

EXCELLENCE BOYS

**Excellence Boys Charter School
of Bedford Stuyvesant**

**Elementary Academy
Family Handbook**

2009-10

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Mission

Excellence Boys Charter School prepares young boys to enter, succeed in, and graduate from outstanding college preparatory high schools and colleges. We cultivate in our young men the knowledge, skills, and character necessary to succeed academically, embrace responsibility, and become honorable citizens and courageous leaders, who embody the Excellence Boys Creed Values: Courage, Brotherhood, Justice, Respect, Hope, Honesty, Love, and Scholarship.

Attendance – General

Attendance is the first step in ensuring academic achievement. In order for scholars to reach for their personal best, they must show up and make their strongest effort at school each and every day. At Excellence Boys, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your son to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the parent/guardian/family-school contract, and students who miss an excessive number of days may not be promoted to the next grade.

- ***All Absences – “Excused” and “Unexcused” – Are Considered Absences:*** Any day your son does not attend school is considered an absence. Student illness (with doctor’s note), a death in the family, religious holiday (with parent/guardian/guardian’s notes) are all considered absences at Excellence Boys. While we appreciate a call or note from a parent, guardian, or doctor explaining the absence, the student is still considered (and marked) absent from school.
- ***Never Miss School for Appointments:*** Parents/guardians/families are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 1:45 PM) or days when school is not in session. In the rare case when a student has a medical appointment during school, he should not be absent for the entire school day.
- ***Suspensions Are Considered Absences:*** If students are absent from school due to suspension, these days will be treated the same as absences.
- ***Early Dismissal:*** Students are expected to stay in school until the very end of the day (4:00 PM for regular Monday-Thursday dismissal; 1:30 PM on Fridays). Early pickups are disruptive to the learning environment. Since we are intently focused on climbing the mountain to college, we will not release students prior to the end of the school day without prior notification. Please note that departures which occur before 1:00 PM on regular days and before 12:00 PM on early release days will result in the student being marked absent for that entire day.
- ***How the School Will Keep Track of and Follow Up on Student Absences:*** The School will keep records of all student absences. If a student misses school, Excellence Boys staff will make reasonable efforts to contact the student’s parent/guardian by telephone, writing, or in person. Staff will explain the school’s strict attendance policy and request the parent/guardian’s strong

support in enforcing this policy. The Dean of Students will follow up with parents/guardians about attendance issues.

Attendance – Consequences for Absences

- ***Three Absences in a Quarter:*** If a student is absent three times in a Quarter, it is considered a serious issue. **At this point, the parent/guardian will be called to the school to meet with the Dean of Students.** At the meeting, the problem will be discussed and an attendance plan will be developed.
- ***Six Absences in a Year:*** If a student is absent six times in a year, it is considered a serious issue. **At this point, the parent/guardian will be called to the school to meet with the Dean of Students.** At the meeting, the problem will be discussed and an attendance plan will be developed.
- ***Nine Absences in a Year:*** If a student is absent nine times in a year, the student is considered a truant. **At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Dean of Students and Principal.** The Principal reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Administration for Children’s Services.
- ***Twenty Absences in a Year:*** If a student is absent twenty times in a year, the student will be considered a habitual truant. At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The Excellence Boys Board or Board designee will submit an annual report to the State Department of Education that reports the number of habitual truants.

Attendance – Tardiness

Getting to school on time is a key to your son’s success – at school and in life. At Excellence Boys, the learning begins from the moment scholars walk in the door. For instance, students read and complete challenging Critical Thinking problems during breakfast. Students who are late miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

Late students miss academics and tardiness in general is a bad habit. One of the most common reasons that people lose their jobs is persistent tardiness to work.

Definition of Tardiness

Our doors open at 7:15 AM each morning. Students must arrive between 7:15 AM and 7:30 AM **Students arriving after 7:30 AM (as measured by the school’s clocks) are marked tardy.** In cases when a school bus arrives late, those students riding the bus are not considered tardy.

Consequences for Tardiness

The following is a schedule of consequences for tardiness:

- **Three Tardies in a Quarter:** If a student is late three times in a Quarter, it is considered a serious issue. **At this point, the parent/guardian will be called by the Dean of Students.** The problem will be discussed and an “On Time” plan will be developed.
- **Three Tardies Equals One Absence:** Every three tardies will equal one absence and be recorded as such in the student’s file.
- **Seven Tardies in a Year:** If a student is late seven times in a year, it is considered a serious issue. **At this point, the parent /guardian will be called to the school to meet with the Dean of Students.** The problem will be discussed and an “On Time” plan will be developed.

Since every three tardies will be recorded as an absence, **excessive tardiness is a truancy problem.** If a student is absent nine times (and some or all of these absences may actually be due to excessive tardiness), **the student will be at risk of not being promoted to the next grade.**

Arrival and Dismissal Policy

Arrival

- The school officially opens to students at 7:15 AM each day. All students and families should enter the school through the building’s entrance on Macdonough Street. The Patchen Avenue entrance will be reserved for those students riding the bus to school.
- Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside the building until 7:15 AM.

Dismissal

- Monday-Thursday, the school day officially ends at 4:00 PM; Students who are in need of extra help to reach mastery may be required to stay until 5:15 PM.
- On Friday, the school day officially ends at 1:30 PM.
- It is the responsibility of the parent/guardian to ensure a timely pick up of his/her child from school and/or from the school bus stop (Please see *School Bus Transportation*). Late pick ups will not be tolerated. The Dean of Students will contact the families of those students who are picked up late.
- No K-4th Grade student will be allowed to leave the school without an adult escort.
- No student will be allowed to leave the school with an adult who is not his legal guardian unless the guardian has submitted a signed, written note to the Office Managers in advance that specifies the name, address, and working phone number for the adult as well as specific dates for pick-up.
- Families **MUST** submit a release form (provided in the Fall) listing the names and information for any individuals, besides parents/guardians, who regularly are authorized to pick up their children.

Life's Work

Life's Work is an essential part of the Excellence Boys educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Life's Work will be assigned EVERY night and during the summer months at Excellence Boys.** This means that families must help students with their Life's Work in ways that include reading instructions out loud to younger students, creating routines at home for students to follow each day, and providing a quiet, organized place to work.

Life's Work includes 20-30 minutes of required reading every night (including weekends, holidays, and summer months), for which a parent/guardian signature on the reading log is required. Life's Work must be completed in full and in accordance with Excellence Boys's high standards for hard work and professional presentation.

All students are provided with Life's Work Folders that include a nightly Reading Log. Life's Work Folders are designed to teach students essential organizational skills. **The Reading Logs must be filled out properly with a parent/guardian signature, and all assigned Life's Work must be completed and in the folder.** There are high standards for Life's Work. All Life's Work must be neat, clean, and thorough. Life's Work folders are turned in to teachers each morning as soon as students arrive at school.

If Life's Work is late, missing, incomplete, or of poor quality, or if the Reading Log is not completed properly, then the student may face in-school consequences. Moreover, since bringing all necessary books and supplies is part of Life's Work, students may also face consequences if they do not bring all necessary books and supplies. Parents/guardians will receive a phone call if their son has missed several assignments. We expect and need family support to make sure all the Life's Work gets done according to TOP QUALITY standards.

Independent Reading

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

School Schedule

The academic day at Excellence Boys consists of:

Breakfast and Bright Work

Read Aloud (K-4)/Text Analysis (3-4)

Reading (Phonics) (Grades K-3)

Reading (Reading Comprehension) (Grade K-4)

Reading (Computers in Kindergarten and 1st Grade, Independent Work in 2nd-3rd Grades)

Writing

Science/Social Studies

Math Meeting

Math

D.E.A.R. (Drop Everything And Read) (Grade 4)

Fitness

Art/Music

Snack

Lunch

Character Education

Choice Activity Time

Excellence Boys operates from 7:15 AM until 4:00 PM, Monday through Thursday. School is dismissed at 1:30 PM on Fridays to allow teachers adequate time to collaborate and plan.

Students are required to arrive at school on time (by 7:30 AM at the latest) and to remain in school until dismissal at 4:00 PM (1:30 PM on Fridays). It is very important that you send the strong message to your son that school is extremely important. The school attendance habits that are instilled in our scholars at an early age can lead to a lifetime of educational and professional success.

After School Tutoring and Enrichment

Students who are in need of additional help to reach mastery may be required to stay at school from 4:00 to 5:15 PM on select days. During this time, students will receive targeted instruction in reading and math in order to fill any gaps in skill. Parents/guardians will be notified by the school if their children are required to attend this tutoring. Parents/guardians of students who are required to attend must arrange to pick their students up by 5:15 PM, as the school is unable to provide supervision for students beyond this time. Repeated failure to pick up children from after school programming may result in suspension or termination of after school services.

A diverse selection of after-school enrichment programs will begin in the late Fall.

Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Excellence Boys, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, doing their best to “catch students doing the RIGHT thing.” We recognize and celebrate student successes at every opportunity.

We also use consequences and a problem-solving approach to help students fix behavior problems. Students may lose privileges (social time, trips, etc.) when they violate the rules.

Our Dean of Students is the point person on discipline issues. The Dean works closely with teachers, families, and students to help them learn and grow. The Academy Director, Co-Director, Principal, and the Dean have the authority to decide on the appropriate consequences for student behavior. The Academy Director, Co-Director, Principal, and Dean may solicit parent/guardian input in certain situations, but they retain all decision-making authority with respect to school consequences.

School Uniform

All scholars must come to school in the Excellence Boys uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

- **Uniforms unite us as a community.** When you look at a group of students in the Excellence Boys uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the Excellence Boys uniform, they are agreeing to live up to the school’s high expectations.
- **Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- **Uniforms make us all equal.** We all have the same mission. We are all going to college. We all come to school looking the same way.
- **Uniforms look professional.** Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and “dressed for work.”

Students may not change out of the Excellence Boys uniform at any point during the school day. Students must wear the Excellence Boys uniform on all school field lessons (field trips).

Uniform Requirements

- **Shirt:** White, long or short-sleeved Oxford style dress shirt (no lettering, no emblems or logos, no denim, no band collars). Shirts must be tucked in at all times.
- **Tie:** Plain navy blue or school-issued Excellence Boys rep tie
- **Pants:** Navy blue or khaki-colored dress pants (no jeans, no side-pockets, no side loops, no designer labels, no extra zippers, no overalls, no cargo pants, no corduroy).
- **Belt:** Solid brown or black belt; no decorative holes, grommets, or embellishments of any kind.
- **Sneakers:** Solid black, low top sneakers without any embellishments of any kind (**no shoes with stripes, no multi-colored or two-toned shoes, no Heelys**, no boots, no sandals, no moccasins). Shoelaces must be tied at all times.
- **Optional:**
 - **Sweater:** Green V-neck cardigan sweater (no fleeces, no sweatshirts; dress shirt must be worn under sweater). Students may not wear jackets inside the building.
 - **Undershirt:** White undershirt

There is no fitness uniform and students may not change clothes for Fitness. If you are concerned about wear and tear on your son's uniform, we suggest you purchase multiple sets.

Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed. Students may not wear jewelry.

Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation.

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

Family Involvement Policy

Excellence Boys Charter School is a partnership between the school leadership, teachers, scholars, and scholars' families. Although the job of making decisions about school policy belongs to the Board of Trustees, the Principal, and the Co-Director for Operations, family involvement is not only welcome, but absolutely critical to the success of the school.

Excellence Boys families are asked to:

- Reinforce Excellence Boys's academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework
- Ensure that students complete all of their Life's Work every night

- Serve as reading and academic tutors before and after school
- Chaperone field trips and volunteer at the school
- Provide links to summer enrichment opportunities
- Assist with student recruitment
- Support other Excellence Boys families

Excellence Boys family-school relationships are maintained through:

- Conferences with students, families, and teachers
- Family Nights
- Family Potluck Dinners
- A Family Involvement Committee (including families, school staff, and community members) that develops and coordinates family and community involvement initiatives
- Teacher-Family Calls
- Re-orientations for returning students and families in each grade prior to the start of school
- Parents/guardians who serve on the school's Board of Trustees
- Volunteer opportunities

All families are encouraged to participate in the Family Involvement Committee (FIC), which:

- Connects families to volunteer opportunities at the school
- Develops and implements special programs for families
- Sponsors events for the entire school community
- Works with Excellence Boys teachers and school leadership to examine students' academic and social progress and discuss initiatives to improve student outcomes.

In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year:

- **Updates:** Your child will bring home updates from the school in his Life's Work folder. These updates will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to thoroughly review these updates. Parents/guardians must sign their children's Life's Work folders to let us know that you have received this important information.
- **Report Card Nights:** At the end of the first and second trimesters, parents/guardians will be required to come to the school for Report Card conferences with their children's teachers. **Parents/guardians must come to school on the following dates to pick up their children's report cards and meet with their children's teachers:**

November 24th

April 13th

Please mark your calendars now. These are very important opportunities for parents/guardians/families to learn about their children's progress and needs. Report Card conferences are mandatory.

- **Behavior Logs:** Every day your son will bring home a behavior log in his Life's Work folder that informs you of any misbehaviors he displayed that day. You must sign it and return it to school the next day in his Life's Work folder.
- **Phone Calls:** Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours. Please note that every staff member has a dedicated voice mail box that can be reached from the main phone number at (718) 638-1830. The school fax is (718) 638-2548.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly.
- **Visits:** To arrange a visit to the school, please see the section on *School Visitor Policy*.
- **Cell Phones:** Students are not allowed to use cell phones in school or on school field trips. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and only returned to parent/guardian. A student found in possession of a cell phone will be found to have violated this provision of the Code of Conduct and will be subject to the following consequences: 1) for the first violation, the student's parent(s) and/or guardian(s) will be contacted and the cell phone will be confiscated until the student's parent(s) and/or guardian(s) may pick up the cell phone; 2) for a second violation, the cell phone will be confiscated for a period of one week at which time the student's parent(s) and/or guardian(s) may pick up the cell phone; 3) for a third violation, the cell phone will be confiscated for a period of no more than thirty days, at which time the student's parent(s) and/or guardian(s) may pick up the inappropriate cell phone; and 4) for a fourth and any additional violations, the cell phone will be confiscated for a period of no more than thirty days and the student will be subject to disciplinary action, up to and including suspension and/or expulsion from the school.
- **Messages/Phone Use/Voicemail:** It would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events.

Our teachers check their messages once a day after school. They will return your call within 24 hours. If they do not, please call the Academy Director, Co-Director for Operations, or Principal to ensure that your issue is addressed.

Promotion to the Next Grade

Excellence Boys has high standards for promotion. It is not automatically assumed that students will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the essential knowledge and skills. Students may not be promoted if they are performing significantly

below grade-level standards. **Promotion decisions will be based on a student's grades, standardized test scores, attendance, Life's Work completion record, and other assessments. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures to make these decisions.**

A student may be retained if he misses **more than 9 days** in a school year, has significant behavior problems that result in a lot of missed instruction time, or if the student has persistent trouble completing Life's Work assignments.

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

School Calendar and Closings

Please see the Excellence Boys calendar for the scheduled school days for the 2009-10 school year. **Please note that we do not follow the NYC Department of Education calendar.**

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

School Bus Transportation

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

- **Poor Bus Behavior:** Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who behave poorly on the bus compromise the safety of themselves and others. We treat the bus as an extension of the school. As such, we expect our scholar's to behave on the bus the same way they behave at school. **Poor bus behavior may result in suspension or termination of transportation services. If your son is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**
- **Parent/Guardian Late to Pick Up:** Parents/guardians have the responsibility to pick up their child when the bus is at their designated school bus stop. Parents/guardians who are late to pick

their children up make the bus run late, inconvenience other families, and inconvenience the bus driver. As such, late pick ups will not be tolerated. Parents/guardians who miss the bus will be contacted by the Dean of Students. Repeated failure to pick up children from the bus stop at the scheduled time may result in suspension or termination of transportation services.

- **Arrange Transportation Before Your Child Leaves Home:** Students will not be allowed to call home to check and see if they are being picked up. If you need to pick up your child (and your child usually rides the bus) or otherwise change your child's transportation for that day, your options are as follows:
 - **Send in a Note:** Send a note to school with your child explaining the situation and telling who will pick your child up.
 - **In an Emergency, Call the Office Manager Before Noon:** You may call the Office Managers by 12:00 PM to change your child's transportation arrangements for that day. Unfortunately, we will not be able to deliver last minute notes/messages or changes after noon.

School Lunch Program

Breakfast, lunch, and snack will be available at Excellence Boys. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. **Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy foods to school. Candy, gum, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it.**

Assessments

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

Nurse Service and Medication

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

If your child requires medication during school hours, we will assist by administering medication. However, medication may not be given without the completion of the “Administration of Medication” form which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

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

School Visitor Policy

Visitors, especially parents/guardians/families, are a vital part of the Excellence Boys community. We welcome them as partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents/guardians who would like to visit should simply call one day in advance to schedule a class-visit appointment that must be approved by the Academy Director, Principal, and/or the Co-Director for Operations. Upon arriving, all visitors must sign in with the Office Managers.** Approved visitors will enter classes during a regular-scheduled transition period between classes, although they may leave at any time. Approved visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed.

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

Other Information and Policies

Student Belongings

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

Lost and Found

The school will keep a lost and found box near the main office. Parents/guardians may come in any day between 7:30 AM and 4:00 PM to search the Lost and Found. At the end of every year, items left in the box may be donated to a local charity.

School Supplies

Excellence Boys will purchase all of the school supplies needed for the classroom. The only supplies you will need to purchase for your student are those supplies that complement those provided. A list will be distributed prior to each back-to-school orientation.

Classroom Parties, Birthdays, and Other Events

To maintain the structure and consistency of the school day, Excellence Boys does not allow classroom parties. The school will develop alternative ways to celebrate special days in the lives of students. Families should not bring in treats or other food items, unless requested by the school. To avoid hurt feelings, private student invitations to parties and other events should be mailed rather than passed out in class, unless the whole class is invited.

Voluntary Withdrawal

Excellence Boys Charter School is a school of choice.

As such, circumstances may arise in which a parent or guardian wishes to transfer their child to a different school. Families may withdraw students verbally or in writing.

Students who miss five or more consecutive days of school without notifying the school are subject to being un-enrolled. A student who attends another school is subject to being un-enrolled from Excellence Boys Charter School.

The school ensures the timely transfer of any necessary school records to the student's new school.

Human Services

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

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

Family and School Covenant

<u>Student</u>	<u>Parent/Guardian</u>	<u>Teacher</u>
<p>As a <i>student</i> at Excellence Boys Charter School, I agree to:</p>	<p>As a <i>parent/guardian</i> at Excellence Boys Charter School, I agree to:</p>	<p>As a <i>teacher</i> at Excellence Boys Charter School, I agree to:</p>
<p>Make the school a safe and orderly environment so that my classmates and I can succeed academically and personally.</p>	<p>Make the school a safe and orderly environment so that my child and his classmates can succeed academically and personally.</p>	<p>Make the school a safe and orderly environment so that all my students can succeed academically and personally.</p>
<p>Arrive at school on time, attend my classes prepared to think, work, and learn, and do whatever it takes for me and my fellow classmates to learn.</p>	<p>Make sure my child arrives at school on time, attends all of his classes prepared to think, work, and learn, and do whatever it takes for him and his fellow classmates to learn.</p>	<p>Arrive at school on time, prepared to teach.</p>
<p>Complete my Life's Work every night thoughtfully, carefully, and on time.</p>	<p>Help my child in the best way I know how and do whatever it takes for him to learn.</p>	<p>Develop lessons that reflect passion for and knowledge of my subject, assign work that is challenging and engaging, and assess student progress thoughtfully, fairly, and regularly.</p>
<p>Ask questions when I do not understand what is taught or what is expected of me.</p>	<p>Monitor my child's Life's Work to ensure that it is completed, thoughtfully, carefully, and on time.</p>	<p>Help all my students in the best way I know how and do whatever it takes for them to learn.</p>
<p>Be respectful of and courteous to my classmates, my teachers, and all other members of the Excellence Boys Charter School community.</p>	<p>Try to read with my child every night, limit the amount of television he watches, and encourage him to read for leisure and pleasure.</p>	<p>Be respectful of and courteous to all of the members of the Excellence Boys Charter School community.</p>
<p>Adhere to the dress code.</p>	<p>Actively participate in school activities and in my child's education.</p>	<p>Form meaningful and positive relationships with my students, and collaborate with my colleagues.</p>
<p>Adhere to the Code of Conduct.</p>	<p>Communicate respectfully and regularly with my child's teachers, and make myself available to my child, the school, and any concerns they might have.</p>	<p>Communicate respectfully and regularly with my students' parents or guardians, and make myself available to students and parents and any concerns they might have.</p>
<p>Be held accountable for my actions and accept responsibility for making Excellence Boys Charter School a success.</p>	<p>Follow all the guidelines in the Student and Family Handbook.</p>	<p>Be held accountable for my actions and accept responsibility for making Excellence Boys Charter School a success.</p>
<p>Name _____</p>	<p>Name _____</p>	<p>Name _____</p>
<p>Signature _____</p>	<p>Signature _____</p>	<p>Signature _____</p>
<p>Date _____</p>	<p>Date _____</p>	<p>Date _____</p>

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Please check the Excellence Boys Charter School website at www.excellenceboys.org for the Board of Trustees' 2009-10 meeting schedule or contact the school at (718) 638-1830.

Meetings are open to family members and other members of the public.

Uncommon Schools, Inc.

Excellence Boys Charter School is a member of and contracts with Uncommon Schools, Inc. (USI), a nonprofit charter management organization that starts and manages among the most outstanding urban college preparatory charter schools working to close the achievement gap in the Northeast.

Uncommon Schools, Inc. builds uncommonly great schools by developing and managing philosophically aligned, highly accountable, and geographically linked networks.

For more information about Uncommon Schools, visit www.uncommonschools.org.

Code of Conduct

Introduction

Excellence Boys Charter School (the “School”) is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the School community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

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

Definitions

For purposes of the code, the following definitions apply:

- 1) “School” is the Excellence Boys Charter School that is charged with the responsibility of insuring a safe environment and an atmosphere of learning.
- 2) “Parent” means the parent, guardian, or person in parental relation to a student.
- 3) “School property” means on or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.
- 4) “School function” means any school-sponsored extra-curricular event or activity.
- 5) “Violent student” means a student under the age of 21 who:
 - a. Commits an act of violence or uncontrolled behavior upon a school employee, or attempts or threatens to do so.
 - b. Commits, while on school property or at a school function, an act of violence or uncontrolled behavior upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so.
 - c. Possesses a weapon while on school property or at a school function.
 - d. Displays what appears to be a weapon while on school property or at a school function.
 - e. Threatens to use a weapon, facsimile or replica of any type weapon, while on school property or at a school function. In determining whether a threat exists, the victim’s perception shall govern.
 - f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.

- g. Knowingly and intentionally damages or destroys school property.
 - h. Physically intimidates, threatens, or bullies others while on school property or at a school function.
- 6) “Weapons” include, but are not limited to, a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act, any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death. However, pursuant to the intent of this School policy, administrators will have considerable discretion in identifying any of these potentially dangerous implements as a weapon.

Prohibited Student Conduct

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

1. **Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, but are not limited to:
 - 1.1. **Violating the Dress Code:** Parent(s)/guardian(s) may be required to pick up children who are not properly dressed for school, bring the missing Dress Code items to the school, or authorize the student to return home to retrieve the necessary items as students may not be permitted to attend class. Violations of the dress code also may result in additional disciplinary consequences.
 - 1.2. **Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.).
 - 1.3. **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
 - 1.4. **Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class.
 - 1.5. **Cutting School, Class, Detention, Homework Center, Saturday School, Summer School, or Mandatory School Events:** Students are required to attend all academic and enrichment classes, assigned detention, assigned Homework Center, assigned Saturday School, assigned Summer School, and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission.
 - 1.6. **Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus (this policy applies to all students under the jurisdiction of the School, including public and private school students). Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parent(s)/guardian(s) are responsible for travel to and from school) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver’s instructions.

- 1.7. **Misbehaving inside or outside of Class:** Misbehavior inside or outside of class (at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity) is not permitted. Students may not engage in any willful act that disrupts the normal operation of the school community.
- 1.8. **Disrupting Class and Preventing Teaching:** The School can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process.
- 1.9. **Being Disrespectful toward a Staff Member or His/Her Designee(s):** The School cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the School.
- 1.10. **Lying to a Staff Member or His/Her Designee(s):** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.11. **Failing to Comply with the Lawful Directive(s) of a Staff Member or His/Her Designee(s):** Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.
- 1.12. **Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- 1.13. **Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist or homophobic remarks).
- 1.14. **Selling, Using or Possessing Obscene Material:** Students may not sell, use, or possess obscene material.
- 1.15. **Failing to Submit a Required Signature:** Students are required to secure the signature of a parent/guardian on homework assignments or school forms when requested.
- 1.16. **Forgery:** Students may not forge a signature.
- 1.17. **Running in Hallways:** Running in the School's hallways is dangerous and is prohibited.
- 1.18. **Making Unreasonable Noise:** Students are not permitted to make unreasonable noise at school.
- 1.19. **Gum, Food, and Beverages:** Students may not chew gum at school. Students may not eat or drink at unauthorized times or places at school.
- 1.20. **Obstructing Vehicular or Pedestrian Traffic:** Students are not permitted to obstruct vehicular or pedestrian traffic.
- 1.21. **Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building.
- 1.22. **Creating a Hazardous or Offensive Condition:** Students may not create a hazardous or offensive condition.
- 1.23. **Trespassing:** Students may not trespass onto school or other connected property.
- 1.24. **Possession of Inappropriate Property:** Students cannot possess beepers, walkmen, CD players, iPods, MP3 players, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other

items inappropriate for school. A student found in possession of an inappropriate item will be found to have violated this provision of the Code of Conduct and will be subject to the following consequences: 1) for the first violation, the student's parent(s) and/or guardian(s) will be contacted and the inappropriate item will be confiscated until the student's parent(s) and/or guardian(s) may pick up the item; 2) for a second violation, the inappropriate item will be confiscated for a period of one week at which time the student's parent(s) and/or guardian(s) may pick up the inappropriate item; 3) for a third violation, the inappropriate item will be confiscated for a period of no more than thirty days, at which time the student's parent(s) and/or guardian(s) may pick up the inappropriate item; and 4) for a fourth and any additional violations, the inappropriate item will be confiscated for a period of no more than thirty days and the student will be subject to disciplinary action, up to and including suspension and/or expulsion from the school.

- 1.25. **Defamation:** Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school grounds.
 - 1.26. **Cheating, Plagiarism, or Copying Other's Work, or Allowing Others to Copy Work:** Cheating or copying the work of others (or allowing other students to copy work) is unacceptable.
 - 1.27. **Altering Records:** Students may not alter school or school-related records.
 - 1.28. **Gambling:** Gambling or betting is not tolerated.
 - 1.29. **Failing to Comply with School-Imposed Consequences:** Students must comply with school-imposed consequences, including but not limited to detention, Homework Center, Saturday School, Summer School, school service, suspension from school and/or temporary or permanent denial of school-provided transportation.
2. **Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others.** Examples of such conduct include, but are not limited to:
- 2.1. **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, vandalize, or damage the property of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the School for lost, damaged, or stolen property.
 - 2.2. **Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. The School does not tolerate attempts to access the School's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. Students must not mistreat other school property.
 - 2.3. **Violating the Civil Rights of Others:** Students may not violate the civil rights of others.

- 2.4. **Harassment and/or Discrimination:** Harassment or intimidation of or discrimination toward any members of the School community on the basis of race, color, creed, national origin, age, religion, gender, sexual orientation or disability is not permitted. Students may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 - 2.5. **Sexual Harassment:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.
 - 2.6. **Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself or others inappropriately.
 - 2.7. **Indecent Exposure:** Students may not expose the private parts of the body in a lewd or indecent manner.
 - 2.8. **Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
 - 2.9. **Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substances commonly referred to as “designer drugs,” or other intoxicants of any kind. Prescribed and over-the-counter drugs must be delivered to the Nurse or Office Manager by a parent/guardian with a doctor-signed Medication Authorization Form. Students may not be in possession of prescribed or over-the-counter drugs.
 - 2.10. **Selling or Transferring Drugs or Alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.
 - 2.11. **Using or Possessing Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing-tobacco, or other tobacco products.
 - 2.12. **Selling or Transferring Tobacco Products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing-tobacco, or other tobacco products.
 - 2.13. **Inappropriately Using, Sharing, or Distributing Prescription and Over-the-Counter Drugs:** Students may not inappropriately use, share, or distribute prescription and over-the-counter drugs.
3. **Engaging in Violent, Disruptive, and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:
 - 3.1. **Committing a Physical or Emotional Act of Violence on Self or Others:** Students may not commit assault, including sexual assault, or assault and battery on other students, school personnel or their designee(s), or any other person on school property. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students can be disciplined for actions that threaten harm to themselves or others.
 - 3.2. **Causing Bodily Harm:** Students may not cause physical injury to other students, school personnel or their designee(s), or any other person on school property.

- 3.3. **Fighting or Unwanted Physical Contact:** The School's students may not fight with other students—from the School or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated.
- 3.4. **Playfighting, Threatening, Bullying, and/or Intimidating:** Playfighting and/or the use of threats or intimidation threaten the safety of the community. Students may not playfight and/or threaten, bully, or intimidate others.
- 3.5. **Possessing, Displaying, Using, or Threatening to Use a Firearm:** Students may not possess, display, use, or threaten to use a firearm.
- 3.6. **Possessing, Displaying, Using, or Threatening to Use a Mock Firearm:** Students may not possess, display, use, or threaten to use a mock firearm.
- 3.7. **Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him or his property.
- 3.8. **Committing Arson:** Students may not set a fire.
- 3.9. **Setting off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat.

Disciplinary Penalties and Procedures

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

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

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

Detention

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

Suspension from Transportation

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

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

When the Instructional Leader, the Operational Leader, or their designee (referred to as the "suspending authority"), such as a Dean of Students, proposes to impose in-school suspension or suspend a student charged with misconduct for ten days or less, the suspending authority must provide notice and the opportunity for an informal conference. However, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

After the conference, the Instructional Leader, the Operational Leader, or their designee shall advise the parent(s)/guardian(s) in writing of his or her decision. If the parent(s)/guardian(s) are not satisfied with the decision of the Instructional Leader, the Operational Leader, or their designee, they may file a written appeal to the Board of Trustees via the Instructional Leader and the Operational Leader within five business days of the date of the Instructional Leader's and/or Operational Leader's decision. The appeal to the Board will be handled by the Board's designee, currently the School's Managing Director from Uncommon Schools. Only final decisions of the School may be appealed to the Commissioner of Education within 30 days of the decision.

Long Term In-School Suspension or Long Term Suspension from School (more than ten days)

When the Instructional Leader and/or Operational Leader determines that a suspension for more than ten days may be warranted, the student may be removed from class and/or school immediately if the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. The Instructional Leader and/or Operational Leader or their designee shall give reasonable notice to the student and the student's parent(s)/guardian(s) of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel or advocate (at the student's/parent's expense), the right to question witnesses against him, and the right to present witnesses and other evidence on his behalf. The Board's designee, currently the School's Managing Director from Uncommon Schools, shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Board's designee. The report of the hearing officer shall be advisory only, and the Board's designee may accept all or any part thereof.

If the parent(s)/guardian(s) are not satisfied with the decision of the Board's designee, they may file a written appeal to the Board of Trustees via the Instructional Leader and/or Operational Leader within five business days of the date of the decision of the Board's designee. The Board may adopt in whole or in part the decision of its designee and will make its decision based solely upon the record before it. Only final decisions of the School may be appealed to the Commissioner of Education within 30 days of the decision.

Expulsion

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

Discipline of Students with Special Needs

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students 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 students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your student with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review at the Committee on Special Education. You may contact the Special Education Coordinator for further details.

Student Searches

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

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

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to

conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

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

Health Policies

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

If a student requires medication of any kind (including Tylenol, aspirin, and asthma inhalers), the student's parent/guardian must submit an Authorization to Dispense Medication form and must give the medication in the original container to the nurse or Office Managers.

The parent/guardian of any student who is required to carry an asthma inhaler on his/her person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the inhaler with him and a second inhaler that is kept in the nurse's office or with the Office Managers.

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

Internet Content Filtering Policy and Use of Technology

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

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

E-Mail: Student use of email is not allowed.

Chat and User Groups: Student use of chat and user groups is not allowed without approval from the supervising teacher.

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

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

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

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

Visitors to the School

The School encourages parent(s)/guardian(s) and other school citizens to visit the School's classrooms to observe the work of students, teachers and other staff. Schools are a place of work and learning, however, and thus certain limits must be set for such visits. The Instructional Leader and Operational Leader are responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the School:

- 1) Anyone who is not a regular staff member or student of the School will be considered a "visitor."
- 2) All visitors to the School must sign in and report to the main office.
- 3) Teachers are expected not to take class time to discuss individual matters with visitors.
- 4) Any unauthorized person on school property will be reported to the Instructional Leader and Operational Leader. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 5) All visitors are required to abide by the rules for public conduct on school property contained in this Code of Conduct. By entering school property, visitors accept these rules.

The School is committed to providing an orderly, respectful environment; therefore, it is necessary to regulate public conduct on school property and at school functions.

Addressing Concerns

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

informal complaint is not responded to and resolved promptly or satisfactorily, the group or individual should contact the Operational Leader and/or Instructional Leader to discuss the matter; the Operational Leader and/or Instructional Leader shall respond in person, by telephone, or in writing.

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

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

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

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

Freedom of Information Policy

1. Purpose and scope
2. Designation of records access officer
3. Location
4. Hours for public inspection
5. Requests for public access to records
6. Subject matter list
7. Denial of access to records

8. Fees
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Section 1 Purpose and scope.

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
- (b) These regulations provide information concerning the procedures by which records may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- (d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer.

- (a) Excellence Boys Charter School is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Tim Saintsing, Co-Director
225 Patchen Avenue
Brooklyn, NY 11233
(718) 638-1830
tsaintsing@excellencecharter.org

- (b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
 - i) Make records available for inspection; or,
 - ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
 - i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - ii) Permit the requester to copy those records.

- (6) Upon request, certify that a record is a true copy ; and
- (7) Upon failure to locate records, certify that;
 - (i) (insert name of agency or municipality) is not the custodian for such records, or
 - (ii) The records of which (insert name of agency or municipality) is a custodian cannot be found after diligent search.

Section 3 Location.

Records shall be available for public inspection and copying at:

Excellence Boys Charter School
225 Patchen Avenue
Brooklyn, NY 11233

Section 4 Hours for public inspection

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

These hours are:
9:00 AM – 4:00 PM

Section 5 Requests for public access to records:

- (a) A written request may be required, but oral requests may be accepted when records are readily available. Email requests are accepted.
- (b) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- (c) A response shall be given within five business days of receipt of a request by:
 - (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - (2) granting or denying access to records in whole or in part;
 - (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

- (d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
- (e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
- (1) Fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
 - (2) Acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
 - (3) Furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
 - (4) Fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
 - (5) Determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
 - (6) Does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
 - (7) Responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list.

- (a) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.
- (b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- (c) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7 Denial of access to records.

- (a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
- (b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.
- (c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Tim Saintsing, Co-Director
225 Patchen Avenue
Brooklyn, NY 11233
(718) 638-1830
tsaintsing@excellencecharter.org

- (d) Any person denied access to records may appeal within thirty days of a denial.
- (e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
 - (1) the date and location of requests for records;
 - (2) a description, to the extent possible, of the records that were denied; and
 - (3) the name and return address of the person denied access.
- (f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
- (g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals.
Such copies shall be addressed to:

Committee on Open Government
Department of State
41 State Street
Albany, NY 12231

- (h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees.

- (a) There shall be no fee charged for:
 - (1) inspection of records;
 - (2) search for records; or
 - (3) any certification pursuant to this part.
- (b) Copies may be provided without charging a fee.
- (c) Fees for copies may be charged, provided that:
 - (1) The fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 - (2) The fee for copies of records not covered by paragraphs (1) and (2) of this subdivision, shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

Excellence Boys Charter School will provide photocopies of records for 10 cents per page.

Section 9 Public notice.

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Section 10 Severability.

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

PUBLIC NOTICE YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. Excellence Boys Charter School has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

Main Office
225 Patchen Avenue
Brooklyn, NY 11233

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available
2. Records Access Officer(s)

Tim Saintsing, Co-Director
225 Patchen Avenue
Brooklyn, NY 11233
(718) 638-1830
tsaintsing@excellencecharter.org

If you are denied access to a record, you may appeal to the following person(s) or body:

Jabali Sawicki, Principal
225 Patchen Avenue
Brooklyn, NY 11233
(718) 638-1830
jsawicki@excellencecharter.org

Family Educational Rights and Privacy Act (FERPA)

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School's Co-Director for Operations a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The School will make will make copies available to parents for \$0.10 per page.

Submit Requests to:

Tim Saintsing, Co-Director
225 Patchen Avenue
Brooklyn, NY 11233
(718) 638-1830
tsaintsing@excellencecharter.org

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School's Co-Director for Operations, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request,

the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Acknowledgements

In developing this document, we benefited from the generous sharing and collaboration of some of the highest performing urban charter schools in the country, including other schools within Uncommon Schools, the Achievement First schools, KIPP Academies, TEAM Academy, Roxbury Preparatory Charter School, Boston Collegiate Charter School, and Milwaukee College Preparatory Charter School.