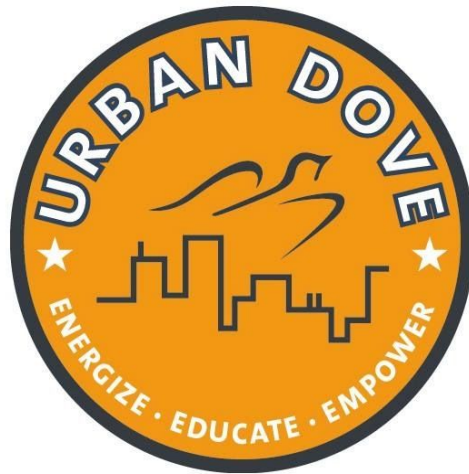


**URBAN DOVE TEAM CHARTER SCHOOL**  
**STUDENT AND FAMILY HANDBOOK**  
**2020-2021**



**TEAM**  
CHARTER SCHOOL

\*REVISED August 2020

# 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 (UD Team) is a network of completely unique and innovative sports-based alternative high schools for over-age, 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-age, 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

At Urban Dove Team Charter Schools, 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 by***

- Providing my child(ren) with the necessary support to succeed at UD Team
- 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 & Family 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
- Being receptive to ongoing feedback about my child's performance from School staff members
- Following the appropriate policies and procedures as described in the Student & Family 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, students 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 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 & Family Handbook
- To refrain from using profanity and belligerent language
- To either keep all electronics (cell phone, headphones etc.) at home or place them with my coach for safekeeping 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 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

## **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 at least once per trimester
- Conduct open houses
- Make phone calls home on a regular basis
- Ensure that each teacher is available to meet with parents/guardians on a regular basis or as needed with advanced scheduling

### ***Parent-Teacher Association***

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 encourages parents/guardians to play an active role in their child's education. UD Team's PTA is a parent-teacher organization led by the Family and Community Engagement Coordinator. The PTA meets once per month to plan activities to engage families and raise awareness for pressing issues. The PTA works together to come up with solutions to challenges that the school may face.

### ***School Service***

UD Team parents are encouraged to volunteer at least 10 hours of service to the school 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 1<sup>st</sup> Report Card is created. The dates for these Parent-Teacher Conferences will be noted on the UD Team School Calendar.

## **COMPLAINT POLICY**

### **General Procedure**

Any parent/guardian who has a concern about a School policy, academic grade, discipline decision, or anything else, is encouraged to contact the appropriate staff member at UD Team by telephone or email. All contact information for your school can be found in Appendix B.

For example, to discuss a discipline decision, here are the steps to follow:

- 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 the grievance and brainstorm ways to solve problem
- Talk to a Director:
  - If the issue cannot be resolved with the teacher, coach, or Parent Coordinator, then set up a meeting 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 a Director, then set up a meeting with the School Leader

All staff members are committed to responding promptly to parent/guardian concerns. If an issue is not resolved promptly or satisfactorily, please contact the School Leader to discuss the matter further.

Any individual or group may bring complaints or concerns of any kind to the School Leader. The School Leader will work to resolve conflicts fairly and informally, as quickly as possible. After reviewing the complaint, the School Leader will respond either in writing, telephone, or in person depending on the circumstance. If the School Leader is unable to resolve the complaint to the individual or group's satisfaction, or if the complaint is about the School Leader, the individual or group may bring their complaint to the UD Team Board of Trustees. The complaint may be presented to the Board in an open meeting, in written form, by letter or via email to [board@urbandove.org](mailto:board@urbandove.org). The Board of Trustees shall investigate and respond to all complaints in a timely manner, and shall serve as the appeals body for any complaints that are not satisfactorily resolved.

### **Procedure for Complaints under Section 2855 of the Charter Schools Act**

Section 2855(4) of the New York Education Law, part of the New York State Charter Schools Act (the "CSA"), provides that any individual or group may bring a complaint directly to the UD Team Board of Trustees alleging a violation of the CSA, the School's charter, or any other provision of law relating to the management or operation of the School. All such complaints should be in writing and include the following:

1. the name, address, and phone number of the complainant;
2. a detailed statement of the complaint, including the specific provision of the School's charter or law that allegedly has been violated;
3. the relief sought by the complainant; and
4. the response, if any, received from the School thus far.

The Board of Trustees will respond in writing to any complaint submitted in writing no later than 30 days from receipt of the written complaint. Depending upon the circumstances, the Board's first response to a complaint may be to advise the complainant as to the timeline for further review, investigation, and resolution of the complaint, rather than an immediate resolution of the complaint.

If the complainant believes that the Board of Trustees has not adequately addressed the complaint, the individual or group may then present the complaint to the School's authorizer, the Board of Regents of the University of the State of New York (the "Board of Regents"). The Board of Regents has delegated authority to handle complaints concerning charter schools to the Commissioner of Education. The Charter School Office of the New York State Education Department, on

behalf of the Commissioner, will investigate and respond to complaints concerning charter schools that have been appropriately filed, and has the power and the duty to issue appropriate remedial orders involving any such complaint.

The process for bringing a complaint to the Board of Regents can be found here: <http://www.p12.nysed.gov/psc/complaint.html>.

The complaint may be submitted via email to the Board of Regents at [charterschools@nysed.gov](mailto:charterschools@nysed.gov), or by writing to the Board of Regents at the following address:

New York State Education Department  
Charter School Office  
89 Washington Avenue  
Room 5N Mezzanine  
Albany, NY 12234  
(518) 474-1762

## **OVERVIEW OF EDUCATIONAL PROGRAMS**

UD Team 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 has a robust Sports-Based Youth Development program as a main part of its school model. SBYD is a method of engaging and educating students, using team sports, competition, positive coaching and supportive peers. SBYD activities occur during the school day every day and occasionally during after-school hours as well. SBYD activities are part of the school curriculum and are mandatory. Some activities occur on site at school while others may occur off-site. All activities, regardless of where they take place are considered part of school and all policies and expectations are in effect.

Each week teachers and coaches gather to reflect on the week's teaching and learning, as well as to establish new strategies for strengthening student relationships, encouraging academic achievement and promoting UD Team engagement.

## **STUDENT SUPPORT SERVICES**

Our SSS department is responsible for ensuring that all students exhibit positive, pro-social behavior and become positive members of the Urban Dove community. The SSS department works with all students and is primarily responsible for behavior and discipline at UD Team.

## **MULTI LANGUAGE LEARNERS**

The needs of MLL 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. MLL students attend classes where all lessons are conducted in English in order to develop their English verbal and literacy skills. Our MLL Coordinator works to ensure appropriate scaffolds are used in all classes to support MLL students. All MLL students take the NYSESLAT annually and receive all necessary accommodations on State examinations.

## **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. 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***

All students with disabilities are educated at UD Team and protected against discrimination. In accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, UD Team provides a free and appropriate public education to each student with a disability in 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. We will address the needs of students with disabilities according to their Individualized Education Program (IEP) or Section 504 Plan, as applicable.

## **SCHOOL POLICIES**

### ***ABSENCES AND LATENESS***

Attendance is an essential part of student success at 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 (see Appendix B). UD Team urges you to avoid scheduling trips during school time. Absences due to family trips during school time are considered unexcused.

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.

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.

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 student 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.

### ***USE OF PHONE/ELECTRONIC DEVICES***

The use of cell phones and electronic devices is prohibited at all times. ALL CELL PHONES WILL BE PLACED WITH STAFF FOR SAFE KEEPING 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.

### ***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, attending field trips are a privilege, and 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 & Family 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 may 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.

### ***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.

Students who wish to distribute any printed or written materials on school property must obtain the prior permission of the school director. To obtain such permission, the student wishing to distribute the material shall provide a copy to the school director with a written request for permission for its distribution. This written request shall contain a brief statement of when, where, and how the material is to be distributed. The school director shall decide whether or not to give permission within two working days of the date of submission, and shall notify the student 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, 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 Team staff member who will leave once the parent arrives. Students who are contagiously ill should not come to school.

If your child requires prescription medication to be given at school, a Medical Authorization Form and/or 504 must be completed by a health care provider AND a parent and be filed with the Department of Health Nurse at the school. Parents must send the medicine in the original container with the prescription or manufacturer's label attached. This medicine must be checked in with the DOH School Nurse. The DOH School Nurse will administer the medication according to the prescription. 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 DOH School Nurse.

If a student requires immediate access to asthma or anaphylaxis treatment medications, UD Team staff and the DOH School Nurse must be notified that the student will be carrying their own medicines and the student must have a completed Medical Authorization Form and/or 504 authorizing such self-administration on file with the DOH School Nurse.

If a parent wishes their child to have access to over the counter (OTC) medicines for specific, mild conditions such as headaches, pain from minor illness or injury, or minor allergic reactions, they must submit a Medical Authorization Form and/or 504 form to the DOH School Nurse. These forms must have patient specific orders from the child's provider along with written parent/guardian consent for such medications to be administered to, or taken by, their child. All OTC medication will be located in the Nurse's office. Do not send medicine to school for your child to keep and take independently.

All questions regarding medication should be addressed to the Director of Operations (see Appendix B for contact information).

## ***HALL PASSES***

Students must be issued a pass to leave the classroom. 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.

## ***SCHOOL-SPONSORED 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.

## ***SEXUAL HARASSMENT***

UD Team is committed to safeguarding the right of all employees, students, and 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 at 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.

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 leader 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.

### **FERPA**

#### **UD Team complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law designed to protect the privacy of a student's education records.**

The following notices describe the rights of UD Team parents and eligible students under FERPA:

##### Family Educational Rights and Privacy Act (FERPA) - Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day UD Team or the School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the School Leader a written request that identifies the records they wish to inspect. The School Leader 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask UD Team or the School to amend their child's or their education record should submit a written request to the School Leader, clearly identifying the part of the record they want changed, and specify why it should be changed. If UD Team or the School decides not to amend the record as requested by the parent or eligible student, UD Team or the School will notify the parent or eligible student of the decision and 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 provide written consent before UD Team or the School discloses personally identifiable information (PII) from 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 UD Team as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the UD Team Board of Trustees. A School official also may include a volunteer, contractor, or consultant who, while not

employed by UD Team or the School, performs an institutional service or function for which UD Team or the School would otherwise use its own employees and who is under the direct control of UD Team and the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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, UD Team or the School will disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UD Team or 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

#### [Disclosures that UD Team or the School may make without parental consent](#)

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

UD Team or the School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions;
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer;
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction;

- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials in connection with a health or safety emergency;
- Information the school has designated as “directory information”;
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement; and
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966.

***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - NOTICE FOR DIRECTORY INFORMATION***

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that UD Team or the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, UD Team and/or the School may disclose appropriately designated “directory information” without written consent, unless you have advised UD Team or the School to the contrary in accordance with School procedures.

The primary purpose of directory information is to allow UD Team and/or the School to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs), such as UD Team, receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. (These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).)

If you do not want UD Team or the School to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the School in writing by September 15<sup>th</sup>.

UD Team has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

### **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.

### **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 required 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 that have 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 law.

#### *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 leader.)
- Students will not alter, copy or delete another student's work.

*Internet:*

- UD Team utilizes filtering software in accordance with the Children's Internet Protection Act
- Only sites which are appropriate to a school environment may be accessed.
- Only school e-mail accounts may be used during the school day. All e-mail must contain appropriate language and content.
- Use of any social media sites is prohibited
- 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.

**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.

**TRANSPORTATION**

Students who live more than ½ mile from the school will be eligible for a 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 is expected that all students conform to the Code of Conduct as described in Appendix A to 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 Policy and Code of Conduct as outlined in Appendix A to 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.

**DISCIPLINE POLICY AND CODE OF CONDUCT**

See Appendix A for the UD Team Discipline Policy and Code of Conduct.

***SCHOOL-BASED INFORMATION AND CONTACT INFORMATION***

Please see Appendix B for specific information about the UD Team school your child attends.

## PARENT AND STUDENT AFFIRMATION

Dear UD Team Families,

Please read the contents of this Student & Family Handbook and all Appendices carefully. Parents / guardians should make sure to discuss the contents of this Handbook and all Appendices with their children, specifically the general policies (including the Discipline Policy and Code of Conduct which is found in Appendix A to this Handbook), as students will be held accountable for adhering to the procedures and policies set forth in this Handbook and the Appendices. If you have any questions, please contact your School Leader.

Thank you,

Amit Bahl

Sharon Aiuvalasit

School Leader

School Leader

Urban Dove Team Charter School

Urban Dove Team Charter School II

**Parents/guardians and students must sign below to acknowledge receipt and review of the Student & Family Handbook, including all Appendices.**

---

Parent Name (Print)

---

Student Name (Print)

---

Parent Signature

---

Student Signature



## Appendix A

### STUDENT DISCIPLINE POLICY AND CODE OF CONDUCT

#### OVERVIEW

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 are not 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. We have learned that punitive, suspension-based systems are not only ineffective, but also harmful for both students and families. Our restorative practice model has shown great success in helping to curb anti-social behavior and develop a strong sense of community. UD Team will make every effort to respond to violations of the UD Team Code of Conduct with restorative practices. However, depending upon the infraction, there are times when a restorative response may not be appropriate. Additionally, UD Team cannot force students to participate in Restorative Practices. If a student chooses not to participate in a Restorative consequence, other consequences will be imposed.

#### BEHAVIORAL EXPECTATIONS

- Students will contribute to maintaining a safe, tolerant, restorative and inclusive school environment that is conducive to learning.
- Students will show respect to everyone in the UD Team community, including coaches, staff, administration and fellow students, 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 excused in accordance with the procedures set forth in the Student and Family Handbook.
- 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 teachers, administrators and other school personnel in a respectful, positive manner.
- Students will ask questions when they do not understand and seek help in solving problems.
- 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.

#### BEHAVIORAL CONSEQUENCES

Students who are found to have violated the UD Team Code of Conduct may be subject to one or more of the following consequences:

- Verbal Warning- a verbal warning issued to the student by a member of Student Support Services (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- 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. If this session is to be done off-site, parental permission will be sought by a member of the UD Team staff.
- 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 Outreach or 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 an agency that offers community service opportunities to our students.
- Press Conference- facilitated by students' 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.
- Short-term in-school or out-of-school suspension- procedures are set forth below.
- Long-term out-of-school suspension, or expulsion- procedures are set forth below.

### ***UD TEAM CODE OF CONDUCT***

At UD Team, we want to ensure that there is a fair and consistent Code of Conduct ("Code"), so that students know what is expected of them at all times. We have developed a school-wide discipline system that ensures appropriate disciplinary action is taken when students do not adhere to the Code.

Student disciplinary offenses are those actions or inactions that violate the School's Code or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

- A disciplinary offense may occur while the student is:
  - at school, whether remote or in person, and/or on school grounds;
  - participating in a school-sponsored activity, whether remote or in person;
  - 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 conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school, such as activity on social media communicating in a way that reasonably could affect the school or learning environment.

School administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student's misconduct, taking into account the following:

- The student's age and maturity level;
- The nature and seriousness of the infraction and the circumstances which led to the infraction;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents or guardians, teachers and/or others, as appropriate;
- The student's attitude; and
- Other relevant factors.

When a student does not meet behavioral expectations and a violation of the School's Code has occurred, clear and consistent disciplinary action will ensue as further described below.

When required, administration will contact law enforcement authorities.

## **LEVELS**

The UD Team Code of Conduct is comprised of three levels of infractions with corresponding restorative practices and/or disciplinary consequences. The levels range from minor infractions to major breaches of school policy.

The following outline is not exhaustive but provides examples of violations of the Code that may result in disciplinary consequences. The list may be modified from time to time and/or supplemented by UD Team with advance notice to students and families.

### **LEVEL I INFRACTIONS:**

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

- 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 Technology Usage policy
- 1.6 Misuse of property
- 1.7 Classroom or in-school disturbance
- 1.8 Disrespectful language or gestures
- 1.0 Refusal to wear a face covering or practice required social distancing while ins school (except as allowed by an accommodation)

Consequences: Level I offenses are typically handled by individual staff members either in the classroom or on the field. Sometimes School Support Services personnel are necessary. Level I infractions will be handled with one or more of the following consequences:

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

### **LEVEL II INFRACTIONS:**

**Level II:** Frequent or serious misbehavior that disrupts the learning climate of the school and puts the safety of individual students at risk.

- 2.1 Continuation of 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
- 2.5 Vandalism or intentional property damage (school or personal)

- 2.6 Making sexually suggestive comments, innuendos, propositions or remarks
- 2.7 Gambling
- 2.8 Attempting to enter the school building without authorization (ex: breaking in)
- 2.9 Bus disturbance
- 2.10 Smoking cigarettes or vaping
- 2.11 Making an audio or video recording of any member of the school community without their permission

Consequences: Level II offenses typically require the involvement of UD Team administrative personnel. Level II infractions will be handled with one or more of the following consequences:

- Restorative Circle
- Personal Development Sessions
- Parent Meeting
- Formal Conference/Press Conference
- Mediation/Peer Mediation
- Community Service
- Short-Term or Long-Term Suspension
- For repeated instances of infraction 1.9, consequence may be enrollment in remote-only instruction

### **LEVEL III INFRACTIONS:**

**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.

- 3.1 Continuation of 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, alcohol, 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 and/or harassing 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, sex 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; UD Team will consult with the NYPD Gang Unit to determine if any other
  - suspected behavior is gang related and if so, such behavior will not be allowed.

- ❑ 3.13 Engaging in sexual conduct on school premises or at school related functions
- ❑ 3.14 Bringing unauthorized visitors to the school or allowing such visitors to enter school grounds
- ❑ 3.15 Creating substantial risk of serious injury by reckless endangerment or use of an object capable of causing physical harm
- ❑ 3.16 Coercing, threatening, planning, or instigating an act of violence, injury, or harm to other(s)

Consequences: Level III infractions are serious because they pose a direct threat to the safety of school community members, as well as disruption to the educational process. Level III infractions will be handled with one or more of the following consequences:

- Restorative Circle
- Mediation/Peer Mediation
- Community Service
- Formal Conference
- Short-Term or Long-Term Suspension
- Expulsion

## ***POLICIES AND PROCEDURES***

### **Non-Discrimination**

UD Team welcomes all students equally. All students will be treated as individuals and different treatment based on race, color, national origin, disability status, sex, sexual orientation, religion or any other characteristic protected by local, state, or federal law will not be tolerated. Anyone who feels that he or she has been treated differently on any such basis should speak with a counselor/social worker, who will apprise the School Leader of all reports. Anyone who raises any concerns of discrimination on any basis will be free from retaliation for raising such a concern.

### **Search and Seizure**

Any time a student enters the building, they will be searched electronically by front desk staff with a wand and bags will be searched before entering the school.

For the safety of students and everyone in the UD Team community, school property that is assigned to students, including lockers and desks, remain the property of the school. Students, therefore, have no expectation of privacy in these areas. School authorities will make an individual search of a student's bag, backpack, desk, lockers and person only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process. Searches will be conducted under the authorization of the School Leader or his/her designee. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from students' desks, bag, backpack, lockers and person by school authorities.

### **Gun Free Schools Act Policy**

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

Any such expulsion must comply with the Individuals with Disabilities Education Act and its implementing regulations, for a student with or presumed to have disabilities.

“Firearm” as used in this law is defined by 18 USC § 921(a), and includes firearms and explosives.

The School Leader shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm or weapon to the school. “Weapon” as used in this context shall mean any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and half inches in length.

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

A short-term suspension refers to the removal of a student from UD Team for disciplinary reasons for a period of up to ten (10) days. This includes in-school suspension.

The School Leader may impose a short-term suspension and shall follow due process procedures consistent with applicable federal case law. Before imposing a short-term suspension, the School Leader shall notify the student orally of the charges against him or her. If the student denies the misconduct, the School Leader must provide an explanation of the evidence against the student. The student shall be given an opportunity to deny or explain the charges against him/her that led to the suspension. The School Leader shall immediately notify the parent(s) or guardian(s) in writing that the student may be suspended from school. The written notice shall be provided by personal (hand) delivery or overnight mail delivery within 24 hours of the decision to impose suspension at the last known address(es) of the parent(s) or guardian(s). Notification also shall be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parent(s) or guardian(s).

The notice shall provide a description of the incident for which suspension is proposed and shall inform the parent(s) or guardian(s) of their right to request an immediate informal conference with the School Leader. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent(s) or guardian(s). At the conference, the parent(s) or guardian(s) of the student and the student shall have the opportunity to present the student’s version of the incident and to ask questions of complaining witnesses under such procedures as the School Leader may establish. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

An appeal of the decision of the School Leader may be made to the Board of Trustees, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the Board within ten (10) calendar days of the date of the School Leader’s decision, unless the parent(s) or guardian(s) can show that extraordinary circumstances precluded them from doing so. The Board of Trustees will issue a written decision within ten (10) business days of receiving the appeal. Final decisions of the Board may be appealed to the School’s authorizer:

New York State Education Department  
Charter School Office  
89 Washington Avenue  
Room 5N Mezzanine  
Albany, NY 12234  
(518) 474-1762

### **Procedures and Due Process for Long-Term Suspensions or Expulsion**

A long-term suspension refers to the removal of a student from UD Team for disciplinary reasons for a period of more than ten (10) days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons. This is the final level of correction.

Upon determining that a student's action warrants a possible long-term suspension or expulsion, the following procedure, consistent with applicable federal case law, will be followed:

- The student shall immediately be removed from the class or the school, as needed.
- The student shall be informed of the charges and the evidence for those charges; where applicable, the student will have the opportunity to explain his or her side of the events.
- The School Leader shall immediately notify the parent(s) or guardian(s) of the student, in person or on the phone.
- The School Leader shall provide written notice that the school is going to commence a disciplinary hearing to the student and his or her parent(s) or guardian(s) by personal (hand) delivery or overnight mail delivery as soon as possible to the last known address of the parent(s) or guardian(s). Such notice shall provide a description of the incident which resulted in the suspension and shall state that a formal hearing will be held on the matter which may result in a long-term suspension or expulsion.
  - The notification provided shall be in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English.
  - The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The School will set a date, time, and place for the formal hearing, which shall be set forth in the written notice described above.
- An audio transcript of the formal hearing will be created and made available to all parties upon request.

The School Leader, or his/her designee, shall serve as hearing officer and preside over the hearing. When the School Leader does not serve as hearing officer, the designated hearing officer shall provide a report to the School Leader which shall be advisory only, and the School Leader may accept or reject all or part of it. A written decision will be issued within five (5) school days after the formal hearing to the student and his/her parent(s) or guardian(s).

An appeal from the written decision may be made to the Board of Trustees, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the Board within ten (10) calendar days of the date of the written decision, unless the parent(s) or guardian(s) can show that extraordinary circumstances precluded them from doing so. The Board of Trustees will issue a written decision within ten (10) business days of receiving the appeal. Final decisions of the Board of Trustees may be appealed to the School's authorizer:

New York State Education Department  
Charter School Office  
89 Washington Avenue  
Room 5N Mezzanine  
Albany, NY 12234  
(518) 474-1762

## **Provision of Instruction During Removal**

UD Team will ensure that alternative educational services are provided to a student who has been suspended or removed to help that student progress in the School's general curriculum. Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. All suspended students are entitled to receive alternative instruction commencing within 24 hours of the suspension or expulsion. Alternative instruction dates and times will be listed on the student's suspension letter. All students will be provided with a minimum of two hours per day of alternative instruction.

For a student who has been expelled, alternative instruction will be provided in like manner as a suspended student until the student enrolls in another school or until the end of the school year, whichever comes first.

Instruction will take place at a site to be determined by the school (see Appendix B). One or more of the following individuals will provide instruction: teacher, teacher aide, or a tutor hired for this purpose. Please note that whoever administers this instruction will meet all certification requirements as set forth in Section 2854(3)(a-1) of the New York State Education Law.

## **Discipline for Students with Disabilities**

### **General**

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.534—that a disability exists shall also be disciplined in accordance with these provisions. The school shall comply with sections 300.530-300.536 of the Code of Federal Regulations and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

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

Students whose IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will immediately be referred to the appropriate Committee on Special Education (CSE) for any consideration of changes.

A student identified as having a disability shall not be suspended for a total of more than ten days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

In considering the placement of students referred because of disciplinary problems, the CSE of the student's district of residence is expected to follow its ordinary policies with respect to notification and involvement of the parent or guardian.

UD Team will ensure that the Special Education / MLL Coordinator and/or the general classroom teacher will attend all meetings regarding their students initiated by the CSE of the student's district of residence. These meetings could be relating to the development and implementation of behavioral intervention plans, initial referrals, change in service, or annual reviews, Manifestation Determination Reviews (MDRs), among other things.

## **Provision of Services During Removal**

The school will place students in an interim alternative educational setting as appropriate and mandated by 34 C.F.R. § 300.531.



Students removed for a period of fewer than ten cumulative days during the school year will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The school also shall provide alternative instruction to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

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

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

During any removal for drug, weapon, controlled substance and/or serious bodily injury offenses pursuant to 34 CFR §300.530(g), services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence.

### **Additional Due Process**

If discipline that would constitute a change in placement is contemplated for any student with a disability, the following steps shall be taken: (1) no later than the date on which the decision to take such action is made, the parent or guardians of the student with a disability shall be notified by the school of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action.

If, upon review, it is determined that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in the same manner as a student without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

A student's parent(s) or guardian(s) may request a hearing to challenge the manifestation determination. Except as provided below, the student will remain in his or her current educational placement pending the determination of the hearing.

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

### **Students with a 504 Plan and "Deemed to Know" Students**

With regard to disciplinary actions, including suspension or expulsion, the Section 504 rights of charter school students with disabilities are the same as other students with disabilities.

When addressing discipline for students with disabilities, including students with 504 plans or those who are “presumed to have a disability,” UD Team will comply with applicable legal requirements governing the discipline of a student for misconduct.

### **Compliance with the Child Find Requirements of IDEA**

UD Team will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a New York public school will be screened by a team of teachers (including both regular and special education teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program, or referral to the CSE of the student’s district of residence. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified special needs of the student. Should the problems persist and a disability is suspected, the student will be referred to the CSE of the student’s district of residence for an evaluation.

### ***DIGNITY FOR ALL STUDENTS ACT***

#### **Dignity for all Students Act (DASA) Policy**

UD Team is committed to providing a safe and productive learning environment in which all students are treated with respect and dignity. In accordance with New York State’s “Dignity for All Students Act” (“DASA”), UD Team will promptly address incidents of harassment and/or discrimination of or by any student enrolled at the School. 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” and “Bullying” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) 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 (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

“Cyberbullying” shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

**Students’ Rights** - No student shall be subjected to harassment or bullying, including cyberbullying, by employees or students on school property or at a school function. Additionally, no student shall 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.

UD Team's Code of Conduct prohibits harassment and bullying, and students who engage in such behavior will be disciplined as set forth in the Code of Conduct. Further, the School reserves the right to discipline students, consistent with our Code of Conduct, who engage in harassment or bullying of students off school property under circumstances where such off-campus conduct:

1. affects the educative process;
2. endangers the health and safety of UD Team 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)** –UD Team has designated the Social Worker at each campus to serve as the Dignity Act Coordinator (DAC) for that campus. The DAC is 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. The names and contact information for the DACs are posted on each school's website and are listed in Appendix B.

The DAC will be accessible to students and other employees for consultation and advice.

**UD Team Approach to Educating Students on DASA** – All UD Team students are educated on the importance of DASA and the importance of creating a welcoming, safe and accepting school for all students. Every student at UD Team, as a member of their team, discusses these issues weekly in their Team Circles which are led by coaches and social workers. Issues like bullying, harassment, and discrimination are also routinely discussed in all youth development activities at the school.

**Reporting and Investigating** – All UD Team staff members are responsible for reporting harassment, bullying or discrimination of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, bullying, or discrimination, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, bullying or discrimination, shall report the harassment, bullying or discrimination to any staff member, the DAC, or to the School Leader. A staff member who witnesses harassment, bullying or discrimination or who receives an oral or written report of harassment, bullying or discrimination shall promptly orally notify the School Leader not later than one school day after witnessing, or receiving a report of, such acts and shall file a written report with the School Leader not later than two school days after making such oral report.

The School Leader shall promptly investigate the complaint and take appropriate action, including as necessary, referral to the next level of supervisory authority (e.g., the Board of Trustees) and/or other official designated by the Board to investigate allegations of harassment, bullying or discrimination. When an investigation reveals any such verified harassment, bullying or discrimination, the School will take prompt actions that are reasonably calculated to: end the harassment, bullying or discrimination; eliminate any hostile environment; create a more positive school culture and climate; and prevent recurrence of the behavior. Any such actions shall be consistent with UD Team's Code of Conduct, which uses restorative practices to respond to behavioral infractions when appropriate and possible, in order to address harm done to the community and to seek to restore and repair the damage. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that the harassment, bullying or discrimination has not resumed and that those involved in the investigation of allegations of harassment, bullying or discrimination have not suffered retaliation.

Material incidents of discrimination and harassment on school grounds or at a school function will be reported to the State Education Department as required by law.

The School Leader shall promptly notify law enforcement authorities when the School Leader believes that any harassment, bullying or discrimination constitutes criminal conduct.


**No Retaliation** – UD Team prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment, bullying or discrimination. 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.

#### **Distribution of Policy**

UD Team shall distribute a written or electronic copy of this Policy to all employees, students, and parents/guardians at least once during every school year.

## Appendix B

### SCHOOL BASED INFORMATION AND CONTACT INFORMATION

<b>ACADEMIC CALENDAR</b> <i>2020-2021</i>			
<b>Monday</b> <b>August 17</b>	All Staff Report	<b>Monday through Friday</b> <b>February 15 - 19</b>	School Closed (Mid Winter Recess)
<b>Monday</b> <b>September 7</b>	School Closed (Labor Day)	<b>Friday</b> <b>March 12</b>	Trimester Two Ends
<b>Thursday</b> <b>September 10</b>	Trimester One Begins	<b>Monday</b> <b>March 15</b>	Trimester Three Begins
<b>Monday</b> <b>September 28</b>	School Closed (Yom Kippur)	<b>Monday through Friday</b> <b>March 29 - April 2</b>	School Closed (Spring Recess)
<b>Monday</b> <b>October 12</b>	School Closed (Indigenous People's Day)	<b>Thursday</b> <b>May 13</b>	School Closed (Eid)
<b>Tuesday</b> <b>November 3</b>	No Classes (Staff PD)	<b>Monday</b> <b>May 31</b>	School Closed (Memorial Day)
<b>Wednesday</b> <b>November 11</b>	School Closed (Veteran's Day)	<b>Wednesday</b> <b>June 2</b>	June Regents
<b>Thursday and Friday</b> <b>November 26 - 27</b>	School Closed (Thanksgiving Recess)	<b>Thursday</b> <b>June 3</b>	No Classes (Staff PD)
<b>Friday</b> <b>December 4</b>	Trimester One Ends	<b>Monday</b> <b>June 14</b>	Trimester Three Ends
<b>Monday</b> <b>December 7</b>	Trimester Two Begins.	<b>Tuesday through Friday</b> <b>June 15 - 25</b>	June Regents
<b>Wednesday through Friday</b> <b>December 23 - January 1</b>	School Closed (Winter Recess)	<b>Friday</b> <b>June 18</b>	School Closed (Juneteenth)
<b>Monday</b> <b>January 18</b>	School Closed (MLK Holiday)	<b>Wednesday</b> <b>June 30</b>	Last Day for all Students and Staff
<b>Tuesday through Friday</b> <b>January 26 - 29</b>	January Regents	 <p style="font-size: 2em; font-family: cursive; margin-top: 10px;"><b>BROOKLYN</b></p>	
<b>Monday</b> <b>February 1</b>	No Classes (Staff PD)		
<b>Friday</b> <b>February 12</b>	School Closed (Lunar New Year)		

### ***LIBRARY INSTRUCTION***

Library Instruction, if needed, will take place at a local library deemed convenient to both the family and the school.

### ***DASA COORDINATOR***

The DASA Coordinator at UD Team is Campy Isom. He can be contacted at [cisom@urbandove.org](mailto:cisom@urbandove.org) / 718.783.8232

### ***OTHER IMPORTANT CONTACT INFORMATION***

For all other staff, please contact the Main Office: 718-783-8232.

## Appendix C

### UD TEAM II STUDENT COMMITMENT CONTRACT

#### STUDENT COMMITMENT CONTRACT

All Urban Dove Team Charter School students are subject to the Disciplinary Policy and Code of Conduct which can be found in Appendix A to the 2019-2020 Student and Family Handbook. Listed below are the specific guidelines of what is expected in order to keep UD Team a safe and positive place for all students to learn.

1. I recognize and commit to being a positive member of the UD Team family, doing my best to exhibit the core values of teamwork, leadership and communication. I understand that in order to be a successful member of the UD Team family I need to embrace these qualities so I may be energized, educated and empowered, both now and in the future.
2. I promise to do what I can to create and sustain a positive and safe learning environment for myself and the UD Team family.
3. I recognize that Urban Dove Team Charter Schools make every effort to use Restorative Practices when possible. I commit to engaging in Restorative Practices and acknowledge that if I choose not to engage in Restorative Practices, the school will impose alternative behavioral consequences.

By signing the Commitment Contract, I am acknowledging that I have read and understand the Student and Family Handbook, including the Code of Conduct and that I confirm my participation in the Restorative Community and Safe Space of UD Team and my commitment to maintaining a safe environment for myself, my peers and the staff.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Coach Signature: \_\_\_\_\_