

**Uncommon  
Schools**

**TROY PREP**

Troy Preparatory Elementary Charter School

# Student and Family Handbook 2019-2020

Troy Preparatory Elementary Charter School  
3055 6<sup>th</sup> Avenue  
Troy, NY 12180

TROY PREPARATORY ELEMENTARY CHARTER SCHOOL  
Student and Family Handbook 2019-20

---

**TABLE OF CONTENTS**

<b>The School</b>	<b>3</b>
An Overview	3
Our Mission and Vision	3
<b>Responsibility and Accountability</b>	<b>3</b>
Philosophy	3
Troy Prep Parent Contract	5
<b>Who We Are</b>	<b>6</b>
School Leaders	6
Board of Trustees	6
<b>Code of Conduct</b>	<b>7</b>
Prohibited Student Conduct	8
Disciplinary Penalties and Procedures	11
Discipline of Students with Special Needs	13
Student Searches	13
Internet Content Filtering Policy and Use of Technology	14
Additional Student Behavioral Guidelines	15
Parent & Guest Code of Conduct at School Sponsored Events	15
<b>In the Classroom</b>	<b>16</b>
Attendance - General	16
Attendance - Consequences	17
Tardiness	17
Homework	18
School Schedule	18
Discipline	19
School Uniforms	19
Family Involvement Policy	20
Promotion to Next Grade	22
School Calendar and Closings	22
Early Dismissal Policy	22
School Bus Transportation	23
School Lunch Program	23
Assessments	24
Health Services & Medication	24
School Visitor Policy	25
Student Records	25
Other Information and Policies	26
<b>Building Safety and Security</b>	<b>27</b>
Closed Campus	27
Fire Safety and Procedures	27
Transportation and Safety	28
<b>General School Information</b>	<b>28</b>
Nondiscrimination	28
Open Meetings Law	29
Freedom of Information Policy	30
NCLB/School Report Card/Highly Qualified Teachers	31
<b>Appendix 1 – Notification of Rights under FERPA</b>	<b>32</b>
<b>Appendix 2 – Complaint Policy</b>	<b>33</b>
<b>Statement of Understanding</b>	<b>34</b>

Please note that additions and changes to school policies and this Handbook may be added during the year through correspondence with students and/or families.

---

## THE SCHOOL

---

### *An Overview*

**T**roy Prep Elementary Charter School (TPES) opened its doors to its first group of Kindergarten students in August 2011. Our school is based on some of the most successful charter schools in the country, including Rochester Preparatory Charter School (Rochester, NY) and North Star Academy (Newark, NJ). These schools have consistently prepared all students to succeed in college, the same result we expect for TPES.

## OUR MISSION AND VISION

---

### *Troy Prep Charter School*

#### Our Mission

**T**he mission of Troy Prep Elementary Charter School is to prepare all students to enter and succeed in college through effort, achievement and the content of their character. All TPES students will demonstrate excellence in reading, writing, math, science and history while consistently exemplifying the virtues of caring, courage, respect, responsibility, justice and hard work.

#### Our Vision

In school and upon graduation, TPES students will be respectful and responsible, understanding that through their efforts, they will achieve, succeed and give back to their community.

## RESPONSIBILITY AND ACCOUNTABILITY

---

### *Students, Parents, and Teachers*

#### PHILOSOPHY

**T**he choice to send your child to Troy Prep Elementary demonstrates your high hopes and expectations of your child, and us. We are committed to making your hopes and expectations a reality as we prepare your child for college. But we cannot do it without you.

Troy Prep's success depends on the students, families, and teachers all fulfilling their roles.

Students are expected to act respectfully towards all students and staff and to make positive contributions to the school community. They are expected to attend school daily and punctually, to actively participate in all classes, to complete all homework assignments, to attend tutoring when needed, and to work productively at all times. Finally, students are expected to accept and strive to learn from consequences for their behavior.

Parents and other family members are asked to uphold and support the school's mission, policies, and Code of Conduct. Even if individual decisions can be challenging at times, the Code of Conduct is established for the good of all. We ask that you ensure your child arrives punctually each day, ready to participate and learn. We ask that you oversee your child's completion of all homework assignments nightly, that you communicate consistently with the school. Finally, we ask that you help reward your child for positive behavior and help him or her accept and understand consequences for poor behavior.

Teachers are expected to prepare engaging, demanding lessons in all classes, to assign and evaluate appropriate homework each night, to arrange for tutoring when needed, and to guide students on the path to college. They are also expected to exemplify the school's virtues of caring, courage, respect, responsibility, justice and hard work.

To underscore this commitment we ask that students, parents and teachers sign the following Troy Prep Contract for Achievement.

### Troy Prep Parent Contract

#### ATTENDANCE

- I will ensure that my child comes to school every day on time to begin school at 7:30 AM.
- I understand that if my child is absent more than 10 days per year, he or she may have to repeat his or her current grade.
- I will make sure that my child promptly makes up missed work following absences.
- I understand that an absence is excused only for illness, family emergency, or religious observance and that I must call on the morning of the absence (at the latest) and send a written note of explanation.
- I understand that the school day ends at 3:55PM, but my child may be required to stay until 4:40 PM if he or she has earned detention.
- I agree to make transportation arrangements as needed if my child must remain until 4:40 PM.
- I understand that my child will not be permitted to enter the building before 7:20 AM.
- I understand that if I pick my child up at Troy Prep, I must arrive no later than 3:55PM.

#### LIFE'S WORK (Homework)

- I agree to provide a time and quiet place for study.
- I agree to read with my child every night and sign their reading log.
- I agree to check my child's life's work nightly to ensure that it is complete, and sign the log.
- I understand that my child may be required to stay for up to one hour if he or she does not complete assigned life's work or completes life's work that does not meet school standards.
- I understand that my child cannot be excused from detention unless there is a family emergency or a student illness.

#### CODE OF CONDUCT

- I agree to promote and support the rules of behavior as outlined in the Student and Family Handbook.
- I understand that my child may be required to stay after school if he or she behaves in a manner that interferes with the success of his or her peers.
- I will come to school for a meeting if my child is suspended, or behaves disrespectfully towards his/her teachers, and I understand that my child may not be allowed to return to class until this meeting occurs.
- I understand that this code of conduct extends to the bus, and that busing is a privilege. Students who do not follow the code of conduct on the bus may be suspended from the bus, requiring parents to arrange for transportation.

#### PROMOTION POLICIES

- I understand that my child may be retained if he/she has not demonstrated academic and social readiness for the next grade.
- I understand that my child may be required to stay after school for extra help or tutoring.

#### DRESS CODE

- I will ensure that my child comes to school in uniform, according to guidelines listed in the Student and Family Handbook.
- I understand that if my child comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for the appropriate dress to be brought in from home, and/or may receive an automatic consequence.

#### COMMUNICATION

- I agree to support my child's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I agree to promptly sign and return my child's report card, progress reports and daily reading log and life's work log.
- I agree to attend family meetings and other school-sponsored events on a regular basis.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## WHO WE ARE

---

### *School Leaders*

**H**ere are some of the people you'll be seeing at the school during the year. You will meet your teachers at open house in August.

Name	Title	Email
Jamila Hammett	Principal	jamila.hammett@troyprep.org
Julia MacMillan	Director of Operations	jmacmillan@troyprep.org

---

### *Board of Trustees*

**T**he school is governed by a Board of Trustees that brings community, educational, and professional perspectives to maintaining a viable and thriving school. Members of the Board of Trustees include:

Jeff Buell, Chairman  
Robert Bellafiore  
Doug Lemov  
Barbara McCandless  
Heather LeVine  
Drey Martone  
Joe Bonillo

## **CODE OF CONDUCT**

### **Introduction**

Troy Prep Elementary 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. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. 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 Troy Preparatory Elementary Charter School (also known as “Troy Prep Elementary”) 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, or Mandatory School Events:** Students are required to attend all academic and enrichment classes, assigned detention, assigned tutoring, 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, 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, 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/herself 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/her or his/her 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 Principal, 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 Principal or the Principal's designee(s). In such cases, the student's parent(s)/guardian(s) will become responsible for seeing that his or her child gets to and from school safely.

***Short Term In-School Suspension or Short Term Suspension from School (five days or fewer)***

When the Principal or Principal's 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 fewer, 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 Principal or his/her 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 Principal or his/her designee, they may file a written appeal to the Board of Trustees via the Principal within five business days of the date of the Principal's decision. The appeal to the Board will be handled by the Board's designee, currently the School's Managing Director from Uncommon Schools, Inc.

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

When the Principal determines that a suspension for more than five 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 Principal or his/her 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/her, and the right to present witnesses and other evidence on his/her behalf. The Board's designee, currently the School's Managing Director from Uncommon Schools, Inc., shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The Board's designee or the hearing officer shall be authorized to hear testimony and request documents 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 Principal 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.

The School will provide alternative instruction to students who are suspended in-school or out-of-school within 24 hours of any suspension in accordance with New York's compulsory education laws.

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

**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.

**Electronic Items:** Beepers, cd players, iPods, cell-phones or other electronic items are not permitted in school. These items will be confiscated and returned only to a parent or guardian. Parents who wish for their children to carry cell-phones for safety reasons should contact the Principal to make arrangements.

### **Additional Student Behavioral Guidelines**

#### *Respecting the Community*

The school is extremely fortunate to occupy space at 3055 6<sup>th</sup> Avenue in Troy. As members of this community, dependent upon its good will to succeed, all students are expected to be thoughtful and respectful toward neighbors, visitors and other members of the community at all times.

- Students will exhibit courteous behavior whenever traveling to or walking in other parts of the school building.
- If a TPES student has a negative interaction with any member of the community, that student should inform a TPES staff member and allow the Principal or his/her designee to resolve the situation.
- Students traveling to and from school on foot or via bus should conduct themselves as if they were in the school hallways: travel on the sidewalk in a safe and orderly fashion; dispose of waste appropriately; do not loiter outside or near the school building; and remember that they are representatives of TPES and treat all neighborhood community members with respect.

#### *Bus Behavior*

- Students who take the school bus are expected to act responsibly and respectfully at all times.

If the Principal determines that the student has behaved inappropriately on the bus, the Principal may impose any of the following consequences: detention, suspension, and loss of bus privileges for up to the remainder of the school year.

### **Parent & Guest Code of Conduct at School Sponsored Events**

Parent and family involvement is key to the success of the Troy Prep program. During school events, Troy Prep parents and guests act as role models for Troy Prep scholars by reflecting and reinforcing the core virtues instilled by the school. To underscore this commitment we ask Troy Prep parents and guests to agree to the following Troy Prep Code of Conduct for School-Sponsored Events.

While attending a school-sponsored event, either on- or off-campus, parents, guardians, and other guests will refrain from the following **prohibited behaviors**:

- Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Students, Self, or Others at the event. Examples of such conduct include, but are not limited to:
  - Physical or verbal violence against self or others
  - Threat of violence against self or others
  - Use of profane language or gestures
  - Theft, destruction, or loss of school property, the property of the facility where the event is held, and/or the property of others
  - Use or possession of drugs and/or alcohol
  - Public intoxication
  - Use or display of a firearm, a mock firearm, and/or a dangerous object

- Engaging in Conduct that is disruptive to the event or to the school. Examples of such conduct include, but are not limited to:
  - Publicly questioning or challenging an action of a school staff member
  - Acting in an unruly or disruptive manner
  - Encouraging one or more students to act in a manner inconsistent with the student Code of Conduct

Any parent, guardian, or guest who engages in one or more prohibited behavior may be asked to leave the school or the off-campus site where the school event is held. Any parent or guardian may be asked to leave if his or her guest has engaged in the prohibited behavior. At the discretion of school leadership, parents, guardians, and guests who violate the Code of Conduct may be excluded from one or more future events. Troy Prep reserves the right to notify the police of any potential violation of the law or threat to the safety of students, families, staff, or guests.

## IN THE CLASSROOM

---

*Troy Prep Elementary School*

### Attendance - General

---

Students can only be successful if they are present at and prepared for school every day. At Troy Prep Elementary, excessive absences will not be tolerated. If a student is absent with or without excuse for more than 10 days of the school year, that student may be required to repeat his or her current grade.

Parents and guardians are expected to call the school as early as possible but no later than 7:30 AM if their child will be absent. Calls should be made as far in advance as possible and may be left on the school's main voice mail if necessary. If a student is not in homeroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called at home and/or work. In phone calls, voice mails, and notes, please leave or list your child's name, your relationship to the child, and the reason for and date(s) of the child's absence.

Questions regarding student attendance and attendance records should be directed to the school's Office Manager.

A student is considered absent with excuse when the student's family has contacted the school regarding an illness, emergency, or religious observance. All other absences will be considered unexcused, including but not limited to, family vacation, participation at sports tournaments, attendance at entertainment events, or when the family has not contacted the school with a satisfactory reason.

If prior notification has not already been provided, the student is required to bring a signed note from his or her parent or guardian explaining the reason for the absence upon his or her return. A note from a doctor may be required in lieu of the parent note, especially in the case of an extended absence.

If a student is absent for the first five days of school, or at least five consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, the school may take action to un-enroll the student.



Students who are absent from school cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

## Attendance – Consequences for Absences

---

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

- ***No Absences in a Quarter:*** The child and family are congratulated and recognized for exceptional attendance and commitment to their education.
- ***Three Absences in a Quarter:*** If a student is absent three times in a Trimester, it is considered a serious issue. **At this point, the parent/guardian will be called to the school to meet with an adviser.** 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 an Adviser.** At the meeting, the problem will be discussed and an attendance plan will be developed.
- ***Ten Absences in a Year:*** If a student is absent nine times in a year, the student is considered 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 Principal.** Troy Prep Elementary reserves the right to retain any student who misses more than ten days of school. In addition, a report may be filed with Child Protective 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.

## Attendance – Tardiness

---

Getting to school on time is a key to your child's success – at school and in life. At Troy Prep, the learning begins from the moment students walk in the door. For instance, students read and complete challenging critical thinking problems during breakfast. Students who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

### Definition of Tardiness

Our doors open at 7:20AM each morning. Students must arrive between 7:20AM and 7:30AM. Students arriving after 7:30AM are considered tardy. In cases when a school bus arrives late, those students riding the bus are not considered tardy.

Late students who arrive at school between 7:30 AM and 7:50 AM will wait until Morning Circle has been completed.

### Consequences for Tardiness

The following is an outline of consequences for tardiness:

- **No Tardies in a Quarter** – The child and family are congratulated and recognized for being “on-time” and for their true commitment to education.
- **Three Tardies in a Quarter**– If a student is late three times in a trimester, it is considered a serious issue. **At this point, the parent/guardian will be called by an adviser.** The problem will be discussed and an “On Time” plan will be developed.
- **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 an adviser.** The problem will be discussed and an “On Time” plan will be developed.

Students with excessive tardies may also be considered habitual truants. In such cases, 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.

## **Life's Work (Homework)**

---

Life's work is an essential part of the Troy Prep Elementary 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 at Troy Prep Elementary.** 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. Family assistance is expected, however the scholar themselves must complete the life's work in order to benefit from the additional practice. Please do not do your child's life's work for him or her.

**Life's work includes 20 minutes of required reading every night (including weekends and holidays), for which a parent/guardian signature is required on the homework log. Life's work must be completed in full and in accordance with Troy Prep Elementary's high standards for hard work, professional presentation, and integrity.**

All students are provided with Life's work Folders that include a nightly log. Life's work Folders are designed to teach students essential organizational skills. **The logs must be filled out properly with a parent/guardian signature, and all assigned homework must be completed and in the folder.** There are high standards for 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 the life's work is late, missing, incomplete, or of poor quality, or if the 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. Families will receive a phone call if their child has missed several assignments and missed life's work and reading assignments will be reflected on the report card. We expect and need family support to make sure all the life's work gets done according to TOP QUALITY standards.

## **School Schedule**

---

Troy Prep Elementary operates from 7:30AM until 3:55PM, Monday through Thursday. School is dismissed at 12:30pmPM on Fridays so that teachers have time to meet, plan, and receive professional development training. This weekly staff development time is incredibly important and helps us to improve our skills as teachers and the school program as a whole. Students are required to arrive at school on time (by 7:30AM

at the latest) and to remain in school until dismissal at 3:55PM (12:30PM on Fridays). It is very important that you send the strong message to your child that school is extremely important. The school attendance habits that are instilled in our students at an early age can lead to a lifetime of educational and professional success.

## Discipline

---

Our approach to discipline is rooted in the belief that the learning environment is sacred. At Troy Prep Elementary, 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 success at every opportunity.

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

## School Uniforms

---

Clothing worn by students at Troy Prep Elementary Charter School should emphasize the fact that the school is both a community and a place of work. Students should dress in a way that expresses their membership in the community and that suits the standards of a workplace. Their attire should be neat and clean and should conform to the Troy Prep Elementary uniform at all times.

**Troy Prep Charter School’s uniform for elementary school students consist of:**

- An official Troy Prep Charter School “polo” shirt. Shirts must remain tucked in at all times. Undershirts (long or short sleeved) must be solid white or black.
- The official Troy Prep Charter School fleece or sweater is optional. Students will not be allowed to wear other sweaters or jackets indoors.
- Plain khaki pants, skirt, skort, or official “Troy Prep” jumper are required. In the case of skirts, the hem must reach within one inch of the knee, and skirts and jumpers must be worn with tights or bike shorts. Cargo pants or pants with large pockets are not acceptable.
- Khaki shorts are acceptable during hot weather, but must reach within one inch of the knee.
- Shoes in solid black. Students may wear loafers or lace-up style shoes, but they must not be open-toed, nor may lace-up shoes be worn unlaced. Sneakers must be solid black, without any logo or embellishment. Students may not wear boots in the classrooms. During winter students will change out of their boots at their cubbies.
- Socks must be black or white. Girls may wear tights, knee-high socks or ankle socks. They also must be either black or white. Patterned tights are not permitted.
- A belt in solid black. Belts with studs or designs are not permitted.

**The student uniform at Troy Prep Charter School specifically forbids the wearing of:**

- Any clothing with legible writing or images (other than the TPES logo). This refers even to clothing worn under another shirt.
- Jeans. This includes khaki-colored jeans.
- Carpenter-style pants/shorts, cargo pants/shorts or pants/shorts with large pockets on the sides.
- Hats, caps, bandanas, hoods or night wraps. (Students may wear headbands for the purpose of holding back hair, but they may not cover the majority of the head and they must be TPES colors).
- Jackets or overcoats, except while outdoors (Troy Prep approved fleeces and sweaters are allowed).
- Any clothing tied around the waist or neck.
- Any clothing which is inappropriate for the workplace (i.e. miniskirts, excessively baggy pants, elaborate jewelry (including earrings), etc.). Students may wear a single chain necklace, but it must be tucked under their uniform shirt.

**No student will be admitted to class until his/her attire meets the requirements listed above.** The Principal should be consulted if there are any questions about whether a particular item of clothing meets the requirements of the above policy. Further, the Principal, the Dean of Students, and the faculty reserve the right to restrict individual items of clothing as necessary, given notification of a parent or guardian, if such clothing interferes with normal school activities.

## **Family Involvement Policy**

---

Troy Prep Elementary requires parents/guardians/families to be partners in the education of their children. The important task of educating a child calls for the school, the student, and the family to all work together to ensure success. We encourage families to participate actively in their children's education. We strive to cultivate positive and productive relationships with all of our families.

### Family Involvement Opportunities

Troy Prep family-school relationships are maintained through:

- Conferences with students, families, and teachers (including two report card nights per year and one back to school orientation per year)
- Community-wide events, celebrations, performances, and family field trips
- Regular phone calls from teachers to each family
- Life's work, Reading, and Behavior Logs
- Volunteer opportunities such as the book fair and chaperoning field trips

Troy Prep families are asked to:

- Reinforce Troy Prep's academic and behavioral standards at home
- Establish a daily routine for students that sets them up for success
- Ensure that students are well-rested and receive 8 - 10 hours of sleep nightly
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework and independent reading
- Ensure that students neatly complete all of their homework and reading every night
- Send their scholar to school in the Troy Prep uniform
- Attend all required parent meetings such as Report Card Nights

- Maintain constant respectful communication with teachers and administrators

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

- **Report Card Conferences:** 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 to pick up their children's report cards and meet with their children's teachers regarding their child's progress.**
- **Behavior Logs:** Everyday your child will bring home a behavior log in their homework folder that informs you of any misbehaviors they may have displayed or stellar accomplishments from that day. You must sign it and return it to school the next day in their homework folders.
- **Phone Calls:** Throughout the year, you will receive phone calls or notes from teachers or school administrators. If the message requires a response, please contact the school either by phone or in writing within 24 hours.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you.
- **Visits** – To arrange a visit to the school, please see the section on *School Visitor Policy*.
- **Parent/Family Concerns:** If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you contact the school. We welcome the conversation. We understand that, as parents/guardians/families, you have very strong feelings about issues concerning your children. We promise to treat you and your concern with respect, and expect respect in turn. If a parent/guardian/family member is disrespectful to TroyPrep teachers or administrators, we will cut short the conversation and wait to continue it at another time.

We need your support. As you know, Troy Prep is a very demanding school with high expectations for academics and behavior. All of us – parents/guardians/families, teachers and administrators – are working hard to help your child climb the mountain to college. We are all part of your child's team: if you and your child work with us, we can all succeed.

- **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. A student found in violation of this policy is subject to the consequences outlined in section 1.24 of the school's Code of Conduct.
- **Messages/Phone Use/Voicemail:** Students and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events.

If you need to get a message to your child's teacher, please call the main office number and leave a message on his or her voicemail. **Our teachers check their messages once a day after school. They will return your call within 24 hours.**

## Promotion to the Next Grade

---

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

Lastly, a student may be retained if he or she misses **more than 10 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 homework 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 & Closings

---

### *More Days of Instruction*

In order to fulfill our mission of preparing students for college, Troy Prep Elementary offers a school year of a minimum of 185 days.

### *Progress Reports, Report Cards, and Family-Teacher Conferences*

Teachers and staff use regular progress reports and trimester report cards to communicate students' academic and behavioral performance. Progress reports are sent home with students to be signed by their parents and brought back to school the next school day. Report cards are distributed at Family-Teacher Conferences, which families must attend in order to receive their students' report cards. If a family cannot attend Family-Teacher Conferences, they must schedule another time with the school to meet with teachers and pick up their student's report card. If a student or family owes any school materials or funds at the end of the school year, the final report card may be withheld until those materials are returned or paid for, and all accounts are clear.

### *Snow Closings*

In the event of poor weather conditions such as heavy snow, please listen to your local television or radio stations for relevant information regarding school cancellation. Except on days when TPES is in session and City schools are not, Troy Prep Elementary follows the exact same cancellation policies as Troy City Schools. If Troy City Schools are closed or delayed, so is Troy Prep.

## Early Dismissal Policy

---

Should an early dismissal be required, a parent or guardian should contact the school in advance. In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 7:45 AM of the day of the early dismissal. We also ask that doctor and dentist appointments are limited to non-school hours whenever possible to avoid students missing class time.

Students will not be dismissed unless a parent, guardian or designated emergency contact has come to the Main Office. If we do not have a signed form designating an individual as an emergency contact and/or

if we are not able to corroborate the identity of a contact with proper ID, we will be unable to release your child. For your child's safety, we will not be able to comply with phone calls or notes requesting that children be released to adults who are not official guardians.

Students who repeatedly miss the same classes as a result of early dismissals may be required to make up missed class time and may earn full-day absences as a result.

## School Bus Transportation

---

Busing to and from Troy Prep is provided by the local school district in which the student lives. Please contact the Office Manager for information about transportation. The District may provide busing for students who meet certain requirements. However, the right to free transportation is dependent on the student's good behavior while waiting for and riding on the school 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. **Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**
  
- **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 in your child's Homework Folder explaining the situation and telling who will pick your child up.
  
  - **In an Emergency, Call the Office Manager Before 3:00PM** – You may call the Office Manager by 3:00PM Monday-Thursday and 12:00 PM Fridays 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 these times.

## School Lunch Program

---

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

Families may send lunch to school with their scholar provided that it is contained in one bag or lunch box which is labeled with the student's name. Students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods that do not interfere with student learning. **Students are not permitted to bring in foods that are unhealthy or high in sugar including: candy, soda, juices that are not 100% juice, sports drink, energy drink, donuts, cupcakes, chips, candy bars, etc.** Instead, include colorful fruits and vegetables (carrots and celery sticks), whole grains (such as those found in wheat bread or brown rice), lean protein (such as chicken), and 100 percent fruit juices.

Troy Prep serves milk at breakfast and lunch. It is very important for all children to drink milk to grow healthy teeth and bones. Any parents wishing to substitute milk with a different beverage must provide a note to the school indicating the reason for the milk substitution. Parents must provide the substitute beverage.

**Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any other food restrictions due to religion or custom.**

In order to maintain focus in the classroom, families are discouraged from sending snack or breakfast to school. This is permitted only in cases in which the student has a verified medical dietary restriction. The Principal reserves the right to prohibit any student from bringing a snack, breakfast, or lunch item which becomes a distraction to learning.

### BIRTHDAY CELEBRATIONS

Students are permitted to bring store-bought goodies to be shared with classmates if the teacher is notified in advance. You can notify the teacher by writing a note or leaving a message. The treats must already be prepared in individual servings. Treats can be shared during Choice Time at the end of the day; usually at 3:20 p.m. **Parents must arrive earlier than 3:10 p.m. to set up.**

Birthday treats should be easy and quick to serve. Parents must provide plates, napkins, and utensils as necessary – Troy Prep will not provide these items. Cakes should be cut beforehand; the school does not stock cake knives. Large productions like pizza parties are not permitted for birthdays. Please do NOT bring ice cream, as this is difficult to serve and clean. Helium balloons are not permitted since these often become stuck on the ceiling. Individual goodie bags are permitted as long as every student in the student's class receives one. Parents are not required to send birthday treats to school. The Troy Prep community will sing "Happy Birthday" regardless of whether families have sent anything to school. Invitations for individual birthday parties are not to be distributed in school unless there is an invitation included for every child in the student's class.

## Assessments

---

Troy Prep 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. Assessments are administered throughout the year, including: the Terra Nova (a nationally normed standardized test), the STEP (assessment of early literacy development), internally developed assessments, and The New York State assessments (beginning in Third Grade). Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed three times each year.

## Health Services & Medication

---

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 Manager.

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/her and a second inhaler that is kept in the Nurse's office or with the Office Manager.

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

## **School Visitor Policy**

---

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

- 1) During the first three weeks of school visitors for Kindergarteners are not permitted in the school.
- 2) Anyone who is not a regular staff member or student of the school will be considered a "visitor".
- 3) All visitors to the school must sign in and report to the main office.
- 4) Teachers are expected not to take class time to discuss individual matters with visitors.
- 5) Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 6) 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.

## **Student Records**

---

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

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

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

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

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

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

The School does not plan to publish a directory of student information. In the event that the School plans to publish a directory in the future, FERPA permits the disclosure of certain categories of directory information, i.e., name, age, address, etc., without specific permission from the parents having been obtained. However, while permission is not required, the School must give parents/legal guardians the opportunity to object to the publication of some or all of this information.

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

**Note that portable electronic games/devices and cell phones are considered inappropriate property and students found in possession of these devices are subject the consequences outlined in section 1.24 of the school's Code of Conduct.**

### **Lost and Found**

The school will keep a small lost and found box near the main office. Parents/guardians/families may come in any day between 7:40AM and 4:30PM to search the Lost and Found. At the end of every trimester, items left in the box may be donated to a local charity.

### **School Supplies**

Troy Prep will provide all our scholars with the necessary tools for success. Families are asked to provide an appropriate backpack. **Roller bags and messenger bags are not permitted.** All bags must be backpacks that can be worn over both shoulders.

Students do not need to buy binders. The school will provide each student with a binder for core academic classes. Students will also be provided with color-coded folders for homework, as well as a pencil/pen case.

We encourage all students not to bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Students who bring inappropriate items to school, including, but not limited to, toys, hats, CD players, mp3 players, laser pointers, beepers, pagers, hand held video games, and cell phones, will have such items confiscated. A parent or guardian must come to the school to retrieve confiscated items.

## **BUILDING SAFETY AND SECURITY**

---

### *Troy Prep Elementary School*

**T**here are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

### **CLOSED CAMPUS**

Under no circumstances are students to leave the school building or grounds without permission.

### **IN CASE OF EMERGENCY**

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, nor attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

### **FIRE SAFETY AND EVACUATION PROCEDURES**

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

In case of an emergency, students must follow the direction of staff members who will lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

Throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time or for the rest of the day—school staff and students will evacuate, according to the school’s evacuation plan. If this site cannot be safely occupied, a notice will be clearly posted advising parents of a secondary location.

More information on emergency procedures is contained in the school’s SAVE plan, which will be shared with all parents and available from the Main Office.

## TRANSPORTATION AND SAFETY

### *Arrival and Dismissal*

Students should not arrive at school earlier than 7:20 AM. At dismissal, students should leave the school building; attend after school tutoring or detention; or participate in an official school event such as an athletic team. Students who are not participating in one of the above activities must wait in the Main Office or in another designated afterschool location, under the supervision of a staff member. Students may not wait outside without staff supervision.

Bus transportation will be provided by the appropriate school district. Buses will pick up and drop off students at the designated location as determined by the Principal. We ask parents who are dropping off and/or picking up students to avoid the designated bus lanes as noted by the street signs.

We ask for families to please cooperate with this policy to guarantee a safe, timely, and orderly environment for all students and families at dismissal.

### *Students Who Walk*

For students who walk to and from school, a number of streets must be crossed. Families should instruct students to use all of the appropriate crossing lights at each intersection, and to cross each intersection only when it is safe to do so within the designated crosswalks. Troy Prep encourages students who walk to travel together or in groups. The school is happy to help parents identify other families who live near them for this purpose.

## GENERAL SCHOOL INFORMATION

---

### *Troy Prep Elementary School*

## NONDISCRIMINATION

Troy Prep Elementary School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to TPES on the basis of race, sex, color, creed, sex, ethnicity, sexual

orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by TPES on the basis of race, sex, color, religion, national origin, or sexual orientation.

Uncommon values and embraces its inclusive and diverse school communities and strives to provide a welcoming, safe and supportive environment for all students and families regardless of their race, color, ethnicity, religion, gender, disability, sexual orientation and gender identity. If a student or his or her family would like to explore a particular accommodation based upon cultural or religious practices, or due to one's disability, sexual orientation, or gender identity, the student or the student's parents or guardian should contact a School Leader or adult the student feels comfortable with to schedule a meeting to discuss a plan to address the student's particular circumstances and needs.

## OPEN MEETINGS LAW

True North Troy Preparatory Charter School ("TroyPrep") abides by all of the following procedures in accordance with the Open Meetings Law, Article 7 of the Public Officers Law:

### *Board Meetings*

The Board of Trustees opens its meetings to the general public, except when an executive session is called. Reasonable efforts are made to provide access to anyone interested in attending a meeting. If videoconferencing is used, Board provides an opportunity for the public to attend at any site where a member participates. A calendar of regular meetings is posted at the school in a location that is open to the public. In addition to this posting, notice of all meetings scheduled one week in advance is provided to the news media at least 72 hours in advance. Notice of meetings scheduled less than one week in advance, is provided to the news media within a reasonable time prior to the meeting to the extent practicable. If videoconferencing is used, public notice will say so, identifying the locations from which members may participate, and will state that the public has a right to attend from any of these locations. This policy applies with equal force to Board committee meetings.

### *Executive Sessions*

An executive session may be held with a majority vote of the trustees taken in an opening meeting, identifying the areas of consideration. Provided no formal action shall be taken to appropriate public moneys, an executive session may be held for:

- Matters which will imperil the public safety if disclosed;
- Matters which may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- Collective negotiations pursuant to article fourteen of the civil service law;
- The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;

- The preparation, grading, or administration of examinations; and/or
- The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value.

Attendance at an executive session shall be permitted to any member of the public body and any person authorized by the public body.

### *Minutes*

Minutes are recorded at all open meetings consisting of a summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon. Minutes are taken at executive session of any action taken by a formal vote which shall consist of a summary of the final determination of such action and the date and vote thereon. The summary need not include any matter that is not required to be made public by the Freedom of Information Law. Except for minutes of Executive Sessions, which shall be available within one week, minutes shall be made available to the public within two weeks of the date of the meeting.

### *Grievances*

A person having a grievance against the school for failure to enforce or comply with the Open Meetings Law (Article 7 of the Public Officers Law) may commence a proceeding pursuant to Article 78 of the Civil Practice Law and Rules and/or an action for declaratory judgment and injunctive relief.

### *Exemptions*

These policies shall not apply to any matter made confidential by applicable federal or state law including, but not limited to, judicial or quasi-judicial proceedings.

## **FREEDOM OF INFORMATION POLICY**

True North Troy Preparatory Charter School (“Troy Prep”) complies with the following in order to abide by the New York State Freedom of Information Law (Article 6 of the New York Public Officers Law):

Any requests for school records or information from TroyPrep must be in writing and submitted to the Director of Operations. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

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

If the person requesting information is denied access to a record, s/he may, within 30 days, appeal such denial to the Managing Director. (The records access officer and the appeals entity shall not be the same person) Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, fully explains the reasons for further denial or provides access to the record(s) sought. The school also forwards a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government immediately after receipt or determination, respectively. If further denied, the person requesting information

may further appeal through an Article 78 proceeding. Likewise, if the School does not follow the FOIL appeal procedures, it will constitute a denial of the FOIL appeal for purposes of allowing the requester to bring an Article 78 proceeding.

The school may deny access to requested records if:

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

The school maintains:

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

There is no fee to inspect or search for records. Photocopies of records can be made on-site for 10 cents per page. By law, the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. The fee for photocopies of records which are not an appropriate size for the School's photocopy equipment shall not exceed the actual reproduction cost, which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

The school will publicly post a notice setting forth the name and address of its records access officer, its records appeals officer, and the location where records will be made available.

## **NCLB, SCHOOL REPORT CARDS, AND HIGHLY QUALIFIED TEACHERS**

*No Child Left Behind* (NCLB) is federal legislation enacted with the goal of all students reaching academic proficiency by 2014 and all students being taught by a Highly Qualified teacher by 2007. As part of that goal, schools are required to issue to parents an annual report card that specifies the school's mission, indicates the demographic breakdown of its student body, presents their performance on standardized exams such as the New York State Assessments, and specifies the percentage of Highly Qualified teachers as defined by NCLB. Parents can request in writing to the Principal the educational credentials and licensure of any of their students' teachers.



## Appendix 1

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

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

(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 principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(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 principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(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

## Appendix 2

### Complaint Policy

In accordance with Education Law §2855(4), any individual or group may bring a complaint to the True North Troy Preparatory Charter School Board of Trustees alleging a violation of Education Law Article 56, the charter, or any other provision of law relating to the management or operation of the school. Nothing in the following suggested procedures precludes a group or individual from bringing a complaint under Education Law §2855(4) directly to the school's Board of Trustees.

An individual who has a complaint about a school practice or policy 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) should address the complaint in writing to the Principal. The Principal will respond to the complaint in writing or in person within 14 days. If this does not resolve the complaint or if the complaint is about the Principal, the individual or group may file a complaint in writing to the Chairperson of the Board of Trustees, who shall then appoint the School's Managing Director from Uncommon Schools or another designee(s) to review the complaint. The Chairperson's designee will respond to complaints in writing within 30 days.

Should an individual wish to register a complaint with the Board of Trustees at a Board meeting, the complaint must be submitted in writing at least one week prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the Board's designee responding at or prior to its next regular public meeting.

Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. Troy Prep will encourage all families to resolve all complaints at the school level in cooperation with the Principal. The Board, as necessary, may direct the Principal or other responsible party to act upon the complaint and report to the Board. The Board of Trustees shall render a determination in writing if appropriate or required.

If, after presentation of the complaint to the Chairperson of the Board of Trustees, the individual or group determines that the Chairperson or his/her designee has not adequately addressed the complaint, the complainant may present the complaint to the Board of Trustees of the State University of New York, which shall investigate and respond. If, after presentation of the complaint to the Board of Trustees of the State University of New York, the individual or group determines that the school has not adequately addressed the complaint, the complainant may present the case to the Board of Regents, which shall investigate and respond. The Trustees of the State University of New York and the Board of Regents have the power and the duty to take remedial action as appropriate.

**STATEMENT OF UNDERSTANDING**

---

Troy Prep Elementary School

I have received and read a copy of Troy Prep Elementary's Student and Family Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, or other member of the school community for a further explanation.

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

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

\_\_\_\_\_  
Date

*Please return a signed copy of the Statement of Understanding within one week of receipt of this handbook. Thank you for your cooperation.*