

King Center Charter School

2022-2023 Parent Handbook



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www.kccs.org



Please note that during the COVID-19 pandemic some policies/procedures in this handbook will be superseded by those policies outlined in the school’s Reopening Plan as mandated by the New York State Department of Health/CDC and the State’s Education Department. Please visit our website at www.kccs.org to view current Reopening Plans and Policies.

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Mission Statement

The KCCS partners with parents and the community to emphasize post-secondary preparation and planning for all of its students beginning at the earliest ages. The school seeks to create a caring, student-centered culture of high expectations for personal and academic excellence and accountability supported by evidence-based curriculum taught and supported by a deeply committed and highly qualified staff.

Board of Directors

Michelle A. Martin	Co-President
W. Scott Saperston	Co-President
Carl Morgan	Treasurer
Sharon M. Bradley	Secretary
Michael P. McMahon	Member
Maura Devlin	Member
Corinne Kindzierski	Member
Ryanelle Fuqua	Parent Representative

Ex-officio Members

Tamaira Coleman	Executive Director
Antoinette Rhodes	School Principal
Barbara Lindaman	Director of Finance & Operations

Board Meetings

KCCS Board meetings are held monthly. Meeting notices are posted approximately one week before the meeting dates. Please check our website for the most current information on board meeting times and dates. All meetings are open to the public.

Faculty and Staff List

KCCS Administration/Leadership Team			
<i>Executive Director</i>	Tamaira Coleman	<i>Technology Coord.</i>	Fernand Joseph
<i>School Principal</i>	Antoinette Rhodes	<i>Building Superv.</i>	Steve Scordato
<i>Assistant Principal</i>	Joellen Thurman	<i>Accountant</i>	Carol Eschner
<i>Dir. of Instruction & Curriculum</i>	Chris Ciechoski	<i>Director of Guidance</i>	Diara Wilson
<i>Director of Finance</i>	Barbara Lindaman	<i>School Counselor</i>	Alisha Daniels
<i>Dean of Students</i>	Brandon Thurman	<i>Parent Liaison</i>	Debbie Smith
<i>Exec. Admin Assistant</i>	Marcella Overton	<i>Payroll Specialist</i>	Deanna Chasey

KCCS Faculty and Staff			
<i>Kindergarten</i>	Mondea Moss	<i>Except. Ed Coord.</i>	Amanda Read
<i>Kindergarten B</i>	Nathalie Kushman	<i>Exed Teacher</i>	Tara Lombardo
<i>Kindergarten C</i>	Courtney Marshall	<i>Exed Teacher</i>	Colin Sugrue
<i>First Grade A</i>	Dominique Murawski	<i>Exed Teacher</i>	Emily Doyle
<i>First Grade B</i>	Katie Greene	<i>Speech Teacher</i>	Katie Kozlowski
<i>First Grade C</i>	Meaghan Hayes	<i>Intervention Teachers</i>	Jamie Groff
<i>Second Grade A</i>	Amber Wagstaff		Amy Littlefield
<i>Second Grade B</i>	Mary Pat Moley		Tracy Vitale
<i>Second Grade C</i>	Fawn Kelley		Melissa Misnik
<i>Third Grade ELA</i>	Emma Nelson		Antuana Fulgham
<i>Third Grade Math</i>	Gabby Burke		Amber Trombitas
<i>Fourth Grade ELA</i>	Stephanie Schultz		Jacqueline Brown
<i>Fourth Grade Math</i>	Ashley Martin		
<i>Fifth Grade ELA</i>	Carla Stumpo		
<i>Fifth Grade Math</i>	Kelsey Young		<i>ENL Teacher</i>
<i>Sixth Grade ELA</i>	Katie Pryor	<i>Asst. Dean of Stud.</i>	Dallas Gary
<i>Sixth Grade Math</i>	Nicole Banks	<i>Athletic Director</i>	Jesse Gordon
<i>7th Grade Math</i>	Steven Sturm	<i>Physical Education</i>	Tawan Slaughter
<i>7th Grade ELA</i>	Toccaira Bunton	<i>Physical Education</i>	Michael LaScala
<i>7th Grade Science</i>	Gabriella Threet	<i>Art Teacher</i>	Isabella Gulino
<i>7th Grade SS.</i>	John Sandecki	<i>Music Teacher</i>	Christina Faraci
<i>8th Grade Math</i>	Jeff Reinhardt	<i>Library</i>	Angelica Tennant
<i>8th Grade ELA</i>	Van Brown	<i>Spanish Teacher</i>	Millie Fancher
<i>8th Grade Science</i>	Ryan Keem	<i>Technology</i>	Iisha Jackson
<i>8th Grade SS.</i>	Tsitsi Mulligan	<i>IT Staff</i>	Jared Tribo
<i>Instructional Coaches</i>	Jessica Schaefer	<i>Building Substitutes</i>	Rebekah Rodriguez
	Alayla Henry		Amira Graham
<i>School Nurse</i>	Lorraine Marshall		
<i>Support Staff</i>	Kathia Morales, Latrina Spain, Jocelynn Payne, Yahirka Nieves Quinones, Debbie Crouch-Campbell, Terri Bennett, Sierra Radford, Samantha Crane, Anita Jones, Cathie Skinner, Tammie Busby, Erica Gooden		
<i>Custodians</i>	Craig Oliver, Jonathan Guzman		

Attendance

Regular Academic Schedule:

K – 8th - 8:00am to 3:15pm

Dismissal (pick-ups) begins at 3:15pm.

Morning drop off begins at 7:55am.

A student will be counted as late if he or she arrives after 8:15am.
All late students must first check in at the front desk of the school.

All students are expected to attend school every day unless a written note legally excuses them from a legal guardian or a doctor. See below for a list of reasons for an excused absence. Unexcused absences should never occur at KCCS. For the sake of safety, the school will follow up with the family and, if necessary, with the appropriate authorities if a child is absent and a legal guardian has not contacted the school to excuse him or her.

After 6 unexcused absences, parents will receive a letter and a phone call. In the event your child accumulates 10 unexcused absences you are required to have a meeting with our Leadership Team. However, the letter can serve as your meeting if and only if you **sign and return it to The Counseling Department within 3 school days**. After **25** unexcused absences, the family can be reported to Child Protective Services for educational neglect. After **20** consecutive absences, you may also forfeit your student's registration at the school. Written notification will be sent to the home indicating that your child is not considered enrolled. Your child may also be retained in his or her current grade if a persistent record of non-attendance continues even if the absences are excused.

Excused Absences:

- Student Illness (Throwing Up/Fever over 100/Quarantine per doctor's orders)
- Student Hospitalization
- Death in the family
- Religious observance
- Required court appearance of the child
- Suspension

Tardiness:

A persistent pattern of lateness hinders your child's performance in school and is a major distraction for the teacher and students who are punctual.

- Tardiness is defined as arriving to school after 8:15am.
- If a student is later than 8:15, the student must be signed-in by parents at the front desk (**late students are not allowed to be dropped off at the front door**).
- Excessive tardiness will result in a required conference, possible after-school make up sessions, and/or grade level retention. Middle school students must arrive to each class on time.

Early Dismissal:

If a child needs to be taken out of school before the end of the day dismissal:

- When you pick up your child, please come to the office to sign the student out.
- Please send in a note if you plan to pick your child up early from school.
- **Please do not go to the child's classroom to get your child.**

Uniform Policy 2022-2023

Tops: Embroidered uniform polo (K-8) or embroidered button up dress shirt (7-8) ordered through French Toast in yellow, teal, or gray, and white for button up shirts. All shirts must be tucked into pants at all times. KCCS t-shirts and sweatshirts may be worn on Fridays only. The old, hunter green polos are no longer permitted.

Bottoms: Khaki, black or gray dress pants (khaki/black/gray denim pants/leggings are not permitted) Khaki, black, or gray capris/skirts/shorts are permitted when the weather is warm; however, they must go to the knee. Belts should be worn. KCCS logo sweatpants can be worn on Fridays only.

Sweaters: Embroidered sweater vests and embroidered fleece zip up jackets are available through the French Toast site. In addition, students can wear plain cardigan style sweaters during the cold weather seasons. Sweaters can be black, white, or gray. Sweaters cannot have hoods attached. Students must continue to wear their school polo underneath their sweaters. Outerwear and non-embroidered zip-ups are not permitted.

Long-sleeved shirts: Long-sleeved shirts/turtlenecks are permitted during cold weather seasons, however, they must be worn underneath the school polo. Shirts must be free of design and can be black, white, or gray only.

Tights/Knee Highs: Must be black, white, or gray with no designs or patterns.

Shoes: Sneakers, boots, or dress shoes preferred. All shoes must have a back for safety purposes. Crocs, slippers, heels, and flip-flops are not permitted. Sneakers will be required for all physical education classes.

Jewelry/Accessories: Jewelry can be worn, but must be appropriate and not distracting to the students or others. Post earrings are permitted, but not dangling/hoops. We are not responsible for lost/stolen jewelry. Students cannot carry brushes with them to classes. Students can carry a purse only when they receive a purse pass. No bandanas or outerwear headbands.

Jeans: Students can wear **plain** blue or black jeans on Fridays only!! Jeans **cannot be ripped** or have designs on them. If students choose not to wear jeans on Fridays, they must wear khaki/black/gray pants. Sweatpants/joggers, leggings, camouflage, or colored denim is not permitted.

French Toast Uniform Site:

<https://www.frenchtoast.com/schoolbox/schools/king-center-charter-school-QS47EHJ>

KCCS strictly enforces its uniform policy. Students who come to school out of uniform will not be permitted to go to class until they are brought proper uniform attire. If you are unable to follow the uniform policy, please contact the Leadership Team to arrange an appointment. We will make every effort to assist you in obtaining proper uniforms. **The Leadership Team reserves the right to make all final decisions when enforcing uniform compliance.**

Morning Meeting

Morning Meeting is held for students in all grades. This is an important part of the educational programming for KCCS students where we affirm the values of the school each day and reinforce and add to each child's background knowledge. In addition, it is the time when we share news about the school and celebrate individual and group accomplishments. Please make sure that your child arrives at school on time to attend Morning Meeting. This school year, morning meeting will take place virtually in the classrooms as to not have the entire student body in the auditorium.

Restorative Justice

Restorative Justice (RJ) is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, Restorative Justice shifts the focus of discipline from punishment to learning and from the individual to the community. The intent is to build a community that is built around shared values where participation in the community is a requirement, not an option. Modeling community values and holding each other accountable for actions teaches students to own their own behavior and see its impact on others. KCCS will be practicing RJ weekly in whole group classroom sessions and in small group conflict resolution sessions.

Behavior Management – Liveschool

Students in grades 1-8 will be using Liveschool as our behavior management tool. Students will earn/lose points according to their actions in and out of the classroom. Students will collect their points and will be able to spend them on various rewards. Students will bring home a “paycheck” which serves as a behavioral progress report. Parent signatures are required so students are permitted to deposit that week’s points into their account. Parents can view their child’s progress by viewing their points on the computer or downloading the free Liveschool Parent App.

Visiting Classrooms

Until further notice, parents will not be permitted to visit the classrooms during school hours. Other arrangements can be made to speak with the teacher or check on the progress of your child(ren). For the safety of our students and staff it is extremely important to adhere to this policy.

Civility Expectation for All Members of the KCCS Community

Perhaps the most important way children learn is by watching and listening to the adults in their lives. Since KCCS seeks to prepare its students for success in life, we expect all teachers, administrators, parents, and caretakers to treat each other and the students with professional courtesy and respect at all times and in all settings. The adults in the KCCS community should always approach each other with the understanding that everyone wants what is best for the children. Offensive language and personal insults should never be part of our conversations. In addition, we ask that everyone engage each other with a polite, respectful, trusting manner, and seek mutual understanding and consensus, especially when we do not understand a decision. The civility expectation covers all forms of conversation, that is, in person, by email, via text, and in other forms of social media.

Grievance Procedure

The grievance procedure is designed to enable individuals to voice their complaints regarding the operation of the KCCS. All complaints should initially be dealt with in a meeting between the individual lodging the complaint and the Principal to determine whether the complaint is formal or informal. A formal complaint is one that refers to violations of law or the KCCS charter. The Principal will provide the information needed to submit a formal complaint if the complaint is determined to be formal in nature. All other complaints are considered informal and will be addressed by the School Principal. If the informal complaint cannot be resolved in this manner, the Principal will instruct the complainant to submit a written statement of his/her grievance, with appropriate attached documents. The written statement and the attached documents presented by the complainant and a summary of the efforts to resolve the matter, provided by the Principal, will be presented to the Board of Trustees. After thorough review, the Board will resolve the matter.

Family Education Rights and Privacy Act (FERPA)

Pursuant to the Family Educational Rights and Privacy Act and/or Part B of the Individuals with Disabilities in Education Act, a form must be completed whenever a person other than a school official with a legitimate educational interest makes a request to review student records. Persons required to complete this form include parents of students enrolled in the school. Please note that unless otherwise provided by law, access to student education records will only be granted upon receipt of the written permission of a student's parent or legal guardian. To obtain a copy of the Request to Review Records form, please contact the main office. In addition, the school complies with the Parents Bill of Rights, which can be found at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>.

Transportation/Dismissal

The bus schedule for your child is sent to your home from First Student, the company hired by the Buffalo Board of Education, to provide the transportation of all public schools in Buffalo. Ms. Debbie Smith is our Coordinator of School Transportation, and all concerns or requests are made to her. She will help make changes for you if you should move or have a change of childcare before or after school. However, you must keep in mind that it takes two weeks to get a requested change of transportation processed. (Fridays only) All changes in address require official proof of new residency. Students who will not be using transportation but will be picked up by a parent/guardian must be picked up by 3:30pm.

Emergency changes may be requested for a particular day only if you contact Ms. Debbie Smith between the hours of 9am and 1pm. No changes can be accommodated after 1pm. Your child will be riding the bus they have been assigned unless Ms. Smith receives a phone call from a parent or other legally responsible adult prior to 1pm. Transportation messages may be left by following the phone directions on the KCCS message system and Ms. Smith will call you for clarification if needed when she checks the messages at 1pm. Children will not be permitted to call home to determine transportation. Once students are on the bus to go home, parents cannot remove them. If early pickup is needed in the case of a doctor's appointment, a note must be sent to school that morning. If we do not know in advance you will experience a delay.

All students are expected to follow the bus driver's directions and rules to ensure their safety on the bus. Please remind your child that riding the bus is a privilege and if he or she breaks the safety rules they will be suspended off the bus. KCCS will notify you of a bus suspension. If a child is suspended off the bus, they are still required to come to school throughout the duration of the suspension.

Students that do not ride the bus home either because they are parent pick-ups or are involved in after school/Saturday programs must be picked up within a reasonable amount of time after completion of the program or run the risk of losing their spot in the program/club.

Late Pick-Ups

We need your help ensuring the safety of all students before and after school hours. Please be advised that KCCS begins at 8:00am and ends at 3:15pm. In an effort to improve school safety, we encourage you to drop off students no earlier than 7:55am and pick them up during dismissal between 3:15-3:30pm unless they are participating in an extracurricular activity. Please assist us in maximizing student safety by adhering to our drop off/pick up policy.

Food

KCCS contracts with the Buffalo Public Schools for breakfast and lunch. The breakfast/lunch program is free only after you complete the annual lunch application. Students may bring their own lunch. Staff is not allowed to heat any lunches for students. Please note that students may either bring a full lunch or eat the school lunch. Students may not bring sunflower seeds or gum to school or on the bus under any circumstance. Students are not permitted to have food or drinks in the classroom. Bringing these items may result in disciplinary actions.

If your child is not to eat any particular food, we must have a written request on file with the school nurse. If there is danger of an allergic reaction, please list the food and the reaction that is to be expected. Please provide direction if the reaction is observed by the teacher. If your child needs an EPI-Pen, you must complete the medical paperwork to ensure that we have an EPI-Pen available.

Classroom parties for birthdays or other celebrations are common. However, many students have allergies to a variety of ingredients contained in foods that may be brought in to share with others. For that reason, all snacks/food brought in by families must be store bought. Homemade treats will not be shared with other students.

Detention

As a disciplinary consequence, some students may be required to stay for after-school detention. A student may be referred for detention when he or she violates one of the conditions in the discipline policy or for failure to complete assignments. When a student is referred for detention, parents will be called to schedule a date in the upcoming week. Detention will be held from 3:15-4:15. Students must be picked up from school promptly at 4:15pm. No transportation will be provided. Failure to serve a detention will result in an in-school suspension.

Emergencies/Drills

In the rare case of a large-scale emergency, parents will be notified in a timely manner. Temporary headquarters will be communicated to parents via text, or on the school's website (KCCS.org), and via the school's Facebook page.

In compliance with NYS law, KCCS will conduct fire and emergency drills at least twelve (12) times in each school year, eight (8) of which will be held between September 1st and December 31st of each such year. Eight (8) required drills shall be evacuation drills, four (4) of which will use fire escapes or secondary means of egress. Four (4) required drills will be lock-down drills. Drills will be conducted at different times of the school day. In addition, at least two (2) additional drills will be held during summer school, one of which will be held during the first week of summer school.

When after-school programs, events or performances include people who do not regularly attend KCCS, the principal or other person in charge of the building or program/event/performance will be required to notify all those in attendance of the procedures to be followed in the event of an emergency.

Electronics

Students should not bring cell phones or other electronic devices (i-watches, MP3 players, digital cameras, airpods, Bluetooth headphones or personal computers) to school. However, we understand that many students have cell phones for home use and emergency situations. It is our policy that all cell phones be turned off as soon as students enter the building and given to the classroom teacher as soon as they enter their classroom/homeroom. Teachers will store phones in a secure cabinet and will return the phone to your child at the end of each day. Any cell phone that is not turned in to the teacher daily will be confiscated and parents will be required to pick up the phone. Students will be sent home with a note regarding the confiscation. Please note that KCCS is not responsible for lost/stolen cell phones or electronics if they are not turned in to the teacher. Students cannot wear electronic watches in the classroom. Students must use KCCS laptops only while in school.

Money

Students should not bring money to school unless it is needed for a school purpose. Field trip money, picture money, etc. should always be sent in an envelope and given to the teacher at the beginning of the day. Money may be stolen, lost, bargained, or borrowed causing major distractions from learning and loss of trust. Students are not permitted to trade with or borrow items/money from other students.

Field Trips

Often KCCS students will be taken out of the building for community/academic experiences. Contained in your registration packet, you completed a field trip form permitting students to leave the building with KCCS staff. When field trips are planned, additional permission slips will go home informing you of the event. However, if the slip is not returned, KCCS reserves the right to take your child on the trip. Students are required to wear their regular uniforms on field trip days.

Search/Seizure

A student and/or their belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items that are prohibited on school property, or which may be used to disrupt or interfere with the educational process may be removed from the student by school authorities.

Snow Days

When Buffalo Public Schools have a snow day, KCCS will be closed as well. We may also close independently. School closings will be posted on local TV stations and on the school's website/Facebook pages. If a student is suspended during a snow day(s) the suspension will be extended that number of days. On snow days, students will be assigned asynchronous work on Google Classroom. They should complete the work online. There will be no live sessions on snow days.

Section 504

The Section 504 Program is to ensure that all students, regardless of their disabilities, develop to their full potential and become productive members of their community. The department's goal is to provide disabled students with the appropriate general education support to empower them to achieve excellence within their academic career. Parent collaboration, along with fulfilling the interventions laid out from our Student Support Team, will ensure these students reach their fullest potential.

Parent Teacher Organization

The KCCS PTO is committed to making the KCCS a better place for parents, teachers, and students. The PTO will support activities that bring parents and students together on projects to provide enrichment opportunities for students. All are welcomed and encouraged to attend.

Book Club

The Book Club is an exciting Saturday morning program aimed at cultivating an interest and love for reading. Each student will be matched up with a college volunteer and will read together selected literature from a new theme/genre each week. After a time of reading and book talk, the students will expand their creativity through an appropriate craft or extension activity that corresponds with the theme of the week. The book club provides a healthy and positive learning environment where students can build confidence in reading and have fun building relationships with those around them.

7/8th Grade Lockers

Each 7th & 8th grade student will be given the use of a locker to store their possessions during the day. All possessions will be contained in their lockers throughout the day, safe guarded by a combination lock. **Combination locks must be on lockers and locked when not in use.**

The following rules will regulate locker use, please read carefully so that you will understand what is expected of you.

- 1) Students will be required to pay a \$10 non-refundable fee each year that covers the purchase of their KCCS planner and rental of the lock assigned to their locker.
- 2) Lockers are the property of the school and will be subject to random inspection by personnel at any time.
- 3) The school is not responsible for articles stolen from lockers; therefore, they should NOT share their combination with others.
- 4) If your locker does not work properly, report it to your homeroom teacher.
- 5) No food is to be left in lockers overnight.
- 6) Students may visit their lockers at regular times throughout the day. Students will need a signed pass to visit their locker during any other time.
- 7) Kicking and slamming locker doors, or otherwise damaging your locker, is cause for disciplinary action. Students will be required to pay the cost of repairing the locker.

KCCS Promotion Requirements

Grade K

A student in grade K who meets academic guidelines will be promoted to the next grade upon successful requirements met on the Fountas and Pinnell (F & P) reading assessment. Students in grade K must be reading at a **level B or higher, along with passing grades in the core subjects** in order to be promoted to first grade.

Grade 1

A student in grade 1 who meets academic guidelines will be promoted to the next grade upon successful requirements met on the Fountas and Pinnell (F & P) reading assessment. Students in grade 1 must be reading at a **level G or higher, along with passing grades in the core subjects** in order to be promoted to grade 2.

Grades 2-6

Students in grades 2-5 will be promoted to the next grade upon the following conditions:

- Passing math with a 70% or higher
- Passing reading comprehension with a 70% or higher
- No more than 1 year behind in reading based on the Fountas and Pinnell (F &P) assessment

Grades 7-8

Students in grades 6-8 will be promoted to the next grade upon the following conditions:

- Passing math with a 70% or higher
- Passing reading comprehension with a 70% or higher
- Passing social studies and science with a 70% or higher

**For Grades 7-8 ONLY: Summer school is required for 1-2 failing subjects, failing 3+ subjects results in automatic retention.

***A student who has not met KCCS attendance requirements, as outlined in the parent handbook, may also be at risk for promotion to the next grade level.

KCCS Dignity for All Students Act Policy

The King Center Charter School is committed to the safety and well-being of all its students, staff, visitors, and parents. Bullying, harassment, or intimidation of any kind is prohibited on or off school property, at any school sponsored activity, or on any kind of KCCS provided transportation.

Everyone has a role in ensuring the prevention of any of these types of problems and in the creation of solutions if incidents were to occur.

Stopbullying.gov defines bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as those listed below:

Physical: Incidents that involve hitting, kicking, punching, tripping, pushing, pinching, or damaging property.

Verbal: Incidents that involve name-calling, insults, teasing/taunting, threats, intimidation, discriminatory remarks, offensive remarks, or verbal abuse.

Social/Emotional: Incidents that involve lying and spreading rumors, gossiping, humiliating, gestures, socially excluding someone or damaging someone's reputation.

Cyberbullying: Incidents that involve digital means, social media, text messaging or other messaging, websites etc. that harass, intimidate, degrade, exclude, or abuse others.

Incident report forms will be available in administrative offices. Once submitted to a staff member, an investigation will ensue. Students and families are encouraged to report these incidents if they are suspected. Incident resolution may include parent conferences, mediations, referral to the counseling department, detention, in/out of school suspensions, or other consequences.

KCCS Student Discipline Code

KCCS understands that ensuring good conduct is essential to improved student learning and achievement. All school staff are responsible to encourage good behavior and to correct unacceptable behavior by consistently enforcing this code. All students are required to follow the two KCCS rules at all times:

Follow Directions
Use Caring Words & Actions

The following code of conduct applies to behaviors in all school settings, including working in class, participating in an audience, eating in the cafeteria, traveling on the bus, participating in field trips, using school technology, performing community service, congregating, or playing on school grounds, and playing school sports.

Short-term suspension:

A short-term suspension refers to an in-school removal or out-of-school removal of a student for disciplinary reasons for a period of five or fewer days. Students may also be removed from the school's transportation system for disciplinary infractions. A student who has committed any of the infractions listed below shall be subject minimally to a short-term suspension, unless the Principal, Assistant Principal, and/or the Dean of Students determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. The Principal, Assistant Principal and/or the Dean of Students reserve the right to adjust the punishment for each infraction per his or her judgment.

Disciplinary Infractions:

- Attempt to assault any student or staff member;
- Engage in fighting or physical aggression;
- Vandalize school property causing minor damage;
- Endanger the physical safety of another KCCS community member by the use of force, of threats, or force that reasonably places the victim in fear of imminent bodily injury;
- Threatening/harass/intimidate/bully/discriminate students or staff verbally, in text, or cyber; Use of derogatory, racial, or ethnic slurs;
- Engage in play-fighting;
- Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others;
- Engage in insubordination/noncompliance;
- Fails to complete assignments, carry out directions, or comply with disciplinary sanctions;
- Cheat on quizzes, exams, or commit plagiarism;
- Use forged notes or excuses;
- Steal, or attempt to steal, or possess property known by the student to be stolen;
- Commit extortion;
- Trespassing on school property;
- Engage in gambling;

- Flee school property without permission; intentionally skip classes;
- Abuse school property or equipment;
- Use obscene or abusive language or gestures;
- Engage in acts of verbal or physical sexual harassment;
- Make a false bomb threat or pull a false emergency alarm;
- Possess weapons (toy or harmful);
- Possess tobacco (legal, illegal, or electronic) or alcohol;
- Possess matches/lighters;
- Possess illegal drugs (prescription or other);
- Possess inappropriate or offensive material (text, email, print, or other);
- Possess cell phones/electronic items not being used for instructional purposes;
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the student dress code;
- Displays of inappropriate physical/sexual affection;
- Misuse computer technology, including viewing or downloading inappropriate material not germane to schoolwork.
- Commit any other act which school officials reasonably conclude disrupts the learning culture of the school;
- Repeatedly commit minor behavioral infractions, which, in aggregate, may be considered an infraction subject to formal disciplinary action.

Procedures and Due Process for Short Term Suspension:

The Principal, Assistant Principal and/or the Dean of Students may impose a short-term suspension and shall follow due process procedures consistent with all Federal and State laws including the Commissioner of Education’s Regulations. Before imposing a short-term suspension, or other, less serious discipline, the school shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, the school shall provide an explanation of the evidence against the student. A chance to present the student’s version of events shall also be provided.

Before imposing a short-term suspension, the Principal, Assistant Principal and/or the Dean of Students shall notify the parents or guardian in writing that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardian of their right to request an immediate informal conference with the principal. Such notice and informal conference shall be in the dominant language of mode of communication used by the parent(s) or guardian.

The parent(s) or guardian of the student and the student shall have the opportunity to present the student’s version of the incident and to ask questions of the Principal, Assistant Principal and/or the Dean of Students. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student’s presence in the 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.

The Principal, Assistant Principal and/or the Dean of Students decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the School's complaint process, which includes an appeal to the Board of Trustees in accordance with the School's Charter. The Board President will arbitrate this hearing.

Long-term suspension/expulsion:

A long-term suspension refers to the removal of a student from school for disciplinary reasons for a period of more than five days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons. A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension or expulsion, unless the Principal, Assistant Principal and/or the Dean of Students determines that an exception should be made based on the circumstance of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures outlined elsewhere in this document including a referral to the appropriate law enforcement authorities.

Disciplinary Infractions:

- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school;
- Commit, or attempt to commit arson on school property;
- Assault any student or staff member;
- Threats of violence, threaten to assault or intimidate any student or staff member in school or electronically;
- Bullying;
- Intentionally cause physical injury to another person, except when the student's actions are reasonably necessary to protect him or herself from injury;
- Possess, sell, purchase, distribute, or use of any alcoholic beverages, controlled substances, imitation of controlled substances, marijuana, or any illegal substance on school property or at any school events;
- Vandalize school property causing major damage;
- Improper conduct that significantly disrupts or threatens to disrupt the education of other students;
- Commit any act, which could constitute a crime or is a more egregious infraction described under "short-term suspension", which school officials reasonably conclude warrants a long-term suspension/expulsion.
- A student who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension/expulsion at the school's discretion only if the student has committed the act at least three times in the academic year.

Procedures and Due Process for Long Term Suspension:

The Principal, Assistant Principal and/or the Dean of Students may also impose a long-term suspension. In extreme circumstances, the Principal may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the Principal, Assistant Principal and/or the Dean of Students shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The Principal, Assistant Principal and/or the Dean of Students shall immediately notify the student's parent(s) or guardian(s) in writing including a factual summary. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Students who have received a long-term suspension will only be allowed to reenter the school after the parent or guardian, the student, and the school's leadership team have held a formal meeting and created a plan, which may include and require outside remediation, to ensure that the student will become a safe and productive member of the KCCS community.

Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian. Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall indicate that a formal meeting or impartial hearing will be required for the student to successfully reenter the school. The notification provided shall be in the dominant language used by the parent(s) or guardian. At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

The Principal's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian in accordance with KCCS's complaint process which includes an appeal to the Board of Trustees in accordance with the School's Charter. The Board President will arbitrate this hearing.

Firearms Violation:

Federal and New York law 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 Principal 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). "Weapon," as used in this law means a "firearm," as defined by 18 USC § 921, and includes firearms and explosives. See, New York Education Law §3214.

The Principal shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Principal shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for

juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

Provision of Instruction during removal:

KCCS will ensure that alternative educational services are provided within 24 hours to a child of compulsory age who has been suspended (in or out of school), to help that child progress in the school's general curriculum. For a student who has been suspended, alternative instruction will be provided to the extent required by applicable law. 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 thereafter or until the end of the school year.

Instruction for suspended students shall be sufficient to enable the student to make adequate academic progress and shall provide them the opportunity to complete the assignments, learn the curriculum and participate in assessments. Instruction will take place in one of the following locations: the child's home, a contracted facility (e.g., in the school district of location), or a suspension room or other room at the school. During any removal for drug or weapon offenses, additional services shall include strategies designed to prevent such behavior from recurring. Instruction will be provided by one or more of the following individuals who shall be certified or qualified in accordance with § 2854(3) (a-1) of the Education Law and the federal *No Child Left Behind* Act: the student's teacher(s), aides, or individuals within a contracted facility, and/or a tutor hired for this purpose.

Student Records:

KCCS will maintain written records of all suspensions and expulsions 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 with Disabilities:

Please refer to the *KCCS Special Education Policies and Procedures – Discipline Policy*.

Bus Suspension Policy

KCCS strives to provide safe and reliable transportation to all of its students. At times, students may receive a bus write up from the driver for various actions. Please note the following policy in terms of student consequences for transportation privileges.

- First Bus Write up - warning letter to the student/family that the behavior is inappropriate.
- Second Bus Write up - Student will be suspended off the bus for one day. School will contact parents about suspension.
- Third Bus Write up - Student will be suspended off the bus for two days. School will contact parents about suspension.
- Fourth Bus Write up - Student will be suspended off the bus for three days. School will contact parents about suspension.
- Fifth Bus Write up - Student will be suspended off the bus for four days. School will contact parents about suspension and parents will be required to come in for a conference.
- Sixth Bus Write up-Student will be suspended off the bus for five days. School will contact parents about suspension.
- Seventh Bus Write up-Student will be suspended off the bus for six days. School will contact parents about suspension.
- Eighth Bus Write up- Student will be suspended off the bus for seven days. School will contact parents about suspension.
- Ninth Bus Write up- Student will be suspended off the bus for eight days. School will contact parents about suspension.
- Ten Bus Write up- Student will be expelled from transportation. Parents will be required to come in for a formal meeting.

Fighting, Violence and other unsafe actions may cause immediate suspension or more severe consequences.

Students are required to come to school on any day they are suspended from the bus.

School-Parent Compact

The school and the parents of the students participating in activities, services, and programs funded by Title I, Part A for No Child Left Behind Act of 2001, agree that this compact outlines how parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the high standards of the Evidence-Based Curriculum. This school-parent compact is in effect during the school year 2022-2023.

School Responsibilities:

KCCS will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the student academic achievement standards as follows:
 - Use Evidence-Based Curriculum;
 - Hire only highly qualified teachers;
 - Provide on-going professional development; and
 - Use assessment data to direct instruction.
2. Hold parent-teacher conferences at least three times a year, during which this compact will be discussed as it relates to the individual child's achievement. The 20-minute conferences will be scheduled in December, March, and June.
3. Provide parents with frequent reports on their child's progress. Teachers will send home reports of student grades on a bi-weekly basis.
4. Provide parents reasonable access to staff. Teachers will make themselves available to meet with parents when requested. We require 24-hour notice to arrange a meeting.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
 - Parents sign-up with the teacher;
 - Parents must sign-up at least one day prior to volunteering;

Parent Responsibilities:

We, as parents, will support our child's learning in the following ways:

1. Reading and following the policies enclosed in this handbook;
2. Monitoring attendance;
3. Adhering to the uniform policy;
4. Making sure that homework is completed;
5. Checking backpacks daily;
6. Volunteering in my child's classroom;
7. Participating in parent-teacher conferences;
8. Using civil & respectful tones when interacting with children and adults.
9. Not using corporal punishment on campus.

Student Responsibilities:

We, as students, will share the responsibility to improve our academic achievement and achieve the Evidence-Based Curriculum's high standards.

1. Do my homework every day and ask for help when I need to;
2. Read at least 30 minutes every day outside of school time;
3. Give my parents all notices and information received by me from my school every day.

Parent Participation: Active Partners

Our Goal is that ALL Parents will become active partners in their child's educational program. We have three measures to determine if we are moving toward achieving our goal.

Measure 1: Eighty percent of parents will help their child earn a homework grade of satisfactory or outstanding by seeing that they complete all homework assignments.

Measure 2: Ninety percent of parents will participate in each of the school's three parent/teacher conferences.

Conference Dates: December 9th, March 17th, June 20-22

Measure 3: Twenty percent of parents will participate as volunteers in the classroom.

Technology Acceptable Use Policy

Purpose:

- This policy provides the procedures, rules, guidelines, and codes of conduct for the use of the technology and information networks at King Center Charter School, herein known as KCCS. Use of such technology is a necessary, innate element of the KCCS educational mission, but technology is provided to staff and students as a privilege, not a right. KCCS seeks to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

Summary:

- Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by KCCS to students. Use of these technologies is a privilege, not a right. Students are expected to observe the following:
- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
- The student is ultimately responsible for his/her actions in accessing technology at KCCS. Failure to comply with the guidelines of technology use (as stated either in this document or in the KCCS Student Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New York State Penal, and or Federal Law.

Guidelines:

1. Access to computers, computer system, information networks, and to the information technology environment within the KCCS system is a privilege and must be treated as such by all students.
2. The KCCS system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which KCCS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. The technological resources of KCCS are limited. All users must respect the shared use of KCCS resources. The school reserves the right to limit use of

such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.

5. All communications and information accessible and accessed via the KCCS system is and shall remain the property of the King Center Charter School.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
7. Any defects or knowledge of suspected abuse in KCCS systems, networks, security, hardware, or software shall be reported to the system operators.

Unacceptable Use:

- The King Center Charter School has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:
 1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
 2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
 3. Attempts to disable, bypass, or otherwise circumvent the KCCS content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
 4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
 5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.

6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on KCCS computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the KCCS system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses KCCS systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
15. Violates the KCCS Acceptable Use Policy.

KCCS Rights and Responsibility:

1. Monitor all activity on the KCCS system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.

3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
4. Respect the privacy of individual user electronic data. The King Center Charter School will secure the consent of users before accessing their data, unless required to do so by law or policies of KCCS.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and KCCS files. However, information any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error-free and dependable access to technology resources associated with the KCCS system. However, KCCS cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
7. Ensure that all student users complete and sign an agreement to abide by the King Center Charter School acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

Violations/Consequences:

- Students who violate this Policy will be subject to revocation of KCCS system access up to and including permanent loss of privileges and discipline up to and including expulsion.
- Violations of law will be reported to law enforcement officials.
- Disciplinary action may be appealed by parents and/or students in accordance with existing KCCS procedures for suspension or revocation of student privileges.
- Unacceptable use of the KCCS computer systems include, but are not limited to, the following:
 1. Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.
 2. Installing or downloading any executable files from the Internet or portable drives.
 3. Using chat rooms or social web sites except for teacher-directed educational purposes.
 4. Installing or using instant messenger programs.
 5. Downloading MP3s or other music files.
 6. Accessing online radio stations and television programs.
 7. Writing, downloading, or printing files or messages that contain inappropriate language.

8. Accessing or transmitting pornographic or other inappropriate material.
9. Violating the rights to privacy of students and employees of KCCS.
10. Reposting personal communications without the author's prior consent.
11. Copying commercial software in violation of copyright law.
12. Attempting to hack, crack, or otherwise degrade or breach the security of the KCCS network, other networks, or individual computers.
13. Attempting to bypass the KCCS content filter, including the use of proxy servers.
14. Developing or passing on programs that damage a computer system or network, such as viruses.
15. Plagiarism.
16. Modifying or copying files of other users without their consent.
17. Giving out personal information such as address and phone numbers over the Internet without staff permission.
18. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
19. Accessing or transmitting material which advocates or promotes violence or hatred against individuals or groups of individuals.
20. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.
21. Conducting or participating in any illegal activity.
22. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
23. Any inappropriate use as determined by the Principal, Director of Educational Technology and/or building administrators.

King Center Charter School Technology Equipment Home form

Chromebook Use Pledge: Student and Parent

The following information must be filled out completely prior to obtaining the Chromebook. Failure to complete the following information may delay your Chromebook being issued. **One form per student must be filled out.**

Technology Acceptable Use Policy on the KCCS Handbook page 24-28. Chromebook must be return before June 30, 2021 for evaluation of damages. Computer must be returned at time a new replacement is provided, enrollment termination, or requested by KCCS.

Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value. Acer Chromebook Spin 311---> \$400
Lenovo Chromebook N42 Non-Touch ---> \$180
Lenovo Chromebook N42 Touch ---> \$270,
Toshiba Satellite C55 ---> \$50

Parent/Guardian Name (first, middle initial, last) : _____

Street Address Apt # _____

City _____ State _____ Zip Code _____

Home Telephone # _____ E-mail _____

	Name(s) of Children (first, middle initial, last)	Grade/Homeroom		
1				
complete the following equipment information:				
	Manufacturer Description	Model	Serial #	Condition
1				

Parents/Guardians: (initial three below)

____ Parents/Guardians: I have read and discussed the Chromebook Handbook and the Acceptable Use Policy document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

____ Parents/Guardians: I have read the Technology Acceptable Use Policy on the KCCS Handbook page 24-28. Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value after June 30, 2021. Acer Chromebook Spin 311---> \$400
Lenovo Chromebook N42 Non-Touch ---> \$180 & Lenovo Chromebook N42 Touch ---> \$270
Toshiba ---> \$50

____ Parents/Guardians: King Center has purchased insurance to cover the devices while it in your care through Worth Ave. Group until June 30, 2021. Therefore, the Chromebook must be return before June 30, 2021 for evaluation for damages. I understand that I am financially responsible for the cost of repair as of July 1, 2021 to any accidental damage to the Chromebook assigned to my student.

Student: (initial below)

____ Student: (initial below) I have read and understand the Chromebook Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

____ I have read and understand the Chromebook Handbook & Acceptable Use Policy I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action

Signature of Parent/Guardian _____ *Date* _____ *Signature of Student* _____ *Date* _____

King Center Charter School USE ONLY			
<i>Signature Name</i>	<i>Title</i>	<i>Signature of Employee</i>	<i>Date</i>

King Center Charter School

Technology Department

Student & Parent Pledge for Acceptable MiFi Use

- I understand that the MiFi device provided for at home access is for educational purposes only.
- I will follow the policies outlined in the King Center Charter School HandBook, Procedures, and Information and the Acceptable Use Policy while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement items in accordance with the above table in the event any of these items are lost or stolen.
- I agree to return the MiFi and power cords in good working condition. I agree to all stipulations set forth in the above documents including the MiFi Policy, Procedures, and Information and the Acceptable Use Policy.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian EMail Address (if applicable): _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

MiFi and accessories must be returned to King Center Charter School at the end of each school year. Students who graduate, withdraw, are suspended or expelled, or terminate enrollment at King Center Charter School for any other reason must return their individual school MiFi on the date of termination.

Student Social and Emotional Health Policy

Introduction:

- Since children’s social and emotional development is essential to school readiness and academic success, the KCCS will incorporate social and emotional development into the KCCS educational program. The goals for addressing these student developmental needs through an educational program are to:
 - Enhance student school readiness, academic success and use of good citizenship skills;
 - Foster a safe, supportive learning environment where students feel respected and valued;
 - Teach social and emotional skills to all students; and
 - Promote student social and emotional well-being by partnering with families and communities.

Programming:

- In order to promote the social and emotional development of all students, KCCS will pursue program development in the following areas:
 - Classroom and School-Wide Programming: Implement evidence-based, age and culturally appropriate classroom instruction and school-wide strategies that teach social and emotional skills, promote optimal mental health, and prevent risk behaviors for all students.
 - Staff Development and Training: Provide staff development to all school personnel, including administrative, academic, and support staff in age-appropriate social, emotional, and academic learning and ways to promote it in the classroom.
 - Parent and Family Involvement: Provide parents and families with learning opportunities and conferences related to the importance of their children’s optimal social and emotional development, and ways to enhance it.
 - Community Partnerships: Establish partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children’s mental health and social and emotional development.
 - Early Identification and Intervention: Utilize existing protocols to screen, assess and provide early intervention for students who have significant risk factors for social, emotional, or mental health problems that impact learning through our school counseling and special education offices.
 - Assessment and Intervention: Build and strengthen referral and follow-up mechanisms for providing effective clinical services for children with social, emotional, and mental health issues that impact learning through

student and family support services, school- based Intervention, and school and community linked services and supports.

Services:

- Support services provided by the school nurse, or the school counselors will be available for students with social and emotional difficulties that impact learning. Also, linkages and referrals will be available with collaborative partners when more extensive services are needed.

Protocols:

- KCCS will modify its existing protocols for responding to children with social, emotional, or mental health problems that impact learning for consistency with state requirements.

Mandated Reporting:

- Who are mandated reporters?
 - School officials, including (but not limited to):
 - school teacher
 - school counselor
 - school social worker
 - school nurse
 - school administrator or other school personnel required to hold a teaching or administrative license or certificate
- When Are We Mandated to Report?
 - Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment in a situation where a child, parent, or other person legally responsible for the child is before the mandated reporter when the mandated reporter is acting in his or her official or professional capacity. “Other person legally responsible” refers to a guardian, caretaker, or other person 18 years of age or older who is responsible for the care of the child.
- Reasonable Cause to Suspect
 - Reasonable cause to suspect child abuse or maltreatment means that, based on your rational observations, professional training, and experience, you have a suspicion that the parent or other person legally responsible for a child is responsible for harming that child or placing that child in imminent danger of harm. Your suspicion can be as simple as distrusting an explanation for an injury.

- What Is Abuse and Maltreatment?
 - **Abuse** encompasses the most serious injuries and/or risk of serious injuries to children by their caregivers. An abused child is one whose parent or other person legally responsible for his or her care inflicts serious physical injury upon the child, creates a substantial risk of serious physical injury, or commits a sex offense against the child. Abuse also includes situations where a parent or other person legally responsible knowingly allows someone else to inflict such harm on a child.
 - **Maltreatment (including neglect)** means that a child's physical, mental, or emotional condition has been impaired, or placed in imminent danger of impairment, by the failure of the child's parent or other person legally responsible to exercise a minimum degree of care by:
 - failing to provide sufficient food, clothing, shelter, education; or
 - failing to provide proper supervision, guardianship, or medical care (refers to all medical issues, including dental, optometric, or surgical care); or
 - inflicting excessive corporal punishment, abandoning the child, or misusing alcohol or other drugs to the extent that the child was placed in imminent danger.
 - Poverty or other financial inability to provide the above is not maltreatment.
 - Note: The definitions of abuse and maltreatment are different for children in residential facilities operated or licensed by the state.

How Do We Recognize Child Abuse and Maltreatment?

- The list that follows contains some common indicators of abuse or maltreatment. This list is not all-inclusive, and some abused or maltreated children may not show any of these symptoms.
- **Indicators of Physical Abuse Can Include:**
 - Injuries to the eyes or both sides of the head or body (accidental injuries typically only affect one side of the body);
 - Frequent injuries of any kind (bruises, cuts, and/or burns), especially if the child is unable to provide an adequate explanation of the cause. These may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of other instruments;
 - Destructive, aggressive, or disruptive behavior;
 - Passive, withdrawn, or emotionless behavior;
 - Fear of going home or fear of parent(s).

- **Indicators of Sexual Abuse Can Include:**
 - Symptoms of sexually transmitted diseases;
 - Injury to genital area;
 - Difficulty and/or pain when sitting or walking;
 - Sexually suggestive, inappropriate, or promiscuous behavior or verbalization;
 - Expressing age-inappropriate knowledge of sexual relations;
 - Sexual victimization of other children.

- **Indicators of Maltreatment Can Include:**
 - Obvious malnourishment, listlessness, or fatigue;
 - Stealing or begging for food;
 - Lack of personal care—poor personal hygiene, torn and/or dirty clothes;
 - Untreated need for glasses, dental care, or other medical attention;
 - Frequent absence from or tardiness to school;
 - Child inappropriately left unattended or without supervision.

- **Where Do We Call to Make a Report?**
 - As soon as you suspect abuse or maltreatment, we must report our concerns by telephone to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The SCR is open 24 hours a day, seven days a week, to receive your call. The timeliness of our call is vital to the timeliness of intervention by the local department of social services' Child Protective Services (CPS) unit. We are not required to notify the parents or other persons legally responsible either before or after our call to the SCR.

Working Papers

Who is eligible?

- Students who are 14 and 15 years old and plan to work at permitted occupations during school vacations and/or after school hours. (Please see website to obtain more information regarding what may or may not be valid occupations for youth.)
<https://www.labor.ny.gov/workerprotection/laborstandards/workprot/wphmpg.shtm>
- Students **must** have a passing average of 65 or higher in all common core subjects.
- Students **must** have attendance that is in good standing. Students who have 10 or more unexcused absences will not be eligible until they complete two weeks of school without any unexcused absences. Please see Attendance Requirements for what is considered as excusable.

How to obtain your working paper?

- Please see the School Counselor or the Director of Student Support for a Working Paper Application.
- Parent/Guardian is to complete the application in its entirety and attach a copy of the student's **most recent** physical along with a copy of the student's birth certificate (if not already on file in the Main Office).
- Applications will be processed biweekly and given to the student once created.

Health Office Policy and Procedures

It is our goal to maintain a healthy environment for all students and staff by minimizing health risks. Health plays a role in educational achievement. Healthier students are better learners.

Documentation for absences due to illness or injury:

- A parent/guardian note is necessary to excuse any absences up to 2 days.
- Some illnesses (ex: fever, flu, vomiting, diarrhea, pinkeye, strep throat), at the nurses discretion, will require 24-48 hours of homecare, monitoring and/or medication before the student can return to school or a doctor's note will be required to return.
- Absences related to illnesses after 2 days (this includes the day you pick up your child from the Health Office) require a doctor's note to be excused.
- Injuries (that impair student functioning or ability) require a doctor's assessment and note stating the student can return to school on the **FIRST day that the student returns (NO EXCEPTIONS)**
- A medical note is required if the student needs accommodations or use of the elevator.
- Students are not allowed to wear any type of injury wear (ace wraps or bandages, slings, splints, soft boots, crutches, etc.) in school without a doctor's note.
- At the discretion of the nurse, you (parent/guardian) may be asked to obtain and provide documentation for any questionable illness or injury. **Your child will not be allowed to enter and go to class if this medical return note is not given to the nurse.**

Emergency Care:

- Students who are injured in school will receive first aid when appropriate. If the injury is serious or requires medical attention, the parent will be notified. The parent is expected to provide transportation for the student if further medical care is necessary. Depending on the injury and parent availability, emergency services and an ambulance may be necessary.
- Injuries that occur at home or other than school property will not be treated by the school nurse.
- Wound care and treatments (following an injury) are not allowed to be done by the school nurse. Parents must obtain medical supplies from their provider and do treatments before or after school.

Illness Screening:

- If a student becomes ill at school, the nurse will assess the student.
- If the illness is minor, the issue will be addressed, and the student will return to class.

- If the student is too ill to remain in school, the nurse will contact the parent/guardian or emergency contact list in the order that is given to the school.
- Please be aware: A parent's repeated refusal or inability to pick up/or delegate someone to pick up an injured or ill student and provide access to medical care is considered medical neglect and may be reportable.

Medication:

- Documentation- a physician's order and parental permission are both required for a student to take ANY type of medication (prescribed or over the counter) throughout the school day. An adult must bring the medication (in the original prescription container) along with the documentation to the school nurse. Obtain the consent form, "Parent's and Prescriber's Authorization for Administration of Medication in School" from the nurse (your doctor may provide a similar form, but the parent must still sign off)
- Self-Medication - The nurse will evaluate a child's ability to self-medicate. We must have specific orders from the physician that gives permission to allow the student to self-medicate. The role of the KCCS staff is to remove the medication from a secured cabinet and minimally assist and monitor the child taking the medication. The child should state their name, the name of the medication and the reason he/she is taking the medication. The staff member will again secure the medication and document the time and date the child self-medicated. The nurse can be notified if there are any concerns.
- Alternative Medication Dispensing - The parent or a designated family member may come to school to dispense medication in the absence of proper documentation. The nurse will not be responsible for the dosing or monitoring of medication given in this situation.

Physicals:

- KCCS requires a current physical/immunization for all new students accepted for enrollment to the school and any school sports. Any allergies or illnesses should be documented on the physical to ensure appropriate support in school.
- NYSED_requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 2, 3, 5, 7, 9 & 11 annually for sports, or as required by the Committee on Special Education (CSE).
- The doctor's office can fax ALL medical information to 716-895-2058.

Immunizations:

- **New York State Public Health Law, Section 2164 requires that the parent provide the school with documentation of immunizations, or the student will not be permitted to attend school.** Also, this documentation must be updated per student age and grade level (per NYSDOH guidelines). As of June 13, 2019, new State legislation states,

religious exemptions from immunizations are no longer accepted in public, private or parochial schools.

- The doctor's office can fax immunization records to the school at 716-895-2058 or the parent can mail or deliver copies of immunizations. The nurse will be monitoring student files throughout the year to ensure compliance. If the student is not compliant (no documentation or missing immunizations), the parent will be notified by phone and mail to the information on file. **The student must receive necessary missing immunizations or provide medical documentation that he/she is in the process (by medical appointment) of obtaining immunizations within 14 days, NO EXCEPTION.**

Counseling and Referrals:

- Students can be provided with health information both individually and in groups. Students with specific health issues, physical or emotional needs are free to consult with the school nurse. The nurse works closely with school counselors. Students will be referred to appropriate staff or agencies if the nurse is unable to meet the needs of the student.



**Department
of Health**

**Office of Children
and Family Services**

**State Education
Department**

June 14, 2019

**Statement on Legislation Removing Non-Medical Exemption
from School Vaccination Requirements**

On June 13, 2019, Governor Andrew M. Cuomo signed legislation removing non-medical exemptions from school vaccination requirements for children. The United States is currently experiencing the worst outbreak of measles in more than 25 years, with outbreaks in pockets of New York primarily driving the crisis. As a result of non-medical vaccination exemptions, many communities across New York have unacceptably low rates of vaccination, and those unvaccinated children can often attend school where they may spread the disease to other unvaccinated students, some of whom cannot receive vaccines due to medical conditions. This new law will help protect the public amid this ongoing outbreak.

What did the new law do?

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either:

- public, private or parochial school (for students in pre-kindergarten through 12th grade), or
- child day care settings.

For those children who had a religious exemption to vaccination, what are the deadlines for being vaccinated?

Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or child day care. Also, by July 14, 2019 parents and guardians of such children must show that they have made appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The New York State Department of Health follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices catch-up immunization schedule and expects children to receive required doses consistent with Table 2 at the following link in order to continue to attend school or child day care: <https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

What is the deadline for first dose vaccinations if my child is not attending school until September?

Parents and guardians of all children who do not have their required immunizations are encouraged to have them receive the first dose as soon as possible. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

Additional information will be forthcoming.

2022-23 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES.

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
 - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6, 7 and 8: 10 years; minimum age for grades 9 through 12: 7 years)
 - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2022-2023, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6, 7 and 8; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 9 through 12.
 - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
 - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
 - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
 - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
 - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
 - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7, 8 and 9: 10 years; minimum age for grades 10 through 12: 6 weeks)
 - a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
 - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - d. If dose 1 was received at 15 months or older, only 1 dose is required.
 - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
 - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
 - e. PCV is not required for children 5 years or older.
 - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: www.health.ny.gov/prevention/immunization/schools

For further information, contact:

**New York State Department of Health
Bureau of Immunization
Room 649, Corning Tower ESP
Albany, NY 12237
(518) 473-4437**

**New York City Department of Health and Mental Hygiene
Program Support Unit, Bureau of Immunization,
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