

STUDENT AND FAMILY HANDBOOK



August 2018

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WELCOME!

Welcome to the Urban Dove family! We are excited that you have chosen to enroll your child at one of Urban Dove's Team Charter Schools and we look forward to a long and successful relationship with your family. The choice to enroll your child at UD Team was a deliberate one on the part of your family and represents your dedication to your child's education as well as social and emotional development. The staff of Urban Dove and UD Team is equally dedicated to your child's future and we want to ensure that our expectations and philosophy are clear.

OUR VISION

Urban Dove Team Charter Schools is a network of completely unique and innovative sports-based alternative high schools for over-aged, under-credited youth that combines a rigorous academic curriculum with a hands-on, real-world vocational program, and an award-winning college and career readiness program that strives to give each graduate a high school diploma, a foundation for higher education, and the job skills needed to enter the world of work. Currently, Urban Dove operates UD Team schools in Brooklyn and the Bronx. Both schools are part of the same network and utilize the same policies and procedures for students, families and staff.

OUR MISSION

ENERGIZE. UD Team energizes at-risk students through a sports, health and fitness program that focuses on developing teamwork, healthy competition, and self-confidence for academic and life success.

EDUCATE. UD Team educates over-aged, under-credited students through a 3-year mastery-based, personalized instructional program that leads to a high school diploma, a foundation for higher education, and the job skills needed to enter the world of work.

EMPOWER. UD Team empowers disconnected youth through individualized academic support, internships, and counseling so that they are prepared to be active, healthy, independent world citizens.

EXPECTATIONS

Urban Dove Team Charter Schools is a sports-based youth development program; hence, every student's participation in all components of the community is a mandatory part of the educational program. The full participation of families and staff is paramount to the success of every child.

We ask that, in good faith, parents and families pledge to promote our core values of Teamwork, Leadership, and Communication within our student-athletes by

- Providing my child(ren) with the necessary support to succeed at UD Team Charter School
- Ensuring that any requested forms are signed and returned in a timely manner (i.e. lunch applications, permission slips, etc.)

- Immediately informing the School of any change of information (address, phone number, emergency contact, etc.)
- Fully endorsing and supporting the School's policies and educational goals as outlined in the Student/Parent Handbook
- Actively participating in as many of the School's endeavors as possible – including, but not limited to, Open School Nights, Parent Association Meetings, Parent/Teacher Conferences, Fundraisers, Athletic Competitions and Shows, Trips, Board Meetings, etc., and doing whatever I can to help foster a healthy and strong school culture
- Attending every Parent/Teacher Conference and being receptive to ongoing feedback about my child's performance from School staff members
- Following the appropriate ladder of referral as described in the Student/Parent Handbook
- Consistently and intentionally encouraging my child and offering positive reinforcement so that he/she will have the support needed to build on his/her leadership strengths
- Doing whatever possible to help my child pass all required state and class-based exams and all academic, vocational, personal, and interpersonal competencies that are required

We ask that, in good faith student-athletes exhibit our core values of Teamwork, Leadership, and Communication by agreeing

- To behave in a way that shows respect for all people and property
- To do my best academically, physically, and emotionally and to ask for help if I am struggling in any area
- To refrain from smoking and from using drugs or alcohol
- To attend school daily and arrive on time
- To come prepared to work and remain in school until dismissal
- To ask for help when needed and be ready to help when asked
- To follow all policies listed in the Student and Family Handbook
- To refrain from using profanity and belligerent language
- To honor the dress code
- To either keep all electronics (cell phone, headphones etc.) at home or surrender them to my coach immediately upon entering the building
- To pass all required state and school based exams that will demonstrate my mastery of the course work

As a UD Team Faculty, we pledge to promote our core values of Teamwork, Leadership, and Communication within our student-athletes by

- Coming to school each day prepared to engage our students in challenging lessons
- Make ourselves available to students and their families outside of class
- Keep parents informed about their child's academic and social progress
- Act as role models for our youth
- Offer the social and emotional supports necessary to achieve academic and developmental success
- Do whatever it takes to make sure that each student is successful

By holding each other and ourselves to these expectations, and by always putting the needs of our children first, we will ensure that all of our children grow academically, socially, and emotionally, graduating prepared to become great leaders and dynamic citizens of our community.

UD TEAM CORE VALUES

Teamwork

- We make productive contributions to our Team and our community
- We share resources
- We are open to feedback and ideas from others
- We step in when Team members need help
- We resolve conflicts and act with integrity

Leadership

- We take initiative, working independent of teacher or coach direction
- We identify and encourage effort in others
- We meet challenges “head on” and apply new approaches
- We seek help when we need it

Communication

- We think before we act
- We notice the effect of our words and actions and make adjustments when necessary
- We choose language wisely and respectfully consider the opinions and perspectives of others
- We show respect and care for our physical surroundings, for others and for ourselves

UD TEAM 2018-2019 SCHOOL CALENDAR

UD Team II follows the Department of Education School Calendar. As soon as it is available, we will send it to parents.

DAILY SCHEDULES

UD Team II – Bronx Daily Schedules will be available to parents before the beginning of the school year.

OVERVIEW OF EDUCATIONAL PROGRAMS

UD Team II is committed to equipping over-age, under-credited students with the skills, knowledge and services needed to become leaders in their lives and in their communities. The model is unique in that it provides students with an inclusive, team-based learning group, in addition to a fluid school environment based on yearly cohorts rather than grade or age. Class sizes remain small, ensuring that all students receive individualized instruction, attention and support. Students are grouped into gender-based teams for athletics and academics.

UD Team II cannot realize its full potential without partnering with our families. Families’ participation in our school is vital and their input is invaluable. Families may choose any number of ways to be

involved, from serving in the TEAM FAMILY, to chaperoning field trips, to making phone calls to other families. Each family of a UD Team student will be encouraged to volunteer a total of 10 hours each school year, ensuring that a strong school-family partnership is maintained. We expect that most families will willingly exceed this expectation.

If our students are our most precious assets and our parents are our most valued partners, then the faculty members of UD Team are our most vital resources, requiring ongoing professional development. Every staff member commits to seeking out new opportunities for growth and engaging fully in that process throughout the year. Each week teachers and coaches gather to reflect on the week's teaching and learning, as well as establish new strategies for strengthening student relationships, encouraging academic achievement and promoting UD Team engagement.

STUDENT SUPPORT SERVICES

ENGLISH LANGUAGE LEARNERS

The needs of ELL students in our school are met through the Structured Immersion Model. Structured Immersion is the use of English as the language of instruction for all content areas. ELL students attend classes where all lessons are conducted in English in order to develop their English verbal and literacy skills.

SPECIAL EDUCATION

At UD Team, we meet the needs of our special education population through inclusive education. Inclusion involves placing special education students in general education classrooms with age appropriate classmates. Each inclusion class has one general education and one special education teacher, as well as UD Team coach support. We have strong teacher teams who use an interdisciplinary approach to jointly plan, implement, and evaluate each student's Individualized Education Plan and work hard to accommodate the needs of the individual student. Special education students also receive any additional services that are on their IEPs, like one-on-one and group counseling with a school social worker.

STUDENTS WITH DISABILITIES

Under The Individuals with Disabilities Education Act (IDEA), UD Team is prohibited from discriminating against students on the basis of a disability. UD Team provides a free and appropriate public education to each student and provides each student with the least restrictive environment. The school ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services. Students with disabilities will not be excluded from any academic or social event on the basis of their disability.

SCHOOL POLICIES

ABSENCES AND LATENESS

Attendance is an essential part of student success at the Urban Dove Team Charter Schools. For this reason, students are expected to arrive on time for the school day, for classes and for all athletic activities. Students are responsible for attending all athletics and academics as scheduled. Any absences—including tardiness—must be accompanied by a note and excused by a parent or doctor.

Students with extended excused absences for illness or emergencies will be allowed time to make up work and the faculty will offer assistance. However, it must be recognized that it is impossible to reconstruct the classroom learning experience once it has been missed.

In an effort to help families plan vacations and trips, the school calendar is included in this handbook. UD Team urges you to avoid scheduling trips during school time. Absences due to family trips during school time are considered unexcused and students will be penalized for the work missed.

Medical and dental appointments should be scheduled during vacation periods or after school hours. If an absence from school due to a medical or dental appointment is unavoidable, a note from the doctor's office must be submitted to the school upon the child's return. During those instances, every effort should be made to schedule the appointment early in the morning or later in the afternoon so the student may attend school for at least half the day, either before or after the appointment.

Attendance will be taken at the start of every day by the UD Team coaching staff. Attendance will also be taken in every academic class by the course teacher.

Any student arriving after 9:00 AM is considered late. If a parent calls the school in advance to notify the school that their child will be late, this will be noted as an "excused" lateness, otherwise it will be unexcused. Continued lateness will result in an attendance intervention planning meeting with the parent or guardian/coach/student and social worker.

ETHICS

Students are expected to adhere to honesty, trustworthiness, and personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will not be tolerated. Students who cheat or provide answers to others will be given a zero on the assignment, project, or exam. They will also be assigned restitution. Repeated infractions of academic dishonesty will result in a parent conference.

Academic dishonesty is defined as (but not necessarily limited to) the following:

- The giving or receiving of information on an exam, test, quiz, or other evaluation exercise, in such a way that would be considered cheating. This could include copying from another,

bringing notes into the test, sharing a calculator or electronic device with another students without the permission of the teacher, or similar unauthorized help.

- Using someone else's ideas or statements as one's own without giving credit to the author, in such a way that would be considered plagiarism. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student's work and handing it in as one's own, the giving of one's work to another to copy, or any other similar use of another's work.

DRESS CODE

The purpose of the UD Team student dress code is to create a safe space for learning, an environment of respect and a community of inclusion. Every student must be dressed appropriately upon entering the UD Team school building. This means no skin, boxers or basketball shorts showing, and no gang-related clothing or accessories. Students must follow the dress code policy in the school building and while attending school-sponsored activities.

Students who arrive at school and are dressed inappropriately will receive a verbal warning and will be asked to change or fix their attire; there will be replacement clothing on hand. All inappropriate items must be placed in student lockers for the duration of the day. If a student receives a second verbal warning, the assigned coach will call home to notify the parent or guardian. If there is to be a third time, the student will be sent home and will not be allowed back in school until accompanied by a parent or guardian.

USE OF PHONE/ELECTRONIC DEVICES

The use of cell phones and electronic devices is prohibited at all times. **ALL CELL PHONES WILL BE CONFISCATED AT TIME OF MORNING ENTRY INTO THE SCHOOL-NO EXCEPTIONS.** Phones will be returned at the end of the school day. Students may ask for permission to use UD Team phones in the main office, staff rooms or in the possession of coaches for emergencies.

BEHAVIOR

The UD Team community is designed to energize, educate and empower student learners. As such, all members of the UD Team community are expected to act with respect, kindness and professionalism. However, we do recognize that behavioral expectations aren't always easily met. Our approach towards working with students on behavioral infractions is by means of restorative practices. Restorative practices are meant to address the harm that was done to the community and seek to restore and repair the damage. Any violation of UD Team Code of Conduct or CORE Values will be responded to with restorative practices whenever possible. Failure or refusal to participate in the restorative practice may result in a more severe and punitive consequence.

IN-SCHOOL SMOKING

UD Team is a smoke-free environment. As such, students are prohibited from smoking on schools grounds. Students who are caught smoking will be given the choice of a restorative measure, treatment or face expulsion.

VERBAL BULLYING

The UD Team community is a place of tolerance, acceptance and inclusion. For this reason, bullying or verbal abuse will not be tolerated. This includes—but is not limited to—taunting, intimidation, cyber bullying, the use of slurs related to race, ethnicity, color, national origin, citizenship/immigration status, athletic ability, weight, religion, gender, gender identity, gender expression, sexual orientation or disability.

Students who verbally abuse or bully other members of the UD Team community will be sent to the assigned coach for a conference. The coach and social worker will organize mediation with all involved and will complete a Behavioral Intervention Plan for the accused student; failure of the student to comply with intervention plan will lead to either a restorative measure or recommendation for expulsion.

PHYSICAL BULLYING

Safety is a chief priority at UD Team. For this reason, physical bullying and abuse will not be tolerated. This includes, but is not limited to, the use of weapons to inflict injury, fighting or threatening violence with objects.

Students who physically abuse or threaten classmates or school personnel will immediately recommended for expulsion, no exceptions.

FIELD TRIPS

Field trips and Fieldwork (research) are important components of instruction and a memorable and valued part of the teaching and learning processes. Field trips are used to enrich and extend classroom instruction. Field trips may also be used to reward student achievement. All students will have an equal opportunity to participate in school field trips; however, students with chronic behavior or attendance problems may be excluded. While on field trips students will be held accountable for all of the rules and regulations found in the UD Team student handbook. A signed permission slip must be submitted before leaving for any field trip requiring transportation. A “walking” permission slip will be kept on file for each student, which will be valid for all field trips originating at UD Team and that do not require transportation (for example, trips to the public library or playground across the street).

EMERGENCY DRILLS

UD Team is required to conduct 8 fire drills and 4 lockdown drills throughout the school year. It is imperative that students understand the seriousness of the emergency drills and behave accordingly. Talking, failing to follow an adult’s directions, or otherwise acting inappropriately during an emergency drill will lead to disciplinary action.

FOOD SERVICE

Each student must submit a completed lunch form at the start of the school year. That form is used to determine the eligibility of students to participate in the breakfast and lunch program at no cost or reduced cost. UD Team provides all students with healthy breakfast and lunch at no cost.

FREEDOM OF EXPRESSION

Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinion, however, shall not interfere with the freedom of others to express themselves. Written expression of opinion must be signed by the authors. Any form of expression that involves libel, slander, the use of obscenity and personal attacks aimed at groups or individuals or that otherwise disrupts the educational process is prohibited.

Student participation in the publication of student newspapers, yearbooks, literary magazines and similar publications is encouraged by UD Team as an educational experience. These publications have qualified faculty advisors and strive to meet high standards of journalism. Opportunities for a broad spectrum of opinions are provided.

Students are entitled to approach an administrator, teacher, staff member or coach to have their concerns heard and addressed.

No person shall distribute any printed or written materials on school property without the prior permission of the school director. To obtain such permission, the person wishing to distribute the material shall provide a copy to the school director, with a written request that the director gives permission for its distribution. This written request shall contain a brief statement of when, where, and how the material is to be distributed. The director shall decide whether or not to give permission within two working days of the date of submission, and shall notify the applicant in writing of the decision.

ILLNESS AND MEDICATION

Students who feel ill should notify the teacher and obtain a pass to report to the nurse's office. Students will be allowed to rest for a short period of time and then will return to class. If a student is seriously ill and cannot remain in school or participate in athletics, a parent/guardian will be called to pick up the student. In the event a parent is unable to pick up the student from school, EMS will be called, the student will be taken to the nearest ER and will be accompanied by a UD staff member who will leave once the parent arrives (this protocol is specifically for our 16 year old and under students). Students who are contagiously ill should not come to school.

With written parental permission, UD Team staff will administer over the counter medicines for specific, mild conditions such as headaches, pain from minor illness or injury, or minor allergic reactions. Do not send medicine to school for your child to keep and take independently.

When your child requires prescription or over the counter medication to be given at school, please send the medicine in the original container with the prescription or manufacturer's label attached. This medicine must be checked in with the office staff including written physician or parent permission.

Students will not be permitted to carry and self-administer prescription pain medicines, psychiatric medicines, or medicines used in the treatment of learning disorders. If these types of medicine are needed at school, they must be checked in with the UD Team Nurse.

If a student requires immediate access to asthma or anaphylaxis treatment medications, UD Team staff must be notified that the student will be carrying their own medicines.

HALL PASSES

Students will be excused to leave the classroom only in case of an emergency. Passes will not be given during the first and last 10 minutes of a class period. Students must display the pass visibly when in the hallway and must produce it upon request from any adult.

LOCKERS AND DESKS

Students' lockers and desks, provided by the school, are purchased, furnished and maintained by the school and remain the property of the school district. However, the school is not responsible for books, clothing or valuables left in lockers. A student shall not place, keep or maintain in a school-owned locker or desk any article or material which is of a non-school nature or may cause the disruption of the lawful mission of the school.

The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

- a) Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.
- b) Individual searches of lockers and desks may be conducted under the authorization of the building administrator.
- c) Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desk by school authorities.

OFF CAMPUS EVENTS

Students at school-sponsored off campus events shall be governed by all the rules and regulations of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school-sponsored off campus events and may result in additional disciplinary measures in accordance with the disciplinary code contained in this policy manual.

SEXUAL HARASSMENT

UD Team is committed to safeguarding the right of all employees, students, or members of the public within the School to an environment that is free from all forms of sexual harassment.

All individuals associated with this school, but not necessarily limited to the Board, the administration, the staff, students, and members of the public while on school property or on a school related activity are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Therefore, the Board condemns and prohibits all behavior of a sexual nature which is either designed to extort sexual favors or which has the purpose or effect of creating an intimidating, hostile or offensive environment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Sexual harassment includes, but is not limited to unwelcome flirtation, sexual advances, propositions, continual or repeated verbal abuse of a sexual nature, use of sexually degrading words or actions, and the display of sexual suggestive pictures.

Sexual harassment in the school, on school property, or at a school related activity by any employee, student, or member of the public is a serious violation for which the appropriate disciplinary action will be taken and may lead to personal, legal and financial liability. For students, please refer to discipline policy below, specifically 2.6 and 3.9.

Any employee, student, or member of the public who believes that he/she has been subjected to harassment should make a complaint immediately to the school director or the Board.

Complaints will be investigated promptly and corrective action will be taken where appropriate. No member of the school community will suffer retaliation or intimidation as a result of using the internal complaint procedure.

RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA) requires the school to protect a student's privacy. The school will not disclose any information from the student's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent or legal guardian of a student under 18 years of age, or a student 18 years of age or older, is entitled to access the student's school records by submitting a written request to the building School Leader. Further information concerning the disclosure of student information and limitations on such disclosure may be found in FERPA and school district policy adopted pursuant thereto.

REPORT CARDS

Students and Families can always access student records through Jupiter Grades. Each student will receive a progress report and one final report card per term for each class. UD Team will have three terms per school year. Progress Reports and Report Cards will be available online and a hardcopy will be sent home.

UD TEAM SCHOOL SERVICE

Our discipline policy is based on the importance of acting with integrity and responsibility—not only towards the self, but also towards the school and community. As such, some students may be required to perform UD Team school service as part of a process to acknowledge that their actions have negatively affected their community. UD Team school service may be in the form of classroom service (sweeping, emptying trash cans, etc.) or general school service (working in the main office, cleaning the cafeteria, cleaning the bathrooms, etc.).

LOST AND FOUND

Students should make every effort to keep track of their possessions, including those borrowed from the school. Items that are found and not claimed immediately will be stored in the main office. If a student finds something, he/she should turn it in to the main office. If a student has lost something, he/she should check with the lost and found in the main office.

TECHNOLOGY USAGE

Technology has become an integral part of a progressive learning environment. UD Team spends considerable time and resources maintaining and upgrading the technology throughout the school. Students are encouraged to utilize this technology in various learning activities and to comply with the following policies:

Computers:

- ✓ Applications, operating systems and related files will be set up and changed only by the computer department or the UD Team staff.
- ✓ Concerning the network, students will only access areas within computers which that been set up for the user. Students should not share passwords.
- ✓ Computers will only be used for activities appropriate to a school environment and within the laws of the United States of America.

Specifics relating to above computer policies:

- Students will not alter any aspect of a computer or a lab set up.
- Students will not add any programs to a computer. (If a student believes the school could benefit from a particular program, he or she may discuss this with the teacher or school director.)
- Students will not alter, copy or delete another student's work.

Internet:

- ✓ Only sites which are appropriate to a school environment may be accessed.
- ✓ Only school related e-mail may be used during the school day. All e-mail must contain appropriate language and content.
- ✓ Chat rooms may never be used.
- ✓ Graphics and text retrieved from the Internet must comply with copyright laws and sources must be properly documented.

Specifics relating to above Internet policies:

- Students mistakenly accessing inappropriate sites must exit the site immediately.
- Students will not download programs from the Internet.
- Students will not use the Internet in ways which significantly reduce the performance of the network (chat rooms, large downloads, streaming video, etc...).

Note: All UD Team staff members have the right to monitor all computer work and activity.

TELEPHONE USAGE

Students may ask for permission to use the phones in the main office for emergencies only. Students will not be permitted to use those phones on a regular basis. Families should be sure to make arrangements each day before students leave for school.

TEXTBOOKS/CARE OF SCHOOL PROPERTY

UD Team invests a significant amount of money to provide textbooks and other supplies to students each year. Students are responsible for maintaining those items in good condition throughout the year. Supplies given by the school to the students are also expected to be used appropriately. Students who misuse school supplies will lose the privilege of having access to those materials.

TRANSPORTATION

Students who live more than ½ mile from the school will be eligible for a half or full-fare MetroCard. These cards are for student usage only, and may only be used by students when traveling to and from school and school-related activities.

It should be clear to all students and their families that public transportation (bus and subway) is a form of school sponsored transportation when students use school issued Metrocards. Therefore, it is expected that all students conform to the Code of Conduct as described in this handbook when using public transportation on the way to and from school and school-related activities. Incidents of inappropriate behavior will be subject to the Discipline Code as outlined in this handbook.

VISITORS

Any visitors to the school must be signed in at the main office and escorted to their destination by a school official. Students are generally not permitted to have guests visit the school. Written permission from the school director is required prior to a guest's visit.

PREGNANCY POLICY

Pregnant or parenting students shall not be excluded from school solely on the basis of pregnancy or parenthood. At UD Team Charter School, the student support team (Guidance Counselor, Coach, Social Worker, DCI) will work to provide alternative program and services to pregnant or parenting students including counseling, life skills, and parenting education. This includes, but is not limited to childcare, career development, and health and nutrition services.

Upon knowledge of pregnancy, student is to provide confirmation of pregnancy, EDD (expected due date) and confirmation of prenatal care.

1ST TRIMESTER

- Barring any declaration of high-risk issue, student is to participate in SBYD with medical clearance

2ND TRIMESTER

- Modified SBYD participation with medical clearance
- Should student be deemed as high risk, student will complete an in class SBYD assignment in an assigned classroom during SBYD block

3RD TRIMESTER

- Student will be provided in house SBYD assignment in an assigned classroom

POST DELIVERY

- Student (and parent/guardian) will provide UD Team Charter School with medical clearance
- An at home packet will be provided to the student to work on during her recovery-content of packet to be determined by Director of Curriculum and Instruction
- Attendance will be monitored by her Coach
- Should student have complications from pregnancy that would leave her home bound the school Guidance Counselor will work with student & parent on completing a DOE home school request.
- Accommodations will be provided for mothers:
 - ❖ Designated space for nursing
 - ❖ Accommodations to post natal appointments (verification required)

BEHAVIORAL EXPECTATIONS

STUDENT CODE OF CONDUCT

- Students will contribute to maintaining a safe, tolerant, restorative and inclusive school environment that is conducive to learning.
- Students will show respect to UD Team members, coaches, staff, administration and all school property.
- Students will be familiar with and follow all school policies, rules and regulations dealing with student conduct.
- Students will attend school every day unless they are legally excused.
- Students will be in class, on time, and prepared to learn.
- Students will work to the best of their ability in all academic, athletic, and extracurricular pursuits and strive toward their highest level of achievement possible.
- Students will respond to direction given by teacher, administrators and other school personnel in a respectful, positive manner.
- Students will develop skills to control their anger and behave in an appropriate manner.
- Students will ask questions when they do not understand and seek help in solving problems.
- Students will follow the school dress code and refrain from wearing anything gang related.
- Students will accept responsibility for their actions and be held accountable for their behavior.
- Students will conduct themselves as representatives of UD Team when participating in or attending school-sponsored extracurricular events.
- Students will hold themselves to the highest standards of conduct, demeanor, and sportsmanship—both in the classroom and on the field.

PENALTIES

Students who are found to have violated the school's code of conduct may be subject to one or more of the following penalties. UD Team practices Restorative Justice. Therefore, we will make every attempt to resolve any violations through restorative practices. It is our goal to limit punitive consequences in response to behavior. All UD Staff members that have the authority to impose penalties, will do so consistent with the student's right to due process, and in consultation with the school leader.

- **Verbal Warning**- a verbal warning issued to the student by a member of SSS where the nature of the unacceptable behavior is addressed and the consequences that will follow are explained to the student should the behavior persist.
- **Personal Development Session**- depending on the infraction students will participate in a workshop that specifically addresses the lagging skill that triggered the infraction. This can happen in school and be facilitated by a Social Worker or other member of SSS or out of school facilitated by one of our partnership agencies that work with us on Restorative consequences
- **Restorative Circle**-facilitated by member of SSS that is trained in the tenets of harm circles and conflict resolution. All parties will be prepped individually by the facilitator.
- **Parent Meeting**- facilitated by the Dean. Other key staff that works with the student will be in attendance as needed.

- **Mediation/Peer Mediation-** facilitated by one of the Social Workers that have been trained in Mediation protocols. All parties are prepped in advance. Agreements are created and signed by all parties. Everything is confidential.
- **Community Service-** facilitated within school or outside of school with one of the agencies we partner with to offer community service opportunities to our students.
- **Press Conference-** facilitated by the coach or the league leader. One teacher from every academic course will attend as well as an advocate determined by the student. Participants will discuss student strengths and weaknesses and create a plan to address the areas of improvement.
- **Formal Conference-** facilitated by a member of SSS that is trained in Restorative Practices. Students and harmed parties are prepped in advance. Students are permitted to bring an advocate with them for support. Agreements for restitution are created during the meeting based on the needs of the harmed party and signed by all meeting participants.
- **Suspension-** full (1 or more entire school day suspension from all school activities) or partial (partial suspension is referred to as “benching” and occurs when a student is suspended for one period within the school day) Alternate instruction is provided to all students for the duration of their suspension
- **Expulsion Hearing-** recommendations for expulsions are made by the SSS department and approved by the school leader. Decisions are made by an impartial hearing officer.

A student subject to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the director imposing the suspension to discuss the conduct and the penalty involved.

A student may be suspended from instruction only after his/her rights pursuant to Education Law 3214 as set below have been observed. When suspension in excess of five days is the appropriate response to student behavior, the student and his/her parent/guardian have certain rights set forth in the Educational Law of the State of New York and in school policy. Briefly, these rights are:

- to be given written notice as to the charges pending against the student,
- to be represented by counsel,
- to be afforded a hearing by the director or a designated hearing officer,
- to present witnesses and other evidence in his/her own behalf and to cross examine witnesses against him/her,
- to appeal the decision of the director after the hearing to the Board of Trustees, and
- to an appeal from the decision of the Board of Trustees to the Commissioner of Education of the State of New York.

A student may be expelled for:

- possessing a dangerous weapon or a controlled substance (including alcohol) on the school premises or at school-sponsored or school-related events
- physically assaulting a student or member of the educational staff on the school premises or at school-sponsored or school-related events
- repeated and fundamental disregard of school policies and procedures
- destruction or attempted destruction of school property
- theft or attempted theft of school property

In all disciplinary matters, students have the opportunity to present their version of the facts and circumstances that lead to the imposition of disciplinary sanctions to the professional staff member imposing such sanctions.

A decision to recommend a student for expulsion will be made by the Student Support Services Department and School Leader. Decisions to expel will be determined by an impartial hearing.

STUDENTS WITH DISABILITIES

Students with disabilities are expected to be governed by the same conduct and discipline policy as all students, except when it is determined that the behavior(s) for which the student was referred is a manifestation of his/her handicapping condition. The student, after determination by the appropriate personnel, will be referred to the Counsel for Special Education (CSE). The CSE, after referral, may then evaluate the action in question and determine if program modifications are appropriate, including, but not limited to additional services, counseling behavior management and/or change in placement. If a student is suspended from instruction at any point, alternate instruction is provided by a certified special education teacher.

THE PLAYBOOK—UD TEAM BEHAVIORAL CONDUCT CODE

LEVELS

The UD Team discipline code or the “playbook” is comprised of three levels for infractions with corresponding therapeutic interventions, restorative practices and/or disciplinary responses. The levels range from minor infractions to major breaches in school policy. The following outlines responses and interventions as determined by the level of infraction.

The goal of UD Team’s behavioral conduct code is to create a safe, tolerant, restorative and inclusive learning environment where students can thrive. For this reason, the majority of responses to behavior happen in a restorative manner, teaching skills to improve the behavior, and students are rarely removed from the learning environment. Only Level III offenses may result in the immediate removal of students from their classroom or Team.

LEVEL I

Level I: Minor misbehavior on the part of students. These actions impede on classroom or team procedures and interfere with learning. Level I infractions require basic interventions, however students with multiple or consistent Level I warnings may require more strict disciplinary actions, as outlined in Level II.

Examples of Level I infractions:

- 1.1 Cutting class or leaving school without authorization
- 1.2 Insubordination

- 1.3 Using personal electronic devices (cell phones, ipods, etc) during school hours
- 1.4 Using school electronics or supplies without permission
- 1.5 Violating UD Team's Internet usage policy
- 1.6 Misuse of property
- 1.7 Classroom or in-school disturbance
- 1.8 Disrespectful language or gestures

Procedures: Level I offenses are typically handled by individual staff members either in the classroom or on the field. Sometimes school support personnel are necessary. They will be handled with **one or more** of the following interventions:

- Verbal Warning
- Personal Development Sessions
- Restorative Circle
- Parent Outreach/Meeting

LEVEL II

Level II: Frequent or serious misbehavior that disrupts the learning climate of the school and puts the safety and integrity of individual students at risk. They require interventions at both the staff *and* administrative level. Level II includes behaviors with consequences severe enough to require corrective action on the part of UD Team administration.

Examples of Level II Infractions:

- 2.1 Continuation of unmodified Level I misbehavior
- 2.2 Abusive language towards peers and staff
- 2.3 Lying or giving false information to school staff
- 2.4 Cheating/Forgery
- 2.6 Vandalism or intentional property damage (school or personal)
- 2.7 Making sexually suggestive comments, innuendos, propositions or remarks
- 2.8 Creating substantial risk of serious injury by reckless endangerment or use of an object capable of causing physical harm
- 2.9 Bringing unauthorized visitors to the school or allowing to enter school grounds
- 2.10 Gambling
- 2.12 Attempting to enter the school building without authorization (ex: breaking in)
- 2.13 Bus disturbance

Procedures: Level II infractions usually result in the application of Level I procedures with the possible addition of parent meetings, project assignments, referral to school counseling or outside agencies and UD Team School Service. Level II infractions are typically addressed with **one or more** of the following interventions:

- Restorative Circle
- Personal Development Sessions
- Parent Meeting
- Formal Conference/Press Conference
- Mediation/Peer Mediation
- Referral to Justice Panel

- Community Service
- Full or partial suspension (benching)

LEVEL III

Level III: These infractions are considered the most severe because they put the safety and well-being of UD Team students and staff at risk. Level III infractions show disrespect and disregard for members of the UD Team community and put the community at risk. Administration has zero tolerance for these behaviors and actions, and when required, may contact authorities as stated by law.

Examples of Level III Infractions:

- 3.1 Continuation of unmodified Level II misbehavior
- 3.2 Falsely activating a fire alarm
- 3.3 Bomb threat
- 3.4 Theft
- 3.5 Starting a fire/arson
- 3.6 Inciting or taking part in a riot
- 3.7 Possessing, using or selling weapons or drugs
- 3.8 Engaging in threatening or dangerous behavior; posting, distributing, displaying or sharing anything containing the threat of violence, injury or harm, including posting on the Internet
- 3.9 Engaging in sexually aggressive behavior or forcing another person into sexual activity
- 3.10 Bullying behavior, including cyber bullying; threatening, stalking, seeking to coerce, threats of harm, taunting, intimidation, including use of slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, athletic ability, religion, gender, gender identity, gender expression, sexual orientation or disability
- 3.11 Engaging in physically aggressive behavior with or without a weapon
- 3.12 Gang-related behavior (apparel, graffiti, signs etc); recruiting for a gang
- 3.13 Engaging in sexual conduct on school premises or at school related functions

Procedures: Level III infractions are serious and require immediate action by school administration. They may also call for intervention by law enforcement officials. These acts by students may result in violence or injury and they pose a direct threat to the safety of school community members, as well as disruption to the educational process. Level III infractions are typically addressed with the following interventions:

- Restorative Circle
- Mediation/Peer Mediation
- Full or partial suspension (benching)
- Community Service
- Formal Conference
- Expulsion Hearing

Dignity for all Students Act (DASA) Policy

The Board of Trustees (“Board”) is committed to providing a safe and productive learning environment within the charter school. In accordance with New York State’s “Dignity for All Students Act” (“DASA”), the Board is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students’ ability to learn. This includes bullying, taunting, or intimidation in all their myriad forms.

Policy Definitions:

“*School property*” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section 142 of the vehicle and traffic law.

“*School function*” means a school-sponsored extra-curricular event or activity.

“*Harassment*” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to bullying, cyber bullying, sexting or other conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“*Bullying*” means a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students, or an individual student engages in harassment of another student or students who is/are less powerful or perceived to be less powerful. Bullying can take many forms, including but not necessarily limited to the following three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

“*Cyberbullying*” means online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes, but is not necessarily limited to, sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to “*sexting*”); pretending to be someone else in order to make that person look bad.

“*Sexting*” means sending, receiving or forwarding sexually suggestive, nude, or nearly nude photos through text message or email.

Students’ Right - No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function.

In addition, the School reserves the right to discipline students who engage in harassment of students off school property under circumstances where such off-campus conduct (1) affects the educative process; (2) actually

endangers the health and safety of School students within the educational system; or (3) is reasonably believed to pose a danger to the health and safety of School students within the educational system. This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

Dignity Act Coordinator (DAC) – The School Leader shall designate a staff member to be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This staff member will be known as the DAC, and this position is currently held by the school social workers.

Reporting and Investigating – Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the School Leader. A staff member who witnesses harassment or who receives a report of harassment shall inform the School Leader. The School Leader shall promptly investigate the complaint and take appropriate action, including as necessary, referral to the next level of supervisory authority and/or other official designated by the School to investigate allegations of harassment. Investigation of allegations of harassment shall follow the procedures utilized for complaints of harassment within the School, as specified in the section of this Handbook entitled “No-Harassment Policy.”

Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.

No Retaliation – The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Guidelines and Training – In furtherance of this Policy, the School Leader is authorized and directed to prepare administrative guidelines:

1. To be used in annual school training programs to discourage the development of discrimination or harassment, and that are designed to:
 - a. Raise the awareness and sensitivity of school employees to potential discrimination or harassment.
 - b. Provide students and staff with the specific highlights of the new Dignity Act provisions, such as the prohibition against discrimination and harassment and the identify and availability of the school’s DAC.
 - c. Enable employees to prevent and respond to discrimination or harassment.
2. Relating to the development of nondiscriminatory instructional and counseling methods.

Dissemination, Monitoring and Review – This policy, or a plain language summary, will be published in the student, family and employee handbooks, and posted on the School’s website. All staff and students will participate in a workshop regarding the Dignity for All Students Act.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

CORE VALUES IN ACTION

All members of the UD Team community—students, staff, and families, must embody the Core Values daily. Below is a rubric that has been created so that we can see where each member of the community is at presently and how we can improve in order to create an environment is positive, forward thinking, and helps us achieve our goals.

TEAMWORK

How does the UD Team community respond to working within a group to achieve desired goals?

BEGINNER

- We understand the importance of attendance and lateness
- We are supportive of the team, make positive comments when mistakes are made, display a positive attitude
- We helping each other to accomplish a goal, contribute to planning sessions, share workload
- We are present, engaged and active in all activities
- We do not tease, demean or exclude others

INTERMEDIATE

- We understand strengths and weaknesses of team members and self
- We demonstrate a knowledge and willingness to use the strengths of various team members
- We have the ability to provide needed support without being asked

ADVANCED

- We can take a step back when needed, and worry more about others than self
- We show confidence in others
- We have the ability to keep self and group focused on the main goal

LEADERSHIP

How does the UD Team community exhibit leadership qualities?

BEGINNER

- We demonstrate the ability to make decisions and an understanding of consequences
- We model appropriate behavior
- We show a willingness to try and learn new things

INTERMEDIATE

- We accept responsibility for mistakes and learn from our mistakes
- We are able to lead successful activities for others
- We take initiative and can improvise when unforeseen circumstances disrupt plans
- We have the ability to keep others focused on a mutual goal, even during times of stress

ADVANCED

- We have the ability to play a supporting role while letting others lead
- We encourage others ideas and suggestions
- We have the ability to use our own knowledge and skills to help make others better
- We demonstrates patience with others

COMMUNICATION

How does the UD Team community give and exchange information?

BEGINNER

- We use voice projection
- We use appropriate language (no cursing)
- We practice listening skills (paying attention, listening to the end, no interrupting/calling out)
- We speak positively (provides constructive criticism and encouragement)
- We comprehend written activities
- We proactively informs others of all issues: absences, lateness, behavior

INTERMEDIATE

- We have the ability to clearly explain and lead activities
- We practice active listening, demonstrating comprehension and ask follow up questions
- We have the ability to fully develop ideas and explain them to others
- We speak clearly without the use of fillers, i.e.: um, know what I'm sayin', etc.

ADVANCED

- We speaking positively (constructive criticism, encouragement) with others
- We use positive non-verbal communication (facial gestures, hand gestures, eye contact)
- We have the ability to effectively speak in front of a large group of people
- We know how/when to speak with others (i.e. discussing concerns after class, knocking before entering an office, etc.)

PARENT INVOLVEMENT

COMMUNICATION WITH FAMILIES

In order to keep parents and guardians involved in the academic progress of their children UD Team will:

- Send progress reports home from each class
- Conduct open houses

- Sustain an open door policy to all family members
- Ensure that each teacher is be available to meet with parents/guardians

PARENT CONCERNS

If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it. If you are still concerned after considering our goals for your child, please contact the school. We welcome the conversation. We understand that, as parents, you have very strong feelings about issues concerning your child. We ask only that you try to deal with any issue respectfully. In return, we promise to take you and your concern seriously. If a conversation becomes negative or uncivil, the conversation will be cut short and continued at another time.

Hierarchy for reporting a classroom-related grievance:

- Talk to the teacher or coach: Set up a meeting and talk with the teacher or coach face to face about the issue
- Talk to the Parent Coordinator: Set up a meeting and talk with the Parent Coordinator about grievance and brainstorm ways to solve problem.
- Talk to the Director: If the issue cannot be resolved with the teacher(s), then set up a time to meet with the Director of Student Support Services, Assistant Director of Sports-Based Youth Development, Director of Curriculum and Instruction, or Director of Operations
- Talk to the School Leader: If the issue cannot be resolved with the Director, then you may make an appointment with the School Leader

COMPLAINT POLICY

Any individual or group may bring a complaint to UD Team’s Board at any time. If the complaint alleges a violation of the provisions of Article 56 of the Education Law (i.e., the New York Charter Schools Act), the school’s charter, or any other applicable provision of law relating to the management or operation of the school, the Board will consider the complaint. If not, the Board will remand the matter to the School Leader for resolution.

The complaint may be presented to the Board in an open meeting, in written form, by letter or via email to board@udteam.org. The Board will respond at its next regular public meeting. The Board will make every effort to respectfully address the matter to the satisfaction of the individual or group who presented the complaint. The Board, as necessary, will direct the School Leader or other responsible party to act upon the complaint and report to the Board. The Board will render a determination in writing. If the matter is directed back to the School Leader for resolution, the School Leader will report to the Board.

If, after presentation of the complaint to the Board, the individual or group determines that UD Team has not adequately addressed the complaint, the complainant may present the complaint to the New York State Education Department, which shall investigate and respond, pursuant to its complaint policy, which shall be provided to the complainant. If, after presentation of the complaint to this charter authorizer, the individual or group determines that its complaint has still not been adequately addressed, the complainant may present the case to the Board of Regents, which shall investigate and

respond. The NYSED and the Board of Regents have the power and the duty to take remedial action as appropriate. The decision of the Board of Regents is final.

PARENT BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

In accordance with the New York State Education Law, we are required to publish a parents' Bill of Rights for Data Privacy and Security (Education Law 2-d). Please read below:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents shall have the right to inspect and review the complete contents of their child's education record.
3. State and Federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available for public review at NYSED or by writing to the Chief Privacy Officer at NYSED.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Board of Directors of UD Team.

This bill of rights is subject to change based on regulations of the Commissioner of Education and the NYSED chief privacy officer.

OPEN DOOR POLICY

UD Team has an open door policy. We encourage parents and guardians to visit their child's classroom and the school at any time. We encourage parents to be fully involved in their children's total educational experience.

PARENT ASSOCIATION – UD TEAM FAMILY

To meet the educational and social needs of the students, to obtain feedback and direction from parents and guardians on how to best serve children, and to assist families as they help their children achieve success in school, UD Team plans for and expects an active role for parents/guardians in the governance of the school.

Participation in UD Team Family is voluntary and open to all families, and a parent/guardian need not formally belong to or participate in Team Family to participate at public meetings of the school, serve on ad hoc committees, or meet with or make recommendations to the school's Board of Trustees or administration.

SCHOOL SERVICE

UD Team parents are encouraged to volunteer at least 10 hours of service to the school, in the classroom, at school events, or as an ambassador for the school, each year. Parent involvement is an integral part of a successful child's education. Parents may perform their school service in a variety of ways and should feel free to make suggestions of ways to perform that service to the UD Team staff.

PARENT-TEACHER CONFERENCES

Frequent communication between teacher and parent is essential for ensuring that the best possible learning situation is afforded to every child. Parent-Teacher communication is essential to academic success. Parent –Teacher conferences will be held each term after the 1st Report Card is created. The dates for these Parent-Teacher Conferences will be noted on the UD Team School Calendar.

URBAN DOVE TEAM CHARTER SCHOOLS STUDENT AND FAMILY HANDBOOK

PARENT AND STUDENT AFFIRMATION

Dear UD Team Families,

Please read the contents of this Student Handbook carefully. Parents/guardians should make sure to discuss the contents of this book with their children, specifically the general policies (including the Discipline Policy), as students will be held accountable for adhering to the procedures and policies set forth in this handbook.

If you have any questions, please contact me immediately.

Parents/guardians and students must sign the Family and Student Compacts acknowledging that the Student Handbook has been read and the policies set forth have been agreed to.

Thank you,

Amit Bahl
School Leader
Urban Dove Team Charter School

Sharon Aiuvalasit
School Leader
Urban Dove Team Charter School II