



# **Student Handbook**

## **2019•2020**



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## **Mission Statement**

To provide high school age youth with academically challenging learning environments that prepare them to communicate effectively, think and reason critically, value diversity, engage in service learning, pursue academic excellence, and obtain sustainable and quality careers in the health and science industry.

## **Our Purpose**

The primary purpose of HSCS is to provide students with the education and life skills that enable them to pursue and excel in higher education and/or a career in the health sciences. As a result, the school will provide the local, quickly growing healthcare industry with well trained and dedicated professionals to meet current and projected needs.

## **Essential Partners PLC Statement**

The Professional Learning Community (PLC) of the Health Sciences Charter School is an extended learning opportunity intended to foster collaborative learning among the students, faculty, staff, parents and professional partners within the school. The school curriculum is designed to extend the classroom practice into the community and bring different community personnel into the school to enhance the learning of the students. Although all individuals are responsible for their own actions, feelings and opinions, it is the common good of the community that guides the decision making at Health Sciences Charter School.

## Bell Schedule

*(Schedule to change at the discretion of administration)*

# Bell Schedule

<b>PLC</b>	<b>8:00 - 8:40</b>
<b>Period 1</b>	<b>8:43 - 9:23</b>
<b>Period 2</b>	<b>9:26-10:06</b>
<b>Period 3</b>	<b>10:09-10:49</b>
<b>Lunch 1</b>	<b>10:52 - 11:17</b>
<b>Period 4/5</b>	<b>10:52 - 11:32</b>
<b>Period 5/6</b>	<b>11:20 - 12:00</b>
<b>Lunch 2</b>	<b>11:35 -12:00</b>
<b>Period 6/7</b>	<b>11:35 - 12:15</b>
<b>Period 7/8</b>	<b>12:03 - 12:43</b>
<b>Lunch 3</b>	<b>12:18 - 12:43</b>
<b>Period 9</b>	<b>12:46 - 1:26</b>
<b>Period 10</b>	<b>1:29 - 2:09</b>
<b>Period 11</b>	<b>2:12-2:52</b>

## **2019-2020 Calendar of Events**

### **August**

August 29: August Commencement

August 26-29: PD Week

### **September**

September 2: LaborDay (Building Closed)

September 3: First Day (All Students)

September 26: Back to School Night

### **October**

October 4: End of 5 week marking period

October 9: 5 Week Progress Reports Due

October 9: Picture Day

October 9-11: Senior Pictures

October 14: Columbus Day (No School)

October: Underclassmen and Staff Picture Day TBD

October: Senior Picture Days TBD

October 25: PD(no students)

### **November**

November 8: Quarter 1 Grades Close (Grades Due Nov 13)

November 11: Veteran's Day (No School)

November 25-27: Spirit Week

November 28 & 29: Thanksgiving Recess (No School)

### **December**

December 13: 15 Week Progress Reports Due

December 18, 19, 20: Holiday Giving Drive

December 23 -January 1: Winter Recess (No School)

### **January**

January 1: New Year's Day (Building Closed)

January 20: MLK Day (Building Closed)

January 21-23: Regents Exams

January 24: Quarter 2 Grades Close (Grades Due Jan 29)

## **February**

February 17-21: Mid-Winter Recess (No School)

## **March**

March 6: End of 25 Week grades

March 11: Progress Reports Due

March 20th: Diversity Dinner

## **April**

April 6-8: 3rd Quarter Interims

April 9: Quarter 3 Grades Close (Grades Due)

April 10: Good Friday (No School)

April 13-17: Spring Recess (No School)

## **May**

May 13: Senior Dinner

May 15: Prom

May 22: 35 Week Progress Report Due

May : Honor Society Induction

May 25: Memorial Day (Building Closed)

## **June**

June 12: Last Day of Classes

June 15: Regents Review Day

June 16 - 25: Regents Exams

June 26: Rating Day

(Quarter 4 Grades Close and  
Final Grades Due)

June 27: Commencement

Sports Banquet TBA

## **Introduction**

To achieve our mission, every member of the Health Sciences Charter School must respect the rights of all members of the community. This means creating and maintaining an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and expectations that will assist in creating a positive environment in which each student, parent, and teacher can contribute and learn.

### **Principal's Message**

Dear Students:

On behalf of the Health Sciences Charter School it is my pleasure to share with you the 2019-2020 student handbook. Please take the time to review the information found in the handbook both as a student and as a family. The handbook defines the rules, expectations, and information needed to achieve success during your time at Health Sciences. This year has a renewed academic focus and we are asking you to specifically review the rules around uniforms, food, and cell phones. We need your cooperation to remove all distractions and focus on learning and student success.

This school year promises to be full of exciting learning opportunities, increased opportunities for sports and after school options as well as numerous College and Career activities. Whether you wish to enter the workforce, attend college, join the military or provide service to others now is the time to start! Our dedicated staff are here to help you achieve all you have set out to do and are looking forward to supporting you on your journey. We encourage you to partner with your teachers, seek out extra help, take advantage of clubs and the many work based learning opportunities throughout the year in order to maximize your high school experience.

Best of luck this school year.

Sincerely,

Robert Baxter  
Principal

## **Academics**

1. Health Sciences Charter School will have four (4) Marking Periods (MP) for all grade levels and students are additionally required to participate in a mandatory four-week summer session as part of their education.
2. Teachers will be flexible with local final exams and content area benchmarks. The teachers whose students are taking State Assessments or Regents exams at the end of the year may opt to accept the State exam as their final exam grade.
3. Final exam scores will be entered into the school database as a percentage of the final course grade.
4. In specialty content subject areas, it is recommended that teachers give a project in lieu of a final exam.
5. 65% is the passing score at Health Sciences Charter School. At the end of the year, the average of the four MP percentages plus the final exam will be calculated and will represent the student's final grade.
6. At the high school level, students will need to pass all required core subject. Any student who fails to meet the academic criteria for a course will be required to enroll in the summer credit recovery program. If a student fails to successfully complete the summer credit recovery program, they will be required to repeat the course during the next school year.
7. High school students must pass regents exams with a 65% or above in order to receive credit.

## Graduation Requirements

*(Subject to change based on NYS Board of Regents approval)*

### Required Courses:

CURRICULAR AREA	LOCAL DIPLOMA*	REGENTS DIPLOMA	REGENTS WITH ADVANCED DESIGNATION
English	4 credits	4 credits	4 credits
Social Studies	4 credits	4 credits	4 credits
Math	3 credits*	3 credits**	3 credits
Science	3 credits*	3 credits**	3 credits
LOTE/Second Language	1 credit	1 credit	3 credits***
Art/Music	1 credit	1 credit	1 credit
Health	.50 credit	.50 credit	.50 credit
Physical Education	2 credits	2 credits	2 credits
Electives	3.5 credits	3.5 credits	1.5 credits
<b>Total Credits</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>

•100 Hours of Community Service must also be completed by all students\*

\*Students only eligible to receive a Local Diploma if they receive Special Education services through identification by the Committee on Special Education. These students are eligible to take a Regents Competency Test (RCT) to satisfy State Exam Requirements in each of the five Subject Areas.

\*\*An integrated course in Mathematics, Science, or Technology may be used to satisfy the third cred in Math or Science for a Local Regents Diploma. Please see a School Counselor for specific details.

\*\*\*In lieu of the three required credits of LOTE, a student may substitute a Five credit sequence in Art, Fine Art, Business, Technology or Career Education. Please refer to the Course Selection Book located on the school website for more detailed information [www.healthsciencescharterschool.org](http://www.healthsciencescharterschool.org)

### **Summer Program:**

Health Sciences Charter School is a year round school. Students who attend our school must participate in a four week summer program. Students who successfully complete one of the programs will receive credit for their work.

### **Requirements for Programs:**

#### ***College Course:***

Students must have an 80% by the end of the 3<sup>rd</sup> Quarter to be selected. They must also successfully complete all academic requirements.

### **Health Related Internships**

#### **Erie County Medical Center:**

Students had to apply by May 20<sup>th</sup> and have a minimum of an 80 average by the 3<sup>rd</sup> Q to apply. Students are then interviewed and notified by ECMC if they have been chosen for the program. This is a wonderful opportunity for students to obtain hands-on experience in the health career field.

#### **Work-Based Learning:**

The Health Sciences Charter School Career Exploration/Internship Program is inclusive ss learning technical, academic and employability skills by working in a real work environment. The CEIP/WBL brings the classroom to the workplace and the workplace to the classroom. This instructional strategy provides students with a well-rounded skill set that goes beyond academics and includes the *soft skills* needed to succeed in college and the working world. When coordinated with school-based learning, WBL offers project and problem-focused teaching and learning rather than the more abstract and theoretical teaching and learning that often takes place in classrooms. These strategies include mentorship and relationship building with our partners in the community ultimately creating longevity for our CEIP/WBL program while enhancing student lives in the Buffalo community at large.

9th & 10th grade - Each year, Health Sciences Charter school students are given a questionnaire to get information on their interests and future career plans. They will begin learning about the Five Health Science Pathways, be exposed to guest speakers from various careers, begin exploration of their interests, and career experiences.

11th grade - Face to face, one-on-one meeting with Career Coordinator, Mrs. Guerrero to talk about experiences and interests. Begin to look at different partner sites or develop new partnerships based on student needs. Explore the pathways, job shadowing, exploration of paid and unpaid internships

12th grade - spend part of day out in the field, internships, journaling experiences, building a resume, making connections, networking with employers, mentorships, building relationship with partners who become more invested in the individual student

After high school - keeping in touch with HSCS and the partner sites for future employment opportunities

### ***Other Internships***

Students who obtain Health Related internships on their own will be eligible to use this as their summer program with the approval of the principal.

Credit Recovery:

### **Summer School Eligibility:**

#### ***Course Failures:***

Students will only be permitted to participate in two courses. You must have a grade of 55 to 64 and have an 80% attendance in the course. Students must successfully complete 30 hours. The student will receive a "65" on their transcript if they successfully complete the course(s).

#### ***New York State Regents Exam Failures:***

Students who pass the course but fail the New York State Regents examination will be required to attend a one week review course for Regents prep and take the Regents exam in August.

### **SAT and ACT Testing**

Typically, juniors take the SAT (Scholastic Assessment Test) towards the end of the academic year in April, May or June. The SAT is a three hour and forty five minute test that measures critical reading, mathematical reasoning, and writing abilities. It is essential to pay attention to deadlines.

Many students also take the ACT (American College Testing Program). Depending on a student's strengths, he/she may score higher on the SAT or the ACT. Health Sciences recommends that students take both exams. Specific questions or concerns regarding the SAT or ACT can be answered through the registration bulletins or Guidance Department.

The fees for these tests range from \$45.00-\$60.00. Students who receive free or reduced lunch are eligible for fee waivers. Please see the Guidance Department for further information.

Registration can be done online.

SAT [www.collegeboard.com/reg](http://www.collegeboard.com/reg) ACT [www.actstudent.org](http://www.actstudent.org)

Health Sciences Charter School's Code is: 335577

### Academic Integrity

Students at the Health Sciences Charter School are expected to submit work for evaluation that has been completed solely by that student unless group assignments have been so designated. Academic integrity is expected to be maintained at all times. Students should remember that any information taken from a written source must be appropriately documented or that constitutes plagiarism. If a student is found cheating, it will become a disciplinary matter that may be punishable by loss of credit for that assignment and/or further consequences. Students who are unclear about assignments should get instructions from the teacher in writing.

### Violations of Academic Integrity

Violations of academic integrity include but are not limited to the following categories: cheating, plagiarism, fabrication or falsification of research data, destruction or misuse of the school's academic resources, and academic misconduct. This policy applies to all Health Sciences Charter School courses, program requirements, and learning environments in which academic credit is offered, including service learning courses, study abroad program, and internships. Conduct that is punishable under the Academic Integrity Policy could result academic and behavioral consequences dependent on the offense and severity.

1. Cheating: Cheating is any action that breaches school expectations or academic guidelines. This includes unlawful access to examination materials, use or temporary ownership of unauthorized materials during a quiz or exam; unauthorized assistance to other students; or acceptance of such assistance.
2. Plagiarism: Plagiarism is any action that promotes academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:
  - a. The intentional and deliberate copying of any resource, written and verbal, computer files, audio disks, video programs or musical scores, in whole or part, without proper acknowledgement that is the work of another.
  - b. Tendering someone else's work or completed assignment as one's own work.
  - c. The use of another's work or idea without proper acknowledgement.
3. Fabrication or Falsification of Research Data: Fabrication or falsification of research data is any action that misrepresents or purposely alters the process and results of academic research and analysis. This includes but is not limited to falsifying data as part of a lab, service learning requirement or any other academic endeavor.
4. Destruction or Misuse of School's Academic Resources: Destruction or misuse of the school's academic resources includes but is not limited to unauthorized access to or use of school resources including material and equipment; theft, intentionally damaging library materials, and improper use of school computers relative to the educational integrity of the institution. Violations of this nature may also fall under the Student Code of Conduct.

5. Academic Misconduct: Academic misconduct is any action that intentionally discourages the responsible and appropriate sharing of ideas inside the learning environment. This includes but is not limited to any attempt to exploit a classmate or classroom instructor for educational gain; persistent aggressive, hostile, or threatening treatment of a classmate or classroom instructor, advisor or other school personnel; and/or actions or behavior that violate standards for ethical academic behavior established by the Health Sciences Charter School. Violation of this nature may also fall under the Student Code of Conduct.

### **Attendance/Tardy Policy**

At the Health Sciences Charter School all students are expected to attend school for instruction for the entire time that it is in session, unless there is an excused reason for not attending school. All absences require a written note, including the date and reason for the absence, from a doctor or the parent/guardian. The student must present the written note within three days of returning to school. A parent may excuse a child for up to two consecutive days. Absences without a written note will be classified as unexcused absences. Excuses may be verified for authenticity. As a college and career ready school, attendance is considered a workplace expectation and as a result the Principal may withhold academic credit from any student with 16 or more unexcused absences. For courses meeting  $\frac{1}{2}$  year or  $\frac{1}{4}$  year, the same policy will apply and a calculation of the absences will be prorated accordingly. Transfer students will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

### **Determination of Excused/ Unexcused Absences/ Tardiness**

- *Absent*•The student is not in the school building for the entire day or does not attend the assigned class during the entire period of time allotted for that class.
- *Tardy*•A student enters the building after the designated arrival time or a student enters a class after the designated start time.
- *Truancy*•Truancy is the unlawful absence or irregular attendance upon instruction by a student of compulsory education age. A significant, unexcused absentee rate that has a detrimental effect on the child's education

Based upon the students of Health Sciences Charter School, the school's education and community needs, values and priorities, the HSCS has determined that absences and tardiness will be considered excused or unexcused according to the following standard:

#### **Excused**

1. Personal illness
2. Illness or death in the family
3. Unsafe travel conditions
4. Religious observance
5. Medical appointments
6. Quarantine
7. Required court appearances
8. Approved college visit
9. Approved cooperative work
10. Late bus verified by NFTA personnel

### Unexcused

1. Family vacation
2. Baby sitting
3. Hair cut
4. Obtaining learner's permit or license
5. Oversleeping
6. Missed bus
7. Private instruction
8. Wedding
9. Any other reason not listed in "excused" list

Every student is to attend school for instruction for the entire time that is in session, unless there is an excused reason for not attending school. Any absence not included as excused is considered unexcused. Each absence must be accounted for. A written explanation of absence, signed by the parent/guardian, must be presented by the student following each absence within three days.

### Truancy

New York State Law requires that a student attends school every day. Truancy will not be tolerated. Parent conference and disciplinary consequences will result.

- Students with attendance concerns will have letters sent home frequently to advise parents/guardians of their attendance concerns.
- The student will be referred to the School Counselor/Social Worker.
- Students and Parents/Guardians will attend an "Attendance Hearing.":

## **Entering School Tardy**

**\*\*It is crucial that students arrive on time to school in order to have a successful school day. Therefore the following policy has been established\*\***

Tardy students will face automatic detention that will be served with teacher or administrative detention. Additional tardiness will result in additional consequences, which includes a parent meeting, enrollment in an Attendance Improvement Program, and personal accountability training. In the case of an extreme circumstance, a determination of consequences will be made by an administrative member.

## **Entering Class Tardy:**

Students are provided with three minutes of transition time between classes and are expected to arrive to class before the bell. Weekly tardiness is tracked and in the event a student fails to arrive to class on time, the following consequences are in place:

- Each Tardy per day = 15 minutes of after school detention
- Students frequently tardy will be reviewed by administration to determine corrective action

## **Student Attendance and Course Credit:**

Health Sciences Charter School believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work. Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, test, papers, projects, etc. as determined by the building administrator and or classroom teacher. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period. NYS requires student to complete 2220 minutes of labs in sciences courses. Students that fail to complete the required lab minutes will be deemed ineligible for the science Regents Exams. In addition, students who have sixteen (16) unexcused absences in a course will not receive credit for the class.

## **Unexcused Absences and Assigned Coursework**

Transfer students and students re-enrolling will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class schedule meeting time.
- Working pursuant to an approved independent study program.
- Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work.

### **Student Notification**

In order to ensure that parents/persons in parental relation and students are informed of School's policy and the implementation of specific intervention strategies to be employed the following guidelines shall be followed:

1. Health Sciences Charter School will provide a copy of the Attendance Policy to each student.
2. The policy will also be included in the Student Handbook which will be distributed to all students.
3. An orientation session for students will take place upon adoption of the policy at the beginning of each school year and/or upon registration of new students.

### **Attendance Incentives**

In order to encourage student attendance, HSCS will develop and implement grade appropriate/level strategies and programs including, but not limited to:

- Attendance honor rolls will be posted in prominent places in the school and included in the newsletters, and, with parental approval, in community publications.
- Monthly drawings for prizes at each grade level to reward perfect attendance.
- Grade level rewards for best attendance.
- Classroom acknowledgement of the importance of good attendance e.g., individual certificated, recognition chart, bulletin boards.
- Assemblies collaboratively developed and promoted by student council, administration, PTA and other community groups to promote good attendance.

## **Food Service:**

Health Sciences Charter School participates in the Community Eligibility Provision (CEP) which is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students. Schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). To learn more information about the program we use, please visit the following link:

<https://www.fns.usda.gov/school-meals/community-eligibility-provision>

## **Eating in the Building**

Students are not permitted to eat in classrooms or other parts of the building unless approved by administration. Students are not permitted to leave the building to obtain outside food or have food delivered to be brought into the building. Any outside food that is brought in will be held by staff until the end of the school day.

## **Bullying (The Dignity For All Students Act)**

Students who are threatened or feel threatened should report the situation to an administrator, counselor, or teacher immediately. Effective July 1, 1999, from House Bill 84, O.C.G.A. 20•2•751.4, a new statute was enacted dealing with "bullying". Bullying is defined as any willful attempt to threaten to inflict injury on another person when accompanied by an apparent present ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Health Sciences Charter School will not tolerate any type of verbal, written, or physical act of violence or harassment toward students, teachers, or staff members at any time. Any physical contact by students may result in the involvement of law enforcement officials. Health Sciences Charter School is in the business of educating young people. Disruptive and unnecessary acts will be pursued to the fullest extent of Board policy and the laws of New York. All students are reminded that removal from Health Sciences Charter School can adversely affect their academic career. Students are strongly encouraged to get an administrator, counselor, or teacher involved in any situation as early as possible. Students and parents can report incidents by using our online reporting system located on the school website. These reports can be done anonymously. Please follow up with the Assistant Principal or Principal if incidents are not resolved. Students should not be afraid to do the right thing.

## **Code of Conduct**

Health Sciences Charter School Code of Conduct is intended to achieve and maintain a positive school environment that emphasizes academics and provides all students, parents, teachers and administrators with a clear knowledge of the limits within which students will be required to operate. Discipline, as a social and organization undertaking is the result of complex series of factors and interactions. A review of the research indicates that s successful discipline program must strive to establish a balance between two elements; order, which reflects the needs of the school, and interest and satisfaction, which reflects the needs of the individual within the school. The challenge of establishing a discipline procedure lies in formatting in a set of rules and regulations that successfully curb acts of disruption and or violence, while stimulating students' interest in participating in learning. A successful discipline program consists of a pleasant school atmosphere with emphasis on self control, good attendance, good behavior and an organization with proper and necessary security.

*\*It should be known that disciplinary consequences may change at the discretion of the administration\**

The Health Science Charter School policy applies to the school day that covers pre and post school time, in school buildings, and on schools grounds. It also pertains to any school function, or any school related or sponsored activity, whether on or off school grounds.

Because every act of misbehavior cannot be anticipated through school rules, the administration will be required to make judgments regarding acts of misconduct, which are not covered in this handbook. It is the right and responsibility of the administrator to exercise immediate judgment in any matter in which students or staff are placed in situations which pose danger to their life or limb, or which creates a major disruption to the learning process. The administration has the right to alter any of the rules and regulations listed in this handbook when, in their professional judgment, the situation may require such an alteration.

The administrator reserves the right to use other appropriate consequences that may not be listed such as community service, written letters of apology, etc. for disciplinary action. Knowing the rules is the student's responsibly; therefore claims of not knowing the rules will not be honored. In conclusion, it is expected that students at Health Sciences Charter School will be held to high academic standards. It is also expected that students will be respectful and courteous of others while representing his or her school. This includes the normal school day as well as any related school events.

## **Student Code of Conduct**

This Code sets forth the charter school's policy regarding how students are expected to behave when participating in school activities on and off school grounds, and how the school will respond when students fail to behave in accordance with these rules.

In all disciplinary matters, students 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 suspension (short or long term), detention, exclusion from extracurricular activities, and expulsion. Where appropriate school officials also will contact law enforcement agencies. School official will administer consequences based on a student's previous discipline record. Minor infractions can have major consequences based on a student's discipline history.

- Definitions
- For the purposes of this code:
  - "Short-term suspension" shall refer to the removal of a student from school for disciplinary reasons for a maximum of five days.
  - "Long-term suspension" shall refer to the removal of a student from school for disciplinary reasons for a period of more than five days.
  - "Expulsion" shall refer to the permanent removal of a student from school for disciplinary reasons.
- Short-term Suspensions
- A student who is determined to have committed any of the infractions listed below shall be minimally subjected to a short term suspension, unless the Principal or Dean of Students determines that an exception should be made, based on the individual circumstances of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures set forth in Part D of this Code, and, depending on the severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

## Inappropriate and Disruptive Behavior Responses

### ***Level 1 Behaviors: Teacher and Support Staff intervention***

Teacher will address Level 1 behaviors through a variety of steps and interventions (5 step process). If teacher interventions are not successful, teacher will contact home immediately.

- ❖ Aim to teach and correct behavior and find alternatives so all students have the opportunity to learn and demonstrate respectful behavior in the classroom
- ❖ Expected when the student has no major prior incidents and interventions have not been put in place and were not deemed required due to the level and nature of the behavior

### ***Level 2 Behaviors: Teacher and Assistant Principal Intervention***

Parents are contacted immediately for a Level 2 behavior and a Level 2 Behavior Discipline referral needs to be completed.

- ❖ Involves school administration and aims to address and change behavior by stressing the seriousness of the behavior while attempting to keep the student in class with the general population
- ❖ Appropriate when supports have been put in place in the classroom to address behavior on multiple occasions but the behavior has continued to negatively affect the learning of the student and others
- ❖ May involve the short-term removal of a student from the school because of the severity of the behavior (AP)
- ❖ May be appropriate when behavior appears to be escalating (repeated offenses) even after interventions and supports being put in place

May involve the removal of a student from the school because of the seriousness and severity of the behavior (AP)

### ***Level 3 Behaviors: Principal and Head of Schools***

Contact with parent will be made by administration.

- ❖ May involve student being placed in an alternative setting or home instruction that provides additional structure to address the behavior
- ❖ May be appropriate when student's behavior seriously affects or threatens the safety any members of the school community
- ❖ Strictly focuses on monitoring the safety of the school community and deals with the most severe discipline issues

# Discipline Matrix

<b>Level 1 Behaviors (non-referrals): <i>Teacher Intervention</i></b> It is expected that teachers intervene in their own classroom or supervisory space.	
Student Infractions	Range of Consequences and Interventions
<ul style="list-style-type: none"> <li>o Interrupting, calling out, talking out of turn, using a loud volume of voice</li> <li>o Leaving seat without permission</li> <li>o Leaving work or other spaces dirty or messy</li> <li>o Refusing to complete work</li> <li>o Using inappropriate language or profanity</li> <li>o Consuming candy, soda, snacks, etc. without permission</li> <li>o Arriving to class unprepared (without pen, pencil, paper, etc.)</li> <li>o Sleeping/putting head down, not engaging in the lesson</li> <li>o Noncompliance/not following directions</li> <li>o Cell phone violation</li> <li>o Cheating</li> </ul>	<ul style="list-style-type: none"> <li>→ Reminder of expectations</li> <li>→ Verbal warning</li> <li>→ Private conversation</li> <li>→ Offer time and space</li> <li>→ Contact parent</li> <li>→ Apology of action</li> <li>→ Seat Change</li> <li>→ Additional assignment</li> <li>→ Teacher Detention</li> <li>→ No Pass List (for your class)</li> <li>→ Loss of computer privilege</li> </ul> (Other consequences can be assigned at teacher's discretion) *refer to classroom management plan using 5 step process
<b>Teacher &amp; Administrative Operating Procedures for Level 1 Offenses</b> <ol style="list-style-type: none"> <li>1. Teacher records observations, interventions and parent contact.</li> <li>2. Teacher monitors teacher log, parent contact log and in classroom behavioral</li> <li>3. Teacher shares observation and trends with PLC and Grade Level team members. Makes referrals to Student Support Team or RTI as needed.</li> <li>4. Teacher follows up with Assistant Principal with specific questions and intervention plan.</li> </ol>	
<b>Level 2 Behaviors: <i>Teacher/Assistant Principal Intervention</i></b> Parents are contacted immediately for a Level 2 behavior and a Level 2 Behavior <b>Discipline referral needs to be completed.</b>	
Student Infractions	Range of Consequences and Interventions
<ul style="list-style-type: none"> <li>o Chronic Level 1 infractions</li> <li>o Possession of or use of any prohibited electronic devices (ex: cell phones)</li> <li>o Leaving classroom or assigned room without permission</li> <li>o Challenging authority (insubordination)</li> <li>o Directed language (profanity at another teacher, student or staff member)</li> <li>o Using sexually explicit language or making inappropriate gestures</li> <li>o Skipping class</li> <li>o Bullying</li> </ul>	<ul style="list-style-type: none"> <li>→ Behavior Reflection Form</li> <li>→ Lunch detention</li> <li>→ Creating a plan for reparation</li> <li>→ Teacher-Student Mediation</li> <li>→ Peer Mediation</li> <li>→ Parent contact</li> <li>→ Privilege restriction</li> <li>→ Support from a counselor</li> <li>→ Cell phone confiscation</li> <li>→ Parent Conference with Assistant Principals</li> </ul>

<ul style="list-style-type: none"> <li>o Fighting</li> <li>o Going to view or record a fight</li> <li>o Social media threats and altercations</li> <li>o Instigating incidents/fights</li> </ul> <p>(Other incidents not listed that may occur will be handled accordingly)</p>	<ul style="list-style-type: none"> <li>→ ISS</li> <li>→ OSS</li> <li>→ Saturday Detention</li> <li>→ Restorative practices</li> </ul> <p>(Other consequences can be assigned at administrator's discretion)</p>
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**Administrative Operating Procedures for Level 2 Offenses**

1. Review teacher log and phone journal to determine if this is common problem across classrooms. (if it is level 1 behavior that occurred multiples times, parent must be contacted prior to referral or teacher will be asked to do that prior to admin stepping in).
2. If the behavior does not appear to be a part of a pattern for the student, one of the consequences will be assigned in addition to parent contact.
3. If student continues to exhibit the undesired behaviors and actions listed in level 2 (or is a chronic level 1 offender) parent will be contacted to attend a parent meeting.
4. If student continues to be an issue after multiple consequences and intervention (SST referral, RTI, counseling, BUL program, Check in/check out, etc) student will be required to return with a parent and placed on a behavior contract in addition to privilege restriction for the remainder of the year.
5. Once all options have been exhausted, student will be referred to Principal for final determination.

**Level 3 Behaviors: Assistant Principal/Principal Intervention**  
Contact with parent will be made by administration.

Student Infractions	Range of Consequences and Interventions
<ul style="list-style-type: none"> <li>O Violation of DASA</li> <li>O Physical contact resulting in bodily injury to a student or staff member</li> <li>O Sexual contact on school grounds</li> <li>O Drug and/or weapon offenses</li> <li>O Reckless endangerment</li> <li>O Riot</li> <li>O Bomb Threat</li> <li>O False Alarm</li> <li>O Weapons possession (no intent, non-firearm)</li> <li>O Theft</li> <li>O Criminal Mischief (vandalism)</li> <li>O Drug/Alcohol Use/Possession</li> <li>O Serious violation of acceptable use of technology policy (recording a fight)</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of evidence and recommendation from Assistant Principal</li> <li>• Principal's hearing</li> <li>• Impartial hearing (if needed)</li> <li>• Determination of consequence <ul style="list-style-type: none"> <li>➤ Mandatory counseling/Treatment</li> <li>➤ Last Chance Behavioral plan/contract</li> <li>➤ Short term suspension- five days or less</li> <li>➤ Long term suspension- 6 to 30 days</li> </ul> </li> <li>• Expulsion <ul style="list-style-type: none"> <li>➤ Principal</li> </ul> </li> </ul>

**Level 3B(VADIR): Behaviors and Principal Intervention**

Student Infractions	Consequences
<ul style="list-style-type: none"> <li>• Homicide</li> <li>• Forcible Sex Offenses</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion Proceedings <ul style="list-style-type: none"> <li>➤ Investigation</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Robbery</li> <li>• Assault with Serious Physical Injury</li> <li>• Arson</li> <li>• Kidnapping</li> <li>• Reckless Endangerment with injury</li> <li>• Possession of firearm</li> <li>• Weapons possession with intent</li> <li>• Alcohol/Drug Possession with intent to sale</li> <li>• Continued DASA Offenses</li> <li>• Bomb Threat</li> </ul>	<ul style="list-style-type: none"> <li>➤ Impartial Hearing</li> <li>➤ Manifestation Determination Hearing (if needed) <ul style="list-style-type: none"> <li>➤ Principal's Hearing</li> </ul> </li> <li>➤ Principal recommendation to the Board</li> <li>➤ Documentation in the Student Management System <ul style="list-style-type: none"> <li>➤ VADIR Report</li> </ul> </li> </ul>
<p>All definition are taken from the state website and can be accessed at the following link:  <a href="http://www.p12.nysed.gov/ssss/sae/schoolsafety/vadir/glossary08aaug.html">http://www.p12.nysed.gov/ssss/sae/schoolsafety/vadir/glossary08aaug.html</a></p>	

## **Behavioral Contract**

School staff may design written agreements with students and their parent/guardian subject to punishment under this code to identify target behaviors, define expectations, and describe consequences, provided that the affected student and his or her parent(s) or guardian(s) are informed that the decision to enter into such a contract is voluntary. Any student on a behavioral contract will be closely monitored monthly for progress at which time the contract may become void pending appropriate behavior.

## **Lunch Detention**

Lunch detention will begin promptly. Student's assigned lunch detention are expected to report to the assigned area immediately. Students are expected to eat lunch or complete assignments in silence. Students will not be allowed to put their head down and sleep. Failure to obey these rules will result in further disciplinary action.

## **After School Detention**

After school detention will begin at 3:05 p.m. and dismiss at 3:45-4:00 p.m. Any student who arrives to detention late, will not receive credit for that detention and be considered absent. Students are required to bring school work or a writing assignment will be assigned. Transportation for the students will be the parents' responsibility.

- No use of electronic devices
- No talking
- Failure to report may result in further disciplinary action and/ or Loss of School Privileges

After notice to the student and parent(s) or guardian(s), a student may be suspended from participation in any or all extracurricular activities. The student and parent(s) or guardian(s) shall be given an opportunity to meet informally with the Principal, Dean of Students and/or the teacher involved. If possible, the Principal or Dean of Students teacher shall hold any requested meeting prior to imposing the suspension from participation in extracurricular activities.

## **Saturday School Detention**

Saturday school detention will begin at 9:00 a.m. and dismiss at 12:00 p.m. Any student, who arrives to detention late, will not receive credit for that detention and be considered absent. Students are required to bring school work or a written assignment will be assigned. Transportation for the students will be the responsibility of the parent/guardian of the student.

### **In School Short Term Suspension:**

Students may be temporarily removed from the classroom and placed in another area of the school where the student will receive substantially equivalent education. The student and his or her parent(s) or guardian(s) will be given a reasonable opportunity for an informal conference regarding such suspension with whoever was involved in imposing the suspension.

### **Suspension from School Transportation:**

As the result of misconduct occurring on a bus or other student transportation, and after notice to the student and his or her parent(s) or guardian(s), a student may be suspended from school transportation. When such action amounts to be suspension from attending school because of the distance between home and school and the unavailability of alternative public or private transportation, the school will make appropriate arrangements for the student's education.

Firm disciplinary consequences will apply to any student who is at school or a school-sponsored activity under the influence of drugs, alcohol, or other illicit substances or in possession of them or of paraphernalia for their use. Elevated consequences will apply to any student who sells or distributes such substances at school or school sponsored activities. The term "drugs, alcohol or other illicit substances" in this policy refers to substances including, but not limited to, alcohol, tobacco (including smokeless tobacco), inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alikes, any substances referred to as "designer drugs", prescription and non-prescription medication. Health Sciences policies and programs are aimed at prevention, intervention, and support.

Administration of Prescription/Non-Prescription Medications in the School Setting: A written order from a duly licensed prescriber and written parental permission to administer medication is required. All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Students that do not follow the Health Sciences Code of Conduct or participate in one of the previously stated behaviors will be subject to the following consequences: meeting with guidance counselor, meeting with Dean of Students, lunch detention, after-school detention, parental meeting, in school suspension, 1 – 5 day out of school suspension, or expulsion. The consequence given will be determined by administration and will reflect the severity of the student's infraction of the rules.

### **Dress Code:**

#### **Purpose and Rationale**

The School's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. All students are expected to give proper attention to personal

cleanliness and to dress appropriately for school and school-related functions. This will pertain to school related functions on and off school grounds.

Students may wear any school apparel that the administration deems to be acceptable. Health Sciences Charter School has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in uniform every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms.

- Students are NOT permitted to wear hoodies at any time.
- Sweatshirts may not be turned inside out at any time.
- Any school issued shirt must be tucked in at all times.

### **Acceptable Uniform**

- Royal Blue or White HSCS Short/Long Sleeve Polo shirts
- Royal Blue HSCS (White Logo) Fleece/Fleece Vest (UNIFORM MUST BE WORN UNDERNEATH)
- Royal Blue HSCS Full Length Fleece (White Logo)

Students may NOT wear non-school issued fleeces/sweaters

- Only Health Sciences approved fleeces/sweatshirts with logos will be allowed

### **Acceptable Uniform Bottoms**

- Black or Khaki Dress Pants/Slacks
  - Jeans, cargo pants, denims of any kind, or black leggings are strictly prohibited. All pants must be free of holes, rips, excessive zippers, pockets or chains. Additionally, no patterns or designs on pants are permitted.
  - Students may NOT wear sweatpants at any time during the normal school day, with the exception of during Physical Education class.
  - Pants must be worn at the waist. No undergarments are to be seen.
  - Plain black belts can be worn; however students may not wear any stubbed belts or additional buckles of any kind.
  - Male students must wear a belt. Sagging pants are not allowed.
- Black or Khaki Skirts/Shorts/Capris
  - Plain black or khaki skirts are permitted. SKIRTS must be one inch above the knee or longer. It's highly recommended that tights or nylons are worn under skirts. Skirts must be free of holes, rips, excessive zippers, pockets or chains. Additionally, no patterns or designs on pants are permitted.
  - Plain black or khaki capris and shorts are allowed. Shorts must be one inch above the knee. Capris and shorts should be free of any holes, rips, excessive zippers, pockets or chains. Additionally, no patterns or designs on pants are permitted.
  - SHORTS AND CAPRIS may only be worn from May 1<sup>st</sup> through October 15<sup>th</sup>.

- Acceptable Additional Outerwear/Other
  - School purchased Athletic Track Jacket (Health Sciences Logo)
  - Reward and/or recognition polo
- Acceptable Footwear
  - Shoes (solid black or brown)
  - Sneakers (black or white with complimentary color variations)
- Shoes or sneakers should be leather or rubbersoled and appropriate for school
- Boots may be worn to school during the winter months; however a change of shoes must be brought to school or left in the student's locker to change into before entering homeroom.

- Unacceptable Footwear
  - Flip Flops
  - Sandals
  - Heels of any kind
  - Open-toed shoes
  - Slippers
  - Platforms
  - Wedges
  - Timberlands
  - UGGS
- Headwear
  - Students who are upholding a religious obligation or have a medical concern will be permitted to wear headwear/headgear upon approval from administration. Any form of headwear or headgear is prohibited inside the school environment. Students are expected to remove any nonapproved headwear immediately upon entering the building.
- Prohibited Headwear/Headgear Includes:
  - Fitted Hats/Knit Hats
  - Head Scarfs/Du•rags
  - Ear warmers/Headbands/Bandannas
- Book Bags/Purses/Backpacks
  - All book bags, purses, and backpacks must be placed in the student's locker for the duration of the school day. Students will be permitted to carry a backpack/book bag for their Physical Education period only, returning it to their locker at the conclusion of the period.
- Jewelry
  - In order to establish and maintain a professional appearance and to minimize distractions, students at HSCS are permitted to wear a limited amount of jewelry throughout the school day.

### **Acceptable jewelry includes:**

- One (1) necklace Two (2) rings (can be on per hand or two on one hand)
- Two (2) bracelets (free of inappropriate logos/text)
- One (1) set of earrings. Hoopshaped earrings must be the size of an ID card
- One (1) watch.

### **Appropriate Physical Education Apparel**

All students are required to dress in appropriate HSCS Physical Education apparel for every class session held in the gymnasium or related facilities for courses that can include but are not limited to: Physical Education, Yoga, Personal Fitness, First Aid & CPR, etc.

#### **Appropriate PE Apparel Tops**

- Athletic T•Shirt (any color)
- Long Sleeve Athletic T•Shirt (any color)
- Crew Neck Sweatshirt (any color)

#### **Appropriate PE Apparel Bottoms**

- Athletic Drawstring Shorts
- Athletic Drawstring Sweatpants
- All athletic shorts/sweatpants must have a drawstring and be worn above the hips in an appropriate manner at all times. Baggy or sagging short or pants will absolutely not be tolerated.

#### **Appropriate Footwear**

- All students must wear sneaker during PE, Yoga, Personal Fitness, and/or First Aid & CPR. Any students wearing footwear other than sneakers will not receive credit for the day and will also be required to make up the class session.
- The PE instructor will articulate specifically prohibited apparel in the course syllabus.

- Nails

Students have permission to wear silk, gel, or acrylic nails at a professional and appropriate length (discretion of administration)

- Friday Dress Code

On predetermined Fridays, students will be permitted to wear approved blue or black jeans (no rips, holes, designs, leggings or embellishments) with a HSCS top. All other dress code policies must be followed. (i.e. appropriate shoes, no jewelry, etc). Senior hoodies are allowed for seniors.

Students who fail to comply with the Friday dress code will forfeit the privilege for the remainder of the marking period for their first offense and the remainder of the year for the second offense.

**\*\*Dress Code Enforcement:** (Administration will have the final determination of the appropriateness of student dress code compliance)\*\*

Health Sciences Charter School students should understand all dress code expectations and be in uniform daily. Morning checks during breakfast will be conducted daily by the Dean of Students and by all school staff throughout the day. Any student not adhering to the dress code will have their parent/guardian contacted to bring their uniform to the school, required to wear a Health Sciences scrubs uniform, or not be permitted inside the school environment until they are in code and additionally may receive the following consequences:

- **1<sup>st</sup> Offense** – In School Suspension (ISS)
- **2<sup>nd</sup> Offense**– Saturday Detention
- **3<sup>rd</sup> Offense** – Parent meeting

**Electronics Policy**

Eliminating distractions and maintaining the educational integrity of the learning environment are essential components in achieving successful outcomes, therefore all students at HSCS are required to turn off their electronic devices and store them in their school issued locker for the duration of the school day. (cellphone, iPod, digital camera, hand-held video games, etc.) Students may only use electronic devices during breakfast and lunch. Students are expected to store any such devices within their locker. The school will not be held responsible for loss or damage of property. Electronic devices will not be permitted on field trips or other school sponsored activities during the school day without the consent of administration. In the interest of promoting 21st century learning skills, students will be allowed to utilize their laptops during certain classes.

All HSCS students have a responsibility to adhere to the above and any student not adhering to, or, frequent offenders of the electronics policy will be subject to suspension at the discretion of administration.

**Confiscation Process**

Upon confiscation of an electronic device, the staff member who seizes possession will then turn the device into the Assistant Principals for the duration of the confiscation period. The device will be returned to the student at the completion of the confiscation period. Please also review the following:

1 <sup>st</sup> Offense	*Phone is taken for the day and returned at the conclusion of the school day. *Parent is contacted and informed that the next violation will result in parent having to pick up the phone from school
2 <sup>nd</sup> Offense	*Phone is taken for the day. *Parent is contacted. *Parent must pick up phone from an administrator.
3 <sup>rd</sup> Offense	*Phone is taken. *Parent is contacted *Parent must pick up phone from an administrator. * Student is required to turn in their cell phone daily until the conclusion of the semester / determined timeframe / gpa is at or above a 90.

**\*\*HSCS IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY\*\***

**Emergency School Closings:**

In the event of inclement weather or any other related situation that jeopardizes the safety of students and / or staff, an announcement of emergency school closings will be posted on the HSCS school website, which can be found at: [www.healthsciencescharterschool.org](http://www.healthsciencescharterschool.org)

Additional school resources and local media outlets will also be utilized and include: Local television / Radio  
Student One Call Automated Service

*In the event that you are unable to access any of these resources, please call the school's direct phone number prior to sending your child to ensure their safety.*

## Interscholastic Athletics

As the premise of our athletic philosophy, HSCS believes that active participation in the Interscholastic Athletic program plays a crucial role in the overall development of our students. The Health Sciences Charter School's focal point is to provide students with multiple opportunities to fulfill his or her potential through involvement in a highly competitive and structurally sound program. In achieving this, the HSCS Department of Athletics has embraced these guiding principles:

- To promote leadership qualities, sportsmanship, character development, and academic excellence in our student athletes.
- To employ coaches and staff members who exude a high level of moral integrity and ethical behavior, including good sportsmanship and a desire to assist student athletes learning and growth.
- To contribute to the enhancement of institutional morale among students, faculty, and staff while providing parents/guardians, community partners, and friends with a means by which they can identify with the school during athletic events, contests, or activities.
- To function responsibly in all our initiatives, programs, and operations, which includes providing equal treatment and opportunity for student athletes, athletic coaches, and all staff, in employment and in all athletic department programs and activities as required by state law and Section VI policy.
  - To maintain fiscal and operational integrity by balancing budgets and carrying out sound management practices.
  - To enhance our program with the assistance of our community partners to create more profound learning experiences for students.
  - To comply carefully with institutional, conference, and section regulations. To ensure and value ethnic and gender diversity among its coaches, staff, and student athletes, consistent with the school's beliefs.

Health Sciences Charter School students will have the opportunity during the 2019-2020 school year to participate in:

- Boys Junior Varsity Basketball / Varsity Basketball
- Girls Junior Varsity Basketball / Varsity Basketball
- Boys and Girls Bowling
- Boys and Girls Track and Field
- Girls Varsity Volleyball
- Varsity Football
- Cheerleading

Students who actively participate in the Interscholastic Athletics Program have a personal responsibility to succeed in the classroom before they have the privilege of participating in athletic contests. Every student/athlete must:

- Be passing Physical Education.
- Not fail more than one (1) full-time course.
- Be a student leader and have a strong commitment to the program.

- Attend every practice and athletic contest.
- Maintain an exemplary attendance record.

A comprehensive Athletic Code can be found on the school website or obtained from the Director of Athletics. Students and parents must sign the Athletic Code of Conduct in order to participate at Health Sciences.

### **Fire Drills**

Directions are posted in each room. Students are to remain outside the building until given the proper signal to re-enter the building. Students are to remain absolutely silent and with their teachers during this time. Failure to do so will result in a disciplinary consequence.

### **Immunization Policy**

Students must meet state immunization requirements. Exemptions are allowed for religious or certified (verified) medical reason only. This requirement may be satisfied through one of the following conditions:

- Written verification from the parent/guardian providing either dates immunizations were administered or dates of illness.
- Immunization record completed by a physician confirming that immunizations are complete; dates should be provided where possible.
- Written statement from a physician that student cannot have one or more of the required immunizations due to medical reasons.
- Written statement from parents verifying that immunizations are not permitted due to religious reasons.

*\*Students who do not meet these requirements will not be permitted in school\**

### **Internet and Computer Access**

Use of school computers and Internet for any purpose requires strict adherence to all district guidelines. Using computers for such activities as instant messaging, chat lines, personal Emails, sexually suggestive sites, racial/hate groups, etc. is strictly prohibited. Inappropriate use may result in privileges being revoked, suspended, or modified. Additional disciplinary (and legal) consequences may also result.

### **High Honors and Honor Roll**

High Honors:90 or higher with no grade lower than 85. Honors:85-89.9 with no grade lower than 80. Report Cards Calculations:

1 <sup>st</sup> Quarter:	.02
2 <sup>nd</sup> Quarter:	.02
3 <sup>rd</sup> Quarter:	.02
4 <sup>th</sup> Quarter:	.02
Final Exam:	.02

- 70% New York State Standards
- 30% 21<sup>st</sup> Century Skills/CDOS (Career Development & Occupational Studies)

### **Lockers**

A locker with a combination is available for students. Students are not allowed to put individual locks on lockers in the building. All lockers are the property of HSCS and are subject to random drug dog searches or inspection by school authorities. Students may or may not be present at the time of a Locker search and locks may be removed or cut in the process. Lockers may not be defaced; this includes the requirement that no stickers or graffiti are to be placed either inside or outside of the Locker under any circumstances. Lock combinations are changed each year, and combinations are issued only to the student assigned the locker. The school is not responsible for stolen items. All lockers are cleaned prior to issuing to students at the beginning of the school year. Students are encouraged to keep their lockers clean during the year. Lockers will only hold so many things. Students that pack books, etc., into the lockers will have problems with the doors jamming. Students who choose to “rig” their locker doors so they do not have to use their combination may lose items. Any locker problem should be reported to an administrator immediately. All books should be removed until the locker is repaired. Gym lockers are available in physical education classes. Locks are available from physical education instructors. Students are reminded not to leave valuables out in the open. Students are also reminded not to bring excessive amounts of money to school. At the end of the school year, students are responsible for cleaning out their locker and returning it in the condition that it was received. If a student loses a lock it is their responsibility to pay for a new lock. Finally, students are not allowed to share lockers or lock combinations. Students must keep their locker locked at all times. Failure to do so will result in afterschool or Saturday detention.

Health Charter Sciences Charter School is not responsible for lost or stolen items. Students are strongly encouraged not to bring any item to school they are afraid of losing. Special attention should be given to jewelry, purses, wallets, shoes, or any other item of value. Any student who is “holding” money for a fundraiser should turn it into a sponsor immediately upon arriving at school.

At the beginning of the school year each student will be given a lock to use for the year and returned in June. If the student at any times loses the lock, refuses to open their locker therefore resulting in administration cutting the lock, it is the responsibility of the student to pay the school a fee of \$8.00 to replace the lock.

## **Lost and Found**

Lost and found items should be reported or taken to the Main Office. If you have lost an item, it is your responsibility to seek assistance from a staff member to ensure it is safely found.

## **Lost or Damaged Textbooks**

In the event a student loses or damages a textbook, they will be required to pay for it in the business office before a new text will be issued. Students who have an outstanding balance or missing books will not receive transcripts or student records upon leaving the school.

College Textbooks: If a student is participating in a college course offered by Health Sciences they will be expected to pay a fee to rent a textbook for that course. This fee must be paid prior to the beginning of the course.

## **Student Balances**

Students are expected to take care of any negative balances or past due payments they may have within the school prior to being able to participate in any school activities, purchase new uniforms, athletic wear, or any other circumstances that may arise. This also applies to receiving any requested information or documents such as; release of records, transcripts, diplomas etc.

It is the student's responsibility to take care of these payments in a timely manner before they may receive the item or document in question.

## **Senior Dues**

All seniors are required to pay their senior dues which are set up on a payment plan. These dues go towards events such as graduation, prom etc. These dues must be paid before a student can purchase senior hoodies, prom tickets, yearbooks etc.

## **Passes**

In order to leave class you must have permission from the teacher as well as sign out on the designated sheet. Failure to do so may result in your bathroom/locker/hallway privileges being escorted by staff member. In order to go to the nurse's office, main office or guidance office YOU MUST HAVE A PASS SIGNED BY YOUR CLASSROOM TEACHER. In addition, you can only use your pass to go to the designated location indicated on the pass and then return to your scheduled location in an appropriate amount of time. Violations will result in lunch detention, after school detention and/or Saturday school.

## **Release of Records**

The Family Educational Right and Privacy Act of 1974 (FERPA) guarantees parents/guardians access to their student's' education records. These rights transfer to students at the age of 18. Requests should be made to the school counselor. Please note, in order to withdraw your student from HSCS, you must come into the main office and sign a release of records. Your child's records will not be released unless there is signed documentation.

## **Intervention Services**

At HSCS we understand that each student has different needs and learning styles. It is our goal to meet each of our diverse learners as best as we can, therefore HSCS has the Response to Intervention team (RTI). This team was established to enable teachers to meet student's unique educational needs. The team is comprised of a combination of teachers, school Counselor, school Nurse, and assistant principal. The team meets to discuss interventions and strategies based on data and research to assist struggling students. Progress is also closely monitored to ensure students are successful.

## **Student Shadows**

Any students that have not been enrolled in HSCS previously are able to come and shadow a student ambassador. All student shadow visitations must be set up through the guidance office. It is requested that if you have made an appointment for your child to shadow and are unable to attend, please contact the guidance office in a timely manner to reschedule.

## **Visitors**

Parents are encouraged to visit the school to discuss student progress with counselors, teachers, or administrators. All conferences with teachers should be arranged through the counseling or main office. HSCS will be glad to schedule parent conferences either before school, after school, or during the teacher's planning period. Parents should not go directly to the teacher's room to confront a teacher about any situation. Parents who need to see an administrator should also contact the main office to make an appointment. Any visitor entering HSCS should report to the main office where a visitor's pass will be issued. All visitors must wear badges while in the building. Upon departure, badges should be returned to the main office. Students are not permitted to invite visitors during the school year.

## **Working Papers**

Information and application forms are available in the guidance office at HSCS. For any further information regarding working papers, please speak with a school counselor.

## HEALTH SCIENCES CHARTER SCHOOL COMPLAINT AND INQUIRY PROCESS FOR ALL STUDENTS AND PARENTS

Questions and concerns from parents, guardians, and students are welcomed by the Board of Trustees when it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively. The Board believes that complaints or inquiries are best handled and resolved as close to their origin as possible, and that staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to voluntarily take their concern to the appropriate staff member. Complaints or inquiries concerning instruction, building management or other matters not alleging a violation of law or charter are to be referred to the school representative in which the matter pertains and directed to the appropriate level for response according to the following sequence:

1. Classroom Teacher
2. Department Head
3. Building Principal
4. Head of School
5. Board of Trustees

Such complaints or inquiries will initially be addressed by the classroom teacher or building principal, to the extent necessary. All teachers, administrators and the Board of Trustees are committed to processing such complaints in a thorough and expeditious manner. Complaints or inquiries regarding faculty or staff will be discussed only with superiors or with those persons directly involved in the matter.

Complaints to the Board of Trustees must be delivered to the Head of School in writing. If the complainant wishes to speak to the Board, this request must be included in the complaint. The Board, or a committee of the Board, may schedule a meeting with the complainant after receiving the complaint. A written response will normally be issued within five (5) days after the Board meeting when it is discussed. The decision of the Board of Trustees is final. Upon resolution of a complaint, Health Sciences Charter School shall provide to the complainant: (a) its written determination and any remedial action thereto; and, (b) a written notice to the complainant that he or she may appeal the determination to the NYS Board of Regents.

The Board of Regents has delegated the authority to the Commissioner of Education to handle complaints brought to the Regents concerning charter schools. All complaints brought to the Board of Regents/Commissioner concerning charter schools **must be submitted in writing** to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: [charterschools@nysed.gov](mailto:charterschools@nysed.gov)

The subject line of the email should read: Complaint: [Name of School]. The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the School's board of trustees (and the School's Charter Entity in the case of schools not authorized by the Board of Regents).

Copies of all relevant correspondence between you and the School and you and the Charter Entity if applicable. (You should maintain copies of all correspondence and materials for your own files.)

**What specific action or relief you are seeking.**

Contact information for you – name, address, email address, telephone number.

The Charter School Office, on behalf of the Commissioner and the Board of Regents, will conduct any investigation that it determines necessary and appropriate regarding complaints that have been appropriately filed concerning charter schools. This investigation may include contacting the School and the relevant Charter Entity concerning the complaint, providing a copy of the complaint to the School and the Charter Entity, and requesting additional information or materials from you and/or the School.

Upon completion of the investigation of a complaint brought to the Board of Regents, a decision will be issued by the Commissioner, which may include a remedial order as appropriate. A copy of the Commissioner's decision will be provided to the complainant and the school.

Health Sciences Charter School

Main Office 716.888.4080

Fax 716.464.7623

1140 Ellicott Street

Buffalo, NY 14209

