



# **2017-18**

# **School in the Square**

# **Family**

# **Handbook**

**Revised 8.15.2017**



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## **Welcome!**

Dear Students and Families,

We are honored and excited to build School in the Square (S2) with you. S2 draws its name from the concept of the public square, where communities come together to solve problems and celebrate successes. We envisioned S2 as a place where students, families, and educators are seen, heard, and inspired and where students build the academic foundations, emotional intelligence, and leadership skills necessary to excel in high school, college and the world beyond. Ultimately, we must work together to structure our own sustaining practices, shaped and developed in the collaborative work we do.

We will work to establish solidarity, familiarity, and trust between staff and your family. When issues do come up, we hope that mutual understanding will give us additional avenues to use in resolving them. When we shake hands on graduation day, we will have reached that goal together.

This handbook contains important information, policies and procedures pertaining to S2 families. Please read and discuss the entire handbook together with your child to ensure he/she understands and is able to observe the norms of School in the Square.

As we embark together toward this courageous vision, we want to pause to thank you and welcome you to our community.

Warm Regards,

A handwritten signature in black ink that reads "Evan Meyers". The signature is written in a cursive, flowing style.

Evan Meyers



## I. School and Staff Contact Information

First	Last	Email	Job Title
Yelitza	Aguilera	yaguilera@schoolinthesquare.org	Lead Writing Teacher
Carrie	Amon	Camon@schoolinthesquare.org	Principal
Sarah	Bond	sbond@schoolinthesquare.org	Sci. & Social Studies Special Ed Teacher
Stacey Ann	Chambers	schambers@schoolinthesquare.org	Literacy AIS Teacher
Lea	Danon	ldannon@schoolinthesquare.org	Reading Specialist
Catherine	Eugenio	ceugenio@schoolinthesquare.org	Parent Coordinator and Assistant. Athletic Coordinator
Stephanie	Feinberg	sfeinberg@schoolinthesquare.org	Director of Math Instruction and 7 <sup>th</sup> grade teacher
Stephanie	Goldstein	sgoldstein@schoolinthesquare.org	7th Gr. Special Ed Teacher
Tyler	Gonlag	tgonlag@schoolinthesquare.org	Writing Teacher
Glen	Green	ggreen@schoolinthesquare.org	Math AIS & Sped Teacher
Marie	Hamlett	mhamlett@schoolinthesquare.org	Science Teacher
Emily	Koch	emily@schoolinthesquare.org	Director of Curriculum & Instruction
Danielle	Kovarsky	dkovarsky@schoolinthesquare.org	6th Gr. ELA Teacher
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Catriona	Marshall	cmarshall@schoolinthesquare.org	ENL Teacher
Jean	Martinez	jmartinez@schoolinthesquare.org	PE Teacher
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Monica	Merchant	MMerchant@schoolinthesquare.org	Director of Operations
Evan	Meyers	emeyers@schoolinthesquare.org	Executive Director
Jose	Negron	jnegron@schoolinthesquare.org	Community Aide
Lesley	Pairol Perez	lperez@schoolinthesquare.org	ELA Teacher
Prattasha	Paul	ppaul@schoolinthesquare.org	Teacher
Maeve	Pfeifer	mpfeifer@schoolinthesquare.org	Social Studies Teacher
Vishrani	Prag	vprag@schoolinthesquare.org	SEL Chair & Social Worker
Arnaldo	Rodriguez	Arodriguez@schoolinthesquare.org	School Counselor
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Noel	Torres	ntorres@schoolinthesquare.org	Facilities and Operations Associate
Sindia	Vasquez	svasquez@schoolinthesquare.org	6th grade Special Education Teacher

## II. School Year

July 2017							August 2017							September 2017							October 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	☒	5	6	7	8			1	2	3	4	5						1	2	1	2	3	4	5	6	7
9	10	11	12	13	14	15	6	7	8	9	10	11	12	3	☒	5	6	7	8	9	8	☒	10	11	12	13	14
16	17	18	19	20	21	22	13	14	PD	PD	PD	PD	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
23	24	25	26	27	28	29	20	PD	PD	PD	PD	PD	26	17	18	19	20	☒	☒	23	22	23	24	25	26	27	28
30	31						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
												3							18							21	

  

November 2017							December 2017							January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2														
5	6	PD	8	9	☒	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	FC	FC	18	10	11	12	13	14	15	16	14	☒	16	17	18	19	20	11	12	13	14	15	PD	17
19	20	21	22	☒	☒	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	☒	☒	☒	☒	☒	24
26	27	28	29	30			24	☒	☒	☒	☒	☒	30	28	29	30	31				25	26	27	28			
						18	31					16						20							14		

  

March 2018							April 2018							May 2018							June 2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	1	☒	☒	☒	☒	☒	7							4	5						1	2
4	5	6	7	8	9	10	8	9	10			ELA Test	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	FC	FC	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	☒	31	29	30						27	☒	29	30	31			24	PD	PD	PD	PD	PD	30	
						21						16							22							16		

PD	Staff PD. No students,
☒	S2 Closed
↘	Half day for students. Full day for staff.
FC	Family Conferences
	End of Quarter

**Notes**

\*Each student will attend an orientation day on 8/28 **OR** 8/29

Book Swaps will take place on 7/14 and 8/14

Half days will dismiss at 12:30, except on orientation days in August

November conferences will be half day on Thurs. and no school on Fri.

April conferences will be student-led. School will be in session both days

End of the quarter dates are 11/8, 1/31, 4/18, and 6/18

The last day of school for students is 6/22

Optional breakfast takes place at 8:30 a.m daily

6th grade students go to period 1 at 8:52. 7th grade students go to period 1 at 8:55

Dismissal takes place at 4:25 for 6th grade and at 4:30 for 7th grade



### **III. Mission and Vision**

#### **A. School Philosophy**

At School in the Square, our mission is to engage, educate and empower the community to respond mindfully and creatively to life's opportunities and challenges. We seek to foster the intellectual and personal growth of students through rigorous instruction and social-emotional development, promoting college readiness, and opportunities for students to develop big goals and make meaningful choices for their lives.

At the core of this mission are the values of democratic living, best practice teaching and learning, and our commitment to ensure that each child and educator feels known, heard, and safe as well as challenged, supported, and engaged.

#### **B. Community Commitments**

Our ambitious mission is possible thanks to our shared commitment to uphold S2 values in word and deed in all spaces, including, but not limited to online, on and off campus, under circumstances where such off-campus conduct may disrupt the work, discipline or well-being of the school.

The commitments below outline how we expect S2 community members to show and observe S2 values on a daily basis.

#### **The creation of a safe, secure and supportive learning environment begins with 100% RESPECT.**

It is essential that we establish an on-going staff-student relationship based on trust and respect, promote self-responsibility and accountability, and maximize student involvement in decision-making and problem-solving. To that end, students are involved in analyzing an incident and the discussion of appropriate next steps and, if necessary, consequences and/or personal accountability measures.

It is essential that students and parents:

1. Are accountable for student learning.
2. Ensure that homework assignments and school projects are completed

on time, that students have excellent attendance and that they are timely to school each day.

3. Participate and support school discipline policies.

By joining the S2 community, we accept our role in promoting student achievement. Together we are responsible for the health of our community and we make the following commitments to support it:

**PARENTS, GUARDIANS AND CARETAKERS COMMIT TO:**

- Build good relationships with teachers and other school staff, other caretakers and families, and their children's friends.
- Accept the education of their children as a joint responsibility with the school community.
- Set an example of 100% respect for the worth of other persons.
- Send their children to school on time and ready to learn every day.
- Ensure that absences are for excused reasons only, and the student brings outstanding assignments and a note upon return.
- Ensure their children are dressed in a manner consistent with the student dress code.
- Know and support commitments to the school and help their children understand them.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study & ensure homework assignments are completed.
- Provide their current address and telephone number to the school and maintain updated emergency contacts.
- Comply and follow up in a timely manner with all communication processes: e.g. notes, phone calls, e-mails, forms, consents, emergency cards, etc.
- Attend conferences and meetings when requested.
- Follow through in a timely manner on providing recommended services and referrals.



**SCHOOL IN THE SQUARE TEACHERS COMMIT TO:**

- Build good relationships with students, their families and caretakers, and with fellow teachers, colleagues, and any visitor to our school.
- Maintain a climate of mutual respect and dignity that strengthens students' self-concept and promotes confidence.
- Be prepared to teach, demonstrate interest in teaching, and support student achievement.
- Hold students accountable for their own learning and participation in a community that is supportive of other learners.
- Establish expectations/rules, classroom procedures and practices that maximize student learning in their classes and support the success of fellow teachers.
- Communicate with the Social Emotional Learning (SEL) Team when they receive information about changes in a student's life that may affect student conduct or performance.
- Communicate regularly with students, parents and other teachers concerning growth and achievement through monthly phone call home, progress reports, and/or newsletters.
- Protect students' right to learn in a supportive classroom.
- Refrain from consuming food while in the presence of students, unless it is an occasion when the item is being shared by all in the room.
- Help their students deal effectively with peer pressure and emerging personal, social and emotional problems or assist them to getting the assistance needed from SEL Team or other sources.
- Provide information, review with, and assist students meet and further their educational goals and/or career planning.
- Encourage students to benefit from both core academic programs and expanded learning programs
- Initiate and schedule conferences with students, families, counselors and others as necessary to prevent or resolve problems or when they receive information regarding changes in the home situation of a student that may affect student conduct or performance.
- Resort to discipline when other modes of addressing harmful behaviors have been exhausted.



**SCHOOL IN THE SQUARE STUDENTS COMMIT TO:**

- Build good relationships with fellow students, their families & caretakers, their teachers, advisors, mentors, school leaders, colleagues, and any visitor to our school.
- Dress appropriately, according to the dress code and in a way that does not distract from the educational process.
- Give their best effort to their learning, showing perseverance in the face of challenges in order to overcome them.
- Come to school every day, on time, prepared to participate, and ready to make meaningful contributions to the community.
- Participate pro-actively in your learning, including but not limited to, completing in and out of class assignments, regularly checking grades, gathering missing assignments from absences, participating in Student-Parent-Teacher conferences, and requesting assistance when needed.
- Always carry their agenda with deadlines and schedules inside.
- Memorize their schedules as quickly as possible.
- Use the restroom during lunch unless it is an absolute emergency.
- Walk quietly in the halls and staircases to show respect for members of the community who are working and/or their peers who are learning.
- Always go directly to their next class when transitioning independently.
- Trust the adults in the building and respond mindfully to directions.
- Participate in their classes and community life in a way that develops their own best self and encourages others to be their best selves.
- Practice non-violence in words and actions.
- Communicate with adults any concerns or changes in your environment that may affect your conduct or performance.
- Tell an adult when there is a problem and participate in conflict resolution processes to resolve the problem non-violently.
- Respect the space in which they learn and the personal property of others.



## IV. Academics

### A. Daily Schedule

Optional: Breakfast and Quiet Reading Begin at 8:30 Breakfast Ends 8:52 - Grade 6 Breakfast Ends 8:55 - Grade 7	
Period 1 (includes Homeroom)	9:00 - 10:00
Period 2	10:02 - 10:55
Period 3	10:57 - 11:50
Period 4	11:52 - 12:42
Period 5	12:44 - 1:34
Period 6	1:36 - 2:29
Period 7	2:31 - 3:24
Period 8 (Includes End of Day Announcements)	3:26 - 4:25 (7th Grade) 3:26 - 4:30 (6th Grade)
Dismissal: Grade 6... Wadsworth (Main Entrance) Grade 7... 179th Street (Side Entrance)	

### Half Day Schedule

Period 1 (includes Homeroom)	9:00 - 9:45
Period 2	9:47 - 10:07
Period 3	10:09 - 10:39
Period 4/5	10:41 - 11:11
Period 6/7	11:13 - 11:43
Period 8	11:45 - 12:15

## **B. Learning**

### **CORE ACADEMICS**

S2 offers a Common Core aligned program of study in ELA, Mathematics, Science, Social Studies, and the Arts that encourages critical thinking and effective communication. The goal of our academic program is to foster the intellectual and personal growth of students through rigorous instruction and social-emotional development, promoting college readiness and retention.

**English Language Arts (ELA)** - S2 uses a balanced literacy approach to teaching language arts. The New York State Common Core ELA Learning Standards provide a pathway to nurturing students to be college and career ready in ELA and communication skills. Towards this end, students must demonstrate independence; build strong content knowledge; respond to varying demands of audience, task, purpose, and discipline; comprehend as well as critique; value evidence; use technology and digital media strategically and capably; and come to understand other perspectives and cultures. To achieve this result for our students, S2 has adopted Amplify ELA which will engage today's digital natives with an interactive core curriculum that brings complex texts to life. Amplify ELA inspires students to read more deeply, write more vividly and think more critically. At S2, students will participate in an additional writing period every other day. During this time, students will receive targeted mini-lessons developed in conjunction with Teacher's College Reading and Writing Project and Writing Revolution; participate in writing workshops and conferences; practice vocabulary development; and write in a variety of genres.

**Math** - At S2, students will gain the arithmetic and algebra skills needed to navigate the world and make sound financial decisions. S2 uses Math in Focus to create a solid foundation, focusing on basic skills and strong understanding. Over the course of the day, students participate in math workshops; rotation stations; differentiated teacher instruction; hands-on, collaborative problem solving and discussion; and independent practice. Students will work on rigorous open-ended, real-world projects that promote critical thinking and problem-solving skills.



**Social Studies** - S2's social studies program helps students think like historians. Our units focus on teaching students to gather, use and interpret evidence; to practice chronological reasoning and consider causation; to compare and contextualize historical events; to apply geographic reasoning; to understand economics and economic systems; and to participate in civic life.

**Science** - S2 students will engage in structured inquiry activities to achieve science literacy. Using S2's combination of the Next Generation Science Standards (NGSS) and Amplify Science, students will deepen their understanding of scientific concepts and methods. Hands-on laboratory work allows students to explore while developing science skills such as analysis, inquiry, and empirical design. Through informational texts, content-rich science videos, online resources, and digital simulations, students will build up their background knowledge and learn to pose and evaluate arguments based on evidence.

### **OPTIONS/LAB**

In addition to their core academic classes, S2 students meet with teachers for differentiated, small-group instruction. Lab provides students with targeted instruction in math and literacy to advance mastery of foundational skills. Student who are already at a mastery level will meet in small groups for enrichment that will expand and challenge their thinking. This instruction, often provided individually or in small groups ensures students can read with the insight required to analyze and respond to texts effectively across disciplines, and develop understanding of key mathematical concepts and their applications to real-life problems. Options may also include speech and language and counseling as mandated by a student's IEP, physical education, advisory class and Forum.

### **FORUM**

Forums are held biweekly in the school's "square" to give students authentic opportunities to contribute to the school environment and have a voice in decisions. At Forum, S2 students and staff come together to practice democracy through analysis of critical issues at school and in society, while



developing problem solving, leadership, debate and public speaking skills. Parents may be invited to join these discussions and, where appropriate, coordinate action items with a Family Council. Families are also invited to Forum for S2 Talent Showcases and our quarterly Celebration of Achievements, which take place in the school “square.”

## **PASSIONS**

S2 extends learning beyond the conventional classroom through partnerships with outside organizations. We have collaborated with various organizations that offer enrichment opportunities to all S2 students. Through our expanded learning partnerships, S2 students gain a clearer vision of future possibilities while forging a stronger commitment to their community and city. Each quarter, students will self-select from a menu of activities including art, music, dance, technology, sports, drama, mindfulness and yoga, and creative writing.

### **C. Student Report Cards and Progress Reports**

Four times a year, families receive an individual report card that outlines their child’s progress in each subject area. The purpose of the report card is to formally document student progress and communicate successes and concerns to families. In addition to report cards, teachers send home a progress report each quarter, giving students and their parents the opportunity to review their grades, set goals and pursue greater success while classes are still in progress.

## **V. Student Expectations and Procedures**

### **A. Student Behavior**

S2 adheres to the principles of Restorative Discipline, which understands misconduct as any behavior that violates trust or damages relationships. At S2 we focus on the needs of the people impacted by misbehavior, what the person who misbehaved can do to make it right, the circumstances involved, and strategies that will prevent the misbehavior from recurring. Restorative Discipline practices include reflection, mediation, individual/group



conferencing, and making amends through direct action.

S2 will use restorative practices to build strong relationships and prevent and respond to harmful behavior. This means that S2 processes are not designed to punish. Rather, they are designed to discern the motives, fears or hopes that underlie misbehavior; to develop healthy alternatives students can use to address these underlying feelings; and, finally, to restore a sense of well-being and relationships that may have been strained by the misbehavior.

Where appropriate, traditional modes of discipline, including loss of privilege or separation from the community, will accompany a restorative approach. Below we set forth more traditional consequences for student behavior, applies to student behavior online, on campus and off-campus under circumstances where such off-campus conduct is likely to disrupt the well-being of the school. Our Responsible Behavior Code (RB Code) is designed to uphold conditions that promote teaching and learning in a school community.

Safety, both physical and emotional, is paramount. Behavior that jeopardizes another's safety, well-being, or right to learn is not permitted. Should a student's behavior jeopardize the social-emotional or physical welfare of another student, the student violating the RB Code may be separated from the group to ensure his or her own safety and the safety of other students.

We expect students to understand that their behavior affects others, follow S2 rules and internalize the reasons why we have them. For this reason, School in the Square has adopted three simple rules:

- Take care of yourself;**
- Take care of each other;**
- Take care of this place.**



## **B. Dress Code**

### *Our Inaugural Year:*

As our name suggests, School in the Square values everyone's voice and democratic process. One year ago, members of our new school had many different opinions about school dress code. We agreed to have a relaxed policy for year one and come together as a community later to decide a policy for year two. This decision would be the responsibility (and privilege) of our founding families.

### *Our Process:*

A few weeks ago, we launched a school-wide inquiry into S2 uniforms with the goal of coming up with our new policy. We reviewed the latest research. Parents and students took a survey to share their perspectives of an S2 uniform.

Students analyzed the uniform survey results and found that a majority of our families - both parents and students - are overwhelmingly in favor of instituting an S2 uniform.

A Student Uniform Committee was assembled with representatives from each Primetime. Our school leaders worked with the committee as they struggled to come to agreement on the issues. It was a true lesson in democracy: committee members considered different perspectives and developed a uniform policy representative of our school community.

### *Our New Policy:*

True to our value of honoring difference, our uniform policy gives as much choice as possible while providing a consistent "look" across the school.

Next year, students will follow a school-wide, flexible uniform policy that allows them to choose their own color and style combinations.

They can choose from an array of tops: polos, button-down collared shirts, pullovers, sweatshirts/hoodies or fleece, all of which are available in solid red, heather gray and navy blue.

They can choose to wear pants, shorts or a skirt in either khaki or black and any closed-toed shoe of their choice (no sandals).

### *Purchasing:*

You can shop for uniform items online through the S2 website [www.schoolinthesquare.org](http://www.schoolinthesquare.org)

- Hover over the "Families & Students" tab.
- Click on "Our Dress Code" to go to the S2 Student Styles Store to place



your order.

- We recommend ordering early in the summer selections arrive before the grade starts.

S2 will provide each family with a \$60 stipend to spend on their items of choice at the S2 Student Styles Store. You will receive specific information on how to access your family's stipend this month. If students want additional items, you can shop online anytime. Families needing additional support can contact the school.

### *What if my Child Comes to School out of Uniform?*

The committee considered this question carefully. Students agreed that uniforms can enhance their learning experience, so consequences of coming to school out of uniform should promote the uniform without interfering with learning time. Therefore, they agreed that if a student comes to school out of uniform:

1. (S)he will be provided with a "loaner" uniform to wear and return at the end of the day. (S)he will also be reminded of the consequences of coming to school out of uniform again.
2. A second time, (s)he will wear the loaner and have recess reflection.
3. A third time, (s)he will still be able to wear the loaner uniform, but we will also call home and schedule a parent meeting.

### **C. Homework**

Homework is viewed as a bridge between home and school giving students an opportunity to share their work and involve their family members. Parents and/or guardians are responsible for monitoring and assisting with homework assignments of their child. Each child should attempt to complete homework independently but may need assistance. When homework is not completed consequences will be enforced. Children may be required to use the reflection room during lunch and recess to complete their homework.

### **D. Attendance and Home Visits**

Students are expected to be present at school for the entire day whenever school is in session. To the extent possible, please schedule appointments after school or on days when school is not in session. Vacations should be taken only during school breaks.



In the event of absence due to sickness or family emergency, parents should notify the school by calling the front desk by 8:00 a.m. Parents should leave a message if no one answers indicating their name, their student's name, the reason for the student's absence, a number at which the parent may be reached, and the best time for a staff member to return your call.

Students are expected to make up all work missed on the day(s) they were absent and hand in assignments when they return to school. Absence due to illness must be validated with a doctor's note. Also, please note that under no circumstances will students be dismissed before the end of the day without a parent, legal guardian, and/or emergency contact person present.

Three consecutive absences or three unexcused absences in a trimester will result in a home visit to work with your family to ensure your S2 student gets to school. Please note that S2 reserves the right to verify excused absences.

Any of the following qualify as an Excused Absence:

- Student illness (doctor's note required)
- Medical or dental appointments (doctor's note required)
- Death in the family
- Religious holidays of the student's faith
- Required court appearance or subpoena by a government agency
- School-sponsored or special events (conferences, state/national competitions)

### **ARRIVAL**

- Students may enter the building via the 179th St. entrance between 8:30 and 8:45 for breakfast
- The SEL team will greet students and families as they enter the building
- Students will report directly to the dining hall and will get breakfast from the line before taking a seat
- At each table, students can read the newspaper or a book, complete mindful drawings, watch the news, etc.
- Students must stay at their table in their original seat for the duration of breakfast, unless throwing out their trash



- At 8:52, 6<sup>th</sup> grade students are called to line up at the door and are released to go to class. At 8:55, 7<sup>th</sup> graders are dismissed in the same way.
- Students who do not come to breakfast will enter as follows
  - 6<sup>th</sup> grade enters through Wadsworth at 8:52
  - 7<sup>th</sup> grade enters through 179<sup>th</sup> St. at 8:55
- Teachers should be waiting for students at their classroom doors
- A staff member will greet students who arrive on the bus and will walk them into the building to go to class
- Students who arrive after 9:00 a.m. will be greeted by a staff member, given a late pass before going to first period

### **DISMISSAL**

- At the end of the last schedule block of the day, 6<sup>th</sup> grade students will dismiss from Wadsworth Ave. (4:30 p.m.), and 7<sup>th</sup> graders will dismiss from 179<sup>th</sup> St. (4:25 p.m.)
- Students who are being picked up by a family member should be brought to room 101
- Students who are taking the bus should be brought to room 102
- Students should never be released to an adult that is not on the dismissal log. The escort should be sent to the Operations Associate so that she can call the family to rectify the situation.

### **TARDINESS**

Students who arrive after 8:55am will need to sign in at the front desk. A staff member will have a short conference to determine the reason for the lateness and the student will be escorted to class. If a student is late, as part of the normal attendance outreach this will be reported to parents on a daily basis.

### **E. Meals and Recess**

Students eat during scheduled mealtimes at School in the Square. Students are welcome and encouraged to bring water in their S2 water bottles to drink during all times of the school day.

Students may not eat or drink in class or during other scheduled activities. If a staff member sees a student with food items (except water) outside of the mealtime schedule, the item(s) will be confiscated.

Recess is the time that allows all students a break. They should feel free to join in any games and should never feel excluded. Organized games of play are supervised on the gym floor. Board games and small group activities take place on the rooftop. During inclement weather and other necessary circumstances, recess takes place in the gym or Work Lab.

Please remember that:

- All students must wear appropriate outerwear to recess if it is below 55 degrees. Students without appropriate outerwear will automatically be assigned to the Gym for that day.
- Generally, recess will take place outdoors if the weather is dry and the temperature is above 28 degrees.

#### **F. Cell Phones and Electronic Devices**

Students are discouraged from bringing cell phones or any other electronic devices (e.g. tablets, PSP, iPad or similar devices) to school. School in The Square is not responsible or liable for anything that happens to any student's device. If a device is stolen or broken in school, the parent of that student assumes full responsibility for all replacement costs.

If a parent chooses to allow his/her child to bring a cell phone or other electronic device to school, the following rules apply:

- No cell phones or other personal electronic devices may be used during the school day 8am-5pm.
- All electronic devices must remain in the student's backpack.
- All electronic devices (including phones) must be turned OFF.

If a student is found using any electronic devices during the day:

- The device will be confiscated and held at the front desk.
- The student can retrieve the device from the office at the end of their school day. Parents will be called in cases of repeated violations.

#### **G. Technology**

Our goal is for all students at School in the Square to learn and grow in a technology-rich environment and develop 21st Century Skills. Students will receive a School in the Square Google account in which they will create online documents, slideshows, emails to teachers, student/teacher



generated websites, online portfolios, and other forms of digital work. These accounts are school property and are not student personal accounts. Parents should ask students for usernames and passwords and be an active part of reviewing their child's online work.

In order to ensure student privacy and obtain permission for student participation in activities that require and document student work on the Internet, S2 asks that parents sign and return a form to school in the beginning of each year. The signed form indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear on websites and publications associated with S2 (including, but not limited to, blogs, student newspapers, school brochures and yearbooks). The student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

The agreement also allows your child to use their assigned email account from Gmail. These are email accounts that we can monitor, view and maintain. We can also close the account if the need arises. These accounts are necessary in order for students to use Google Education applications in classroom projects, however children can work on paper and in notebooks if their parent disapproves of the use of these accounts.

In order to maintain appropriate use of our technology equipment students should adhere to the following guidelines:

- Student's email address will be:  
FirstInitialLastName@schoolinthesquare.org. Only use your Google class-based email addresses and accounts
- Only log in as yourself and not as another user
- S2 e-mail is for communicating with teachers and project group members about school-related assignments. It may not be used for sending personal messages.
- S2 has the right to monitor all student computer use, including all emails sent from student's' school email address
- Do not download software, plug-ins, games or other programs



- Do not change desktop, taskbar, screensaver, or any computer setting
- Do not access anyone else's data folders, files or documents
- Do not eat or drink near computers or computer equipment
- Any misuse of these accounts, the website or the internet, will result in the loss of student privileges

Google Chromebooks will be provided to the S2 students under the directions and stipulations laid out in the Chromebook Agreements outlined in the next section.

## **H. Chromebook Agreements, Procedures, and Information**

### ***Google Chromebook Agreement, Procedures, and Information 2017-2018***

The focus of the Chromebook program at School in the Square (S2) is to provide tools and resources for the 21<sup>st</sup> century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curriculum. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for the future.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at S2 considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1. GENERAL INFORMATION**

### **1. Receiving Your Chromebook**

- Chromebooks will be distributed each fall after the parents & students sign and return the Chromebook Policy, Procedures, and Information; the Responsible Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use. These must be returned before the Chromebook can be issued.

### **1.2 Chromebook Check-in**

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of S2 during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at S2 for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at S2, that student will be subject to criminal prosecution or civil liability and S2 records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Eastchester Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with S2's Chromebook Protection plan and must return the computer and accessories to S2 in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

### 1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of S2 and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 <sup>st</sup> Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued.	\$25 or no cost dependent on investigation of cause.
Accidental Damage (2 <sup>nd</sup> Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2 <sup>nd</sup> break. The student may need to wait until the original device is returned from service.	\$40

<p>Accidental Damage (3rd and additional instances)</p>	<p>A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device will not be issued.</p> <p>The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> <li>- limiting participation in the Chromebook program</li> <li>- may not be permitted to take the device home.</li> </ul> <p>This may also result in a referral and disciplinary action.</p>	<p>\$40</p>
<p>Intentional Damage</p>	<p>A report must be made immediately to administration. The device and case must be returned to the school so that a new device may be issued.</p> <p>Deliberate damage will be referred to the dean of students.</p> <p>Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.</p>	<p>High Level Fine - All costs of whatever kind that are associated with replacing or repairing the device.</p>
<p>Loss</p>	<p>A report must be made immediately to administration.</p>	<p>\$249 (or a higher amount depending on cost at time of loss)</p>
<p>Theft</p>	<p>A report must be made immediately to administration and a police report</p>	<p>no cost</p>

	MUST be filed with the Eastchester Police Department.	
Powercord, extension cable, SIM Card, etc.	A report must be made immediately to administration, the Chromebook, power cord, SIM Card, etc. must be returned to the Media CDirector of Operations r.	\$15 each

## 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the network coordinator for an evaluation of the equipment.

### 2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the S2 Responsible Use Policy governing technology use and access to the S2 Student network.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the S2 (Chromebook cases may be personalized.)
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

## **2.2 Carrying Chromebooks**

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

## **2.3 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Initially, Students shall be required to keep the Chromebook in the classroom. During the school year, Students will be permitted to bring their Chromebooks home. When this occurs, Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the assistant principal.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

### **3.2 Chromebook Undergoing Repair**

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair with network coordinator. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school until all fines have been paid.

### **3.3 Charging Your Chromebook’s Battery**

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations (minimum of three days-not consecutively) of this policy will result in lunch detention(s). Additional offenses will result in phone calls home and referrals to the Principal.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

### **3.4 Photo Library/Screensavers/Background photos**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose shall be saved to the device. All other photos/videos should not be taken or stored.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of S2 staff only.
- All software/Apps must be S2-provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by S2 are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

### **3.6 Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Chromebook**



- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for **educational use only**. It is also important to note that Chromebooks will NOT be backed up by S2 in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

#### 4.2 Network Connectivity

- S2 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, S2 will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

### 5. APPS AND EXTENSIONS ON CHROMEBOOKS

#### 5.1 Originally Installed Software

- The Extensions/Apps originally installed by S2 must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions or have not added apps/extensions not otherwise authorized.

#### 5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the



school will need approval in writing as mentioned in section 3.5 above. S2 will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.

- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action and revocation of Chromebook privileges.
- Any software that breaks the Responsible Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

### **5.3 Inspection**

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

### **5.4 Procedure for Re-loading Software**

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

### **5.5 Software Upgrades**

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.

- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

## **6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS**

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents shall be expected to review Chromebook policies and the Responsible Use Policy with their child(ren) to ensure appropriate use of Chromebooks.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and etiquette.
  - NetSmartz: <http://www.netsmartz.org/Parents>
  - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

### **6.2 School Responsibilities are to:**

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as necessary.
- Chromebooks will be treated similar to the policy surrounding school lockers. S2 reserves the right to review, monitor, and restrict information stored on or transmitted via S2 owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

### **6.3 Students are responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.

- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid S2 in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the S2 Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the network coordinator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at S2 for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

#### **6.4 Student Activities Strictly Prohibited:**

Students are strictly prohibited from the following actions while using their Chromebook (S2 reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws in addition to the Code of Conduct.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration

- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided e-mail accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data or using another student's password for entry into their Chromebook account
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the S2 web filter through any means.

### **6.5 Chromebook Care**

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Eastchester Police Department (the police report must be submitted) and to school administration.

## **6.6 Legal Propriety**

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to S2 Code of Conduct, in addition to further penalties if necessary. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

## **6.7 Student Discipline**

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or S2 policies, he/she will be disciplined in accordance with the S2 Code of Conduct. See Section 9 below for more details.

# **7. PROTECTING & STORING YOUR CHROMEBOOK**

## **7.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- S2 label
- Student Identification number

## **7.2 Storing Your Chromebook**

- When students are not using their Chromebooks, they should be kept in their backpack and should remain with them at all times.
- To prevent damage, nothing should be placed on top of the Chromebook.

- Once authorized, students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it with network coordinator for storage.

### **7.3 Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

## **8. REPAIRING OR REPLACING YOUR CHROMEBOOK**

### **8.1 Personal Home or Homeowners Coverage**

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurance policies will require a rider for electronics and only provide so much coverage and a higher deductible.

### **8.2 Claims**

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School Protection.

## **9. ACTIONS REQUIRING DISCIPLINARY ACTIONS**

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, Out-of-School Suspensions, and, in rare circumstances, expulsion.



Examples of conduct warranting disciplinary action include violations of the School's Responsible Use Policy, in addition to the following:

- Downloading unapproved apps that are not in Self-Service without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

### **Student Pledge for Chromebook Use**

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook to avoid damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet S2 expectations and are educational.



10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the serial number Chromebook sticker on any Chromebook.
12. I understand that I have no expectation of privacy in my Chromebook and it is subject to inspection at any time without notice and remains the property of S2.
13. I will follow the policies outlined in the *Google Chromebook Policy, Procedures, and Information* and the *Responsible Use Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the S2 Chromebook, case and power cords in good working condition.
17. I understand that my use of the Chromebook is subject to all applicable S2 policies and regulations, including but not limited to the Responsible Use Policy, and the Student Handbook.

### **Student/Parent Pledge for Chromebook Use**

18. I /we understand that Chromebooks are intended solely for student educational use and that students are not permitted to download any applications not authorized by their teachers or approved by S2 administration.
19. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
20. I/we understand the terms and conditions of the insurance coverage for the Chromebook that was purchased by S2.
21. I/we understand that, once authorized, students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school every day.
22. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
23. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.
24. I/we understand that S2 reserves the right to conduct unannounced inspections of student Chromebooks.



25. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the S2 policies and regulations, including but not limited to the Responsible Use Policy, Policy No. 4526-R.

**Individual school Chromebook computers and accessories must be returned to the director of operations at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at S2 for any other reason must return their individual school Chromebook computer on the date of termination. In the event Chromebooks are not returned under any of these circumstances, S2 reserves the right to pursue appropriate legal action for the return of the Chromebook.**



**THIS FORM MUST BE RETURNED PRIOR TO RECEIVING  
CHROMEBOOK DEVICE**

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Responsible Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.

Please Print Clearly:

Student Last, First Name:

\_\_\_\_\_

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

Student Signature:      Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature      Date: \_\_\_\_\_

For Office Use Only:

Serial #:



## **I. Search and Seizure.**

For the safety of students and everyone in the S2 community, school property that is assigned to students, including cubbies, and desks, remain the property of the school. Students, therefore, have no expectation of privacy in these areas. Such areas are subject to canine searches and to random searches by school officials at any time. School authorities will make an individual search of student's book bag, desk, closets, cubbies, and person only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process. Searches will be conducted under the authorization of the ED or designee. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from students' desks, backpack, cubbies, and person by school authorities.

## **J. Dignity for All Students Act Policy.**

S2 will provide a safe and productive learning environment for all students. In accordance with the New York Dignity for All Students Act (DASA), S2 will promptly address all incidents of harassment and/or discrimination of students that impede students' ability to learn, including any form of bullying, taunting, or intimidation. No student shall be subjected to harassment by employees or students on school property or at a school function and S2 reserves the right to discipline students, consistent with this RB Policy, who engage in harassment of students off of school property under circumstances where such off-campus conduct 1) affects the educative process; 2) actually endangers the health and safety of S2 students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of our students. This includes written and/or verbal harassment that materially and substantially disrupts the work and discipline of the school and/or which school leaders reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

- Dignity Act Coordinator. S2 Advisor is the Dignity Act Coordinator (DAC). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and other employees for consultation and advice.

- Reporting and Investigating. All S2 staff members are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to their teacher or counselor. A staff member who witnesses harassment or who receives a report of harassment shall inform the Executive Director. The Executive Director shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the school to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.
- Retaliation. S2 prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

## **K. Student Responsible Behavior Code**

The standards set forth in the RB Code apply to behavior:

- in school during school hours
- before and after school, while on school property
- while traveling on vehicles funded by the NYC DOE or S2
- at all school-sponsored events
- off campus when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community
- when misbehavior involves communication, gestures, or expressive behavior, the infraction applies to oral, written, or electronic communications, including but not limited to texting, emailing, and social networking

***Disruption:***

***Disturbing teaching and learning; disturbing the learning environment***

Problems involving classroom/hallway behavior usually require resolution by a teacher, but may involve the parents or Advisory staff if behavior is repeated. Inside the classroom consequences are generally assigned by the teacher but actions which require temporary removal or happen in other school spaces may be determined by the Advisory staff or SEL team, including, but not limited to, loss of privileges, isolation from other students, replacement of property or parental notification.

<p style="text-align: center;"><b>Inappropriate Behavior</b></p> <p>Examples include but are not limited to:</p> <p>Running and/or making excessive noise in the hall or building</p> <p>Leaving the classroom without permission</p> <p>Engaging in any behavior that is disruptive to the orderly process of classroom instruction</p> <ul style="list-style-type: none"> <li>• Cutting class (reporting to school and failing to attend one or more programmed classes)</li> <li>• Being late for school or class</li> <li>• Bringing items to or using items in school in violation of school policy</li> <li>• Failing to be in one's assigned place on school premises</li> <li>• Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library or hallway)</li> </ul>	<p style="text-align: center;"><b>Available Alternatives and Consequences</b></p> <p>Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence</p> <p><u>Standard Response:</u></p> <p>Addressed by and documented the teacher          Referred to S2 Advisor          Reported to your PT</p> <p><u>Options for Teacher:</u></p> <p>-communicate w/parent and/or student          -referral to S2 advisor:</p> <p><u>Options for Advisor</u></p> <p>-community restoration          -mediation</p>
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<ul style="list-style-type: none"> <li>• Engaging in verbally rude or disrespectful behavior</li> <li>• Wearing clothing, headgear (e.g., caps or hats), outside of the S2 dress code</li> <li>• Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate</li> </ul>	
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**DISRESPECT:**

***Disrespecting self, classmates or adults; Defying or ignoring adults; Instigating conflict***

Violations include activities and attitudes that show a lack of respect for authority or peers. Parents will be notified of the disciplinary action that is forthcoming. Disciplinary action includes, but is not limited to the following as determined by the Advisor, and/or the SEL team; removal from the class, or withdrawal/fail (including loss of credit), academic loss of grade points, replacement of property, loss of privileges (including extracurricular activities such as ..... report to parents and proper authorities, probation, and in or out of school suspension.

Examples include but are not limited to:

<p style="text-align: center;"><b>Inappropriate Behavior</b></p> <ul style="list-style-type: none"> <li>• Smoking and /or use of electronic cigarettes and/or possession of matches or lighters</li> <li>• Gambling</li> <li>• Using profane, obscene, vulgar, or lewd language, gestures, or behavior</li> <li>• Lying to, giving false information to, and/or misleading school personnel</li> <li>• Misusing property belonging to others</li> <li>• Leaving class or school premises without permission of supervising school personnel</li> </ul>	<p style="text-align: center;"><b>Available Alternatives and Consequences</b></p> <p><u>Standard Response:</u>          Reported to Advisor          Referred to PTT          Class removal for the entire period followed by teacher/student/S2          Advisor meeting          Class removal until established goal is met</p>
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<ul style="list-style-type: none"> <li>• Entering or attempting to enter a school building without authorization or through an unauthorized entrance</li> <li>• Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability</li> <li>• Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel (e.g., pushing past another person), or throwing an object (e.g., chalk) or spitting at another person (for more serious physically aggressive behavior)</li> <li>• Bringing unauthorized persons to school or allowing unauthorized visitors to enter school in violation of written school rules</li> <li>• Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs)</li> <li>• Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means</li> <li>• Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others</li> <li>• Knowingly possessing property belonging to another without authorization</li> <li>• Posting or distributing libelous material or literature (including posting such material on the Internet)</li> <li>• Engaging in scholastic dishonesty which includes but is not limited to:       <ul style="list-style-type: none"> <li>a. Cheating (e.g., copying from another’s test paper; using material during a test which is</li> </ul> </li> </ul>	<p>-<u>Options for Advisor include:</u></p> <ul style="list-style-type: none"> <li>-community restoration</li> <li>-mediation</li> <li>-phone call home</li> <li>-family conference</li> </ul>
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<p>not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one’s self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)</p> <p>b. Plagiarizing (appropriating another’s work and using it as one’s own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)</p> <p>c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)</p>	
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**THREATENING SAFETY:**  
***Engaging in behavior that endangers the school community***

Behaviors often include violations of U.S., State, or City laws, including activities that seriously threaten the safety of the student or others, show gross lack of respect for authority or property, or violate moral codes of conduct. Offenses may result in immediate suspension or expulsion; notification of parents and proper authorities, loss of privileges (including expanded learning activities such as basketball league games, no field trips, probation; loss of leadership roles; withdraw/fail, including loss of credit;) or other disciplinary action as determined by the ED or SEL team. Examples include but are not limited to:

<p><b>Inappropriate Behavior</b></p> <ul style="list-style-type: none"> <li>• Making sexually suggestive comments, innuendoes, propositions or similar remarks, or</li> </ul>	<p><b>Available Alternatives and Consequences</b></p> <p><u>Standard Response:</u></p>
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<ul style="list-style-type: none"> <li>• Engaging in nonverbal or physical conduct of a sexual nature (e.g., touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)</li> <li>• Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff, including posting such material on the Internet</li> <li>• Engaging in physically aggressive behavior other than minor altercations, which creates a substantial risk of or results in minor injury</li> <li>• Engaging in an act of coercion or threatening or instigating violence, injury or harm to another or others</li> <li>• Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol</li> <li>• Falsely activating a fire alarm or other disaster alarm</li> <li>• Threatening to use or using force to take or attempt to take property belonging to another</li> <li>• Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents</li> <li>• Planning, instigating, or participating with another or others, in an incident of group violence</li> <li>• Engaging in threatening, dangerous or violent behavior that is gang-related</li> <li>• Selling or distributing illegal drugs or controlled substances and/or alcohol</li> <li>• Possessing or selling any weapon, other than a firearm.</li> </ul>	<p>Sent to Advisor Referred to Executive Director</p> <p><u>Schoolwide Options include:</u></p> <ul style="list-style-type: none"> <li>-Phone call home</li> <li>-Mediation</li> <li>-Formal removal from class</li> <li>-Suspension (sent home immediately, re-entry meeting with family member)</li> </ul>
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## **Bullying**

**Bullying is considered a behavior which threatens the safety of the school. These behaviors will be handled in a similar fashion as any serious threat to school safety. While not exhaustive we consider bullying to be any activity which includes:**

- Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.
- Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.

### **Recess Reflection**

Students who are having trouble complying with the Responsible Behavior Code will be recommended for a recess reflection. Recess Reflections and working lunch/recess are held during lunch and recess time every day.

Students assigned a recess reflection will have a in depth conversation with a staff member to help the student and staff member understand why he/she was assigned the reflection and what he/she can do to avoid this situation in the future. Upon staff member discretion the student may be asked to fill out a reflection form that will accompany the conversation. After the THIRD Recess Reflection the student will need to have the form signed by a parent/guardian and will need to return it to the school the following day. If it is not returned by the next day, the student will be assigned a community service lunch. If a student receives THREE working lunches



within ONE marking period, a parent meeting will be setup to see how we can further support the student.

### **Temporary Separation from the Community**

There are times when a staff person's best efforts are insufficient to prevent a child from violating a community norm.

In cases such as these, the child may then need to be separated from the community temporarily until such time as it is safe for the child to return to class and a plan for making proper amends has been established, if not immediate.

### **Threatening Safety:**

While S2 reserves the right to suspend students who violate the Code of Conduct, suspension only will be used when absolutely necessary in order to protect the safety of the S2 community and connect the offending student(s) with the help they need to reestablish trust.

**3) Short-Term Suspensions.** Short-term suspension refers to the removal of a student for a period of up to ten days. The Executive Director and/or his designee determine the duration of short-term suspension on a case-by-case basis. Before imposing a short-term suspension, the Executive Director/designee shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student will be provided. The student will also be provided with the opportunity to present his or her version of the events. Before imposing a short-term suspension, the Executive Director/designee shall immediately notify the caregivers, in writing, that the student may be suspended from School. Written notice shall be provided by personal delivery or express mail delivery within 24 hours of the decision to impose suspension. The delivery will be sent to the last known address(es) of the caregiver(s). Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the caregiver(s) of their right to request an immediate informal conference with the Executive Director/designee. Such notice and informal conference shall be in the dominant language or mode of communication used by the caregiver. Caregivers are encouraged to make an appointment with the Executive Director should they disagree with the Executive Director/designee's decision to impose a short-term suspension. In addition, a formal complaint process

is available to caregivers who want to challenge a short-term suspension decision.

**4) Long-Term Suspension/Expulsion.** A long-term suspension or expulsion may be imposed by a hearing officer (“Hearing Officer”). The Hearing Officer shall be the Executive Director, his or her designee, or a member of the School’s Board. Students may receive long-term suspensions or expulsions for serious and/or repeated violations of the Code of Conduct. The Hearing Officer has the discretion to determine whether a long-term suspension or expulsion is warranted on a case-by-case basis, taking into account all relevant factors, and considering the evidence presented at a Formal Disciplinary Hearing.

Prior to the imposition of a long-term suspension or expulsion, students are subject to the following due process procedures:

- If necessary, the student will be immediately removed from class and/or school.
- Upon determining that a student's action warrants a possible long-term suspension, the Executive Director shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.
- The parent/guardian will be notified in writing by the school. Written notice shall be provided by personal delivery or express mail delivery within 24 hours of the decision to impose suspension. The delivery will be sent to the last known address(es) of the caregiver(s). Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a Formal Disciplinary Hearing will be held on the matter that may result in a long-term suspension or expulsion. The notification provided shall be in the dominant language used by the caregiver(s). At the Formal Disciplinary Hearing, the student shall have the right to be represented by counsel, to question witnesses, and to present evidence.
- The School will set a date for a Formal Disciplinary Hearing. The student’s caregiver(s) will be notified in writing of the:
  - stated charges and description of the incident(s),
  - date, time and place of a hearing,
  - right to be represented by legal counsel at the caregiver(s) expense,
  - right to present evidence and question witnesses, and
  - right to request a record of the Formal Disciplinary Hearing.

- The Hearing Officer shall have the authority to hear and render a decision on the matter. The Hearing Officer shall oversee the Formal Disciplinary Hearing and listen to both sides, asking clarifying questions as needed.
- A written recommendation to the board shall be issued to the student by the Hearing Officer that indicates a finding of the facts on the charge(s) and the disciplinary decision reached. This written decision shall be sent to the student and caregiver(s) within seven days after the Formal Disciplinary Hearing.
- The Board shall vote on any recommendation from the Hearing Officer.

The decision to impose a long term suspension or expulsion may be appealed to the Board of Trustees. A request for an appeal must be received by the Board of Trustees within one weeks of the Board's initial vote. On appeal, the Board, or a Board appointed sub-committee, will review the record of the Formal Disciplinary Hearing and any exhibits presented there, and the student and the School will each have an opportunity to present a summary of their positions along with any additional documentary evidence they consider probative. The Board may elect to ask questions of the parties as well. The Board will provide the student with a written decision within seven days of the appeal hearing. The decision of the Board shall be final, except where violations of law or of the School's charter are alleged. In such cases, the matter may be further appealed to the School's authorizer, as discussed in the Formal Complaint Policy.

**Students with Disabilities.** Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses using the same procedures described above. If a student identified as having a disability is removed from his or her usual placement during the course of the school year for a total of eight days, such student will immediately be referred to the Committee on Special Education (CSE) of the student's district of residence for reconsideration of the student's educational placement. Such a student shall not be removed from placement for a total of more than 10 days during the school year without the specific involvement of the CSE of the student's district of residence prior to the 11th day of removal, because such removal may be considered to be a change in placement. If, upon review, it is determined that the student's behavior was not a manifestation of his or her disability, then the student may be removed in the same manner as a student without a disability, except as relates to the provision of services to students with disabilities during periods of removal. In order to determine why a student engaged in the behavior a functional behavioral assessment (FBA) will be conducted. An



FBA will be based on direct observation, information from teachers, providers and parents and to develop recommendations to address the behavior.

A student is presumed to have a disability if the parent has expressed concern in writing that the student needs special education and related services or school staff express concern about a pattern of behavior or the student has been referred for an initial evaluation. An FBA must be conducted or updated after a finding in a manifestation determination review (MDR) that behavior is a manifestation of a student's disability.

After completion of an FBA, the IEP team must consider whether a behavioral intervention plan (BIP) is needed or needs to be updated. Parents may request a hearing to challenge the manifestation determination. Students for whom the Individualized Education Program (IEP) includes specific disciplinary guidelines or goals and objectives related to student behavior) will be disciplined in accordance with those guidelines.

## **L. Health and Safety**

### **A. School Nurse**

The following services are offered by the nurse's office:

- Emergency first aid and/or CPR is provided with referrals to appropriate persons (i.e. S2 staff members with CPR/AED Certification)
- Maintenance of student health records and emergency notification cards
- Processing of accident reports
- Dispensing of physician approved medications
- Monitoring of student injuries

Every effort will be made to contact the parent/guardian in the event of an emergency requiring medical attention. In the event there is an emergency requiring medical attention for a student and the parent/guardian cannot be reached or if the school determines that delay would be dangerous for a child's health, the school's staff members will secure the necessary medical treatment for a child.

Students who require medication during school hours must bring the Medication Administration 504 form, completed by a physician, to the School Nurse.

Nonprescription medications (e.g. aspirin-free pain relievers, cough lozenges, etc.) will be administered only under unusual circumstances and with written parent/guardian authorization.

Students with severe asthma may carry their inhaler during the school day, with a prescribed medication form on file with the nurse.

The School Nurse will administer medications when:

- The medicine is prescribed by a physician.
- The medicine is in its pharmacy container with written directions.
- Written permission from the parent/guardian is on file.

### **B. Mandated Reporting**

According to New York State law, all adults in a school building are mandated reporters of suspected child abuse and will report suspected child abuse immediately by telephone to the New York Central Registry. A formal written



report (Form DSS-2221A) will follow this telephone call to the Student Protective Service office within 48 hours.

Our obligation to report includes instances of educational neglect, which includes many factors, including excessive missed school. More than 7 consecutive absences, 10 cumulative absences, or a pattern of excessive tardiness and early dismissal may form the basis of an educational neglect report.

### **C. Fire and Emergency Drills**

- Students should become familiar with exit directions posted in each classroom.
- Students must move quickly, silently, in an orderly manner, and follow staff directions.
- Fire and emergency drills will be periodic and may occur under a variety of weather conditions.

### **D. Emergency School Closings**

In addition to notices provided by local news stations, the school will send an automated phone call to all family members with pertinent updates. S2 will follow the decisions of the Chancellor of the NYC Department of Education (NYCDOE) for delays/school closings related to severe weather or other emergencies.

Parents may listen to: WINS (1010 AM), WCBS (880 AM), WLIB (1190 AM), WBLS (107.5 FM), WXLX (620 AM), as well as NY 1 (TV Channel 1), and WNYE-TV (TV Channel 25) to find out about closings/delays.

### **E. FERPA Notification of Rights**

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

1. The right to inspect and review the student's education records within 45 days after the day S2 receives a request for access.

Parents or eligible students should submit a written request to the Executive



Director that identifies the records they wish to inspect. The Executive Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask S2 to amend a record should submit a written request to the Executive Director, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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) or a person serving on the S2 Board of Trustees. A School official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional



responsibility.

Upon request, the School will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer; however, the School will make a reasonable attempt to notify the parent or eligible student of the records request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by S2 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### Disclosures that S2 may make without parental consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

S2 may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other School officials, including teachers, whom the School determines to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions;
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer;



- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;
- To organizations conducting studies for or on behalf of the School, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials in connection with a health or safety emergency; and
- Information the school has designated as "directory information".

## **F. FERPA Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School in the Square Charter School (S2), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, S2 may disclose appropriately designated “directory information” without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow S2 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs), such as S2, receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want S2 to disclose directory information from your child’s education records without your prior written consent, you must notify the School in writing by March 15th. S2 has designated the following information as directory information:

- Student’s name
- Address



- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

### **G. Complaint Policy and Procedure**

School in the Square Charter School (S2) places considerable value on courtesy, respect, and responsibility. We encourage parents/guardians and staff to develop open lines of communication with each other for the benefit of the children attending the School. However, we know that from time to time, grievances arise.

Any parent/guardian who has a concern about a school policy, academic grade, discipline decision, or anything else, is encouraged to contact the appropriate staff member at S2 by telephone or email using the staff contact information found at the beginning of this Handbook. All staff members are committed to responding promptly to parent/guardian concerns. If an issue is not resolved promptly or satisfactorily, please contact the Executive Director to discuss the matter further.

Any individual or group may bring complaints or concerns of any kind to the Executive Director. The Executive Director will work to resolve conflicts fairly and informally, as quickly as possible. After reviewing the complaint, the Executive Director will respond either in writing, telephone, or in person



depending on the circumstance. If the Executive Director is unable to resolve the complaint to the individual or group's satisfaction, or if the complaint is about the Executive Director, the individual or group may bring their complaint to the S2 Board of Trustees. The complaint may be presented to the Board in an open meeting, in written form, by letter or via email to [boardchair@schoolinthesquare.org](mailto:boardchair@schoolinthesquare.org). The Board of Trustees shall investigate and respond to all complaints in a timely manner, and shall serve as the appeals body for any complaints that are not satisfactorily resolved.

*Procedure for Complaints under Section 2855 of the Charter Schools Act alleging a violation of the Charter Schools Act, S2's Charter, or any other provision of law*

Section 2855(4) of the New York Education Law (part of the New York State Charter Schools Act (CSA)) provides that any individual or group may bring a complaint directly to the Board of Trustees of S2 alleging a violation of the CSA, the School's charter, or any other provision of law relating to the management or operation of the School. All such complaints should be in writing and include the following:

1. the name, address, and phone number of the complainant;
2. a detailed statement of the complaint, including the specific provision of the School's charter or law that allegedly has been violated;
3. the relief sought by the complainant; and
4. the response, if any, received from the School thus far.

The Board of Trustees will respond to the complaint within the earlier of 30 days of receipt of the formal written complaint or the date of the next regularly scheduled meeting of the Board of Trustees, unless extenuating circumstances outlined in the complaint require an expedited review.

If the complainant believes that the Board of Trustees has not adequately addressed the complaint, the individual or group may then present the complaint to the School's authorizer, the Board of Regents of the University of the State of New York (the "Board of Regents"). The process for bringing a complaint to the Board of Regents can be found here:

<http://www.p12.nysed.gov/psc/complaint.html>.



The Board of Regents has delegated authority to handle complaints concerning charter schools to the Commissioner of Education. The Charter School Office of the New York State Education Department, on behalf of the Commissioner, will investigate and respond to complaints concerning charter schools that have been appropriately filed, and has the power and the duty to issue appropriate remedial orders involving any such complaint.



## **M. Family and Community**

### **A. Family Council**

We envision the Family Council as providing a forum for discussion of school issues that helps parents become aware of opportunities to be involved in the life of the school. We hope that students' families will be involved in the day-to-day life of the school—as guest speakers in classes, volunteers, and participants in academic presentations and Forums. We see great potential for a Family Council to help us bring this vision to life.

### **B. Field Trips and Off-Campus Events**

S2 students have the privilege of learning beyond the school campus. Field trips are intended to enhance learning and are considered an extension of the classroom. As representatives of the S2 community, S2 students are expected to adhere to all school rules and policies regarding exemplary behavior and appropriate dress whether on campus or off campus. Our specific expectations are that students will follow specific S2 instructions and policies of any facility visited; and that S2 students will respect, listen to, and remain with S2 Staff & parent chaperones.

### **C. Family Conferences**

Teacher schedules include time for outreach so parents/guardians hear regularly about their children's progress and positive accomplishments. Our partnerships enable us to invite families to participate in various excursions, share their expertise, and attend Community Celebrations.

Conferences further foster family participation and involvement in their child's school life. We always provide translation/interpretation services at all school events.

Let our final word in this handbook affirm that School in the Square places great value on our Founding and Building Families who make our school and community possible.

Thank you again for being here.



## Receipt of Family Handbook

I have read and understand the 2017-2018 School in the Square Family Handbook. I agree to the commitments outlined and to participate in the life of School in the Square.

\_\_\_\_\_  
Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please sign and return this form to S2 administration  
by September 1, 2017.