



**DR. RICHARD IZQUIERDO
HEALTH & SCIENCE CHARTER SCHOOL**

SCHOLAR/FAMILY HANDBOOK

2016-17 SCHOOL YEAR
Revised 6.28.16

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Mission Statement

Dr. Richard Izquierdo Health & Science Charter School provides our scholars with a nurturing and challenging educational experience to develop their abilities and address the health and economic disparities in our community. Upon graduation our scholars will be prepared for the highest levels of college achievement, gainful employment as certified health care professionals, and a commitment to serve others as they pursue rewarding lives and respected careers for themselves.

Values

- Efficacy: the ability to produce a desired or intended result.
- Empathy: the ability to understand and share the feelings of another.
- Self-Reliance: reliance on one's own powers and resources rather than those of others.
- Healthy Communities: the responsibility of the individual to the wellbeing of others.

Goals

Dr. Richard Izquierdo Health & Science Charter School will be the premier health science secondary school in the United States, as evidenced by graduation rates, college acceptances, and alumni employment in related fields. Scholars will graduate with specific health goals for their future lives and broaden these goals to include their loved ones. They will demonstrate their knowledge of health care in a culminating practicum ensuring that their academic knowledge has blossomed into tangible health care skills, which includes certification as an EMT.

Creed

As a scholar of Health Science School, I will:

- Strive to see and understand the truth.
- Commit to self-improvement.
- Speak the truth, use pleasant speech, and talk only with a positive purpose.
- Always act in a way that does not harm others.
- Work to earn a living in a righteous way.
- Remember that without positive effort nothing good can be achieved.
- Be mindful. Concentrate on wholesome thoughts and actions.

3 Golden Rules:

- Respect Yourself
- Respect Others
- **I HAVE UNLIMITED POTENTIAL!**

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The Board of Trustees

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Duarna Oller, Board Chair

Paloma Hernandez, Secretary

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Epifanio Castillo, Esq., Education and Accountability Committee Chair

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Founders Welcome

Dear Families,

Welcome to our school. This school is the fruition of a lifetime of work as a doctor. This school has been dream for many years, and now it is a reality for our families and their children. It is a great privilege for us that you have brought your child to us to educate and care for, and we look forward to years of working together to free our scholars from the bonds of poor education, poor health, and poverty. Together, we will guide them on the road to success and self-fulfillment helping them become happy and productive members of our society. It will not be an easy journey, but together we can do it. We can be a part of a dream come true in the South Bronx.

Welcome to my dream,

Richard Izquierdo MD, FAAFP, Founder

Urban Health Plan - Mission Statement

Urban Health Plan's mission is to continuously improve the health status of underserved communities by providing affordable, comprehensive, and high quality primary and specialty medical care and by assuring the performance and advancement of innovative best practices. With over 30 years of service and a deeply rooted foundation in the South Bronx, Urban Health Plan is dedicated to rendering care in a culturally proficient, barrier free, individualized, and family oriented manner, with an emphasis on prevention through education and the provision of state of the art services.

The school was formed as a result of an institutional partnership with the Urban Health Plan. By partnering with Urban Health Plan-one of the top 25 federally qualified health centers in the

United States-the School will provide practical experience and instruction in health care to advance academic achievement.

School Information

Mailing Address:

800 Home Street

Bronx, New York 10456

Telephone: (718) 378-0490

Fax: (718) 378-0492

Website: <http://www.healthscienceschool.org>

E-mail: info@drihscs.org.

Location: Community School District (CSD) 12

School Leadership

Richard Burke, Head of School/Principal

Sue Burgher, Director of Operations

Brian Blough, Director of Teaching & Learning, Middle School

Floriande Buckman, Director of Teaching & Learning, High School

Christopher Sharpe, Director of External Affairs

Kate Girerd, Director of Teaching & Learning, Specials

Miah Groom, Director of Scholar Culture

Sabree Muhammad, Director of College Transition

Walter Severini, Director of Data and Technology

Scholar Support Team

Brian Blough, Director of Scholar Intervention

Binti Thakkar, Business Manager/HR

Merrill Kazanjian, Special Ed. Coordinator, High School

Cynthia Keseru, Special Ed. Coordinator, Middle School

Daks Armstrong, School Counselor, High School

Crystal Wiley, Social Worker, High School

Shaqwaya Campbell, School Counselor, Middle School

Tamar Udovitch, Social Worker, Middle School

Jessica Ziel, Family Engagement Liaison

Gail Gadsen, Parent Liaison

Charles Brown, Operations Coordinator

Letter from the Head of School/Principal

2016-17 School Year

Dear Parents and scholars,

Welcome to our new school year! We are excited about the 2016-17 academic year. Dr. Richard Izquierdo Health & Science Charter School has a dedicated and passionate faculty, supportive parents, and creative, energetic scholars. We are going to do great things together. Our goal is to free our scholars from the bonds of poor education, poor health, and poverty. Together, we will guide them on the road to success and self-fulfillment, helping them become happy and productive members of our society. It will not be an easy journey, but together we can do it. We can be a part of a dream come true in the South Bronx.

We care for everyone in the school and consider them important stakeholders. This includes scholars, parents, and professors (teachers) as well as our Board of Trustees. We hope that your time at our school is a rewarding experience that will make you proud. Our goal is to be fair and clear about what is expected of you and your scholar this school year.

We promise to prepare your scholar for college and make available to them certification as an EMT, so they have an immediate opportunity upon graduation for gainful employment as well as be college prepared.

We are a “College Now” school, and our 11th grade and 12th grade scholars are permitted to take college courses for college credit at Hostos Community College, part of the City University of New York. As part of this partnership, our scholars will have opportunities to intern with Hostos Community College and their partners in the Bronx. They will also receive career counseling, resumes preparation assistance, financial aid and scholarship guidance, and essay help.

Additionally, we were the 13th high school in New York City named as a Gateway Pipeline School partnered with City College and the Sophie Davis School of Biomedical Education, now CUNY School of Medicine. They will assist us in improving our curriculum and provide mentoring and internships to our scholars with the opportunity to take credit-bearing college courses. As part of this Partnership, they will assist us beginning with our 7th grade on increasing our college preparations and effectiveness by helping us reach our goal of college acceptance by all our scholars as well as certification as EMTs.

We also offer Advance Placement and Honors classes to provide our scholars with every opportunity to excel and gain entrance to college. This began in 8th grade, and over 40 8th graders took high school courses and sat for the Regents Examinations.

Our Special Programming is as important as our core content courses. We have full art and music programs as well as health, sports, and physical education programs, including Tae Kwon Do, which all 6th & 7th graders will be taking. We have an extensive after school enrichment and intervention program that includes a successful sports program for which we will provide more information in the coming weeks.

With your support, we will continue to develop the very real gifts and talents of all of the scholars at DRIHSCS. We are energized and excited about the upcoming year and look forward to working with your children! Let’s work together to make this the best year ever and reach our goal of becoming the #1 school in New York City!

Sincerely,



Richard Burke
Head of School/Principal

ABOUT THIS HANDBOOK

This handbook is intended to be a reference document that outlines some of the school's most important academic and discipline policies and is not meant to be comprehensive. Those policies not explicitly outlined in this document are left to the discretion of school leadership. Please contact the school office with any specific policy questions.

Dr. Richard Izquierdo Health and Science Charter School's rules and policies include those listed throughout this handbook as well as any changes throughout the school year that are posted in the school and/or distributed to scholars and parents, and/or any other rules communicated to scholars by DRIHSCS staff. Following the rules and procedures outlined in this handbook is a necessary condition of membership in the DRIHSCS community.

A MESSAGE TO SCHOLARS, PARENTS, AND GUARDIANS

Dr. Richard Izquierdo Health and Science Charter School is constantly reviewing and revising the family handbook, as it is appropriate for a document that seeks to provide guidance and set standards for the school community. Therefore, the rules and regulations of this Handbook may from time to time change and scholars and parents/guardians are expected to abide by those changes.

Scholar Responsibilities

The handbook will be presented and review with each scholar during the first week of school. All scholars must read the entire handbook once with their professor and once with their parent.

Parent/Guardians Responsibilities

Parents/guardians must read the handbook and have the scholar return the Parent Contract and the Technology Contract that are located at the end of this handbook. These forms are distributed on the first day of school and should be returned to their CPR professor within five (5) days. Failure to return any of the forms requiring the parent/guardian to complete information will result in detention and if necessary, a parent/guardian conference.

Academics

Academic Policy

There are five marking periods in our academic year. The grades you receive for the first four (4) terms will determine your academic schedule during the fifth term. This added fifth term will take place during the month of July and is **mandatory**. Studies have shown his extra terms during the summer have a profound effect on scholar's performance the following year. **Parents will be notified at each parent-professor conference if their scholar is in danger of failure and failure letters will go out in May.**

Scholar Grading

Scholars are DRIHSCS are given numerical grades.

On the report card, scholars will receive two separate but equally important grades.

- On grade represents mastery of required grade level requirements.
- The second grade evaluates scholars on attitude, participation, conduct, and living by our creed. All professors will use a uniform rubric that will evaluate a scholar's work ethic in the classroom.

Grading Scale

Recognizing that high achieving schools have courses that are diverse requirements that make it difficult for a grading policy to have uniform grading requirements we will use the following categories for evaluating mastery of required grade level requirements:

- **Tests/Examinations** - Examinations/tests cover material presented and discussed in class as well as information in the readings and homework and will usually take an entire class period. In the event that a scholar misses a test/examination faculty will schedule the time for a scholar to take a missed examination/test. Make-up examinations/tests and some assignments can be taken or completed only with a note from parents/guardians explaining the absence.
- **Classwork** – assignments that are done in the class that helps scholars practice and master the standards before leading to a formal assessment. Scholars should do their best on these assignments and use their professors as a resource to earn the best grade.
- **Do Now** – Graded as a quiz.
- **Exit Tickets** – Graded as a quiz.
- **Quizzes** - Quizzes may be given with or without notice. Quizzes may be multiple choice, short answer, brief essay or in another form. "Do Now" problems are graded and may also count as a quiz.
- **Homework** - scholars may receive at least one hour of homework daily, including the 30 minutes of independent reading. Completed homework assignments must be turned in on the due date. Scholars must hand in work neatly handwritten in blue or black ink or typed. Pencils are encouraged for Mathematics.
- **Quarterly Projects** - Each class is required to assign a quarterly project that is based on a health-related essential question. These projects will make up a minimum of 20% of a scholar's final grade.

Work Ethic/Classroom Participation

Participation is often an indication that homework has been thoroughly completed. When considering this as part of the grade, professors will take into account the following criteria:

- the ability to participate actively in class discussions, demonstrating that the assigned work was completed;
- the ability to follow directions; and
- preparedness for class (having all required materials for class)

Work Ethic also encompasses how well scholar conducts themselves in class. When considering this part of the Work Ethic grade, the faculty will take into account the following criteria:

- behavior throughout the entire class period, how the scholar asks questions, and how the scholar maintains the classroom routines and practices as set by each professor.

Scholars who show a poor attitude are considered to be lacking the appropriate classroom work ethic. Poor or inconsiderate behavior is unacceptable.

Promotion Policy

Promotion to the next grade is dependent on a passing grade average over the four terms. Scholars will be held to specific promotion criteria: attendance; comprehensive classroom assessments that may include portfolios, Professor's assessments, observations; and benchmark assessments. The school reserves the right to make a decision for promotion when standardized test scores do not match scholar achievement as seen through these classroom assessments. All criteria are fully included in the final decision for promotion as defined below:

Grade	Attendance	Professor 's Recommendation	Benchmark Testing
6	95%	At grade level performance	NYS ELA and Math Level 2 and above
7	95%	At grade level performance	NYS ELA and Math Level 2 and above
8	95%	At grade level performance	NYS ELA, Math, Science Level 2 or above
9-12	95%	At grade level performance In accordance with Regents Diploma Requirements	Subject level/Midterms/Finals/Regents

Retention

Parents are notified if their child is identified at risk of retention. A conference with your scholar's professor will be arranged to discuss how to work together to promote success and whether additional intervention opportunities in core academic areas. In May, if necessary, a PROMOTION IN DOUBT letter will go out followed by an additional conference to discuss ways to avoid possible retention. However, scholars, who do not make grade level standard, will be retained the following school year. The principal makes the final decision on retention.

Honor Roll

At DRIHSCS, scholars will have the opportunity to earn **Doctor, Resident, and Intern** honors! Work hard and your name will appear on the Hall of Honor Bulletin Boards throughout the school! All honors scholars are celebrated with a fun event like a Town Hall, trips and pizza party!

In order to be eligible to be on the honor roll all scholars must have at least:

- Pass all classes with at least an 80%

The honor roll grade criteria is as follows:

- Doctor – overall average of 95% or higher
- Resident – overall average of 90% - 94.4%
- Intern – overall average of 85% - 89.4%

*There is a separate Attendance Honor Roll and Improvement Honor Roll that celebrates the excellence in attendance and growth by our scholars.

The instructional model of our school is built upon the following approaches that we believe are necessary to achieve excellent results:

- **College-Aligned Academics:** - The School's pathway to academic success will be based on the skillful use of precise educational methods that promote both high expectations and compassion for scholars and their Professors, and provide strategic support for scholars and Professors to continually develop their efficacy.
- **Career Education** - The School's program of study will be built on a dynamic, challenging and engaging curriculum that connects daily academics to career competencies in health and science professions. The spiraling of the curriculum around health care will provide infinite possibilities to enhance and support both remediation and post-secondary acceleration according to the needs of each individual scholar. We offer the opportunity to graduate with an EMT certification and are developing other CTE certifications in the Health & Science fields.
- **School Culture** - A culture of respect and discipline will be promoted as a means of creating an academically focused environment rather than as an end in itself. The children's needs are acknowledged and attended to by responsible adults who ensure that scholars have: 1) The right to participate meaningfully, 2) Opportunities to define themselves, 3) Opportunities for creative expression, 4) A strong sense of competency, 5) Structure and clear limits, 6) Physical activity, 7) Positive social interactions with adults and with one another.
- **Academic/Sports program** refer to the appendix.

Good Study Habits

To help your children develop good study habits:

- ✓ Set up a comfortable location at home for doing homework with simple supplies, such as pens, pencils, paper, scissors, and tape, near at hand
- ✓ Have them write down and organize assignments each day. They need to learn how to manage their time and work toward long-range goals. All scholars are given planners at the beginning of the year and must use these to write down and organize assignments each day. These planners are to be signed daily by their parents.
- ✓ Encourage them to do the most difficult homework first, not last.
- ✓ Check to see that assignments are complete and on time. Be more concerned with the process they use to complete work than with getting a right answer. All homework is listed on the homework page of the website.

Academics Ethics & Plagiarism Policy

DRIHSCS expects its scholars to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating. Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of DRIHSCS. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a scholar's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the scholar in reaching his or her potential. Plagiarism includes:

- Taking someone else's assignment or a portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else as your own
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Cheating

Scholars are expected to do their own work except on projects designated by the professor as cooperative efforts. Professors will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors, and published study guides. If a scholar is in doubt about

the ethical standards applicable to a particular situation, then the scholar is responsible for clarifying the matter with the professor.

Cheating includes:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly in part, as original work.
- Exchanging assignments with other scholars, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the professor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Ask Your Scholar's Professors

Learning standards provide a great opportunity for you to talk with Professors about what your child is learning in school and how you can support this learning at home.

Here are some questions you may want to ask to learn more about a standard:

- Can you show me examples of scholar work that meets this standard?
- May I look at some of my child's work related to this standard?
- When will my child work on this standard during the school year?
- What activities and materials are you using in school to help my child meet and exceed this standard?

- What class work and homework do you expect to assign?
- What are some exercises I can do with my child to help him or her with this standard?
- Besides the standards covered in this guide, what else is my child expected to learn this year? To learn how your child is doing in school:
- Is my child working on grade level? Are there any areas that need improvement?
- Is my child reading at grade level? Can you show me some books that my child can read?
- Each day, how much time does my child spend working on each subject?
- How do you assess my child on these subjects during the year?

Here are some questions you may want to ask to learn how to support your child:

- Besides report cards, what are the best ways to keep up to date on how my child is doing?
- If your child is not on grade level: What support is the school able to offer my child? What can I do at home to help my child do better in school?
- If your child is on grade level or above: What extra enrichment and support do you suggest for my child? How can I help at home?

School-Wide Information

Required Forms

There are various forms that are required to enroll your child. The Operations Manager will make these forms and documents available to you in a packet.

- School Application
- Lunch Application
- Emergency Contact (Blue Card)
- Pickup & Drop-off Authorization
- Media Release Form
- Field Trip Permission
- Proof of Immunization
- Medication Administration Form
- School Uniform Policy
- Parent Contract
- scholar Contract

School Schedule

The doors of the school open at 7:25am; scholars will not have access to the building prior to this time. Scholars should enter and exit from the Home Street side of the building only. Attendance will be taken in the morning at 7:55am for the middle school and 8:20am for the high school. **Scholars who arrive after this time will be considered late.** You will receive a wakeup call at 6 AM the next day after your scholar is late. Middle school scholars are required to remain at school until 4:00 pm and high school until 3:30pm unless noted. Saturday Academy begins at 9:00am and ends at 12:00pm. There will be an after school enrichment/intervention program which details will be made available in September. **Saturday Academy, when in session, is mandatory for select 6th and 7th graders (targeted intervention), 8th graders, and high school scholars.** **Any scholar who fails to attend Saturday Academy may be held back or have their grade for the subject taught on Saturday reduced.** There may be reasons to change your scholars schedule and the school will notify you in advance of such changes.

Healthful Snack Policy

Here at Dr. Richard Izquierdo Health & Science Charter School, we want to guide scholars and parents toward healthier lifestyles. One thing that will assist us with this mission is establishing a school-wide healthful snack policy. This policy is not meant to place limitations on what scholars can eat, but rather enrich their bodies with healthful foods, therefore assisting their mental capacities, focus levels, diet, and overall health throughout the course of the school day. **No juices or sugar drinks are permitted and will be thrown out. Only water.** (See Appendix B for more details).

Health Medication Policy

A review of scholar immunizations requirements and the proper supporting documents will be completed for all new scholars. The School staff will work with the Department of Health and other appropriate authorities to provide these services. The School, in accordance with NYS law, requires that each scholar has a certificate of immunization at the time of his or her registration or not later than the first day of school.

Medication Delivery System Procedures- the School requires the following:

1) A written order from a licensed prescriber; 2) written parental permission to administer medication; 3) the completion of a Medication Administration Form for All medications, including nonprescription over the counter (OTC) drugs, given in School will be prescribed by a licensed prescriber on an individual basis as determined by the scholar's health status. Written orders for prescription and OTC medications should minimally include: (a) scholar's name and date of birth; (b) name of medication; (c) dosage/route of administration; (d) frequency/time of administration; (e) for PRN (as needed) medications, conditions under which medication should be administered; (f) date written; (g) prescriber's name, title, and signature; and (h) prescriber's phone number.

The School may request additional information, e.g. potential adverse reactions. However, medication delivery should not be delayed pending this information, unless such information is essential to the safe administration of the medication. Medication orders must be renewed annually or when there is a change in medication or dosage. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. When a properly labeled medication comes to the School accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed and documented: a) Principal or designate will contact the parent regarding need for written order from a licensed prescriber; b) with permission, the Principal or designate may contact the prescriber to obtain verbal permission to administer medication; c) the School will request fax or written orders to be received within 48 hours; and d) the Principal or designate will contact the parent and the School will discontinue medication if written orders are not received in 48 hours.

Parental Responsibility- A written statement from a parent/guardian requesting administration of medication in School as ordered by a licensed prescriber is required before medication can be administered. The parent/guardian is responsible for having

the medication delivered directly to the School in a properly labeled original container.

Dr. Richard Izquierdo Health and Science Charter School Discipline Plan
(This is a condensed version of the full Discipline Plan, which is attached in its entirety as appendix A. You are urged to read Appendix A in its entirety.)

DRIHSCS intends to promote a culture of success through a structured academics environment and an intentional character curriculum. In an effort to maintain a safe learning environment that enforces the DRIHSCS culture of achievement and respect, DRIHSCS adopts the following discipline system. This system is designed to keep our scholars where they need to be: in the classroom and in school. It is designed to be fair and consistent, where each scholar will be treated equally as the young adult learners they are becoming.

Definitions

For the purposes of the discipline plan, the following definitions apply:

1. "School" is the school that is charged with the responsibility of ensuring a safe environment and atmosphere of learning.
2. "Parent" means the parent, guardian, or person in parental relation to a scholar.
3. "School property" means on or within any building, structure, athletic playing field, playground, within the real property boundary line of a public school, or in a school bus
4. "School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of scholars, children of scholars, professors and other persons acting in a supervisory capacity to or from school or school activities
5. "School function" means any school-sponsored extra-curricular event or activity
6. "Employee" means any person receiving compensation from a school or employee of a contracted service provider or worker placed within the school.

Step One: The Classroom

Every Professor at DRIHSCS is responsible for implementing the classroom management system developed by their grade level. The classroom management system will foster the healthy development of each scholar using the DRIHSCS model, encourage a strong community of learning within the classroom, and **provide adequate opportunities for scholars to correct their behavior before being removed from the classroom.**

Professors will also implement a values based merit system to provide clear rewards reinforcement and logical consequences for scholar conduct. Classroom management plans will be developed by grade teams and approved by the Principal and will contain the following elements:

- DRIHSCS classroom model their systems after the program known as Developmental Designs (DD). This program is designed “to meet the unique combination of social, emotional, physical, and intellectual needs of young adolescent, offering an array of strategies designed to keep young people safe, connected, responsible, and engaged in learning.” (Please visit www.originsonline.org for more information)
- Each scholar is given opportunities to correct disruptive behavior. Scholars receive two opportunities. On the third offense the will be removed. This count will be reset each class period.
- Each opportunity to correct scholar behavior will be clearly explained to the scholar and tracked by Professors.
- Opportunities for correct and classroom disruptions will result in loss of privileges.
- A scholar will be taken from the classroom upon reaching the last infraction to the Reflection Lab.
- A Professor can also ask that a scholar be removed for a period from the classroom.

Step Two: Removal from the Classroom

Reflection Lab

Upon their final infraction in class, scholars have demonstrated they cannot successfully participate in the learning environment. These scholars will be removed from class will be sent to the Reflection Lab. This is a location in the school, which is monitored full-time. During this time scholars will reflect on the behavior that led to them Reflection Lab. When a scholar is removed the scholar must:

1. Walk in silently.
2. Take a clipboard with a reflection form.
3. Find an empty desk and begin filling out the form. -- There will be **no** conversation about the removal until the reflection form is completed and the Dean is ready to discuss it with you.
4. Ask yourself: “Have I carefully thought about my actions and completed my written reflection to the best of my ability?” Am I ready to speak calmly with the Deans?
5. Raise a silent hand to let a Dean know that you have completed the form carefully.

As a consequence, scholars who are sent to the Reflection Lab will earn one recess (6th grade) or one after-school (7th - 12th) grade detention.

Scholars are not permitted into the Reflection Lab without a referral form from the Professor. Additionally, Professors will contact the scholar's parents before the end of the day.

In-School Suspension (ISS)

Scholars who are removed from three classes in one day or five classes in a week will be referred to ISS. Scholars can also be automatically referred to ISS if they exhibit behavior that is extremely disruptive, unsafe, or disrespectful to a Professor or staff member in the school. This is a location in the school, which is monitored full-time and where scholars are expected to do classwork in a separate from their regular classroom.

The Professor in consultation with Dean, Principal, Special Education Coordinator, Character Education Coordinator, or Counselor will determine the appropriate length of time for ISS. The length of ISS will be based upon the severity of the scholar's behavior, previous visits to the Reflection Lab, and the time of day the scholar is sent ISS. ISS will not last for more than one school day.

If a scholar earns an ISS, a parent meeting will be called before a scholar is allowed to return to class. This meeting will be record on a scholar's behavior record. The following actions will earn an automatic ISS:

- Vulgar language, gestures, or profanity directed at a scholar, Professor, or staff member.
- Outright defiance or disrespect
- Aggressive physical behavior or response, including horseplay
- Continue gossip about others
- Skipping/leaving class without permission
- Any use of a cell phone or electronic device during the day.
- Outbursts that severely interrupt instruction
- Inappropriate Displays of Affection (PDA)
- Instigation or provocation of a fight
- Plagiarizing, cheating and/or copying
- Assisting or instigation of above behaviors

Step Three: Out of School Suspension (OSS)

While we prefer to have our scholars in school and in class at all times, once a scholar has demonstrated that being removed from the classroom does not reform their behavior, the school is left with no other option than to remove the scholar from school for a limited time.

Only the Principal can issue suspensions. In the case that the school leaders are not in the building, any Principal's Designee may issue a suspension. When a scholar is suspended, scholar's family will be contacted immediately pick up the scholar. Before the scholar can return to class, the family must have a conference with either the Dean or the Principal. The scholar will not be admitted to class until this conference has occurred. It is the responsibility of the family to reschedule any missed conferences.

(Refer to Appendix A)

Regardless of a scholar's offense, the length of a suspension depends on the scholar's previous discipline record. The suspending school official will decide the exact number of days, depending on the severity of the offense.

The following guidelines apply:

1 st Suspension of the Year	1 Day
2 nd Suspension of the Year	3 Days
3 rd Suspension of the Year	5 Days Automatically
4 th Suspension of the Year	10 Days Automatically Pending an Expulsion Hearing with Principal

In addition to receiving three (3) in-school suspensions within 30 days (monthly), the following behaviors will warrant an immediate suspension recommendation.

- Fighting
- Touching another scholar in an inappropriate manner
- Harassing or posing threats to Professor/staff/scholar(s)
- Exposing oneself to other school members
- Bullying
- Firearm/Weapon
- Leaving school building/property or ISS without permission
- Gang Affiliation
- Committing Arson
- Falsely Activating Fire Alarms
- Possession of illegal drugs/substances
- Walking out of the building without permission

Step Four: Expulsion

Should a scholar demonstrate they are not a fit for DRIHSCS culture, the Principal will make the final decision. In addition to receiving four (4) suspensions in one school year, the following activities will earn a scholar an immediate expulsion recommendation:

- Possession of Alcohol/Drugs
- Possession of Weapons/Tobacco
- Use/influence of alcohol, drugs, tobacco on school grounds/bus/field trip or during school functions.
- Gang activity/affiliation
- Behavior that threatens the community.

Conclusion

This system will be documented using computer-based programs called OpenAcademix and Educator's Handbook. Through this program, the staff at DRIHSCS will be able to monitor a scholar's discipline record on their computer. The reflection lab and in-school suspension staff will record all referrals into the computer system and all parent communications will be documented as well. It is our hope with this system; staff and administration will be able to better track scholar behavior in an effort to intervene with scholars, who need extra guidance and support during the school day. A call from the Professor or Dean will be made when a scholar has earned a removal, In-School Suspension (ISS) or Out of School Suspension (OSS). The full Discipline Plan including

Discipline Policy for scholars with Disabilities is included in Appendix A. Please read it in its entirety.

Dr. Richard Izquierdo Health & Science Charter School Community Rules, Code of Conduct & Logical Consequences

Dr. Richard Izquierdo rules are designed to create a caring, safe, and serious learning environment. Respect, courtesy, self-discipline and a serious focus are all hallmarks of the school. DRIHSCS does not tolerate disrespectful behavior or disruption to learning and disciplinary consequences are associated with violations of rules. These rules support the foundation of academic and ethical standards on which DRIHSCS goals depends. These rules actively encourage the scholar to establish habits of courtesy and respect for others, including others rights and property and respect for oneself as a member of a community. This section is a summary of the community rules, code of conduct, and the logical consequences. For the official language, please see Appendix A of the handbook.

Community Rules

Attendance & Lateness Policy

At DRIHSCS we work hard to be bring your child a world-class education. To that end, academic progress requires the full support from the parents. The first step in supporting your scholar's academic success is to ensure that he or she is at school all day, every day. **Promotional requirements are set at 95% attendance, and lateness is considered partial attendance.** Three (3) tardies is equivalent to one (1) absence. Below is the attendance policy for DRIHSCS for the 2016-17 school year. At the discretion of the Principal, ACS will be notified for excessive absences. **Absences can require your scholar to be required to attend Summer Academy. Saturday Academy is required for 8th grade and high school scholars. Absence from Saturday Academy is absence from school.**

Absences

At DRIHSCS we encourage all scholars to be in school each school day. However, we are aware that there are circumstances where scholars must be absent. To ensure the safety of all scholars, the following procedures must be strictly adhered to.

1. A parent or guardian must call the school office before **9:00am** to report an absence, reason for the absence, the scholar name/homeroom.
2. Following the absence, a scholar is required to bring a note from a parent/guardian stating the reasons and the dates of the absence. The note should be presented to the Main Office **before** classes begin in the morning.

A phone call will be made to parents/guardians for scholars who have not arrived with a signed note and the scholar will receive an afterschool detention. If a scholar is absent without a parent phone call or a note the scholar will be considered truant, and consequences will be given based on the discretion of the Principal/Head of School and the Dean of scholars.

Long Term Absences

Long-term absences are only permitted for bereavement of immediate family and health-related concerns. If your child is absent for a week or more, please make certain to make arrangements with your child's classroom professor to pick up long-term assignments.

Early Pick-Up

We strongly encourage that scholars aren't removed from school early unless there is a documented acceptable excuse. If a scholar needs to leave early, they must follow the procedures detailed:

1. Scholars in grades 6-9 must have a parent to come pick them up to be dismissed early. Scholars will not be allowed to leave the grounds without parent escort.
2. Scholars in grades 10-12 must have a signed note from a parent that has the date, time, and a reason for a scholar early dismissal. This note must be presented to the Main Office before leaving school grounds. Scholars will not be allowed to leave the building without a note and/or a parent escort.

Scholars will not be dismissed early one hour before the end of the school day. Parents will be required to wait until the end of the school day to pick up their scholar.

Late to School (Tardy)

At DRHSCS we see punctuality as part of values of efficacy. To that end, we strive to limit the number and frequency of tardiness to school from scholars. The following policies have been implemented for scholars who are late to school.

- Scholars who are late to school will earn one tardy point and will receive a wake-up call the next morning at 6:00am.
- Scholars who are tardy twice in a week will earn either a recess (6th grade) or after school (7th-12th) detention. Scholars who are late to school three times in a week will earn a Wednesday School or Saturday School Detention **and a parent meeting may be required.**
- If there is a valid excuse related to public transportation issues, scholars must bring a note from the MTA otherwise it will be considered as a tardy towards the scholar record.

Acceptable Excuses (for Absences, Late Arrivals & Early Pick-Ups)

- Illness (note from doctor if over three days)
- Religious Observance
- Medical Appointment (that is impossible to schedule outside of school hours)
- Extreme Family Emergency
- Death in the Immediate Family
- Emergency approved by the Principal or the Dean of scholars

Daily Schedules

Middle School 6 - 8th Grade scholars

Status	Time	Notes
Doors Open	7:25am	Scholars will not have access to the building prior to this time. Scholars should enter and exit from the Home Street side of the building only.
Arrival	7:25am - 7:55am	Scholars are on time if they arrive before 7:55am.
ON TIME	7:55am	Scholars are considered on time if they are in CPR class before 7:55am. Attendance will be taken at this time.
Late Arrival	7:56am	Scholars are tardy if they arrive after 7:55am. Scholars who are in the hallway without a professor escort are late. Scholars must go to main office, sign the tardy log, and will <u>only be admitted into class with a tardy pass.</u>
Dismissal	4:00pm	Scholars dismiss at 2:00 pm on Wednesday and 4:00pm on Friday.

High School scholars

Status	Time	Notes
Doors Open	7:25am	Scholars will not have access to the building prior to this time. Scholars should enter and exit from the Home Street side of the building only.
Arrival	7:25am - 8:20am	Scholars are on time if they arrive before 8:20am.
ON TIME	8:20am	Scholars are considered on time if they are in CPR class at 8:20am. Attendance will be taken at this time.
Late Arrival	8:21am	Scholars are tardy if they arrive after 8:20am. Scholars who are in the hallway without a professor escort are late. Scholars must go to main office, sign the tardy log, and will <u>only be admitted into class with a tardy pass.</u>
Dismissal	3:30 pm	Scholars dismiss at 1:45pm on Wednesday and 4:00pm on Friday.

Saturday Academy - Mandatory for 8th Grade and High School

Status	Time	Notes
Doors Open	8:30am	Scholars will not have access to the building prior to this time. Scholars should enter and exit from the Home Street side of the building only.
Arrival	8:30am - 8:55am	Scholars are on time if they arrive before 8:55am.
ON TIME	9:00am	Scholars are considered on time if they are in their class at 9:00am. Attendance will be taken at this time.
Late Arrival	9:01am	Scholars are tardy if they arrive after 9:00am. Scholars who are in the hallway without a professor escort are late. Scholars must go to main office, sign the tardy log, and will <u>only be admitted into class with a tardy pass.</u>
Dismissal	12:00pm	

Uniform Policy

Our uniforms were selected to enhance the vision of a health care career. The uniform is worn during school hours and to all school functions and trips, unless the school informs scholars otherwise.

Violations of the uniform policy will result in disciplinary consequences. Scholars may not wear a uniform that is not provided from the school store. DRIHSCS has the following Uniform policy:

All scholars:

- Scrub sets with the school's embroidered logo are to be worn to school.
- School scrubs can be purchased from the school at a cost of \$20.00 per pair. Scrubs can be purchased with a money order.
- White, collarless short-sleeve or long-sleeve shirts are to be worn under the scrubs.
- Scholars are not allowed to wear outerwear including jackets and hoodies with the scrubs indoors unless they are the uniform sweaters or jackets with the school logo affixed to them.
- Scholars must wear black shoes or sneakers that are majority black. The laces of the shoes must be black.
- Scholars (boys and girls) are allowed to wear earrings. However, you may only wear one earring per ear.

In addition, the following are not permitted:

- Logos or insignias (e.g. Hollister, Abercrombie & Fitch, Polo, Aeropostale, etc.)
- Excessive jewelry – jewelry that is distracting from the educational environment (e.g. large chains or large hoops earrings)
- No body piercing of any kind other than in the ears
- Hats, bandanas, or any other head coverings (except when work for religious purposes)
- Immodest attire (such as exposed midsections or deep V-neck shirts)
- Hair dyed in any way that may distract from the educational setting.
- Accessories such as glitter, tinted glasses, personalized belt buckles if they distract from the educational setting.
- Excessively baggy or excessively tight clothing
- Altering uniforms in any way (e.g. writing, drawing, cutting)
- No visible tattoos
- No writing on oneself (with sharpies, pens, etc.)

Scholars who are out of uniform will be sent to the Dean's Office so that parents are contacted to bring in the required items. Violations of the uniform policy have a consequence of an after-school detention. Repeated violations will result in a Saturday School or Wednesday School Detention.

Electronic Devices

Phones, MP4 players, I-pods, PSPs, and all similar electronic devices are not permitted in pockets at any time. These items will be confiscated and only returned at the end of the school day. A double infraction will result that only a parent can come pick up the device. In addition, scholars will be subject to disciplinary consequences for violations of this policy. **At no time shall Dr. Richard Izquierdo Health and Science Charter School be responsible for preventing theft, loss or damage to electronic devices brought onto its property. All electronics are to be in the scholars lockers not on their person or in their bookbags.**

For their safety, scholars are not allowed to walk around the building with headphones in their ears. Headphones are only to be used during approved free time or during instructional time given by a professor.

Cellular Phones

Cell phones must be off (not merely turned to “vibrate” or “silent” mode) and stored in the scholars lockers or school safe throughout the school day. They create an unnecessary distraction. Even though some parents believe that their child should have a cellular phone for safety reasons, the NYPD Youth Officers of the 42nd Precinct have notified us that the most common occurrence of crime involving school children in our neighborhood are robberies involving cell phones. Possession of a cellular telephone by a scholar is a privilege, which may be forfeited by any scholar who fails to abide by the terms of this policy. **Cell phones will be confiscated if they are seen (including in pockets) or heard during the school day, and will only be returned at the end of the day and on the second infraction only to a parent by the Deans during school hours from the dean’s office. There are no exceptions to this policy.** Violations of this policy may include disciplinary action against the scholar, in addition to confiscation of the cellular telephone. The scholar who possesses a cellular phone shall assume responsibility for its care. **At no time shall Dr. Richard Izquierdo Health & Science Charter School be responsible for preventing theft, loss or damage to cell phones brought onto its property. Electronics must be stored in their lockers at the start of the day.**

Food and Drink

Scholars may eat or drink only in areas and at times designated by the school. Dr. Richard Izquierdo Health & Science Charter School does not permit scholars to bring, (soda, candy, or other high-sugar-content foods or drinks) during the school day or on school grounds as it is a violation of the schools mission to ensure the health of the scholars. Scholars may not use glass bottles anywhere on school premises. All water bottles need to be clear.

Technology Use

Dr. Richard Izquierdo Health & Science Charter School provides computers/iPads, an Intranet/Internet system, and other equipment and services as part of the learning experience. The system may not be used in any way that disrupts or interferes with its use by others. Prohibited uses include, but are not limited to:

- Vandalism or theft of equipment
- Theft, piracy or altering of software
- Activity unrelated to instruction (e.g. unlawful purposes, commercial purposes, personal gain)
- Use of chat rooms or messaging programs
- Violations of copyright laws
- Plagiarism of ideas or information
- Intentional transmission or receipt of computer viruses
- Intentional transmission or receipt of information that is pornographic, obscene, sexist, racist, abusive, or harassing
- Download computer games, music, software, video, or anything else for unsupervised non-academic purposes

- Any violation of federal law, or DRIHSCS policy, e.g. installing pirated software
- Cyberbullying

Privacy

There is no right to privacy in the use of the computer system or user accounts. Dr. Richard Izquierdo Health and Science Charter School reserves the right to monitor and access information on the system and in user accounts for the purpose of determining whether a violation of school policy has occurred. DRIHSCS will remove from the system any information that the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of the guidelines. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The DRIHSCS staff will refer for disciplinary action any individual who does not comply with the provisions of this policy. Cancellation of user privileges will be at the discretion of the staff.

Data Loss

Dr. Richard Izquierdo Health & Science Charter School is not responsible for any loss of data resulting from delays, non-deliveries, or service interruptions sustained in the use, operation, or malfunction of the system. Scholars are responsible for backing up scholar-generated files. DRIHSCS disowns any responsibility for the accuracy or quality of information obtained electronically. Any such information is used at the risk of the user.

“Netiquette”

All users of the Dr. Richard Izquierdo Health and Science Charter School system must abide by these rules:

- Identify yourself. Users must not conceal or misrepresent their identify while using the system, except where alias names are appropriate.
- Be polite. Use appropriate language. Do not send abusive, harassing, or suggestive messages to anyone.
- Do not respond to abusive, harassing, or suggestive message. You are required to report such messages to a supervising adult.
- Keep account passwords confidential. Do not allow others to use them. Scholars who share their passwords are ultimately responsible for any subsequent computer misuse under their login.
- Unauthorized entry, use, transfers, and tampering with the accounts and files of others are prohibited.
- Communicating about, advocating, encouraging, or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal your personal address or phone number or anyone else’s. Remember that email may not private. Others may read what you type into your computer!
- Respect the originator of communications. Do not forward email messages or information with the permission of the originator.

Computer Games and Magazines

Playing computer/video games is unacceptable at anytime on school premises or on school trips. This means they cannot be played before school, during lunch, during academic time, or after school. The only exceptions are educational games approved in writing by the staff, which may be part of the school curriculum. Scholars may not bring magazines about computer/video games into the school. If a scholar brings a computer/video game and/or inappropriate magazine or books to school, it will be taken.

Scholar Searches

Dr. Richard Izquierdo Health and Science Charter School may, at its discretion and at any time, conduct searches of scholars and their property, including but not limited to backpacks.

- School authorities will make a reasonable search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process
- Searches shall be conducted under the authorization of the Principal 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 by school authorities
- Searches of an individual will be made on individual suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

School Trips & Off-Campus Events Policy

School trips afford scholars the opportunity to observe, explore, discover, and engage in hands-on experiences. The school may sponsor trips before, during, or after school hours. Scholars at school-sponsored off-campus event or field trip shall be governed by all the guidelines of the school and are subject to the authority of school officials.

All school trips and off-campus events will have an educational or appropriate celebratory focus and be viewed as an extension of the curriculum and the learning environment. Parents/guardians **must** complete a permission slip permitting their child to attend the school trip.

Parents who do not consent to their child attending a school trip should understand that their child's attendance at the school is **mandatory**, as it is still a normal school day. Their respective Professors will leave appropriate work for the scholar to complete during the

course of the school day.

Parents and scholars should understand that attending a school trip is a privilege. Therefore any scholar who has committed an infraction of the school conduct policies or who is currently in a disciplinary status will **not** be permitted to attend school trips or off-campus events. The school reserves the right to determine which scholars may or may not be permitted to attend a school trip.

Scholars may have to bring a bagged lunch from home if they are attending a school field trip.

Care of School Property Policy

We expect each scholar to be responsible for the proper care of school property, including the school building and classrooms, books, desks, textbooks, supplies, and equipment and technology entrusted to his/her use.

Scholars are responsible for the care, maintenance, and timely return of all textbooks or other materials. The school shall require scholars and/or parents to sign agreements acknowledging their responsibility for the care and prompt return of text books or other material lent to them by the school.

Scholars and/or their parents will be assessed penalties for lost or damaged textbooks and school property. Imposition of one or more of the following penalties is permitted: a charge for replacement of the text book, property; requiring the scholar to perform a prescribed number of hours of school service; delayed receipt of a report card; and/or loss of privileges such as participation in sports or other extracurricular activities, and other special events or graduation-related activities.

Scholars who willfully cause damage to school/staff property shall be subject to disciplinary measures. Scholars and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of scholars shall be held accountable for scholar actions. The Principal may report to the appropriate authorities any scholar whose damage of school/staff property has been serious or chronic in nature. The Principal can impose any of the available consequences for destruction of school or staff property.

Code of Conduct

DRIHSCS intends to promote a culture of success through a structured academics environment and an intentional character curriculum.

Family Communication. It is important that there be maximum consultation and communication between the school and the home. Scholars, parents, and school staff have a role in making the school safer and must cooperate with one another to achieve that goal. In order to ensure that parents become active and involved partners that instill a sense of responsibility in their children, parents must be familiar with our discipline policies. In collaboration with DRIHSCS' Parent-Teacher Association, we inform parents of our policies and procedures at multiple points during the school year including but not limited to family orientation, single family meetings with the leadership team and frequent contact with school counselors. Additionally, we inform parents of behavior problems when issues are identified, when there is disciplinary action, and as a part of the school's due process.

Scholar Orientation. In order for scholars to meet our high expectations, we will orient them to the school culture during the first week of school. This will serve as their scholar orientation period. Our staff will model professionalism and exemplary character.

Core Values. DRIHSCS' core values hold scholars to a high standard of behavior at all times. We forbid scholars from engaging in any behaviors that desecrate the academic environment or detract from instruction. We will model, during scholar orientation, specific examples of behavior consistent and inconsistent with our core values.

DRIHSCS believes that every scholar deserves a safe supportive environment in which to learn, grow, and prosper. We recognize that social, physical, emotional and cognitive changes in adolescence create confusion and distractions to the academic environment.

While we are sensitive and responsive to these changes, we also establish rules within our academic environment that creates the stability necessary for a solid academic experience. When a member of the community acts in a manner inconsistent with our culture or creates an uncomfortable or unsafe learning environment for other scholars, consequences will ensue. We want to develop consequences so that troublesome behaviors are not repeated later in life when consequences are more severe. Our rules are designed to protect the scholars from offensive or off-putting behavior while teaching scholars the appropriate ways to behave.

DRIHSCS and staff make discipline decisions. However, we want to empower the scholars in the building with the understanding of why discipline decisions are made and to create learning opportunities from mistakes.

DRIHSCS is a public school of choice, both for application and withdrawal. At any time a circumstance may arise in which a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw his/her child will be asked to complete a **Scholar Withdrawal form**. The school personnel will offer to meet with the family and discuss their reasons for withdrawal, as well as to seek solutions to any problems that arise from the discussions. If the parents or guardians still wish to transfer their child, school staff will make every reasonable effort to help the scholar find a school that better serves the family's desires. The School will ensure the timely transfer of any necessary school records to the scholar's new school.

Range of Consequences for Rule Infraction

Admonishment by Staff

Scholars will receive an admonishment by staff for unacceptable behaviors in the school. The type and degree of the admonishment depends on the environment in which the scholar is located and who is issuing the admonishment. The unacceptable behaviors include:

- Disrespect (professor, scholar, school property) disrespectful words (e.g. "whatever" & "I don't care), disrespectful gestures (e.g. rolling eyes, sucking teeth), disrespectful actions and/or disrespectful tone (showing "attitude")
 - Not following directions from an adult right away and all the way
 - Defacing school property (including all school supplies)
 - Violation of hallway courtesy rules
- Disruption of learning
- Incomplete uniform

Removals

Scholars who have not corrected their behavior after three attempts in the school environment will be removed from the classroom or other school-related location. Scholars who are removed will be escorted by the "on-duty" Dean to the Reflection Lab to reflect and debrief about the incident that caused the removal. Scholars will generally be required to stay in the Reflection Lab until the end of the period unless otherwise noted by the Professor.

Scholars who are egregiously disrespectful with over the top behaviors to the learning environment will be removed from the room.

Detention

Level 1 Detention

Level 1 detention is given to scholars who are removed from class and violate the school's uniform policy. Level 1 detention occurs on Monday, Tuesday, Thursday and Friday) during recess (25 Minutes) for 6th & 7th graders and after-school (45 Minutes) for 8th - 11th graders. Level 1 detention is a time for silent reflection of rule violations. Scholars may earn an automatic level 1 detention from a Dean when a scholar has displayed egregious behavior inside and outside the classroom environment.

Level 2 Detention

Level 2 detention is given to scholars who have earned three or more removals in one week five removals in a month, or In-School Suspension. Level 2 detention occurs after school on Wednesday and during Saturday Academy for (2 Hours). Level 2 detention, also known as Wednesday/Saturday School Detention is for scholars to silently reflect on their pattern of behavior, discuss any behavioral difficulty with Deans and/or Counselors, and make a plan for readjustment into the school environment. A parent may be required to attend this meeting.

Regardless of the level, detention is **MANDATORY**. Scholars who do not attend attention will receive additional consequences up to and including suspension. In general there are no make-ups for detention. Under EXTREME circumstances (e.g. family emergency) scholars may be allowed to make-up detentions.

In-School Suspension (ISS)

In School Suspension (ISS) is a removal of a scholar from their classes for an entire school day.

In accordance to federal law, scholars who receive an in-school suspension (ISS) will be provided a notice to inform the scholars of the charges against him/her, and if the scholar denies the charges, an explanation of the evidence against the scholar. Scholars will have a chance to present their version of the events.

DRIHSCS will ensure that scholars receive alternative educational services to a child who has received an in-school suspension (ISS) that will to the fullest extent possible keep the scholar on track in the school's general curriculum, make adequate academic progress, and provide them with the opportunity to complete the assignments and assessments.

Out of School Suspension (OSS)

Out of School Suspension (OSS) is a removal of a scholar from the school property for entire school day. Suspensions are only authorized by the Head of School/Principal. Short-terms suspensions can range from one (1) to five (5) days. Long-term suspensions are longer than five days.

In accordance with federal law, scholars who receive an out-of-school suspension (OSS) will be provided a notice to inform the scholars of the charges against him/her, and if the scholars denies the charges, an explanation of the evidence against the scholar. Scholars will have a chance to present their version of the events. Additionally, a parent or guardian will be provided in writing a notice that the scholar may be suspended from school.

In the case of a long-term suspension, the parent/guardian will be notified of a hearing date for charges against a scholar who would receive a long-term suspension.

Behavior Matrix & Range of Consequences

There are **five levels** to our behavior system. All behaviors that a scholar does whether positive or negative fall onto a continuum for small behaviors like a one-time giggle in class to fighting, and violent aggressive behaviors. This behavior matrix exists to help scholars, parents, professors, and administration determine the difference between actions. **A key point to remember is that people are complex and therefore actions need to be determined on a case-by-case basis. For the official range of consequences and behavior levels from the school discipline code, please see Appendix A.**

Discipline of scholars with Special Needs

DRIHSCS recognizes that it may be necessary to suspend, remove, or otherwise discipline scholars with disabilities to address disruptive or problem behavior. The School also recognizes that scholars with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining scholars with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your scholar with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review (MDR) at the Committee on Special Education. **For the language regarding discipline for scholars with Special Needs, please see Appendix A.**

Level One (Insubordinate Behaviors)

Level One behaviors are behaviors that are non-compliant or non-disruptive behaviors. These behaviors could earn a range of disciplinary actions such as admonishment from staff, parent conference, removal from class, detention, and short-term suspension (for repeated offenses). Level one behaviors include but are not limited to:

- 1.1 Being late to school – arriving to school after the start the start of the school day.
- 1.2 Bringing prohibited equipment to school without authorization – equipment such as cell phones, mp3 players, toys, and other electronic devices are seen by a member of the DRIHSCS staff.
- 1.3 Out of Bounds – failing to be in one’s assigned place on school premises (staying within your classroom/your assigned spot)
- 1.4 Classroom Disruptions – behaving in a manner which disturbs the educational process (e.g. making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming in the classroom and in the hallway, etc.)
- 1.5 Rude Behavior – engaging in verbally rude or disrespectful behavior (to both peers and professors) like talking back when given a direction, name calling, mimicking, harassing, teasing, taunting, etc.
- 1.6 Out of Uniform – wearing clothes that are unsafe or disruptive to the educational process like not wearing uniform, wearing non-school regulated street clothes, not wearing closed-toe shoes
- 1.7 Unauthorized Distribution – posting or distributing material on school premises in violation of written Dr. Richard Izquierdo Health and Science Charter School’s rules.

- 1.8 Unauthorized Access – using school computers, faxes, telephones, or other electronic equipment without permission and/or using or touching other people property without permission (both professor’s and peers)

Level Two (Disorderly, Disruptive Behaviors)

Level two behaviors are behaviors that are not aggressive in nature, but interruption education. These behaviors have all the same range of disciplinary actions from level one behavior, including short-term suspension (for repeated offenses.) Level two behaviors include but not limited to:

- 2.1 Smoking – the act of lighting up or smoking anything that produces smoke or vapor on school grounds. Having paraphernalia, which leads to an intention of smoking.
- 2.2 Gambling – the act of wagering money or property for any reason on school grounds.
- 2.3 Inappropriate Language – using profane, obscene, vulgar, lewd, or abusive language or gestures
- 2.4 Dishonesty – lying or giving false information to school personnel
- 2.5. Inappropriate Usage – misusing property belonging to others (including breaking, destroying, or ripping)
- 2.6. Unsafe Behavior on Bus – engaging or causing disruptive behavior on the school bus, causing safety issues to driver, scholars and self
- 2.7 Out of Bounds – leaving class or school premises without permission of supervising school personnel
- 2.8 Unauthorized Touching – engaging in inappropriate or unwanted physical contact (poking, pinching, tapping, throwing objects etc.)
- 2.9 Violating Acceptable Use Policy – violating DRIHSCS internet use policy (e.g. use of the school’s system for non-educational purposes, security/privacy violations
- 2.10 Academic Dishonesty – engaging in scholastic dishonesty, which includes: cheating, plagiarizing, colluding, copying, etc.
- 2.11 Repeated Level One Offenses – engaging in a pattern of persistent level one behavior

Level Three (Seriously Disruptive or Dangerous Behaviors)

Level three behaviors are intentionally disruptive, injurious, aggressive or harmful behaviors. These behaviors have the same range of disciplinary actions from levels one and two but may include in-school suspension (ISS), and out of school suspension (OSS). Level three behaviors include but are not limited to:

- 3.1 Insubordination – defying or disobeying the lawful authority of school personnel or school safety agents
- 3.2. Harassing Language – using slurs based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability
- 3.3. Fighting – engaging in physical aggressive behavior (e.g. hitting, punching, spitting, kicking, hitting with an object, etc.)
- 3.4 Unauthorized Visitors – bringing authorized visitors to enter school in violation of written school rules.
- 3.5 Theft – engaging in theft or knowingly possessing property belonging to another without authorization

- 3.6. Physical Harassment – engaging in inappropriate or unwanted physical contact
- 3.7 Tampering – tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means
- 3.8 Injurious Posting – posting, distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm. This offense will result in an automatic long-term suspension recommendation.
- 3.9 Vandalism – engaging in vandalism or other intentional damage to school property, staff property, or others property including scholar bathroom. This offense will result in an automatic long-term suspension recommendation.
- 3.10 False Alarm – falsely activating a fire alarm or other disaster alarm or making a bomb threat. This offense will result in an automatic long-term suspension recommendation.
- 3.11 Gang Related Activity – engaging in gang related behavior (e.g. wearing gang apparel, writing graffiti, making gestures or signs. In determining whether the behavior is gang related, school officials will consult with the NYC Office of Safety and Planning’s Gang Unit. This offense will result in an automatic long-term suspension recommendation.
- 3.12 Repeated Level Two Offenses - engaging in a pattern of persistent level two behavior

Level Four (Dangerous or Violent Behavior)

Level four behaviors are behaviors that jeopardize the safety and well being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors include parent conferences, in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level four behaviors include but are not limited to:

- 4.1. Physical Intimidation – engaging in intimidation, coercion, or extortion or threatening violence, injury, harm or retaliation to another or others. This may also include stalking.
- 4.2 Violent Behavior – engaging in behavior which creates a substantial risk or results in injury
- 4.3 Verbal Intimidation – engaging in intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religious practice, gender, sexual orientation, or disability.
- 4.4 Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and/or inappropriate verbal, written, or physical contact of a sexual nature, directed towards others that occurs more than once, and continues over a period of time that makes a person feel uncomfortable or unsafe
- 4.5 Illegal Possession of Drugs – possessing illegal drugs, alcohol, or other controlled substances
- 4.6 Gang-Related Violent Behavior – engaging in threatening, dangerous, or violent behavior that is gang related. This offense will result in an automatic expulsion recommendation.
- 4.7 Group Violence – participating in an incident of group violence. This offense will result in an automatic expulsion recommendation.
- 4.8 Threats with an Object – Threatening while on school property to use any

- instrument that appears capable of causing physical injury. This offense will result in an automatic expulsion recommendation.
- 4.9 Dangerous Bus Behavior – Engaging in behavior on the school bus, which creates a substantial risk of injury or results in injury. This offense will result in an automatic expulsion recommendation.
 - 4.10 Forced Sexual Behavior – engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity. This offense will result in an automatic expulsion recommendation.
 - 4.11 Arson – attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire. This offense will result in an automatic expulsion recommendation.
 - 4.12 Inciting a Riot – inciting/causing a riot. This offense will result in automatic expulsion recommendation.
 - 4.13 Weapon Possession – Possession any weapon as defined in Category II (This offense will result in an automatic expulsion recommendation.
 - 4.14 Use of Illegal Drugs – using illegal drugs, alcohol or controlled substances. This offense will result in automatic expulsion recommendation.
 - 4.15 Repeated Level Three Offenses - engaging in a pattern of persistent level three behavior
 - 4.16 Leaving the building without permission (automatic OSS)

Level Five (Seriously Dangerous or Violent Behavior)

Level five behaviors are behaviors that seriously jeopardize the safety and well being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors includes in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level five behaviors include but are not limited to:

- 5.1 Forcible Injury towards an Adult – using force against or inflicting or attempting to inflict serious injury against school personnel or school safety
- 5.2. Forcible Injury towards a Peer – using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others
- 5.3 Drug Distribution – selling or distributing illegal drugs or controlled substances
- 5.4 Possession of a Weapon – possessing any weapon other than a firearm as defined in Category I
- 5.5 Using a Weapon (Firearm) – using any weapon as defined in Category II to attempt to inflict injury upon school personnel, scholars or others
- 5.6 Using a Weapon – using any weapon other than a firearm to attempt to inflict injury or to inflict injury on school personnel, scholars or others
- 5.7 Possession of a Firearm – possessing or using a firearm

Prohibited Weapons Policy

Prohibited Weapons – Category 1	Prohibited Weapons – Category 2
<ul style="list-style-type: none"> • Firearm, including pistol and handgun, silencers, electronic darts and stun gun; • Shotgun, rifle, machine gun, or any other weapon which simulates or is adaptable for use as a machine gun; • Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun); • Switchblade knife, gravity knife, pilum ballistic knife; and cane sword (a cane that conceals a knife or sword); • Dagger, stiletto, dirk, razor, box cutter, utility knife and other dangerous knives; • Billy club, blackjack, bludgeon, chukka stick, and metal knuckles; • Sandbag and sandclub; • Sling shot (small heavy weights attached to or propelled by a thong) and slung shot; • Martial arts objects including Kung-Fu stars, nun-chucks, and shirkens; • Explosives, including bombs, firecrackers and bombshells. • Acid or deadly or dangerous chemicals; 	<ul style="list-style-type: none"> • Imitation gun; • Loaded or blank cartridges and other ammunition; • Stink bombs; • Stun pens; • Any deadly, dangerous, or sharp pointed instrument, which can be used or is intended for use as a weapon (such as scissors, nail file, broken glass, chains, wire, laser beam, pointers).

Firearm Violations

Federal and New York law require the expulsion from school for a period of not less than one year of a scholar who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Head of School may modify such expulsion requirement for a scholar 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. (New York Education Law §3214 effectuates this federal law.) The following are included within this definition:

- (a) Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition;
- (b) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (c) The frame or receiver of any weapon described above;
- (d) Any firearm muffler or firearm silencer;
- (e) Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a

mine, or other similar device.

The Head of School shall refer a scholar 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 scholar fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Head of School shall refer any pupil sixteen years of age or older or a scholar 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.

APPENDIX A – School Discipline Code

To ensure that an environment is created where teaching and learning can thrive, the Dr. Richard Izquierdo Health and Science Charter School has developed a series of rules that address proper scholar behavior, maintenance of order within the school and while people are engaged in school activities, and a statement of scholar rights and responsibilities.

School staff will ensure that parents and scholars are well informed of these policies before enrollment, at the time that scholars' sign up for entry into the charter school, and as changes are made throughout the school year. As such, scholars will not be surprised about what type of behavior is expected from them, and parents will be reassured about the type of classroom environment that will be maintained in the Dr. Richard Izquierdo Health and Science Charter School.

It is critical that faculty and staff have a full understanding of the school's discipline policy, are clear on recognizing situations in which scholars' behavior is in proper accordance with the policy and when the policy has been violated, and are versed in the various procedures and policies surrounding varying degrees of infractions of the policy. All staff will be provided with professional development on school discipline issues, in particular implementing the discipline policy as well as implementing overall consistent and effective behavior management and discipline strategies in the classroom and in the greater school community. Staff will be provided with training in this area as close to the start of the school year as possible or shortly upon their engagement with the school, if they are hired during the school year. Follow-up training throughout the year will be provided if deemed necessary.

This policy sets forth the Dr. Richard Izquierdo Health and Science Charter School's policy regarding how scholars are expected to behave when participating in school activities, on and off school grounds, and how the school will respond when scholars fail to behave in accordance with these rules.

In all disciplinary matters, scholars will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions. Depending on the severity of the infraction, disciplinary responses include, but are not limited to, suspension (short or long term), detention, exclusion from extracurricular activities, and expulsion. Where appropriate, school officials also will contact law enforcement agencies.

Level #1 Infractions (Insubordinate Behavior)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Being late to school 2. Bringing prohibited equipment to school without authorization (cell phones, mp3 players, toys, electronic devices) 3. Failing to be in one's assigned place on school premises (staying within your classroom/ in your assigned spot). 4. Behaving in a manner which disturbs the education process (e.g., making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming, in the classroom and in the hallway, etc.) 5. Engaging in verbally rude or disrespectful behavior (to both professors and peers: talking back when given a direction, name-calling, mimicking, harassing, teasing, taunting, etc.) 6. Wearing clothing or other items that are unsafe or disruptive to the educational process (not wearing uniform, wearing non-school regulated street clothes, not wearing closed-toed shoes, etc.) 7. Posting or distributing material on school premises in violation of written Dr. Richard Izquierdo Health and Science Charter School's rules. 8. Using school computers, faxes, telephones, or other electronic equipment without permission. Using or touching other people property without permission (both professors' and peers' property, belongings, equipment, supplies, etc.) 	<ol style="list-style-type: none"> 1. Admonishment by school staff 2. Scholar/professor conference 3. Reprimand by appropriate supervisor (e.g., Head of School, professor) 4. Parent conference 5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, or communal lunchtime) 6. Removal from classroom by professor (After a scholar is removed from a classroom by any professor three times during a semester, Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a professor)

Level #2 Infractions (Disorderly, Disruptive Behaviors)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Smoking 2. Gambling 3. Using profane, obscene, vulgar, lewd, or abusive, language or gestures 4. Lying, or giving false information to school personnel 5. Misusing property belonging to others (including breaking, destroying, ripping, etc.). 6. Engaging in or causing in disruptive behavior on the school bus, causing safety issues to the driver, scholars, and self. * 7. Leaving class or school premises with permission of supervising school personnel. 8. Engaging in inappropriate or unwanted physical contact (poking, pinching, tapping, throwing of objects, etc.). 9. Violating Dr. Richard Izquierdo Health and Science Charter School’s Internet use policy, e.g., use of the school’s system for no-educational purposes, security/privacy violations 10. Engaging in scholastic dishonesty, which includes: cheating, plagiarizing, colluding, copying, etc. 11. Plagiarizing (appropriating someone’s work and using it as one’s own for credit without required citation and attribution.) 12. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit.) 13. Engaging in a pattern of persistent Level 1 behavior (whenever possible and appropriate, prior to imposing a Level 2 disciplinary response, school should have exhausted the disciplinary responses in Level 1 infractions) 	<ol style="list-style-type: none"> 1. Admonishment by school staff 2. Scholar/professor conference 3. Reprimand by appropriate supervisor (e.g., Head of School, professor) 4. Parent conference 5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, or communal lunchtime) 6. Removal from classroom by professor (After a scholar is removed from a classroom by any professor three times during a semester, Head of School’s suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a professor) 7. Short term suspension (1-5 days)

Level #3 Infractions (Seriously Disruptive or Dangerous Behaviors)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Being insubordinate; defying or disobeying the lawful authority of school personnel or school safety agents. 2. Using slurs based upon race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability. 3. Fighting/ engaging in physical aggressive behavior (hitting, punching, spitting, kicking, hitting with an object, etc.). 4. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school in violation of written school rules. 5. Engaging in theft or knowingly possessing property belongings to another without authorization. 6. Engaging in inappropriate or unwanted physical contact*. 7. Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means. 8. Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm. (Disciplinary responses 3-8only) 9. Engaging in vandalism or other intentional damage to school property, staff property, or others; including scholar bathrooms. (Disciplinary responses 3-8 only) 10. Falsely activating a fire alarm or other disaster alarm or making a bomb threat. (Disciplinary responses 3-8 only) 11. Engaging in gang related behavior** (e.g., wearing gang apparel, writing graffiti, making gestures or signs) (Disciplinary responses 4-8 only) 12. Engaging in a pattern of persistent Level 2 behavior*** (Whenever possible and appropriate, prior to imposing a Level 3 disciplinary response, school officials should have exhausted the disciplinary responses in Level 2. Further, repeated Level 2 infractions are limited to Level 3 disciplinary responses.) (Disciplinary responses 4-8 only) 	<ol style="list-style-type: none"> 1. Admonishment by school staff 2. Scholar-professor conference 3. Reprimand by appropriate supervisor (e.g., Head of School) 4. Parent conference 5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess or communal lunchtime) 6. Removal from classroom by professor (After a scholar is removed from any classroom by any professor three times during a semester, a Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a professor) 7. Short term suspension (1-5 days) 8. Long term suspension (6-30 days) <p>*The school will offer appropriate counseling to scholars engaging in this behavior</p> <p>**In determining whether the behavior is gang related, school officials may consult with the New York City's Office of School Safety and Planning's Gang Unit.</p> <p>***This infraction applies only to infractions 1-8 in Level 2, grades K-5</p>

Level #4 Infractions (Dangerous or Violent Behavior)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Engaging in intimidation, coercion or extortion or threatening violence, injury, harm or retaliation to another or others. 2. Engaging in behavior, which creates a substantial risk of or results in injury. 3. Engaging in intimidating and bullying behavior-threatening, stalking or seeking to coerce or compel a scholar or staff member to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practice, gender, sexual orientation or disability. 4. Engaging in sexual harassment* (to peers or school staff). 5. Possessing illegal drugs, alcohol or controlled substances without appropriate authorization. * 6. Engaging in threatening, dangerous or violent behavior, which is gang-related. (Disciplinary responses 4-6 only) 7. Participating in an incident of group violence. (Disciplinary responses 4-6 only) 8. Threatening while on school property, to use any instrument that appears capable of causing physical injury. (Disciplinary responses 4-6 only) 9. Engaging in behavior on the school bus, which creates a substantial risk of injury or results in injury. (Disciplinary responses 4-6 only) 10. Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity. * (Disciplinary responses 4-6 only) 11. Committing arson. (Disciplinary responses 4-6 only) 12. Inciting/causing a riot. (Disciplinary responses 4-6 only) 13. Possessing any weapon as defined in Category II.*** (Disciplinary responses 4-6 only) 14. Using illegal drugs, alcohol or controlled substances without appropriate authorization. * (Disciplinary responses 4-6 only) 15. Engaging in a pattern of persistent Level 3 behavior*** (Whenever possible and appropriate, prior to imposing a Level 4 disciplinary response, school officials should have exhausted the disciplinary responses in Level 3. Further, repeated Level 3 infractions are limited to Level 4 disciplinary responses) 16. Leaving the building without permission. 	<ol style="list-style-type: none"> 1. Parent conference 2. In-school disciplinary actions (e.g., exclusion for extracurricular activities, recess or communal lunchtime) 3. Removal from classroom by any professor. (After a scholar is removed from any classroom by any professor three times during a semester or twice in a trimester, a Head of School's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in a removal by a professor.) 4. Short term suspension (1-5 days) 5. Long term suspension (6-30 days) 6. Expulsion <p>*The school should offer appropriate counseling to scholars who engage in this behavior ***Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the Head of School must consider whether there are mitigating factors present. In addition, the Head of School must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance and weight.</p>

<p style="text-align: center;">Level #5 Infractions</p> <p style="text-align: center;">(Seriously Dangerous or Violent Behavior)</p>	<p style="text-align: center;">Range of Possible Disciplinary Responses</p>
<ol style="list-style-type: none"> 1. Using force against or inflicting or attempting to inflict serious injury against school personal or school safety agents. 2. Using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others. 3. Selling or distributing illegal drugs or controlled substances. * 4. Possessing any weapon, other than a firearm, as defined in Category I. 5. Using any weapon as defined in Category II to attempt to inflict injury upon school personnel, scholars or others. 6. Using any weapon, other than a firearm, as defined in Category I or II to inflict injury or Category I to attempt to inflict injury upon school personnel, scholars or others. 7. Possessing or using a firearm** 	<ol style="list-style-type: none"> 1. Short term suspension (1-5 days) 2. Long term suspension (6-30 days) 3. Expulsion <p>*The school will offer appropriate counseling to scholars engaging in this behavior</p> <p>**In determining whether the behavior is gang related, school officials may consult with the New York City's Office of School Safety and Planning's Gang Unit.</p>

SHORT TERM SUSPENSION

A short-term suspension refers to an in-school removal or out-of-school removal of a scholar for disciplinary reasons for a period of five or fewer days. A scholar who has committed any of the infractions listed below shall be subject minimally to a short-term suspension, unless the Head of School determines that an exception should be made based on the individual circumstances of the incident and the scholar's disciplinary record. The Head of School reserves the right to adjust the punishment for each infraction per his or her judgment.

Disciplinary Infractions

- Attempt to assault any scholar or staff member;
- Vandalize school property causing minor damage;
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury;
- 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
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions;
- Cheat on quizzes, exams, or commit plagiarism;
- Used forged notes or excuses;
- Steal, or attempt to steal, or possess property known by the scholar to be stolen;
- Commit extortion;
- Engage in gambling;
- 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 tobacco or alcohol;
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the scholar dress policy (*Except that, under no circumstances will a scholar be removed from class or school for violation of the dress code policy*);
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school;
- Repeatedly commit minor behavioral infractions, which, in aggregate, may be considered an infraction subject to formal disciplinary action.
- Leaving the building without permission.

Procedures and Due Process for Short Term Suspension

The Head of School may impose a short-term suspension, and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S. 565). Before imposing a short term suspension, or other, less serious discipline, the Head of School shall provide notice to inform the scholar of the charges against him or her, and if the scholar denies the charges, an explanation of the evidence against the scholar. A chance to present the scholar's version of events shall also be provided.

Before imposing a short-term suspension, the Head of School shall immediately notify the parents or guardian in writing that the scholar may be suspended from school.

Written notice of the decision to impose suspension shall be provided by personal delivery or express mail delivery within 24 hours at the last known address(es) of the parents or guardian. 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 Head of School. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardians. The parents or guardian of the scholar and the scholar shall have the opportunity to present the scholar's version of the incident and to ask questions of the complaining witnesses. Such notice and opportunity for an informal conference shall take place prior to the suspension of the scholar unless the scholar'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 Head of School's decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with Dr. Richard Izquierdo Health and Science Charter School's complaint process.

LONG TERM SUSPENSION/EXPULSION

A long-term suspension refers to the removal of a scholar from school for disciplinary reasons for a period of more than five days. Expulsion refers to the permanent removal of a scholar from school for disciplinary reasons. A scholar 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 Head of School determines that an exception should be made based on the circumstance of the incident and the scholar's disciplinary record. Such a scholar 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 scholar in school;
- Commit, or attempt to commit arson on school property;
- Assault any other scholar or staff member;
- Intentionally cause physical injury to another person, except when scholar's actions are reasonably necessary to protect him or herself from injury;
- Vandalize school property causing major damage;
- Commit any act that 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.
- Use of drugs or possession of such.

A scholar 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 at the Head of School's discretion only if the scholar has committed the act at least three times in the academic year.

Procedures and Due Process for Long Term Suspension

The Head of School may impose a long-term suspension. Such a suspension may be imposed only after the scholar has been found guilty at a formal suspension hearing. In extreme circumstances, the Head of School may expel the scholar from school. Upon determining that a scholar's action warrants a possible long-term suspension, the Head of School shall verbally inform the scholar 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 Head of School also shall immediately notify the scholar's parent(s) or guardian(s) in writing. 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 if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents that resulted in the suspension and shall indicate 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). At the formal hearing, the scholar shall have the right to be represented by counsel, question witnesses, and present evidence.

If the Head of School initiates the suspension proceeding, he or she shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Head of School may accept or reject all or part of it. The Head of School's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian through an appeal process to the Board of Trustees the details of which shall be determined. NOTE: In any instance where the Head of School is directly involved in the instance(s) at issue for a suspension or expulsion, the Head of School shall appoint a designee to handle any investigation, hearing and determination.

Provision of Instruction During Removal

HH will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a scholar who has been suspended, alternative instruction will be provided to the extent required by applicable law. For a scholar who has been expelled, alternative instruction will be provided in like manner as a suspended scholar until the scholar enrolls in another school for a reasonable period thereafter or until the end of the school year.

Alternative instruction will be provided to scholars suspended or expelled in a way that best suits the needs of the scholar. Instruction for such scholars shall be sufficient to enable the scholar 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 scholar's professor(s), aides or trained volunteers, individuals within a contracted facility, and/or a tutor hired for this purpose.

SEARCH AND SEIZURE

A scholar and/or the scholar's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that scholar will result in evidence that the scholar violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the scholar by school authorities and returned to parents at the school or turned over to law enforcement as appropriate.

All school-related property always remains under the control of the School and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A scholar shall not place or keep in a locker, desk or other school-related property any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school. The following rules will apply to the search of school property assigned to a specific scholar and the seizure of illegal items found therein:

- School authorities will make a reasonable search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process
- Searches shall be conducted under the authorization of the Principal 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 by school authorities
- Searches of an individual will be made on individual suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school sponsored or related function, whether it is on school grounds or not

FREEDOM OF EXPRESSION

Scholars are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the scholar disciplinary policy and the school dress code, violations of which are punishable as stated in the disciplinary policy.

Scholar participation in the publication of school-sponsored scholar newsletters, yearbooks, literary magazines and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities.

No person shall distribute any printed or written materials on school property without the prior permission of the Head of School. The Head of School may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The Head of School may also regulate the time, place, manner and duration of such distribution.

OFF-CAMPUS EVENTS

Scholars at school-sponsored off-campus events shall be governed by all the guidelines of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school-sponsored off-campus events and may result in additional disciplinary measures in accordance with the scholar disciplinary policy. Scholars in uniform off campus represent the school and will be held to the same rules and regulations as if they are on campus.

SCHOLAR RECORDS

Dr. Richard Izquierdo Health and Science Charter School will maintain written records of all suspensions and expulsions including the name of the scholar, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons. Dr. Richard Izquierdo Health and Science Charter School will comply with NYSED's VADIR data collection requirements and disciplinary data and submit that information to NYSED by required deadlines.

Charter schools are subject to the federal Family Education Rights and Privacy Act of 1974 (FERPA), which requires a school to protect a scholar's privacy. Dr. Richard Izquierdo Health and Science Charter School will not disclose any information from the scholar's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a scholar under 18 years of age, or a scholar 18 years of age or older, is entitled to access to the scholar's school records by submitting a written request to the Head of School. Further information concerning the disclosure of scholar information and limitations on such disclosure may be found in FERPA and the school's FERPA policy.

DISCIPLINARY POLICY FOR SCHOLARS WITH DISABILITIES

In addition to the discipline procedures applicable to all scholars, Dr. Richard Izquierdo Health and Science Charter School shall implement the following disciplinary policy procedures with respect scholars with disabilities. [A scholar 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 300.527(b)—that a disability exists may request to be disciplined in accordance with these provisions.] Dr. Richard Izquierdo Health and Science Charter School shall comply with sections 300.519- 300.529 of the Code of Federal Regulations (CFR) 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.

If a scholar violates the School's discipline code and is being considered for a suspension or removal, the School must ensure the following due process protections are provided to the scholar and to the scholar's parent(s) in addition to those set forth in the regular education discipline code. For suspensions of five school days or less, the scholar's parent(s) or guardian must be provided with a written notice, and a follow up telephone call if possible, within 24 hours of the incident leading up to the suspension which describes the basis for the suspension and explains that the parent or guardian has the right to request an informal conference with the Head of School and appropriate staff to discuss the incident and question any complaining witness against the scholar. For suspensions in excess of five consecutive school days, the scholar's parent(s) or guardian must be provided with a written notice which indicates that the district proposes to suspend the scholar from school in excess of five consecutive school days, describes the basis for the proposed suspension, explains that the scholar has an opportunity for a fair hearing conducted by the Head of School or his or her designee at which the scholar will have a right to question any witnesses accusing him/her of committing the misconduct charge and to present witnesses on his/her behalf. Where possible, notification must also be provided by telephone. In addition, the School must provide alternative education to the scholar during the suspension as set forth below, including any special services required by the Individualized Education Program (IEP) prepared by the scholar's Committee on Special Education (CSE) of their district of residence. The Head of School shall make final determination on a suspension or removal of a scholar, following due process.

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

Scholars for whom the 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 scholar or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the CSE of the scholar's district of residence for consideration of a change in the guidelines.

If a scholar identified as having a disability is suspended during the course of the school year for total of eight days, such scholar will immediately be referred to the CSE of the scholar's district of residence for reconsideration of the scholar's educational placement. Such a scholar 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 scholar'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 scholars referred because of disciplinary problems, the CSE of the scholar's district of

residence is expected to follow its ordinary policies with respect to parental notification and involvement.

HH shall work with the district to ensure that the CSE of the scholar's district of residence meets within 7 days of notification of any of the following: (1) The commission of an infraction by a scholar with a disability who has previously been suspended for the maximum allowable number of days; (2) The commission of any infraction resulting from the scholar's disability; (3) The commission of any infraction by a disabled scholar, regardless of whether the scholar has previously been suspended during the school year if, had such infraction been committed by a non-disabled scholar, the Head of School would seek to impose a suspension in excess of 5 days.

Also, Dr. Richard Izquierdo Health and Science Charter School will ensure that when the suspension or removal of a scholar with a disability will constitute a disciplinary change of placement, the CSE will be immediately notified so that the CSE can meet its required obligations to:

- 1) Convene a CSE meeting within 10 school days to make a manifestation determination.
- 2) Convene a CSE meeting within 10 business days to develop a plan to conduct a functional behavioral assessment or review an existing functional behavioral assessment or behavioral intervention plan.
- 3) Provide the scholar's parent with a copy of their procedural due process rights.
- 4) Work closely with the CSE of the scholars' district of residence in determining education services or the interim alternative educational setting consistent with the FAPE requirements.

Provision of Services During Removal

Those scholars removed for a period fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended scholar to make up assignments or tests missed as a result of such suspension. Dr. Richard Izquierdo Health and Science Charter School also shall provide additional alternative instruction with the reasonable promptness and by appropriate means to assist the scholar, so that the scholar 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 professor, shall make the service determination.

During any removal for drug or weapon offenses [pursuant to 34 CFR §300.520(a)(2)] 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 scholar's district of residence. The

school will place scholars in interim alternative educational settings as appropriate and mandated by 34 CFR §300.520(a)(2).

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 scholar to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the scholar's district of residence will make the service determination.

CSE Meetings

Meetings of the CSE of the scholar's district of residence to either develop a behavioral assessment plan or, if the child has one, to review such plan are required when: (1) the child is first removed from his or her current placement for more than ten school days in a school year; and (2) when commencing a removal which constitutes a change in placement. The scholar's special education professor (or coordinator) and the general classroom professor will attend all meetings regarding the scholar initiated by the CSE from the scholar's home district.

Subsequently, if other removals occur which do not constitute a change in placement, the School will work with the CSE of the scholar's district of residence to review the child's assessment plan and its implementation to determine if modifications are necessary. If one or more members of the CSE of the scholar's district of residence believe that modifications are needed, then the CSE is expected to meet to modify the plan and/or its implementation.

Due Process

If discipline which would constitute a change in placement is contemplated for any scholar, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents of the scholar with a disability shall be notified 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 scholar'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 child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.121(d), which relates to the provision of services to scholars with disabilities during periods of removal.

Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in any 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 and the School agree otherwise.

Dr. Richard Izquierdo Health & Science Charter School
HEALTHFUL SNACK Policy

We are encouraging our scholars to bring in healthful snacks to school. They will be allowed to consume the healthful snacks during a designated time in the school day.

Frequently asked questions:

What is a healthful snack?

- A light portion of food that provides good nutrition and a high level of energy. Healthful foods are high in vitamins and fiber and low in saturated fat, added sugars, and sodium (salt).

What are empty calories?

- Empty calories or food that provides no nutritional value. Foods like soda, candy, and chips do more harm to the body than good.

How should I package my snack?

- All snacks should be placed in a disposable package, like a zip-lock bag.

What is the purpose of a healthful snack?

- Healthful snack provide scholars with a high level of energy and helps increase the metabolism. It also helps scholars stay focused and alert throughout the day.

Where can I get a healthful snack?

- You can find all of the prescribed healthful snacks and your neighborhood grocery store. Stores like C-Town, Western Beef, Pathmark, and BJ's have these snacks available.

Are these snacks expensive?

- Fruits and vegetables are a relatively cheap snack. Whole grain crackers and low fat yogurt are also inexpensive. Snacks are not a full meal, so they shouldn't cost as much.



Can water be put into other beverage containers?

- No other beverage cans/containers may be used. If water is put into an Arizona or Gatorade container they will be thrown out.

This is the Guideline for the snacks scholars can bring in. scholars should not bring in any snacks that are not on the diagram below. For example, scholars cannot bring in fried foods of any kind, no sodas of any kind, juice of any kind, nuts of any kind, or chips of any kind. Scholars must bring snacks in a zip-lock bag or something that can be disposed of. Please refer to food options below if you need ideas on what your child can bring in for snack.

Fruits	Vegetables	Beverages	Combinations and miscellaneous	Foods that are prohibited
Apples - slices	Baby carrots	Water	Yogurt and fruit	Soda
Bananas	Broccoli	Seltzer water	Crackers and hummus	Candy
Blueberries	Cauliflower	(non-sugared	Guacamole and crackers	Fried foods
Blackberries	Green peppers	sheltered water.	Fruit vegetable smoothies	Fast foods
Cantaloupe cubes	Red Peppers		Salads	Juices that are not 100% juice
Cherries	Banana Peppers		Sunflower seeds	Chips of any kind
Clementine	Celery sticks		Pumpkin seeds	Popcorn
Grapes	Cucumber		Nutrition bars	Cookies (oatmeal raisin is okay)
Kiwis - sliced	slices/sticks			
Orange wedges	Grape tomatoes			
Pomegranate seeds	Bell peppers -			
Strawberries	sliced**			
Raspberries	Sugar snap peas			
Watermelon cubes	Guacamole			
Grapefruit	Hummus			
Sliced Mangoes	White bean dip			
Sliced Peaches	Pickles			
Tangerines				
Dried fruits				

Sports Program

DRIHSCS offers a variety of competitive and intermural sports, including basketball, baseball, and softball. The program is open to all scholars in good academic and behavioral standing.

Good Standing

In order to be in good standing, scholars must pass **both** the academic and work ethic component of their classes. Typically, scholars are scoring 80 percent or better are seen as in good standing. Scholars who fall below the minimum requirements may be put on probation or withdrawn from the team. Additionally, if a scholar is missing assignments or failing a class within a quarter, s/he may be temporarily withdrawn from the team until work has been submitted or the grade has improved. Attendance at school is also a requirement of participating on the sports program and this includes lateness to school and class.

Behavioral Policy

It is expected that our scholars behave in an exemplary manner at all times. Behavior that would constitute withdrawal from a sports team includes, but is not limited to:

- Persistent classroom disruptions
- Excessive detentions
- Suspension
- Recommendation from the Deans Office

Music Program

The music and arts program at DRIHSCS is designed to develop the whole scholar. The knowledge and skills of playing instruments and voice is essential to academic achievement. The following are the requirements for participation in the music program.

Music Program Requirements:

Uniform for Performances:

- White Shirts: Button Down or Polo, Long or short sleeved, no logos or prints.
- Black pants (no jeans) or knee length black skirts
- Black shoes

Attendance and Rehearsals:

- Attendance is mandatory for all music classes
- Excessive absences will affect the scholars grade and their ability to perform in the concerts
- Dress Rehearsals for the concerts is mandatory
- Detailed information will be sent home prior to each of the concerts

A music contract will be sent home the first day of classes and must be signed and returned to the music professors.

NOTES