



**DR. RICHARD IZQUIERDO  
HEALTH & SCIENCE CHARTER SCHOOL**

**SCHOLAR/FAMILY HANDBOOK  
August 2023**

**2023-2024 SCHOOL YEAR**

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*Dr. Richard Izquierdo, Founder,*

**The Board of Trustees 2023-2024**

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Dr. Richard Izquierdo wrote this welcome message in the 2019-2020 Family Handbook. To honor his memory, we will continue to include his letter in all future handbooks.

**Founder's Welcome**

Dear Families,

Welcome to our school. This school is the fruition of a lifetime of work as a doctor. This school has been my dream for many years, and now it is a reality for our families and their children. It is a great privilege for us that you have brought your child to us to educate and care for, and we look forward to years of working together to free our scholars from the bonds of poor education, poor health, and poverty. Together, we will guide them on the road to success and self-fulfillment helping them become happy and productive members of our society. It will not be an easy journey, but together we can do it. We can be a part of a dream come true in the South Bronx.

Welcome to my dream,  
*Richard Izquierdo MD, FAAFP, Founder*

## **School Information**

Mailing Address:

800 Home Street

Bronx, New York 10456

Telephone: (718) 378-0490

Fax: (718) 378-0492

Website:

<https://www.drizquierdocharterschools.org>

E-mail: [info@drizquierdocs.org](mailto:info@drizquierdocs.org)

Location: Community School District (CSD) 12

## **School Leadership**

Lindsay Malanga, Head of School/Principal

Sandra Bynum, Principal, Middle School

Beatriz Szmurlo, Principal, High School

Derian De La Torre, Senior Director of Finance and Operations

Jose Albarracin, Director of Culture

Daks Armstrong, Director of Counseling

## **Scholar Support Team**

Shamika Simon, 6<sup>th</sup> Grade School Counselor, Middle School

Elizabeth Nieves, 7<sup>th</sup> Grade School Counselor, Middle School

Soribel Lora, 8<sup>th</sup> Grade School Counselor, Middle School

TBD, 9<sup>th</sup> Grade School Counselor, High School

Shabina Lakhani, 10<sup>th</sup> Grade School Counselor, High School

Moses Soto, 11<sup>th</sup> Grade School Counselor, High School

Arlen De Los Santos, 12<sup>th</sup> Grade School Counselor, High School

Jose Rodriguez, High School College and Career Counselor, High School

Virgyned Suarez, Middle School Social Worker

Crystal Wiley, High School Social Worker

Tamar Udovitch, Clinical Supervisor

Gabriel Bai, Individualized Educational Program Coordinator

Aldys Arias, Individualized Educational Program Associate

Sandra Lugo, English Language Learners Program Coordinator

## **School Support Team**

Edwin Fernandez, Director of Operations

Joshua Sierra, Information Technology Director

Sheila Pagan, Director of Human Resources

Lizette Rivera, Family Engagement Coordinator

Haile Rivera, Alumni Relations Manager

## **Mission Statement**

Dr. Richard Izquierdo Health & Science Charter School is designed to provide our students with a nurturing and challenging educational experience to achieve their fullest potential and address the health and economic disparities in our communities. Upon graduation, our students will be prepared for numerous pathways to post-secondary success, including the highest levels of college achievement, gainful employment as certified health care professionals, and a commitment to serve others as they pursue rewarding lives and respected careers for themselves.

## **Vision Statement**

Through college-aligned academics, career education, and cultural enrichment our students in the South Bronx will develop a mindset that achievement is the result of effective effort and reflection. With this conviction, our students will grow to embody the values of empathy, self-reliance, and a belief in the health and safety of their communities. This viewpoint will empower them to improve the lives of their fellow New Yorkers and contribute to the common good.

Our core values are infused in the everyday life of our school. Our school and our founder, Urban Health Plan, hold these values in the highest regard.

## **Excellence**

Excellence drives everything we do. We maintain a laser focus on high academic performance through continuous improvement and innovation with the goal of making a positive change in our world.

## **Scholar and Empowerment Centered**

We cultivate and support a learning environment that inspires and empowers each scholar to own their goals, decisions, achievements, and lives.

## **Acceptance and Inclusion**

We embrace our differences and strive to be non-judgmental and inclusive by establishing compassionate and respectful relationships that build self-worth and self-esteem.

## **Community and Social Responsibility**

We are a school community that is interdependent and supportive of each other. We carry this value to create a greater community that will result in a better world.

## **Education and Health Equity**

Equitable access to education and healthcare lead to a successful school community. We support and reinforce a school culture where children will attain an excellent education and are assured quality healthcare.

## **Celebration**

We take pride in our accomplishments. We recognize the small and big achievements of staff, scholars, families, and the institutional partner, Urban Health Plan.

## **Goals**

Dr. Richard Izquierdo Health & Science Charter School will be the premier health science secondary school in the United States, as evidenced by graduation rates, college acceptances, and alumni employment in related fields. Scholars will graduate with specific health goals for their future lives and broaden these goals to include their loved ones. They will demonstrate their knowledge of health care in a culminating practicum ensuring that their academic knowledge has blossomed into tangible healthcare skills, which includes certification as an EMT.

## **Scholar CREED**

C - Celebrate and affirm diversity

- I will affirm the life and dignity of each individual person, regardless of their gender, race, creed, religion, ethnicity, sexual orientation, social class, age, physical and mental ability, weight, and legal and immigrant status.
- I will recognize individual and institutional prejudices, and champion causes big and small, bolstering my community, and combating the inequities we may face.

A - Advocate for myself, others, and causes I care about

- I will have the courage to seek help from others when I need it for my personal excellence and well-being.
- I will seek to understand the inequitable access to education, healthcare, housing, and other social determinants in my community, and will serve with a sense of civic duty and social responsibility through volunteer work and respected careers.

R - Respect myself, others, and the environment

- I will respect myself wholeheartedly and plan for a future with achievable goals and integrity in all of my actions in the pursuit of my well-being and happiness.
- I will respect and understand the unique and diverse perspectives and cultures of myself and others and contribute to solutions and take action that benefits the community and the environment.

E - Engage actively in my academics and the community with Enthusiasm

- I will engage in lifelong learning and skill acquisition to promote changes in healthcare and other social determinants to improve accessible information, communication, informed decision making, and access to appropriate services.
- I will empower myself and others to achieve our goals and engage in problem solving, critical thinking, and inquiry to make informed decisions.

## **About this Handbook**

This handbook is intended to be a reference document that outlines some of the school's most important academic and discipline policies and is not meant to be comprehensive. Those policies not explicitly outlined in this document are left to the discretion of school leadership. Please contact the school office for any specific policy questions.

Dr. Richard Izquierdo Health and Science Charter School's rules and policies include those listed throughout this handbook as well as any changes throughout the school year that are posted in the school and/or distributed to scholars and parents, and/or any other rules communicated to scholars by Dr. Richard Izquierdo Health & Science Charter School staff. Following the rules and procedures outlined in this handbook is a condition of membership in the Dr. Richard Izquierdo Health & Science Charter School community.

## **A Message to Scholars, Parents, and Guardians**

Dr. Richard Izquierdo Health and Science Charter School is constantly reviewing and revising the family handbook, as it is appropriate for a document that seeks to provide guidance and set standards for the school community. Therefore, the rules and regulations of this Handbook may from time-to-time change, and scholars and parents/guardians are expected to abide by those changes.

### *Scholar Responsibilities*

The handbook will be presented and reviewed with each scholar during the first week of school. All scholars must read the entire handbook once with their teacher and once with their parent.

### *Families Responsibilities*

Parents/guardians must read the handbook and have the scholar return the Parent Contract and the Technology Contract that is located at the end of this handbook. These forms are distributed on the first day of school and should be returned to their CPR teacher within five (5) days.

## Academic Policy

There are five marking periods in our academic year. The grades you receive for the first four (4) marking periods will determine your academic schedule during the fifth term. This fifth term takes place during the month of July and is **mandatory for scholars who have failed core classes during the school year and/or to prepare scholars for taking the NYS Regents exams.** Studies have shown that extra terms during the summer have a profound effect on a scholar's performance on the following year. **Parents/guardians will be notified at each Family Teacher conference if their scholar is in danger of failure and failure letters will be mailed in February and June, if not earlier.**

## Scholar Grading

Scholars at Dr. Richard Izquierdo Health & Science Charter School are given numerical grades. On the report card, scholars will receive a grade based on:

- Mastery of required grade level requirements based on **learning standards** and competencies (skills and concepts) addressed in the course.
- Attitude, participation, conduct and living by our creed.

## Grading Scale

40% - Assessments 30% - Classwork 10% - Homework 20% - Participation/Preparedness

The school will use the following categories for evaluating grade-level mastery:

- **Classwork** – Assignments that are done in class help scholars practice and master the standards before a formal assessment. Scholars should do their best on these assignments and use their teachers as a resource to earn the best possible grade.
- **Tests/Assessments** - Examinations/tests cover material presented and discussed in class as well as information in the readings and homework and will usually take an entire class period. If a scholar misses a test/examination faculty will schedule the time for a scholar to take a missed examination/test. Make-up examinations/tests and some assignments can be taken or completed only with a note from parents/guardians explaining the absence.
- **Do Now** – Can be graded as a quiz/assessment.
- **Exit Tickets** – Can be graded as a quiz/assessment.
- **Quizzes** - Quizzes may be given with or without notice. Quizzes may be multiple choice, short answer, brief essay or in another form. "Do Now" problems are graded and may also count as a quiz.
- **Homework** - Scholars may receive at least one hour of homework daily, including the 30 minutes of independent reading. Completed homework assignments must be turned in on the due date. Scholars must hand in work neatly.
- **Projects** -quarterly recommended.



## **Work Ethics/Classroom Participation**

Participation is often an indication that homework has been thoroughly completed. When considering participation as part of the grade, teachers will take into account the following criteria:

- the ability to participate actively in class discussions, demonstrating that the assigned work was completed;
- the ability to follow directions;
- preparedness for class (having all required materials for class)

Work Ethics also encompasses how well scholars conduct themselves in class. When considering this part of the Work Ethic grade, the faculty will take into account the following criteria:

- behavior throughout the entire class period, how the scholar asks questions, and how the scholar maintains the classroom routines and practices as set by each teacher.

Scholars who show a poor attitude are considered to be lacking the appropriate classroom work ethic. The School will take action to support scholars who consistently engage in misbehavior, eg., logical consequences, counseling, behavior intervention plans, parent conferences.

## **Promotion Policy**

Promotion to the next grade is dependent on a passing grade average over the four quarters. Scholars will be held to specific promotion criteria that includes multiple measures of success, such as: participation; classwork, assessments that may include portfolios, and benchmark assessments. The school reserves the right to make a decision for promotion when standardized test scores do not match scholar achievement as seen through classroom assessments.

All criteria are fully included in the final decision for promotion as defined below:

Grade	Attendance	Teacher's Recommendation	Benchmark Testing
6	90%	At grade level performance	NYS ELA and Math Level 2 and above MAP Assessments
7	90%	At grade level performance	NYS ELA and Math Level 2 and above MAP Assessments
8	90%	At grade level performance	NYS ELA, Math, Science Level 2 or above MAP Assessments
9 -11	90%	At grade level performance In accordance with Regents Diploma Requirements	Subject level NYS Regents exams; MAP Assessments Course Midterms/Finals exams

## **Retention**

Parents/caregivers are notified if their scholar is identified at risk of retention. A conference with your scholar's teacher(s) will be arranged to discuss how to work together to promote success, explore additional intervention opportunities in core academic areas and create an **improvement plan** (Plan for Success). In February and if necessary, in June, a **PROMOTION IN DOUBT letter** will be mailed to notify the families of scholars whose promotion to the next grade is in jeopardy. Scholars who do not make grade-level standards will be retained the following school year. The principals make the final decision on retention.

## **Honor Roll**

At Dr. Richard Izquierdo Health & Science Charter School, scholars will have the opportunity to earn **Doctor, Resident, and Intern** honors! Work hard, and your name will appear on the Hall of Honor Bulletin Boards throughout the school! All honors scholars are celebrated with a fun event like a Town Hall, trips and pizza party!

In order to be eligible to be on the honor roll all scholars must have at least:

- 85% attendance average for the marking period and pass all classes with at least an 80% average

The honor roll grade criteria are as follows:

- Doctor – overall average of 95% or higher
- Resident – overall average of 90% - 94.9%
- Intern – overall average of 85% - 89.9%

*\*There is a separate Attendance Honor Roll and Improvement Honor Roll that celebrate excellence in attendance and growth by our scholars.\**

The instructional model of our school is built upon the following approaches that we believe are necessary to achieve excellent results:

- College-Aligned Academics: - The School's pathway to academic success will be based on the skillful use of precise educational methods that promote both high expectations and compassion for scholars and their Teachers and provide strategic support for scholars and Teachers to continually develop their efficacy.
- Career Education - The School's program of study will be built on a dynamic, challenging and engaging curriculum that connects daily academics to career competencies in health and science professions. The spiraling of the curriculum around health care will provide infinite possibilities to enhance and support both remediation and post-secondary acceleration according to the needs of each scholar. We prepare scholars for taking the EMT state certification exam and are developing other CTE certifications in the Health & Science fields.
- School Culture - A culture of respect and discipline will be promoted as a means of creating an academically focused environment rather than as an end in itself. The children's needs are acknowledged and attended to by responsible adults who ensure that scholars have: 1) The right to participate meaningfully, 2) Opportunities to define themselves, 3) Opportunities for creative expression, 4) A strong sense of competency, 5) Structure and clear limits, 6) Physical activity, 7) Positive social interactions with adults and with one another.

*Academic/Sports program - Refer to the appendix.*

## **Good Study Habits**

To help your children develop good study habits:

- Set up a comfortable location at home for doing homework with simple supplies, such as pens, pencils, paper, scissors, and tape, near at hand.
- Have them write down and organize assignments each day. They need to learn how to manage their time and work toward long-range goals. All scholars will use Google classroom and Google Calendar to keep track of deadlines and submit assignments.
- Encourage them to do the most difficult homework first, not last.
- Check to see that assignments are complete and on time. Be more concerned with the process they use to complete work than with getting a right answer. All homework is posted on Google Classroom.

## **Academics Ethics & Plagiarism Policy**

Dr. Richard Izquierdo Health & Science Charter School expects its scholars to maintain the highest degree of academic ethics. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. This means putting the utmost effort into all class work and assignments, and avoiding the ethical pitfalls of plagiarism and cheating. Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Dr. Richard Izquierdo Health & Science Charter School. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the teacher with a false view of a scholar's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the scholar in reaching his or her potential. Plagiarism includes:

- Taking someone else's assignment or a portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

*See Discipline Policy at Appendix A for information on consequences.*

## **Cheating**

Scholars are expected to do their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors, and published study guides. If a scholar is in doubt about the ethical standards applicable to a particular situation, then the scholar is responsible for clarifying the matter with the teacher.

### **Cheating includes:**

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly in part, as original work.
- Exchanging assignments with other scholars, either handwritten or computer generated whether you believe it will be copied or not.

## School-Wide Information

### Required Forms

There are various forms that are required to enroll your child. The Operations Manager will make these forms and documents available to you in a packet.

- School Application
- Emergency Contact (Blue Card)
- Proof of Immunization
- Medication Administration Form
- Lunch Application
- Media Release Form (throughout the year, they may receive event specific Media Release Forms)
- Field Trip Permission (throughout the school year)
- School Uniform Policy
- Technology Contract
- Locker Policy

### School Schedule

The doors of the school open at 7:30 am; scholars will not have access to the building before this time. Scholars should enter and exit from the Home Street entrance. Attendance will be taken in the morning at 8:00am for the middle school and high school. **Scholars who arrive at 8:15 am will be considered “late”.** Our “entry system” (Swipe) will then notify families of late arrivals. Frequent late arrivals would warrant follow-up from the school’s support staff. Middle School and High School scholars are required to remain at school until 3:35 pm unless otherwise noted.

### Supplementary School Schedule

There will be after-school academic and enrichment programs which will be made available to our scholars.. **Saturday Academy is highly recommended for select 6th and 7th graders (targeted small group instruction), 8th graders. High school Saturday Academy may also be offered.** Exceptions will be made for students who, because of religious reasons, may not be able to participate in Saturday programs.

### Healthy Snack Policy

At Dr. Richard Izquierdo Health & Science Charter School we want to guide scholars and parents toward healthier lifestyles. Healthy meals are provided by the NYC DOE Office of School Foods. This policy is not meant to place limitations on what scholars can eat, but rather to enrich their bodies with healthy foods. Therefore, assisting their mental capacities, focus levels, diet, and overall health throughout the course of the school day. **Juices/sugary drinks and unhealthy foods will be discouraged. Water and healthy snacks will be promoted and encouraged.** (See Appendix B for more details)

## **Health Medication Policy**

A review of scholar immunizations requirements and the proper supporting documents will be completed for all new scholars. The School staff will work with the school based Urban Health Plan clinic, the Department of Health and any other appropriate authorities to provide these services. The School, in accordance with New York State law, requires that each scholar has a certificate of immunization at the time of his or her registration or not later than the first day of school.

### **Medication Delivery System Procedures**

The School requires the following:

- 1) A written order from a licensed prescriber;
- 2) Written parental permission to administer medication;
- 3) The completion of a Medication Administration Form for All medications, including nonprescription over the counter (OTC) drugs, given in School will be prescribed by a licensed prescriber on an individual basis as determined by the scholar's health status.

Written orders for prescription and OTC medications should minimally include:

- a) scholar's name and date of birth;
  - b) name of medication;
  - c) dosage/route of administration;
  - d) frequency/time of administration;
  - e) for PRN (as needed) medications, conditions under which medication should be administered;
- a) date written;
  - a) prescriber's name, title, and signature; and
  - b) prescriber's phone number.

The School may request additional information, e.g., potential adverse reactions. However, medication delivery should not be delayed pending this information, unless such information is essential to the safe administration of the medication. Medication orders must be renewed annually or when there is a change in medication or dosage. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. When a properly labeled medication comes to the School accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed and documented: a) Principal or designate will contact the parent regarding need for written order from a licensed prescriber; b) with permission, the Principal or designate may contact the prescriber to obtain verbal permission to administer medication; c) the School will request fax or written orders to be received within 48 hours, and d) the Principal or designate will contact the parent and the School will discontinue medication if written orders are not received in 48 hours.

### **Parental Responsibility**

A written statement from a parent/guardian requesting administration of medication in School as ordered by a licensed prescriber is required before medication can be administered. The parent/guardian is responsible for having the medication delivered directly to the School in a properly labeled original container.

## **Safety Procedures**

Dr. Richard Izquierdo Health & Science Charter School holds regular drills to instruct and train students in emergency and evacuation procedures so that everyone may leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the evacuation signal, all adults and children must exit the building quickly in an orderly manner. This may mean exiting the school without coats, jackets and book bags, but teachers will make every effort to ensure that students are not exposed to cold weather for too long. Visitors must also follow safety procedures.

Dr. Richard Izquierdo Health & Science Charter School maintains appropriate safety plans in compliance with “Project SAVE,” the state’s Safe Schools Against Violence in Education (SAVE) law. These plans outline the operations of the School and its emergency procedures.

Under New York’s Violent or Disruptive Incident Reporting law (“VADIR”), the school is required to report violent or disruptive incidents that occur on school property, including incidents occurring in, or on, a school bus (as defined in Vehicle and Traffic Law §142), and at school functions. Reports are submitted to the New York State Education Department between June and July.

Scanning of persons in the School:

**Scanning in the school can be 1) part time 2) full time, or unannounced. The school follows the same search procedures and protocols as required by the DOE and all students and visitors are required to be scanned. All personnel who conduct the scanning are required to be trained in scanning policy and procedures. The principal/designee is required to be present whenever scanning is conducted. Below is the link to the Department of Education Policy on scanning in the schools.**

[School Safety \(nyc.gov\)](https://www.nyc.gov/school-safety)

## **Health & Safety**

Staff participates in ongoing training on any new health and safety protocols. These include: universal and correct use of masks, social distancing, hand washing procedures and respiratory etiquette, cleaning and maintaining healthy facilities and contact tracing and reporting requirements as well as isolation and quarantine procedures. These trainings would include all staff present in the building (i.e. custodial staff, kitchen staff, safety officers, etc.) See appendix H

## **Complaints and Grievances**

Any individual may bring a complaint to the attention of the school. Please see Appendix G for the school’s full complaint policy.

## **McKinney-Vento Act**

New York's Education for Homeless Children and Youth program provides support to ensure that homeless children and youth who live in temporary housing have equal access to the same free, appropriate, public education - including public preschool - provided to other New York children, with the opportunity to meet

the same challenging state content and student performance standards. Some examples of temporary housing include:

- Sharing the housing of others due to loss of housing, economic hardship or other similar reason,
- Living in motels, hotels, trailer parks, camping grounds,
- Living in emergency or transitional shelters,
- Abandoned in hospitals,
- Living a in public or private place not designed for sleeping,
- Living in cars, parks, abandoned buildings, bus or train stations, etc.
- Migratory living in circumstances described above

Every school district, BOCES and charter school is required to have an LEA liaison whose duties include the removal of barriers to the enrollment, attendance and success of homeless children and youth in school. Reach out to your student's Director of Operations to be connected with the McKinney Vento liaison for your school.

## **Dr. Richard Izquierdo Health and Science Charter School Discipline Policy**

*(This is a condensed version of the full Discipline Policy, which is attached in its entirety as Appendix A. You are urged to read Appendix A in its entirety.)*

Dr. Richard Izquierdo Health & Science Charter School promotes a culture of success through a structured academic environment and an intentional character curriculum. In an effort to maintain a safe learning environment that enforces the Dr. Richard Izquierdo Health & Science Charter School culture of achievement and respect, Dr. Richard Izquierdo Health & Science Charter School adopts the following discipline system. This system is designed to keep our scholars where they need to be - in the classroom and in school. It is designed to be fair and consistent, where each scholar is treated equally as the young adult learners they are becoming.

### **Definitions**

For the purposes of the Discipline Policy, the following definitions apply:

- “School” is Dr. Richard Izquierdo Health & Science Charter School.
- “Parent” means the parent, guardian, or person in parental relation to a scholar.
- “School property” means on or within any building, structure, athletic playing field, playground, within the real property boundary line of a public school, or in a school bus
- “School bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of scholars, children of scholars, teachers and other persons acting in a supervisory capacity to or from school or school activities
- “School function” means any school-sponsored extracurricular event or activity
- “Employee” means any person receiving compensation from the school or employee of a contracted service provider or worker placed within the school.

### **Step One: The Classroom**

Every Teacher at Dr. Richard Izquierdo Health & Science Charter School is responsible for implementing the classroom management system developed by their grade level. The classroom management system will foster the healthy development of each scholar using the Dr. Richard Izquierdo Health & Science Charter School model, encourage a strong community of learning within the classroom and **provide adequate opportunities for scholars to correct their behavior before being removed from the classroom.**

Teachers will also implement a value-based merit system to provide clear reinforcement aligned with our scholar aspirations and logical consequences for scholar conduct. Classroom management plans will be developed by grade teams and approved by the Principal and will contain the following elements:

- Dr. Richard Izquierdo Health & Science Charter School classrooms model their systems after the program known as Developmental Designs (DD). This program is designed “to meet the unique combination of social, emotional, physical, and intellectual needs of young adolescents, offering an array of strategies designed to keep young people safe, connected, responsible, and engaged in learning.” (Please visit [www.originsonline.org](http://www.originsonline.org) for more information)
- Each scholar is given opportunities to correct disruptive behavior. Scholars receive two opportunities. On the third offense, they will be removed. This count will be reset each class period.
- Each opportunity to correct scholar behavior will be clearly explained to the scholar and tracked by Teachers.



- Opportunities for correct and classroom disruptions will result in loss of privileges.
- A scholar will be taken from the classroom upon reaching the last infraction to the Reflection Lab.
- A Teacher can also ask that a scholar be removed for a period from the classroom.

## **Step Two: Removal from the Classroom**

### Reflection Lab

Upon a scholar's third opportunity during a class period, the scholar will be removed from class and will be sent to the Reflection Lab. This is a location in the school, which is monitored full-time by the Deans. During this time scholars will reflect on the events in the class before their arrival in the Reflection Lab. For Level 1 and Level 2 infractions students will stay in the Reflection Lab for the remainder of the period. For Level 3 and greater students will remain in Reflection Lab until parents are contacted and arrangements are made. Students with disabilities will be protected and their rights safeguarded. If a student with disability is removed from class for a full period, such a removal will be tacked and counted toward the 10-day student removal, after which the CSE must conduct an MDR.

When a scholar is removed the scholar must:

1. Walk in silently.
2. Find an empty desk and begin completing a reflection form. -- There will be no conversation about the removal until the reflection form is completed and the Dean is ready to review the form with the scholar.
3. The scholar will raise a silent hand to indicate to a Dean know that he/she has completed the form carefully.
4. Take work or assignments from their class to continue to engage in their learning. Deans will contact teachers for appropriate work assignments (class or homework assignments) if necessary.

### **Scholars who are sent to the Reflection Lab will receive one after-school detention.**

Additionally, Teachers will meet with the student for a restorative conversation and contact the scholar's parents/guardians to discuss the incident before the end of the school day.

### In-School Suspension (ISS)

Scholars who are removed from two classes in one day, three classes in one week, or five classes in a month will be referred to ISS. Scholars can also be automatically referred to ISS if they exhibit behavior that is extremely disruptive, unsafe, or disrespectful to a Teacher, staff member, or scholar in the school. This is a location in the school which is monitored full-time and where scholars are expected to do classwork separate from their regular classroom.

The Teacher in consultation with the Dean, Principal, Director of Culture, Special Education Coordinator, or Counselor will determine the appropriate duration for ISS. The length of ISS will be based upon the severity of the scholar's behavior, previous visits to the Reflection Lab, and the time of day the scholar is sent to ISS. The ISS may last for more than one school day.

If a scholar earns an ISS, a parent/guardian meeting or reintegration meeting may be

requested before re-entry. This meeting will be recorded on a scholar's behavior record. This condition shall not place undue barrier for the scholar's re-entry and should be considered a restorative inclusion. Every effort will be made to schedule a conference with the parent. However, after serving the suspension, the student will be allowed to return to school.

The following actions may earn an ISS:

- Vulgar language, gestures, or profanity directed at a scholar, Teacher, or staff member.
- Outright defiance or disrespect
- Aggressive physical behavior or response, including horseplay
- Perpetuating gossip about others
- Skipping/leaving class without permission
- Any use of a cell phone or electronic device during the day
- Outbursts that severely interrupt instruction
- Inappropriate Public Displays of Affection (PDA)
- Instigation or provocation of a fight
- Assisting or instigation of above behaviors
- Bullying

### **Step Three: Out of School Suspension (OSS)**

While we prefer to have our scholars in school and in class at all times if it is determined that a scholar's actions pose a threat to the safety of the school community and disruption, the school is left with no other option than to remove the scholar from school for a limited time.

Only the Principal can issue suspensions. In the case that the school leaders are not in the building, any Principal's Designee may issue a suspension. When a scholar is suspended during the school day, the scholar's family will be contacted immediately to pick up the scholar. Before the scholar can return to class, A parent/guardian meeting or reintegration meeting will be requested. This meeting will be recorded on a scholar's behavior record. This condition shall not place undue barrier for the scholar's re-entry and should be considered a restorative inclusion yet is not required. (The school will work with the family to accommodate a mutually convenient meeting). and possible phone conference or video conferencing (Zoom, Google Meets). (Refer to Appendix A)

The suspending school official will decide the exact number of days for the suspension depending on an assessment of the specific situation or offense, taking into account context as well as the scholar's previous disciplinary record.

In addition to receiving three (3) in-school suspensions within 30 calendar days (monthly), the following behaviors may warrant an immediate out-of-school suspension recommendation:

- Fighting
- Touching another scholar in an inappropriate manner
- Harassing or posing threats to Teacher/staff/scholar(s)
- Exposing oneself to other school members
- Bullying
- Firearm/Weapon
- Harmful social media posting
- Committing Arson
- Falsely Activating Fire Alarms
- Possession of illegal drugs/substances
- Walking out of the building without permission

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<sup>1</sup> Where the school seeks to impose a long term suspension or expulsion, a hearing will be convened to determine whether such steps are appropriate. See Appendix A

## **Step Four: Expulsion**

In addition to receiving four (4) out of school suspensions in one school year, the following activities will earn a scholar an immediate expulsion hearing recommendation:

- Possession of Alcohol/Tobacco/Drugs
- Possession of Weapons, including knives
- Use/influence of alcohol, drugs, tobacco on school grounds/bus/field trip or during school functions
- Gang activity/affiliation
- Behavior that threatens the community

## **Conclusion**

Removals, suspensions and expulsion recommendations will be based on a full assessment of the specific situation or respect for mitigating facts and circumstances of the incident(s). Any and all incidents will be documented using computer-based programs and Powerschool. Through this program, the staff at Dr. Richard Izquierdo Health & Science Charter School will be able to monitor a scholar's discipline record. The reflection lab and in-school suspension staff will record all referrals into the computer system, and all parent communications will be documented as well. It is our hope that with this system; staff and administration will be able to better track scholar behavior in an effort to intervene with scholars who need extra guidance and support during the school day. A call from the Teacher or Dean will be made when a scholar has earned a removal, In-School Suspension (ISS) or Out of School Suspension (OSS) or any other event that is deemed to require the attention of a parent or guardian.

The full Discipline Policy including Discipline Policy for scholars with Disabilities is included in Appendix A. Please read it in its entirety.

## **Dr. Richard Izquierdo Health & Science Charter School Community Rules, Code of Conduct & Logical Consequences**

Dr. Richard Izquierdo rules are designed to create a caring, safe, and serious learning environment. Respect, courtesy, self-discipline and a serious focus are all hallmarks of the school. Dr. Richard Izquierdo Health & Science Charter School does not tolerate disrespectful behavior or disruption to learning, and disciplinary consequences are associated with violations of rules. These rules support the foundation of academic and ethical standards on which Dr. Richard Izquierdo Health & Science Charter School goals depend. These rules actively encourage the scholar to establish habits of courtesy and respect for others, including others rights and property and respect for oneself as a member of a community. The school's disciplinary policies apply to student behavior on school grounds, at school related events, when students are in transit to or from school and to activities such as use of social media, that takes place away from the school but negatively impacts the school environment. This section is a summary of the community rules, code of conduct, and the logical consequences. For the official language, please see Appendix A of the handbook.

### **Community Rules**

#### **Attendance & Lateness Policy**

At Dr. Richard Izquierdo Health & Science Charter School we work hard to bring your child a world-class education. To that end, academic progress requires the full support from the parents. The first step in supporting your scholar's academic success is to ensure that he or she is at school all day, every day.

**Promotional requirements are set at 90%attendance, and lateness is considered partial attendance.** Below is the attendance policy for Dr. Richard Izquierdo Health & Science Charter School for the 2023-2024 school year. At the discretion of the Principal and in consideration of all factors, ACS may be notified for excessive absences for educational neglect. **Absences may result in your child being required to attend Summer Academy and Saturday Academy.**

#### **Absences**

At Dr. Richard Izquierdo Health & Science Charter School we encourage all scholars to be in school each school day. However, we are aware that there are circumstances where scholars must be absent. To ensure the safety of all scholars, the following procedures must be strictly adhered to.

1. A parent or guardian must call the school office before **9:00 am** to report an absence, the reason for the absence, the scholar name/homeroom.
2. Following the absence, a scholar is required to bring a note from a parent/guardian stating the reasons and the dates of the absence. The note should be presented to the Main Office **before** classes begin in the morning.

If a scholar is absent without a parent phone call or a note, the scholar will be considered unexcused, and consequences may be issued based on the discretion of the Principal/Head of School and the Dean of scholars.

## Long Term Absences

Long-term absences are only permitted for bereavement of immediate family and health-related concerns. If your child is absent for a week or more, please be certain to make arrangements with your child's classroom teacher to pick up long-term assignments. Under state law, students with 20 consecutive unexcused absences are considered to be disenrolled, and the School must go about removing them from its rolls.

## Early Pick-Up

We strongly encourage that scholars aren't removed from school early unless there is a documented acceptable excuse. If a scholar needs to leave early, they must follow these procedures:

1. Scholars in grades 6-9 must have a parent to come to pick them up to be dismissed early. Scholars will not be allowed to leave the grounds without parent escort.
2. Scholars in grades 10-12 may have a parent pick them up or must have a signed note from a parent that has the date, time, and a reason for a scholar's early dismissal. This note must be presented to the Main Office before leaving school grounds. Scholars will not be allowed to leave the building without a note and/or a parent escort unless the Principal or his designee approves. This applies to students who are 18 years or older as well.

## Late to School (Tardy)

At Dr. Richard Izquierdo Health & Science Charter School we see punctuality as essential to our values and goals. To that end, we strive to limit the number and frequency of tardiness to school from scholars. The following policies have been implemented for scholars who are late to school.

- Scholars who are late to school will receive a wake-up call the next morning at 6:00 am on the parent/guardian's listed phone number.
- Scholars who are tardy two times in a week will earn an after-school detention after the second tardy and another detention for each subsequent lateness during the week. **Additionally, a parent meeting may be required.**
- If there is a valid excuse due to public transportation issues the school will excuse that tardiness on a particular basis at the discretion of the principal.

## Acceptable Excuses (for Absences, Late Arrivals & Early Pick-Ups)

- Illness (note from a doctor if over three days)
- Religious Observance
- Medical Appointment (that is not possible to schedule outside of school hours)
- Extreme Family Emergency
- Death in the Immediate Family
- Emergency approved by the Principal or Principal's Designee

## Daily Schedules

### Middle School 6 - 8th Grade Scholars

Status	Time	Notes
Doors Open	7:30 am	Scholars will not have access to the building prior to 7:25 am. Scholars should enter and exit from the Home Street side of the building only.
Arrival	7:30 am - 8:00 am	Scholars are on time if they arrive before 8:00 am.
ON TIME	8:00 am - 8:14 am	Scholars are considered on time if they are in homeroom before 8:15 am. Attendance will be taken at this time.
Late Arrival	8:15 am	Scholars are tardy if they arrive after 8:14 am.
Dismissal	3:35pm	Scholars dismiss at 12:45 pm on Friday.

### High School Scholars

Status	Time	Notes
Doors Open/ Arrival	8:00am	Scholars will not have access to the building prior to 8am. Scholars should enter and exit from the Home Street side of the building only.
ON TIME	8:00am - 8:14 am	Scholars are considered on time if they are in the building by 8:14 am. Attendance will be taken at this time in the scholars' homerooms.
Late Arrival	8:15am	Scholars are tardy if they arrive after 8:14am.
Dismissal	3:35 pm	Scholars dismiss at 12:55 pm on Friday.

## **Uniform Policy**

Our uniforms were selected to enhance the vision of a healthcare career. The uniform is worn during school hours and to all school functions and trips, unless the school informs scholars otherwise. On occasion, there are dress-down days for reasons such as school dances, special events and/or rewards. In those cases, scholars must obtain a wristband from the Culture Team (Deans, Director of Culture) or those staff members organizing the event and wear the wristband on the day of the occasion/event.

Scholars may not wear a uniform that is not provided from the school. Dr. Richard Izquierdo Health & Science Charter School has the following Uniform requirements:

### All scholars:

- Scrub sets with the school's embroidered logo are to be worn to school. School scrubs can be purchased from the school at a cost of \$20.00 per pair. Scrubs can be purchased with a money order.
- Each year a new pair of scrubs will be provided to all students.
- A solid white, burgundy, black, or gray collarless short-sleeve or long-sleeve shirt can be worn under the scrubs.
- Scholars must wear black shoes or sneakers that are majority black.
- Physical education uniform consists of a white or burgundy T-shirt, black shorts or sweatpants, and black sneakers. Tops that were issued by the school are permitted as long as they satisfy the appropriate color
- Scholars are not allowed to wear outerwear, including jackets and hoodies with the scrubs indoors unless they are the uniform sweaters or jackets with the school logo affixed to them.



In addition, the following are not permitted:

- Excessive jewelry – jewelry that is distracting from the educational environment (e.g. large chains or large hoops earrings)
- Sports teams uniform bottoms are not substitutes for school scrub bottoms.
- No body piercing of any kind other than in the ears.
- Hats, bandanas, or any other head coverings (except when worn for religious purposes)
- Immodest attire (such as exposed midsections or deep V-neck shirts)
- Accessories such as glitter, tinted glasses, personalized belt buckles if they distract from the educational setting.
- Excessively baggy or excessively tight clothing
- Altering uniforms in any way (e.g. writing, drawing, cutting)
- No obscene tattoos
- No writing on oneself (with sharpies, pens, etc.)

Scholars who are out of uniform will be sent to the Reflection Lab to borrow (subject to availability) a scrub top or bottom. Borrowed items need to be returned by end of day and will be washed for reissuance. Repeated violations will require a discussion with the parents of the scholar.

### **Electronic Devices**

In order for scholars to be able to fully engage in the school experience free of distractions, **phones, MP4 players, MP3 players, PSPs or video game devices, smart watches, and all similar electronic devices are not permitted on the scholars at any time, or in their backpacks/bags. Electronic devices must be turned OFF and stored away.** Any electronic devices seen on a scholar will be confiscated immediately by school staff members and delivered to a Dean for tracking and storage purposes. **At no time shall Dr. Richard Izquierdo Health and Science Charter School be responsible for preventing theft, loss or damage to electronic devices brought onto its property.** Additionally, scholars are not allowed to walk around the building with headphones in their ears. Headphones are only to be worn during approved free time or during instructional time with a teacher's permission. School phones in the main office are available in the event that a scholar must contact a parent/guardian.

Confiscated electronic devices may be retrieved in the following manner:

1st Confiscation: The device is returned to the scholar at EOD and a parent/guardian is contacted.

2nd Confiscation: The parent/guardian is notified and arrangements are made for returning the device. Upon arrival, the parent/guardian is to go to the main office so that a Dean can be summoned and the device retrieved.

3rd Confiscation: The parent/guardian is notified and arrangements are made for return of the device. Upon arrival, the parent/guardian is to go to the main office so that a Dean can be summoned and the device retrieved. Arrangements will be made for the scholar to turn in electronic device(s) daily to a Dean. If the electronic device(s) are not received, a dean will contact the family and additional consequences will follow.

Scholars who do not surrender an electronic device upon the request of a staff member will be subject to disciplinary action as described in the code of conduct in the Discipline Plan (see Appendix A of this handbook).

## **Food and Drink**

Scholars may eat or drink only in areas and at times designated by the school. Dr. Richard Izquierdo Health & Science Charter School does not permit scholars to bring soda, candy, or other high-sugar-content foods or drinks during the school day or on school grounds as it is a violation of the school's mission to ensure the health of the scholars. Scholars may not use glass bottles anywhere on school premises. All water bottles need to be clear.

## **Technology Use**

Dr. Richard Izquierdo Health & Science Charter School provides computers/iPads, an Intranet/Internet system, and other equipment and services as part of the learning experience. The system may not be used in any way that disrupts or interferes with its use by others.

### **Prohibited uses include, but are not limited to:**

- Vandalism or theft of equipment
- Theft, piracy or altering of software
- Activity unrelated to instruction (e.g., unlawful purposes, commercial purposes, personal gain)
- Use of chat rooms or messaging programs
- Violations of copyright laws
- Plagiarism of ideas or information
- Intentional transmission or receipt of computer viruses
- Intentional transmission or receipt of information that is pornographic, obscene, sexist, racist, abusive, or harassing
- Downloading of computer games, music, software, video, or anything else for unsupervised non-academic purposes
- Any violation of federal law, or Dr. Richard Izquierdo Health & Science Charter School policy, e.g., installing pirated software
- Cyberbullying

## **Privacy**

There is no right to privacy in the use of the computer system or user accounts. Dr. Richard Izquierdo Health and Science Charter School reserves the right to monitor and access information on the system and in user accounts for the purpose of determining whether a violation of school policy has occurred. Dr. Richard Izquierdo Health & Science Charter School will remove from the system any information

that the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of the guidelines. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The Dr. Richard Izquierdo Health & Science Charter School staff will refer for disciplinary action any individual who does not comply with the provisions of this policy. Cancellation of user privileges will be at the discretion of the staff.

## **Data Loss**

Dr. Richard Izquierdo Health & Science Charter School is not responsible for any loss of data resulting from delays, non-deliveries, or service interruptions sustained in the use, operation, or malfunction of the system. Scholars are responsible for backing up scholar-generated files. Dr. Richard Izquierdo Health & Science Charter School is not responsible for the accuracy or quality of information obtained electronically. Any such information is used at the risk of the user.

### “Netiquette”

All users of the Dr. Richard Izquierdo Health and Science Charter School system must abide by these rules:

- Identify yourself. Users must not conceal or misrepresent their identity while using the system, except where alias names are appropriate.
- Be polite. Use appropriate language. Do not send abusive, harassing, or suggestive messages to anyone.
- Do not respond to abusive, harassing, or suggestive message. You are required to report such messages to a supervising adult.
- Keep account passwords confidential. Do not allow others to use them. Scholars who share their passwords are ultimately responsible for any subsequent computer misuse under their login.
- Unauthorized entry, use, transfers, and tampering with the accounts and files of others are prohibited.
- Communicating about, advocating, encouraging, or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal your personal address or phone number or anyone else's. Remember that email may not be private. Others may read what you type into your computer!
- Respect the originator of communications. Do not forward email messages or information with the permission of the originator.

## **Computer Games and Magazines**

Playing computer/video games is unacceptable at any time on school premises or during school trips. This means they cannot be played before school, during lunch, during academic time, or after school. The only exceptions are educational games approved in writing by the staff, which may be part of the school curriculum. Scholars may not bring magazines about computer/video games into the school. If a scholar brings a computer/video game and/or inappropriate magazine or books to school, it will be taken.

## **Dignity for All Students Act**

Dr. Richard Izquierdo Health & Science Charter School creates a safe and supportive environment for all community members; we abide by the New York State Dignity for All Students Act (DASA). This law seeks to “provide students with a safe and supportive environment from discrimination, intimidation, taunting, harassment, and bullying (including cyber bullying) on school property, a school bus and/or at a school function.” Discrimination and harassment is not prohibited by employees or students based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. To read the full Dignity for All Students Act, please visit <http://www.p12.nysed.gov/dignityact/>.

### **Title IX**

Title IX of the Educational Amendments of 1972 (“Title IX”) states, “No person in the United State shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” These protections extend to sex and gender based discrimination that deprives a student of their right to the educational process.

#### Complaint Process and Investigation

##### Reporting an Incident of Sex and/or Gender-Based Discrimination/Harassment

Students who believe they or another scholar have been the target of sex or gender-based discrimination or harassment by a student, staff member, employee, or agent of the School should report the behavior to the Title IX Coordinator Jose Albarracin at [jalbarracin@drizquierdocs.org](mailto:jalbarracin@drizquierdocs.org). Confidentiality will be maintained to the extent permissible, and no retaliation will be allowed to occur as a result of a good faith report of sex or gender-based discrimination.

##### Informal Complaint vs. Formal Complaint

An informal complaint may occur when the complaint is received through oral or written communication. If the complaint is received in written format, the complainant must elect for the complaint to be treated as an informal complaint. The complainant may choose to resolve the complaint through informal channels, including mediation, restorative justice, etc., which the School will facilitate. Should the complainant elect to proceed informally, this does not preclude them from submitting a formal complaint and going through the formal complaint process outlined below.

A formal complaint must be submitted in writing by the complainant or by the Title IX coordinator. Upon receiving a formal complaint, the Title IX coordinator will appoint an investigator, who may be a member of The School staff or the School’s legal counsel. Formal complaints will result in a formal investigation of the alleged behaviors to determine the following:

- 1) Whether the alleged behaviors have deprived the student of their educational process at The School;
- 2) Whether The School has jurisdiction of the individual alleged to have engaged in the discriminatory/harassing behavior;

3) Whether it is more likely than not that the alleged behaviors directly caused the deprivation of the student's educational process at The School.

At the conclusion of the investigation, the complainant will be informed of the decision-maker's findings of the investigation. Should the complainant disagree with the findings of the investigation, the complainant may appeal the decision to the Title IX Coordinator, via written appeal. The Title IX Coordinator will allow the respondent 7 days to respond, via written statement. At which time both statements will be considered by the appeals decision-maker and a final ruling will be made.

## **Scholar Searches**

Dr. Richard Izquierdo Health and Science Charter School may, at its discretion and at any time, conduct searches of scholars and their property, only under reasonable suspicion, including but not limited to backpacks. Students can still expect a level of privacy in their person and property yet the school has the authority to search students and their property when school officials believe that evidence of a crime, a matter of safety, or violation of school policy will be found from the search.

- School authorities will make a reasonable and federally compliant search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion as aforementioned. Students do not own the lockers, desks, or other areas of the school and do not have a reasonable expectation of privacy in such areas.
- Searches shall be conducted under the authorization of the Principal or his/her designee
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed by school authorities.
- Searches of an individual will be made on individual suspicion of wrongdoing. To the extent practicable, federally compliant searches of an individual will be conducted in private by a school official of the same sex and with another witness present.
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school-sponsored or related function, whether it is on school grounds or not.

*See Appendix A for a full description of the school's search policy.*

## **School Trips & Off-Campus Events Policy**

School trips afford scholars the opportunity to observe, explore, discover, and engage in hands-on experiences. The school may sponsor trips before, during, or after school hours. Scholars at school-sponsored off-campus events or field trips shall be governed by all the guidelines of the school and are subject to the authority of school officials.

All school trips and off-campus events will have an educational or appropriate celebratory focus and be viewed as an extension of the curriculum and the learning environment. Parents/guardians **must** complete a permission slip permitting their child to attend the school trip.

Parents who do not consent to their child attending a school trip should understand that their child's attendance at the school is **mandatory**, as it is still a normal school day. Their respective Teachers will leave appropriate work for the scholar to complete during the course of the school day.

Parents and scholars should understand that attending a school trip is a privilege. Therefore, any scholar who has committed an infraction of the school conduct policies or who is currently in a disciplinary status will *not* be permitted to attend school trips or off-campus events. The school reserves the right to determine which scholars may or may not be permitted to attend a school trip, contingent on equity and taking into account scholar's individualized education plans.

Scholars and parents/guardians will be informed if they have to bring a bagged lunch from home if they are attending a school field trip.

### **Care of School Property Policy**

We expect each scholar to be responsible for the proper care of school property, including the school building and classrooms, books, desks, textbooks, supplies, and equipment and technology entrusted to his/her use.

Scholars are responsible for the care, maintenance, and timely return of all textbooks or other materials. The school shall require scholars and/or parents to sign agreements acknowledging their responsibility for the care and prompt return of textbooks or other material lent to them by the school.

Scholars and/or their parents will be assessed penalties for lost or damaged textbooks and school property. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook, property; requiring the scholar to perform a prescribed number of hours of school service; delayed receipt of a report card; and/or loss of privileges such as participation in sports or other extracurricular activities, and other special events or graduation-related activities.

Scholars who willfully cause damage to school/staff property shall be subject to disciplinary measures. Scholars and others who damage or deface school property will be subject to additional scrutiny and may warrant Level 5 interventions. Parents and guardians of scholars shall be held accountable for scholar actions. The Principal may report to the appropriate authorities any scholar whose damage of school/staff property has been serious or chronic in nature. The Principal can impose any of the available consequences for destruction of school or staff property.

## **Code of Conduct**

Dr. Richard Izquierdo Health and Science Charter School intends to promote a culture of success through a structured academics environment and an intentional character curriculum.

### **Family Communication**

It is important that there be maximum consultation and communication between the school and the home. Scholars, parents, and school staff have a role in making the school safer and must cooperate with one another to achieve that goal. In order to ensure that parents become active and involved partners that instill a sense of responsibility in their children, parents must be familiar with our discipline policies. In collaboration with Dr. Richard Izquierdo Health and Science Charter School's Parent-Teacher Association, we inform parents of our policies and procedures at multiple points during the school year including but not limited to family orientation, single-family meetings with the leadership team and frequent contact with school counselors. Additionally, we inform parents of behavior problems when issues are identified, when there is disciplinary action, and as a part of the school's due process.

### **Scholar Orientation**

In order for scholars to meet our high expectations, we will orient them to the school culture during the first week of school. This will serve as their scholar orientation period. Our staff will model professionalism and exemplary character.

### **Core Values**

Dr. Richard Izquierdo Health and Science Charter School's core values hold scholars to a high standard of behavior at all times. We forbid scholars from engaging in any behaviors that desecrate the academic environment or detract from instruction. We will model, during scholar orientation, specific examples of behavior consistent and inconsistent with our core values.

Dr. Richard Izquierdo Health and Science Charter School believes that every scholar deserves a safe, supportive environment in which to learn, grow, and prosper. We recognize that social, physical, emotional and cognitive changes in adolescence create confusion and distractions to the academic environment.

While we are sensitive and responsive to these changes, we also establish rules within our academic environment that creates the stability necessary for solid academic experience. When a member of the community acts in a manner inconsistent with our culture or creates an uncomfortable or unsafe learning environment for other scholars, consequences will ensue. We want to develop consequences so that troublesome behaviors are not repeated later in life when consequences are more severe. Our rules are designed to protect the scholars from offensive or off-putting behavior while teaching scholars the appropriate ways to behave.

Dr. Richard Izquierdo Health and Science Charter School and staff make discipline decisions. However, we want to empower the scholars in the building with the understanding of why discipline decisions are made and to create learning opportunities from mistakes.

Dr. Richard Izquierdo Health and Science Charter School is a public school of choice, both for application and withdrawal. At any time, a circumstance may arise in which a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw his/her child will be asked to complete a **Scholar Withdrawal form**. The school personnel will offer to meet with the family and discuss their reasons for withdrawal, as well as to seek solutions to any problems that arise from the discussions. If the parents or guardians still wish to transfer their child, school staff will make every reasonable effort to help the scholar find a school that better serves the family's desires. The School will ensure the timely transfer of any necessary school records to the scholar's new school.

## **Range of Consequences for Rule Infraction**

### **Admonishment by Staff**

Scholars will receive an admonishment by staff for unacceptable behaviors in the school. The type and degree of the admonishment depend on the severity of the misbehavior, the environment in which the scholar is located and who is issuing the admonishment. The unacceptable behaviors include:

- Disrespect (teacher, scholar, school property) disrespectful words (e.g., “whatever” & “I don’t care), disrespectful gestures (e.g., rolling eyes, sucking teeth), disrespectful actions and/or disrespectful tone (showing “attitude”)
  - Not following directions from an adult right away and all the way
  - Defacing school property (including all school supplies)
  - Violation of hallway courtesy rules
- Disruption of learning
- Incomplete uniform

### **Removals**

Scholars who have not corrected their behavior after three attempts in the school environment will be removed from the classroom or other school-related location. Scholars who are removed will be escorted by the “on-duty” Dean to the Reflection Lab to reflect and debrief about the incident that caused the removal. Scholars will generally be required to stay in the Reflection Lab until the end of the period unless otherwise noted by the Teacher.

Scholars who are egregiously disrespectful with over the top behaviors to the learning environment will be removed from the room.

### **Detention**

Detention is given to scholars who are removed from class, who transition to another class improperly, or violate the school's uniform policy. Detention lasts 45 minutes and occurs on a daily basis after school. Detention is a time for silent reflection on rule violations. A scholar may earn automatic detention from a Dean when a scholar has displayed egregious behavior inside and outside the classroom environment.

Detention is **MANDATORY**. Scholars who do not attend detention will receive additional consequences up to and including suspension. In general, there are no make-ups for detention. Under **EXTREME** circumstances (e.g., family emergency) scholars may be allowed to reschedule detentions after discussion with the parent.



## **In-School Suspension (ISS)**

In School Suspension (ISS) is a removal of a scholar from their classes for an entire school day.

In accordance with federal law, scholars who receive an in-school suspension (ISS) will be provided a notice to inform the scholars of the charges against him/her, and if the scholar denies the charges, an explanation of the evidence against the scholar will be provided. Scholars will have a chance to present their version of the events and the school will offer to speak with the parents about the suspension and answer their questions about it.

Dr. Richard Izquierdo Health and Science Charter School will ensure that scholars receive alternative educational services to a child who has received an in-school suspension (ISS) that will to the fullest extent possible keep the scholar on track in the school's general curriculum, make adequate academic progress, and provide them with the opportunity to complete the assignments and assessments.

## **Out of School Suspension (OSS)**

Out of School Suspension (OSS) is a removal of a scholar from the school property for entire school day. Suspensions are only authorized by the Head of School/Principal. Short-term suspensions can range from one (1) to five (5) days. Long-term suspensions are longer than five days.

In accordance with federal law, scholars who receive an out-of-school suspension (OSS) will be provided a notice to inform the scholars of the charges against him/her, and if the scholars denies the charges, an explanation of the evidence against the scholar will also be provided. Scholars will have a chance to present their version of the events.

Additionally, a parent or guardian will be provided in writing a notice that the scholar may be suspended from school, and the school will offer to speak with the parents about the suspension and answer their questions about it.

In the case of a long-term suspension (more than 10 days), the parent/guardian will be notified of a hearing date for charges against a scholar who would receive a long-term suspension. See Appendix A for full details. The same process applies where the school seeks an expulsion.

## **Behavior Matrix & Range of Consequences**

There are **five levels** to our behavior system. All behaviors that a scholar exhibits whether positive or negative fall onto a continuum of small behaviors like classroom disruptions to fighting and violent aggressive behaviors. This behavior matrix exists to help scholars, parents, teachers, and administration determine the difference between actions. **A key point to**

**Remember that people are complex and therefore actions need to be determined on a case-by-case basis.**

*For the official range of consequences and behavior levels from the school Discipline Policy, please see Appendix A.*

### **The discipline of scholars with Special Needs**

Dr. Richard Izquierdo Health and Science Charter School recognizes that it may be necessary to suspend, remove, or otherwise discipline scholars with disabilities to address disruptive or problem behavior. The school also recognizes that scholars with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The school is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining scholars with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your scholar with a disability is suspended for more than 10 school days, a range of protections will apply to ensure that he or she is not punished for behavior that is linked to disabilities.

*For the language regarding discipline for scholars with Special Needs, please see Appendix A.*

### **Level One (Insubordinate Behaviors)**

Level One behaviors are behaviors that are non-compliant or non-disruptive behaviors. These behaviors could earn a range of disciplinary actions such as admonishment from staff, parent conference, removal from class, detention, and short-term suspension (for repeated offenses). Level One behaviors include the following:

- 1.1 Being late to school – arriving at school after the start of the start of the school day.
- 1.2 Bringing prohibited equipment to school without authorization – equipment such as cell phones, mp3 players, toys, and other electronic devices are seen by a member of the Dr. Richard Izquierdo Health & Science Charter School staff.
- 1.3 Out of Bounds – failing to be in one’s assigned place on school premises (staying within your classroom/your assigned spot)
- 1.4 Classroom Disruptions – behaving in a manner which disturbs the educational process (e.g. making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming in the classroom and in the hallway, etc.)
- 1.5 Rude Behavior – engaging in verbally rude or disrespectful behavior (to both peers and teachers) like talking back when given a direction, name-calling, mimicking, harassing, teasing, taunting, etc.
- 1.6 Out of Uniform – wearing clothes that are unsafe or disruptive to the educational process like not wearing a uniform, wearing non-school regulated street clothes, not wearing closed-toe shoes
- 1.7 Unauthorized Distribution – posting or distributing material on school premises in violation of written Dr. Richard Izquierdo Health and Science Charter School’s rules.
- 1.8 Unauthorized Access – using school computers, faxes, telephones, or other electronic equipment without permission and/or using or touching other people’s property without permission (both teachers and peers)

## Level Two (Disorderly, Disruptive Behaviors)

Level two behaviors are behaviors that are not aggressive, but interrupt education. These behaviors have all the same range of disciplinary actions from level One behavior, including short-term suspension. Level Two behaviors include the following:

- 2.1 Smoking – the act of lighting up or smoking anything that produces smoke or vapor on school grounds. Having paraphernalia, which leads to an intention of smoking.
- 2.2 Gambling – the act of wagering money or property for any reason on school grounds.
- 2.3 Inappropriate Language – using profane, obscene, vulgar, lewd, or abusive language or gestures
- 2.4 Dishonesty – lying or giving false information to school personnel
- 2.5. Inappropriate Usage – misusing property belonging to others (including breaking, destroying, or ripping)
- 2.6. Unsafe Behavior on Bus – engaging or causing disruptive behavior on the school bus, causing safety issues to the driver, scholars, and self
- 2.7 Out of Bounds – leaving class or school premises without permission of supervising school personnel
- 2.8 Unauthorized Touching – engaging in inappropriate or unwanted physical contact (poking, pinching, tapping, throwing objects, etc.)
- 2.9 Inappropriate Displays of Affection - engaging in inappropriate, affectionate or lewd behavior on school grounds, including but not limited to kissing, groping, or other touching of a sexual nature
- 2.10 Violating Acceptable Use Policy – violating Dr. Richard Izquierdo Health and Science Charter School’s internet use policy (e.g., use of the school’s system for non-educational purposes, security/privacy violations)
- 2.11 Academic Dishonesty – engaging in scholastic dishonesty, which includes: cheating, plagiarizing, collusion, copying, etc.
- 2.12 Repeated Level One Offenses – engaging in a pattern of persistent level one behavior
- 2.13 [Deliberate] Damage to School Property - intentionally damaging school property such as classroom electronics or other provided materials

## Level Three (Seriously Disruptive or Dangerous Behaviors)

Level Three behaviors are intentionally disruptive, injurious, aggressive or harmful behaviors. These behaviors have the same range of disciplinary actions from levels one and two but may include in-school suspension (ISS), and out of school suspension (OSS). Level Three behaviors include the following: *(behaviors not enumerated below but deemed “seriously disruptive or dangerous” may also be considered Level Three at the behest of our Head of School)*

- 3.1 Insubordination – defying or disobeying the lawful authority of school personnel or school safety agents
- 3.2. Harassing Language – using slurs based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability. This may also include cyber harassment.
- 3.3. Fighting – engaging in physical aggressive behavior (e.g., hitting, punching, spitting, kicking, hitting with an object, etc.)
- 3.4 Unauthorized Visitors – bringing authorized visitors to enter school in violation of written school rules.
- 3.5 Theft – engaging in theft or knowingly possessing property belonging to another without authorization

- 3.6. Physical Harassment – engaging in inappropriate or unwanted physical contact
- 3.7 Tampering – tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means
- 3.8 Injurious Posting – harmful social media posting, distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm. This offense will result in an automatic suspension recommendation
- 3.9 Vandalism – engaging in vandalism or other intentional damage to school property, staff property, or others property including scholar bathroom. This offense will result in an automatic long-term suspension recommendation.
- 3.10 False Alarm – falsely activating a fire alarm or other disaster alarm or making a bomb threat. This offense will result in an automatic long-term suspension recommendation.
- 3.11 Gang Related Activity – engaging in gang-related behavior (e.g., wearing gang apparel, writing graffiti, making gestures or signs). In determining whether the behavior is gang-related, school officials will consult with the NYC Office of Safety and Planning’s Gang Unit. This offense will result in an automatic long-term suspension recommendation.
- 3.12 Repeated Level Two Offenses - engaging in a pattern of persistent level two behavior

#### **Level Four (Dangerous or Violent Behavior)**

Level Four behaviors are behaviors that jeopardize the safety and well being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors includes parent conferences, in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level Four behaviors include the following: *(behaviors not enumerated below but deemed “dangerous or violent behavior” may also be considered Level Four at the behest of our Head of School)*

- 4.1. Physical Intimidation – engaging in intimidation, coercion, or extortion or threatening violence, injury, harm or retaliation to another or others. This may also include stalking. This may also include cyber threats.
- 4.2 Violent Behavior/ Assault – engaging in behavior which creates a substantial risk or results in injury, including group attacks
- 4.3 Verbal Intimidation – engaging in intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religious practice, gender, sexual orientation, or disability. This may also include cyber threats.
- 4.4 Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and/or inappropriate verbal, written, or physical contact of a sexual nature, directed towards others that occurs more than once, and continues over a period that makes a person feel uncomfortable or unsafe
- 4.5 Illegal Possession of Drugs – possessing illegal drugs, alcohol, or other controlled substances
- 4.6 Gang-Related Violent Behavior – engaging in threatening, dangerous, or violent behavior that is gang related. This offense will result in an automatic expulsion recommendation.
- 4.7 Group Violence – participating in an incident of group violence. This offense will result in an automatic expulsion recommendation.
- 4.8 Threats with an Object – Threatening while on school property to use any instrument that appears capable of causing physical injury. This offense will result in an automatic expulsion recommendation.
- 4.9 Dangerous Bus/Trip Behavior – Engaging in behavior on the school bus, charter,

while off-site but under school supervision, which creates a substantial risk of injury or results in injury. This offense will result in an automatic expulsion recommendation.

- 4.10 Forced Sexual Behavior – engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity. This offense will result in an automatic expulsion recommendation.
- 4.11 Arson – attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire. This offense will result in an automatic expulsion recommendation
- 4.12 Inciting a Riot – inciting/causing a riot. This offense will result in automatic expulsion recommendation.
- 4.13 Weapon Possession – Possession any weapon as defined in Category II (This offense will result in an automatic expulsion recommendation.
- 4.14 Use of Illegal Drugs – using illegal drugs, alcohol or controlled substances, including vapes on school property, school transportation, or while participating in school sponsored trips/activities. This offense will result in automatic expulsion recommendation.
- 4.15 Repeated Level Three Offenses - engaging in a pattern of persistent level three behavior
- 4.16 Leaving the building without permission

**Level Five (Seriously Dangerous or Violent Behavior)**

Level Five behaviors are behaviors that seriously jeopardize the safety and well being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors includes in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level Five behaviors include the following: *(behaviors not enumerated below but deemed “seriously dangerous or violent behavior” may be considered Level Five at the behest of our Head of School)*

- 5.1 Forcible Injury towards an Adult – using force against or inflicting or attempting to inflict serious injury against school personnel or school safety
- 5.2. Forcible Injury towards a Peer – using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others
- 5.3 Drug Distribution – selling or distributing illegal drugs or controlled substances
- 5.4 Possession of a Weapon – possessing any weapon other than a firearm as defined in Category I
- 5.5 Using a Weapon (Firearm) – using any weapon as defined in Category II to attempt to inflict injury upon school personnel, scholars or others
- 5.6 Using a Weapon – using any weapon other than a firearm to attempt to inflict injury or to inflict injury on school personnel, scholars or others
- 5.7 Possession of a Firearm – possessing or using a firearm

**Prohibited Weapons Policy**

Prohibited Weapons – Category I	Prohibited Weapons – Category 2
<ul style="list-style-type: none"> <li>● Firearm, including pistol and handgun, silencers, electronic darts and stun gun;</li> <li>● Shotgun, rifle, machine gun, or any other weapon which simulates or is adaptable for use as a machine gun;</li> </ul>	<ul style="list-style-type: none"> <li>● Imitation gun;</li> <li>● Loaded or blank cartridges and other ammunition;</li> <li>● Stink bombs;</li> <li>● Stun pens;</li> <li>● Any deadly, dangerous, or sharp pointed instrument, which can be used or is intended</li> </ul>

<ul style="list-style-type: none"> <li>● Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun);</li> <li>● Switchblade knife, gravity knife, pilum ballistic knife; and cane sword (a cane that conceals a knife or sword);</li> </ul>	<p>for use as a weapon (such as scissors, nail file, broken glass, chains, wire, laser beam, pointers).</p>
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<ul style="list-style-type: none"> <li>● Dagger, stiletto, dirk, razor, box cutter, utility knife and other dangerous knives;</li> <li>● Billy club, blackjack, bludgeon, chukka stick, and metal knuckles;</li> <li>● Sandbag and sandclub;</li> <li>● Slingshot (small heavy weights attached to or propelled by a thong) and slung shot;</li> <li>● Martial arts objects including Kung-Fu stars, nunchucks, and shuriken;</li> <li>● Explosives, including bombs, firecrackers, and bombshells.</li> <li>● Acid or deadly or dangerous chemicals;</li> </ul>	
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**Firearm Violations**

Federal and New York law require the expulsion from school for a period of not less than one year of a scholar who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Head of School may modify such expulsion requirement for a scholar on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

“Weapon,” as used in this law means a “firearm,” as defined by 18 USC § 921, and includes firearms and explosives. (New York Education Law §3214 effectuates this federal law.) The following are included within this definition:

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

The Head of School shall refer a scholar under the age of sixteen who has been

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

## **APPENDIX A – School Discipline Policy**

To ensure that an environment is created where teaching and learning can thrive, the Dr. Richard Izquierdo Health and Science Charter School has developed a series of rules that address proper scholar behavior, maintenance of order within the school and while people are engaged in school activities, and a statement of scholar rights and responsibilities.

School staff will ensure that parents and scholars are well informed of these policies before enrollment, at the time that scholars' sign up for entry into the charter school, and as changes are made throughout the school year. As such, scholars will not be surprised about what type of behavior is expected from them, and parents will be reassured about the type of classroom environment that will be maintained in the Dr. Richard Izquierdo Health and Science Charter School.

It is critical that faculty and staff have a full understanding of the school's discipline policy, are clear on recognizing situations in which scholars' behavior is in proper accordance with the policy and when the policy has been violated and are versed in the various procedures and policies surrounding varying degrees of infractions of the policy. All staff will be provided with professional development on school discipline issues, in particular implementing the discipline policy as well as implementing overall consistent and effective behavior management and discipline strategies in the classroom and in the greater school community. Staff will be provided with training in this area as close to the start of the school year as possible or shortly upon their engagement with the school, if they are hired during the school year. Follow-up training throughout the year will be provided if deemed necessary.

This policy sets forth the Dr. Richard Izquierdo Health and Science Charter School's policy regarding how scholars are expected to behave when participating in school activities, on and off school grounds, and how the school will respond when scholars fail to behave in accordance with these rules. In all disciplinary matters, scholars will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions. Depending on the severity of the infraction, disciplinary responses include, but are not limited to, suspension (short or long term), detention, exclusion from extracurricular activities, and expulsion. Where appropriate, school officials also will contact law enforcement agencies.



<b>Level #1 Infractions (Insubordinate Behavior)</b>	<b>Range of Possible Disciplinary Responses</b>
<ol style="list-style-type: none"> <li>1. Being late to school</li> <li>0. Bringing prohibited equipment to school without authorization (cell phones, mp3 players, toys, electronic devices)</li> <li>1. Failing to be in one's assigned place on school premises (staying within your classroom/ in your assigned spot).</li> <li>2. Behaving in a manner which disturbs the education process (e.g., making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming, in the classroom and in the hallway, etc.)</li> <li>3. Engaging in verbally rude or disrespectful behavior (to both teachers and peers: talking back when given a direction, name-calling, mimicking, harassing, teasing, taunting, etc.)</li> <li>4. Wearing clothing or other items that are unsafe or disruptive to the educational process (not wearing uniform, wearing non-school regulated street clothes, not wearing closed-toed shoes, etc.)</li> <li>5. Posting or distributing material on school premises in violation of written Dr. Richard Izquierdo Health and Science Charter School's rules.</li> <li>6. Using school computers, faxes, telephones, or other electronic equipment without permission.</li> <li>7. Using or touching other people's property without permission (both teachers' and peers' property, belongings, equipment, supplies, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Restorative Conferencing</li> <li>0. Reprimand by appropriate supervisor (e.g., Head of School, teacher)</li> <li>1. Parent conference</li> <li>2. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention, or communal lunchtime)</li> <li>3. Removal from classroom by teacher (After a scholar is removed from a classroom by any teacher three times during a semester, Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a teacher)</li> <li>4. Scholar's parent may be requested: requests to pick students up will be tracked, and for students with IEPs be included in the school's count of removals for students with disabilities.</li> </ol>

Level #2 Infractions (Disorderly, Disruptive Behaviors)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> <li>1. Smoking or vaping</li> <li>2. Gambling</li> <li>0. Using profane, obscene, vulgar, lewd, or abusive, language or gestures</li> <li>1. Lying, or giving false information to school personnel</li> <li>2. Misusing property belonging to others (including breaking, destroying, ripping, etc.).</li> <li>3. Engaging in or causing in disruptive behavior on the school bus, causing safety issues to the driver, scholars, and self. *</li> <li>4. Leaving class or school premises with permission of supervising school personnel.</li> <li>5. Engaging in inappropriate or unwanted physical contact (poking, pinching, tapping, throwing of objects, etc.).</li> <li>6. Violating Dr. Richard Izquierdo Health and Science Charter School's Internet use policy, e.g., use of the school's system for no-educational purposes, security/privacy violations</li> <li>7. Engaging in scholastic dishonesty, which includes: cheating, plagiarizing, colluding, copying, etc.</li> <li>8. Plagiarizing (appropriating someone's work and using it as one's own for credit without required citation and attribution.)</li> <li>9. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit.)</li> <li>10. Engaging in a pattern of persistent Level 1 behavior (whenever possible and appropriate, prior to imposing a Level 2 disciplinary response, school should have exhausted the disciplinary responses in Level 1 infractions)</li> </ol>	<ol style="list-style-type: none"> <li>1. Restorative Conferencing</li> <li>2. Reprimand by appropriate supervisor (e.g., Head of School, teacher)</li> <li>3. Parent conference</li> <li>4. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention, or communal lunchtime)</li> <li>5. Removal from classroom by teacher (After a scholar is removed from a classroom by any teacher three times during a semester, Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a teacher)</li> <li>6. Scholar's parent may be requested: requests to pick students up will be tracked, and for students with IEPs be included in the school's count of removals for students with disabilities.</li> <li>7. Short term suspension (1-5 days)</li> </ol>

Level #3 Infractions (Seriously Disruptive or Dangerous Behaviors)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> <li>1. Being insubordinate; defying or disobeying the lawful authority of school personnel or school safety agents.</li> <li>2. Using slurs based upon race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability.</li> <li>3. Fighting/ engaging in physical aggressive behavior (hitting, punching, spitting, kicking, hitting with an object, etc.).</li> <li>4. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school in violation of written school rules.</li> <li>5. Engaging in theft or knowingly possessing property belonging to another without authorization.</li> <li>0. Engaging in inappropriate or unwanted physical contact*.</li> <li>1. Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means.</li> <li>2. Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm. (Disciplinary responses 3-8 only)</li> <li>3. Engaging in vandalism or other intentional damage to school property, staff property, or others; including scholar bathrooms. (Disciplinary responses 3-8 only)</li> <li>4. Falsely activating a fire alarm or other disaster alarm or making a bomb threat. (Disciplinary responses 3-8 only)</li> <li>5. Engaging in gang related behavior (e.g., wearing gang apparel, writing graffiti, making gestures or signs) (Disciplinary responses 4-8 only)</li> <li>6. Engaging in a pattern of persistent Level 2 behavior** (Whenever possible and appropriate, prior to imposing a Level 3 disciplinary response, school officials should have exhausted the disciplinary responses in Level 2. Further, repeated Level 2 infractions are limited to Level 3 disciplinary responses.) (Disciplinary responses 4-8 only)</li> </ol>	<ol style="list-style-type: none"> <li>1. Restorative Conferencing</li> <li>0. Reprimand by appropriate supervisor (e.g., Head of School)</li> <li>1. Parent conference</li> <li>2. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention, or communal lunchtime)</li> <li>3. Removal from classroom by teacher (After a scholar is removed from any classroom by any teacher three times during a semester, a Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a teacher). Scholar's parent may be requested: requests to pick students up will be tracked, and for students with IEPs be included in the school's count of removals for students with disabilities.</li> <li>4. Short term suspension (1-5 days)</li> <li>5. Long term suspension (6-30 days)</li> </ol>

	<p>*The school will offer appropriate counseling to scholars engaging in this behavior</p> <p>**This infraction applies only to infractions 1-8 in Level 2, grades K-5</p>
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Level #4 Infractions (Dangerous or Violent Behavior)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> <li>1. Engaging in intimidation, coercion or extortion or threatening violence, injury, harm or retaliation to another or others.</li> <li>2. Engaging in behavior, which creates a substantial risk of or results in injury.</li> <li>3. Engaging in intimidating and bullying behavior-threatening, stalking or seeking to coerce or compel a scholar or staff member to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practice, gender, sexual orientation or disability. This includes cyber bullying.</li> <li>0. Engaging in sexual harassment* (to peers or school staff). <ol style="list-style-type: none"> <li>1. Possessing illegal drugs, alcohol or controlled substances without appropriate authorization. *</li> <li>2. Engaging in threatening, dangerous or violent behavior, which is gang-related. (Disciplinary responses 4-6 only)</li> <li>3. Participating in an incident of group violence. (Disciplinary responses 4-6 only)</li> <li>4. Threatening while on school property, to use any instrument that appears capable of causing physical injury. (Disciplinary responses 4-6 only)</li> <li>5. Engaging in behavior on the school bus, which creates a substantial risk of injury or results in injury. (Disciplinary responses 4-6 only)</li> <li>6. Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity. * (Disciplinary responses 4-6 only)</li> <li>7. Committing arson. (Disciplinary responses 4-6 only)</li> <li>8. Inciting/causing a riot. (Disciplinary responses 4-6 only)</li> <li>9. Possessing any weapon as defined in Category II.*** (Disciplinary responses 4-6 only)</li> <li>10. Using illegal drugs, alcohol or controlled substances without appropriate authorization. *(Disciplinary responses 4-6 only)</li> <li>11. Engaging in a pattern of persistent Level 3 behavior*** (Whenever possible and appropriate, prior to imposing a Level 4 disciplinary response, school officials should have exhausted the disciplinary responses in Level 3. Further, repeated Level 3 infractions are limited to Level 4 disciplinary responses)</li> <li>12. Leaving the building without permission.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Restorative Conferencing</li> <li>2. Parent conference</li> <li>0. In-school disciplinary actions (e.g., exclusion for extracurricular activities, recess, detention, or communal lunchtime) <ol style="list-style-type: none"> <li>1. Removal from classroom by any teacher. (After a scholar is removed from any classroom by any teacher three times during a semester or twice in a trimester, a Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in a removal by a teacher.)Scholar's parent may be requested: requests to pick students up will be tracked, and for students with IEPs be included in the school's count of removals for students with disabilities.</li> <li>2. Short term suspension (1-5 days)</li> <li>3. Long term suspension (6-30 days)</li> <li>4. Expulsion</li> </ol> </li> </ol> <p>*The school should offer appropriate counseling to scholars who engage in this behavior</p> <p>***Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the Head of School must consider whether there are mitigating factors present. In addition, the Head of School must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance and weight.</p>

<p style="text-align: center;"><b>Level #5 Infractions (Seriously Dangerous or Violent Behavior)</b></p>	<p style="text-align: center;"><b>Range of Possible Disciplinary Responses</b></p>
<ol style="list-style-type: none"> <li>1. Using force against or inflicting or attempting to inflict serious injury against school personnel or school safety agents.</li> <li>2. Using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others.</li> <li>3. Selling or distributing illegal drugs or controlled substances. *</li> <li>4. Possessing any weapon, other than a firearm, as defined in Category I.</li> <li>5. Using any weapon as defined in Category II to attempt to inflict injury upon school personnel, scholars or others.</li> <li>6. Using any weapon, other than a firearm, as defined in Category I or II to inflict injury or Category I to attempt to inflict injury upon school personnel, scholars or others.</li> <li>0. Possessing or using a firearm**</li> </ol>	<ol style="list-style-type: none"> <li>1. Restorative conferencing</li> <li>2. Short term suspension (1-5 days)</li> <li>3. Long term suspension (6-30 days)</li> <li>4. Expulsion</li> </ol> <p>*The school will offer appropriate counseling to scholars engaging in this behavior</p> <p>**In determining whether the behavior is gang related, school officials may consult with the New York City’s Office of School Safety and Planning’s Gang Unit.</p>

## **Short Term Suspension**

A short-term suspension refers to an in-school removal or out-of-school removal of a scholar for disciplinary reasons for a period of five or fewer days. A scholar who has committed any of the infractions listed below shall be subject minimally to a short-term suspension, unless the Head of School determines that an exception should be made based on the individual circumstances of the incident and the scholar's disciplinary record. The Head of School reserves the right to adjust the punishment for each infraction per his or her judgment.

### **Disciplinary Infractions**

#### **Procedures and Due Process for Short Term Suspension**

The Head of School may impose a short-term suspension and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S. 565). Before imposing a short-term suspension, or other, less serious discipline, the Head of School shall provide notice to inform the scholar of the charges against him or her, and if the scholar denies the charges, an explanation of the evidence against the scholar. A chance to present the scholar's version of events shall also be provided.

Before imposing a short-term suspension, the Head of School shall immediately notify the parents or guardian in writing that the scholar may be suspended from school. Written notice of the decision to impose suspension shall be provided by email to parent, personal delivery or express mail delivery within 24 hours at the last known address(es) of the parents or guardian. 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 parents or guardian of their right to request an immediate informal informational conference with the Head of School. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardians. Such notice and opportunity for an informal conference shall take place prior to the suspension of the scholar unless the scholar's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

The Head of School's decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with Dr. Richard Izquierdo Health and Science Charter School's complaint process.

## **Long Term Suspension/Expulsion**

A long-term suspension refers to the removal of a scholar from school for disciplinary reasons for a period of more than 10 days. Expulsion refers to the permanent removal of a scholar from school for disciplinary reasons. A scholar who is determined to have committed a serious infraction on the Behavior Matrix (e.g., Level 4 or 5 violations) shall be subject to a long-term suspension or expulsion, unless the Head of School determines that an exception should be made based on the circumstance of the incident and the scholar's disciplinary record. Such a scholar may also be subject to any of the disciplinary measures outlined elsewhere in this document including a referral to the appropriate law enforcement authorities.

A scholar who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the Head of School's discretion only if the scholar has committed the act at least three times in the academic year.

### **Procedures and Due Process for Long Term Suspension or Expulsion**

The Head of School may impose a long-term suspension or expulsion. Such consequences may be imposed only after the scholar has been found guilty at a formal disciplinary hearing. Upon determining that a scholar's action warrants a possible long-term suspension or expulsion, the Head of School shall verbally inform the scholar 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 Head of School also shall immediately notify the scholar's parent(s) or guardian(s) in writing. Written notice shall be provided by email, personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents that resulted in seeking the suspension or expulsion and shall indicate that a formal hearing will be held on the matter, which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the scholar shall have the right to be represented by counsel, question witnesses, present evidence and challenge evidence presented against the scholar.

The Head of School shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The decision of the hearing officer will be treated as binding, pending a review by the Head of School. If all or part of the decision is rejected, a new hearing may be scheduled in observance of due process protection. The Head of School's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian, in compliance with federal standards on due process, through an appeal process to the Board of Trustees. Parents / guardians interested in making an appeal should notify the Head of School in writing within 5 days of receiving the hearing officer's report. NOTE: In any instance where the Head of School is directly involved in the instance(s) at issue for a suspension or expulsion, the Head of School shall appoint a designee to handle any investigation, hearing and determination.

### **Provision of Instruction During Removal**

The school will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a scholar who has been suspended, alternative instruction will be provided to the extent required by applicable law including provisions for instruction of a minimum of 2 hours per day, in a manner deemed appropriate by the school and compliant to students with special needs. For a scholar who has been expelled, alternative instruction will be provided in like manner as a suspended scholar until the scholar enrolls in another school for a reasonable period thereafter or until the end of the school year.



Alternative instruction will be provided to scholars suspended or expelled in a way that best suits the needs of the scholar. Instruction for such scholars shall be sufficient to enable the scholar to make adequate academic progress and shall provide them the opportunity to complete the assignments, learn the curriculum and participate in assessments. Instruction will take place in one of the following locations: the child's home, a contracted facility (e.g., in the school district of location), or a suspension room or other room at the school. During any removal for drug or weapon offenses, additional services shall include strategies designed to prevent such behavior from recurring.

## **Search and Seizure**

A scholar and/or the scholar's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that scholar will result in evidence that the scholar violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the scholar by school authorities and returned to parents at the school or turned over to law enforcement as appropriate.

All school-related property always remains under the control of the School and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A scholar shall not place or keep in a locker, desk or other school-related property any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school. The following rules will apply to the search of school property assigned to a specific scholar and the seizure of illegal items found therein:

- School authorities will make a reasonable search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property, or which may be used to disrupt or interfere with the educational process
- Searches shall be conducted under the authorization of the Principal or his/her designee
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed by school authorities
- Searches of an individual will be made on individual suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school sponsored or related function, whether it is on school grounds or not

### **Searches of Students**

In the event of a situation which requires immediate intervention to protect the safety and security of the school community or any individual, if there is a reasonable suspicion that a student is in violation of the law (i.e., rumors of drugs or dangerous weapon, smell of alcohol or marijuana), and/or if it is known that a student has been in recent violation of the school's weapon/drug/alcohol policies, the school may conduct searches of students and student property. This includes, but is not limited to, backpacks. School desks, lockers and other equipment remain the property of the school and students should have no expectation of privacy in these areas. Prior to any search, students will be given an opportunity to produce any item in his/her

possession that should not be in school. Should a student refuse to cooperate with a search request, the school may confiscate the property in question. Law enforcement may also be contacted to assist with a search, as appropriate.

A school search will be justified at its inception if the school officials had reasonable grounds to suspect it would turn up evidence that a student violated or was violating law or school rules. The scope of the search will be permissible if the measures used were related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The family of the student who has been searched will be notified of the incident.

### **Freedom of Expression**

Scholars are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the scholar disciplinary policy and the school dress code, violations of which are punishable as stated in the disciplinary policy.

Scholar participation in the publication of school-sponsored scholar newsletters, yearbooks, literary magazines, and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities.

No person shall distribute any printed or written materials on school property without the prior permission of the Head of School. The Head of School may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The Head of School may also regulate the time, place, manner and duration of such distribution.

### **Off-Campus Events**

Scholars at school-sponsored off-campus events shall be governed by all the guidelines of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school-sponsored off-campus events and may result in additional disciplinary measures in accordance with the scholar disciplinary policy. Scholars in uniform off campus represent the school and will be held to the same rules and regulations as if they are on campus.

## **Scholar Records**

Dr. Richard Izquierdo Health and Science Charter School will maintain written records of all suspensions and expulsions including the name of the scholar, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons. Dr. Richard Izquierdo Health and Science Charter School will comply with NYSED's VADIR data collection requirements and disciplinary data and submit that information to NYSED by required deadlines.

Charter schools are subject to the federal Family Education Rights and Privacy Act of 1974 (FERPA), which requires a school to protect a scholar's privacy. Dr. Richard Izquierdo Health and Science Charter School will not disclose any information from the scholar's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a scholar under 18 years of age, or a scholar 18 years of age or older, is entitled to access to the scholar's school records by submitting a written request to the Head of School. Further information concerning the disclosure of scholar information and limitations on such disclosure may be found in FERPA and the school's FERPA policy.

## **Disciplinary Policy for Scholars with Disabilities**

In addition to the discipline procedures applicable to all scholars, Dr. Richard Izquierdo Health and Science Charter School shall implement the following disciplinary policy procedures with respect to scholars with disabilities. [A scholar not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.527(b)—that a disability exists is entitled to be disciplined in accordance with these provisions.] Dr. Richard Izquierdo Health and Science Charter School shall comply with sections 300.519- 300.529 of the Code of Federal Regulations (CFR) and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

If a scholar violates the School's discipline code and is being considered for a suspension or removal, the School must ensure the following due process protections are provided to the scholar and to the scholar's parent(s) in addition to those set forth in the regular education discipline code. For suspensions of five school days or less, the scholar's parent(s) or guardian must be provided with a written notice, and a follow up telephone call if possible, within 24 hours of the incident leading up to the suspension which describes the basis for the suspension and explains that the parent or guardian has the right to request an informal conference with the Head of School and appropriate staff to discuss the incident and question any complaining witness against the scholar. For suspensions in excess of five consecutive school days, the scholar's parent(s) or guardian must be provided with a written notice which indicates that the district proposes to suspend the scholar from school in excess of five consecutive school days, describes the basis for the proposed suspension, explains that the scholar has an opportunity for a fair hearing conducted by the Head of School or his or her designee at which the scholar has the right to counsel, will have a right to question any witnesses accusing him/her of committing the misconduct charge, and to present witnesses on his/her behalf. Where possible, notification must also be provided by telephone. In addition, the School must provide alternative education to the scholar during the suspension as set forth below, including any special services required by the Individualized Education Program (IEP) prepared by the scholar's Committee on Special

Education (CSE) of their district of residence. The Head of School shall make final determination on a suspension or removal of a scholar, following due process.

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

Scholars for whom the IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the scholar or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the CSE of the scholar's district of residence for consideration of a change in the guidelines.

If a scholar identified as having a disability is suspended during the course of the school year for total of eight days, such scholar will immediately be referred to the CSE of the scholar's district of residence for reconsideration of the scholar's educational placement. Such a scholar shall not be suspended for a total of more than ten days during the school year without the specific involvement of the CSE of the scholar's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement. In considering the placement of scholars referred because of disciplinary problems, the CSE of the scholar's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

Dr. Richard Izquierdo Health and Science Charter School shall work with the district to ensure that the CSE of the scholar's district of residence meets within 7 days of notification of any of the following: (1) The commission of an infraction by a scholar with a disability who has previously been suspended for the maximum allowable number of days; (2) The commission of any infraction resulting from the scholar's disability; (3) The commission of any infraction by a disabled scholar, regardless of whether the scholar has previously been suspended during the school year if, had such infraction been committed by a non-disabled scholar, the Head of School would seek to impose a suspension in excess of 5 days.

Also, Dr. Richard Izquierdo Health and Science Charter School will ensure that when the suspension or removal of a scholar with a disability will constitute a disciplinary change of placement, the CSE will be immediately notified so that the CSE can meet its required obligations to:

- 1) Convene a CSE meeting within 10 school days to make a manifestation determination.
- 2) Convene a CSE meeting within 10 business days to develop a plan to conduct a functional behavioral assessment or review an existing functional behavioral assessment or behavioral intervention plan.
- 3) Provide the scholar's parent with a copy of their procedural due process rights.
- 4) Work closely with the CSE of the scholars' district of residence in determining education services and/or alternative instruction consistent with the FAPE requirements.

### **Provision of Services During Removal**

Those scholars removed for a period fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions

will be made to permit a suspended scholar to make up assignments or tests missed as a result of such suspension. Dr. Richard Izquierdo Health and Science Charter School also shall provide additional alternative instruction with the reasonable promptness and by appropriate means to assist the scholar, so that the scholar is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

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

During any removal for drug or weapon offenses [pursuant to 34 CFR §300.520(a)(2)] services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the scholar's district of residence. The school will place scholars in interim alternative educational settings as appropriate and mandated by 34 CFR §300.520(a)(2).

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

### **CSE Meetings**

Meetings of the CSE of the scholar's district of residence to either develop a behavioral assessment plan or, if the child has one, to review such plan are required when: (1) the child is first removed from his or her current placement for more than ten school days in a school year; and (2) when commencing a removal which constitutes a change in placement. The scholar's special education teacher (or coordinator) and the general classroom teacher will attend all meetings regarding the scholar initiated by the CSE from the scholar's home district.

Subsequently, if other removals occur which do not constitute a change in placement, the School will work with the CSE of the scholar's district of residence to review the child's assessment plan and its implementation to determine if modifications are necessary. If one or more members of the CSE of the scholar's district of residence believe that modifications are needed, then the CSE is expected to meet to modify the plan and/or its implementation.

### **Due Process**

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

if possible, but in no case later than ten school days after the date on which such decision is made, the CSE of the scholar's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action.

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.121(d), which relates to the provision of services to scholars with disabilities during periods of removal. If determined that the behavior is a manifestation of his or her disability, the child's disciplinary action will be amended, and they will be allowed to immediately return to school.

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

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

## APPENDIX B - Healthful Snack Policy

### Dr. Richard Izquierdo Health & Science Charter School HEALTHY SNACK Policy

We are encouraging our scholars to bring healthy snacks to school. They will be allowed to consume healthy snacks during a designated time in the school day.

#### Frequently asked questions:

- **What is a healthy snack?**
  - A light portion of food that provides good nutrition and a high level of energy. Healthy foods are high in vitamins and fiber and low in saturated fat, added sugars, and sodium (salt).
- **What are empty calories?**
  - Empty calories or food that provides no nutritional value. Foods like soda, candy, and chips do more harm to the body than good.
- **How should I package my snack?**
  - All snacks should be placed in a disposable package, like a zip-lock bag.
- **What is the purpose of a healthy snack?**
  - Healthy snacks provide scholars with a high level of energy and helps increase the metabolism. It also helps scholars stay focused and alert throughout the day.
- **Where can I get a healthy snack?**
  - You can find all of the prescribed healthy snacks at your neighborhood grocery store. Stores like C-Town, Western Beef, Pathmark, and BJ's have these snacks available.
- **Are these snacks expensive?**
  - Fruits and vegetables are a relatively cheap snack. Whole grain crackers and low-fat yogurt are also inexpensive. Snacks are not a full meal, so they shouldn't cost as much.
- **Can water be put into other beverage containers?**
  - No other beverage cans/containers may be used. If water is put into an Arizona or Gatorade container they will be thrown out.



*Please refer to food options below if you need ideas on what your child can bring in for snack.*



<b>Fruits</b>	<b>Vegetables</b>	<b>Beverages</b>	<b>Combinations and Miscellaneous</b>	<b>Foods that are PROHIBITED</b>
Apples - slices Bananas Blueberries Blackberries Cantaloupe cubes Cherries Clementine Grapes Kiwis - sliced Grapefruit Sliced Mangoes Sliced Peaches Tangerines Dried fruits	Baby carrots Broccoli Cauliflower Green peppers Red Peppers Banana Peppers Celery sticks Cucumber slices/sticks Grape tomatoes Bell peppers - sliced** Pickles	Water Seltzer water (non-sugared sheltered water.	Yogurt and fruit Crackers and hummus Guacamole and crackers Fruit & vegetable smoothies Salads Sunflower seeds Pumpkin seeds Nutrition bars	Soda Candy Fried foods Fast foods Juices that are not 100% juice Chips of any kind Popcorn Cookies (oatmeal raisin is okay)

## **APPENDIX C– Policy Regarding Sports & After-School Program Participation**

### **Sports Program**

Dr. Richard Izquierdo Health and Science Charter School offers a variety of competitive and intramural sports, including basketball, baseball, volleyball, cross country, soccer and softball. The program is open to all scholars in good academic and behavioral standing.

### **Good Standing**

In order to be in good standing, scholars must pass **both** the academic and work ethic components of their classes. Typically, scholars who are scoring 80 percent or higher are seen as in good standing.

Scholars who fall below the minimum requirements may be put on probation or withdrawn from the team. Additionally, if a scholar is missing assignments or failing a class within a quarter, s/he may be temporarily withdrawn from the team until work has been submitted or the grade has improved.

Attendance at school is also a requirement of participating in the sports program and this includes lateness to school and class. Participants must get a weekly behavior/academic form signed by each of their teachers, failure to do this will cause them to be removed from the team.

### **Behavioral Policy**

It is expected that our scholars behave in an exemplary manner at all times. The school's Discipline Code applies to participation in the sports program. Behavior that would constitute withdrawal from a sports team includes, but is not limited to:

- Persistent classroom disruptions
- Excessive detentions
- Suspension
- Recommendation from the Dean's Office

## **APPENDIX D– Policy Regarding Music & Arts Performances**

### **Music Program**

The music and arts program at Dr. Richard Izquierdo Health and Science Charter School is designed to develop the whole scholar. The knowledge and skills of playing instruments and voice is essential to academic achievement. The following are the requirements for participation in the music program.

#### **Music Program Requirements:**

##### Uniform for Performances:

- White Shirts: Button Down or Polo, Long or short sleeved, no logos or prints.
- Black pants (no jeans) or knee length black skirts
- Black shoes

##### Attendance and Rehearsals:

- Attendance is mandatory for all music classes
- Excessive absences will affect the scholars grade and their ability to perform in the concerts
- Dress Rehearsals for the concerts is mandatory
- Detailed information will be sent home prior to each of the concerts

A music contract will be sent home the first day of classes and must be signed and returned to the music teacher.

## **APPENDIX E – Use of Lockers**

Dr. Richard Izquierdo Health and Science School students will be using lockers located in our hallways on the first and second floors. It is important to remember that there are responsibilities that accompany the privilege of having access to lockers. Improper use of lockers will result in a loss of locker privileges. Please note that students are provided access to school lockers at the school's discretion and students do not have a reasonable right of privacy regarding them.

### **Rules & Guidelines**

1. Lockers are assigned to students by the Dr. Richard Izquierdo Health & Science Charter School.
2. Student lockers are provided for school-related materials (books, sweaters, hoodies or jackets).
3. Students with cell phones at school must store their cell phones in their lockers for the entire school day. All cell phones must be turned off.
4. The school does NOT assume responsibility for personal possessions placed in the lockers. The lockers may be searched at any time.
5. The Dr. Richard Izquierdo Health & Science Charter School will provide locks to students. Students should practice their combinations at the time of distribution with their teacher. Combinations should never be shared with other students.
6. Students are accountable for all items placed in their lockers. At no time should students share combinations with their classmates. It is important to remember that locks and lockers are an individual student responsibility.
7. Students should NOT store food, drinks, or trash in lockers.
8. Both the inside and outside of the lockers are to be kept clear of writing, stickers and decorations.
9. Students having problems with their lockers must contact their teachers and/or the office before or after school.
10. Students are permitted to access lockers in the morning between 7:25 am and 7:45 am for the middle school and 8:00 am to 8:20am for the high school and again at the end of the day. Students who are late will NOT be permitted to use lockers.
11. Lockers are subject to inspection by the school at its discretion.

**Violation of any of these principles may result in the suspension of locker privileges.**

## **APPENDIX F - Student Internet Usage Policy**

### **Web Use**

From time to time, students may be asked to use the internet for school assignments and will be provided access to laptop or desktop computers at school. During class, students are only permitted to be on specific websites authorized by the school for academic use. Students may not be on any web sites not specifically permitted by their instructor, including but not limited to, YouTube, Facebook, Google Images, Instagram, Snapchat or any social networking site. Students are expressly prohibited from using the school's computers to access inappropriate or adult content, gambling or gaming websites, or any website that promotes hate, violence, or gang activity. The school reserves the right to determine if a website is inappropriate.

### **Computer Use**

School laptop and desktop computers are expensive learning tools and are property of the school. They are complex and fragile machines and need to be handled delicately. The school will not tolerate any intentional mistreatment of computers, including rough handling, touching another student's computer, or slamming of keyboards or laptop covers. Any student causing damage to a laptop will be billed for the damage caused and will receive disciplinary consequences.

### **Dr. Richard Izquierdo Health and Science Charter School Email**

Students will receive school email addresses that they will use for school-based projects. Students should have no expectation of privacy in these accounts. The school reserves the right to inspect all Dr. Richard Izquierdo Health and Science Charter School email addresses at any time.

### **Cyberbullying**

It is the number one priority of Dr. Richard Izquierdo Health and Science Charter School to ensure a safe environment for all students. Cyberbullying will not be tolerated. Students should understand that posts on Facebook, Twitter, Instagram and other social media are not private and, if they violate the school's disciplinary code, can lead to disciplinary action.

## **Appendix G – Complaint Policy**

Parents or scholars, who have an informal complaint, may bring it to the Principal/Head of school, orally or in writing.

Any family wishing to make a formal complaint about a violation of the School’s charter or the law should notify the Board in writing as soon as possible as such violation has occurred. The Board will commence an investigation into the allegations either by a committee or by the Board’s designee. Written formal complaints should be addressed to the Board Chair, Ms. Duarna Oller at [info@drizquierdocs.org](mailto:info@drizquierdocs.org).

Decisions of the board will be communicated in writing no later than 30 business days after receipt of the complaint. If, after the Board’s decision has been communicated, the complainant wishes to appeal the decision further, the complainant may submit a formal complaint to the school’s authorizer, the New York City Department of Education. The appeal must be in writing and can be sent to [charteroversight@schools.nyc.gov](mailto:charteroversight@schools.nyc.gov).

If the complainant is not satisfied with the determination of the authorizer, the matter can be appealed to the New York State Board of Regents, whose ruling shall be final. Complaints to the Board of Regents should be sent to [CharterSchools@nysed.gov](mailto:CharterSchools@nysed.gov).