletin board in the reception area. Public notices will reflect the location of Board meetings or any location changes.
5. To the extent possible, the school will publicly post notices of Board meetings immediately after each meeting date is determined.
6. Upon request, public records that will be the subject of Board discussion or vote shall be made available at or before each Board meeting in the same manner as records subject to FOIL.
7. For the purposes of determining a quorum, Trustees must be physically present at the meeting or participate via video-conference from an accessible location listed in the meeting notice; members not physically present or present via video-conference may join discussions via electronic means but may not vote.
8. Written minutes will be recorded of all Board meetings. Minutes will include:
  - o The date and time of the meeting
  - o A summary of all motions, proposals, resolutions, and any other matters formally voted upon
  - o A record of how each Trustee voted on each matter
  - o In the case of an executive session, the minutes will include a record of the final determination of any action that was taken.
9. Minutes of open sessions will be available to the public upon request from the Director of Operations within two weeks of the date of the meeting; minutes of executive sessions will be available within one week of the meeting.
10. All executive sessions shall be conducted as part of an open meeting; they are not considered separate meetings per se. An executive session may be called via motion and majority vote of the entire number of Board members; the motion must specifically identify the general area or areas to be considered.
11. All Board members may participate in the executive session, and the Board may authorize others to be present as well.
12. No public funds may be appropriated during an executive session.
13. An executive session can only be conducted by the Board for consideration of one or more of the following matters:
  - o Matters which imperil the public safety if disclosed;
  - o Any matter which may disclose the identity of a law enforcement agent or informer;
  - o Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
  - o Discussions regarding proposed or pending litigation;
  - o Matters which apply to school employees or collective negotiations which are within the scope of Article 14 of the Civil Service Law;

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- The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
- The preparation, grading, or administration of examinations; and
- The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value.

Open Meetings Law policy is available in the School's Main Office.

## Appendix F: Addressing Concerns

**Informal Complaint Procedures:** An informal complaint is a complaint that does not concern the alleged violation of law or charter (e.g., a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or the bus schedule). An individual who (or group that) has an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the School by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, the group or individual should contact the Instructional Leader or Operational Leader to discuss the matter; the Instructional Leader or Operational Leader shall respond in person, by telephone, or in writing.

**Formal Complaint Procedures:** A formal complaint is a complaint that concerns an alleged violation of law and/or charter, such as billing the wrong district for a student. An individual who (or group that) has a formal complaint against a school policy or a member of the school community may follow the informal complaint procedures set forth above. Alternatively, the individual or group may file a complaint in writing to the Chair of the School's Board of Trustees, who shall then appoint the School's Chief Operating Officer from Uncommon Schools or another designee(s) to review the complaint. If the substance of the complaint directly involves the School's Chief Operating Officer, the Chief Operating Officer shall not be appointed as the designee. After reviewing the complaint, the designee(s) will respond in writing to the complainant within a reasonable amount of time. At this time, the Chair of the Board of Trustees or the Chair's designee(s) shall provide the complainant with written notice of the opportunity to appeal the Board's decision to the Charter Schools Institute, and a copy of the Charter Schools Institute's grievance guidelines.

If, after receiving the written response from the Chair of the Board of Trustees and/or the Chair's designee, the individual or group determines that the Board has not adequately addressed their complaint, the complainant may present the complaint to the Charter Schools Institute, acting on behalf of the Board of Trustees of the State University of New York, which shall investigate and respond. If, after presentation of the complaint to the Charter Schools Institute, the individual or group determines that the Charter Schools Institute has not adequately addressed the complaint, the complainant may present the case to the State Education Department, acting on behalf of the Board of Regents, which shall investigate and respond. The Charter Schools Institute and the State Education Department each has the power and the duty to take remedial action to resolve the complaint, as appropriate.

Any individual or group that elects to follow the informal complaint procedures to resolve a formal complaint shall be permitted at any time to stop the informal complaint procedures and initiate the formal complaint procedures.

If an individual or group voices a complaint at a public meeting of the School's Board of Trustees or to individual trustees, trustees shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to the relevant complaint procedures.

## Appendix G: Title I Parent Involvement Policy

As a Title I Schoolwide LEA and school, Leadership Prep Ocean Canarsie implements a Parent Involvement Policy in adherence to the Elementary and Secondary Education Act, offering programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA).

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These programs, activities and procedures are planned and operated annually with the consultation of the Parent Committee. This Parental Involvement Policy amends the Student and Family Handbook, distributed to all parents at the beginning of each school year.

Parents are actively involved in the school community. Leadership Prep Canarsie parents are eligible to participate in Parent Committee and attend its activities, events, and workshops. Parent Committee meets regularly to organize events and coordinate school fundraisers, and annually develops, reviews, and the Parent Involvement Policy at the Title I Annual Meeting.

Leadership Prep Canarsie staff works with the Parent Committee to implement effective parent involvement activities, with the goal of improving student academic achievement and school performance. Uncommon Schools also offers ongoing technical assistance and support to Leadership Prep Canarsie to ensure ongoing compliance with Title I.

Leadership Prep Canarsie will conduct an annual evaluation of its Parent Involvement Policy. At the annual Title I Annual meeting (August Orientation), Parent Committee representatives participate actively in this evaluation of parent involvement events, communication, and policies. Parents are encouraged to becoming involved in the Parent Committee, which meets regularly to implement ongoing, meaningful parent involvement at Leadership Prep Canarsie.

Leadership Prep Canarsie will build the community's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. Leadership Prep Canarsie will provide assistance to parents of children, in understanding topics such as the State's academic content and achievement standards, and the State and local academic assessments including alternate assessments. A brief overview of these assessments can be found in the accompanying Student-Family Handbook, and these topics are also reviewed at the Annual Title I Meeting. In addition, Leadership Prep Canarsie will work with parents to help them monitor their child's progress and collaborate with educators to further their child's progress.
- B. Leadership Prep Canarsie will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. This includes the periodic offering of family meetings and other school-sponsored events, which are open to all parents.
- C. Leadership Prep Canarsie will educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. These trainings will focus on the school's ongoing parental involvement events, including Family Teacher Conferences, and will take place during August Professional Development each year.
- D. Leadership Prep Canarsie will ensure that information related at school and parent programs, meetings, and other activities, is shared in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

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This Title I Parent Involvement Policy supplements the 2016-17 Leadership Prep Canarsie Student and Family Handbook, which outlines in detail the expectations of Leadership Prep Canarsie parents, and the opportunities for involvement that are offered as part of the Title I Schoolwide Plan.

## **Appendix H: Fire Safety and Evacuation Procedures**

*Please note, some procedures may change once the school year has officially begun. Students will be notified of and trained in any significant changes.*

The school follows the General Response Protocol for all building-related safety drills and emergency events, as required by the New York City Department of Education. In case of an emergency, if a student or staff member sees fire or smells smoke, he or she should close the door. Upon hearing an alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of staff members who will verify the safety of the stairwells and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

Frequently throughout the school year, students and staff will participate in a minimum of 12 fire drills and at least 1 lockdown and 1 shelter-in drill to ensure that the entire school community is familiar with the appropriate response in the event of each type of emergency. This handbook shall serve as notice that these drills will take place. The school will notify families by letter or auto-dialer in the event of an actual evacuation.

In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time or for the rest of the day—school staff and students will evacuate according to the school’s evacuation plan. Staff will line up students in a safe and orderly fashion on the sidewalks outside of the evacuation site. After staff takes attendance, should conditions permit, all staff and students will return promptly to school.

## **Acknowledgements**

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