



CONEY ISLAND PREP

The courage to dream. The commitment to succeed.

**Coney Island Preparatory
Public Charter Middle School
Student and Family Handbook
2018 - 2019**

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DISCLAIMER

Please note that this 2018 - 2019 edition of the Student and Family Handbook supersedes any earlier editions and that additions and changes to school policies and this Handbook. The School reserves the right to modify the Handbook during the year with notice to students and their families and reissue the Handbook at any time. Final authority on all matters rests with the school administration and Board. Coney Island Prep is not responsible for any accidental omissions. It is the responsibility of all students, parent/guardian and staff to review this Handbook periodically.

INTRODUCTION

Congratulations, and welcome to Coney Island Prep! As we prepare to enter into our 10th year, I wanted to let you know how excited I am to work with you to ensure that after 8, rigorous, tiring, and exciting years at Coney Island Prep, your scholar will be prepared with the skills and character needed to succeed in the college and career of their choice.

That word “choice,” is an important one. We firmly believe that academic achievement leads to choices and opens doors that would otherwise be closed. If ten of our families asked each of their scholars what they wanted to be when they grow up, there would undoubtedly be ten different answers. One would want to be a fireman, another a doctor, a lawyer, a teacher, an astronaut, or a video-game programmer. From our perspective, there is no wrong answer, only different choices. But in order for a person to truly be free to make that choice and pursue the career in which they will be most fulfilled, now, more than ever, they need to reach incredibly high levels of academic achievement. And if there is one thing we know, it is that achieving academic success at the highest levels is not easy.

Being a student at Coney Island Prep is extremely difficult. The school days and the school year are both longer than at a traditional public school; students have homework every night, and in addition to that homework, scholars are expected to read independently every night. That is not to say that school will not be fun—at Coney Island Prep students understand from the first day that learning is indeed great fun, and our hallways, classrooms and common spaces are filled with laughter and joy. But we also want to be upfront and honest about the hard work and dedication that it will take on the part of students to be successful.

But students cannot do it alone. They need all of our help and support. To that end, being a family-member of a Coney Island Prep scholar is also hard work. There are undoubtedly going to be times when your scholar comes home from school frustrated and tells that it is too difficult, and that they want to go back to their old school. During these times, we need your support in working with us to help your scholar understand the reason behind all of this hard work, and that is the promise of college success and the opportunity to truly be whomever and whatever they want to be. We believe that a Coney Island Prep scholar can only truly achieve their fullest academic potential if family and school work in concert with each other, surrounding that scholar with one coherent voice.

As a family member of a Coney Island Prep scholar, we are going to be asking a lot of you. Please take the time to read through this handbook and make sure that you understand all of the expectations that will be placed both on your scholar, and on you. We want to be as upfront and honest as possible about everything that will be asked of you so that there are no surprises once the school year starts.

On behalf of the entire Coney Island Prep team, thank you for entrusting your scholar to us. We look forward to partnering with you to provide your scholar with outstanding education that they deserve.

Sincerely,
Jacob Mnookin
Executive Director

THE SCHOOL

OUR MISSION

Students at Coney Island Preparatory Public Charter School (“Coney Island Prep” or the “School”) will develop the academic skills and character necessary for success in selective colleges and universities, and the career of their choice. Students will realize success through a rigorous academic program in a supportive and structured school community.

OUR VISION

We believe that all students, regardless of socio-economic status, ethnicity, or language, are entitled to a high-quality education that will present them the opportunity to succeed in the college and career of their choice. Coney Island Prep makes use of rigorous academics, marked with frequent assessment and evaluation, in order to consistently set high standards for achievement and encourage students to overcome all obstacles. With high expectations for academics and behavior, and the supports and accountability measures to uphold those expectations, Coney Island Prep provides a school culture that creates strong character, self-advocacy, and a responsibility to become life-long learners. Through transparency in all policies and structures, devoted school leaders and faculty ensure that the families and the communities in which they reside are invested in the success of their scholars. The school’s PRIDE values—Professionalism, Respect, Integrity, Determination and Excellence—emanate from all Coney Island Prep staff, students, and families.

RESPONSIBILITY AND ACCOUNTABILITY

PHILOSOPHY

The choice to send your scholar to Coney Island Prep is a precious one, and one that demonstrates your high hopes and expectations for your scholar, yourselves, and for us. We share those dreams with you, and are committed to making them a reality as we prepare your child for college. But we cannot do it without you.

Coney Island Prep is based on shared responsibility and accountability. As students, families, and teachers, we each must fulfill our responsibilities and we each must be held accountable for doing so. What does this mean?

What We Expect From Students

First and foremost, it means that we are going to expect a lot from the students. We expect students to:

- Follow our dress code, and come to school on-time and prepared
- Be inclusive and kind with their peers
- Be courteous to all staff and speak with staff in an appropriate tone
- Present themselves well in all situations
- Ask for help when needed
- Be honest and accept responsibility for their actions and any associated consequences
- Complete all of their assignments
- Try very hard, even after experiencing challenges
- Take feedback to heart and work to make improvements based upon that feedback
- Submit their best work
- Be a positive role model for all of Coney Island Prep
- Make good choices, even when no one is looking

What We Expect From Families

For families, it means we are going to expect a lot from you as well. Along with those countless and seemingly endless responsibilities you carry as families, we also expect you to do certain things as a Coney Island Prep family. For example, you are expected to:

- Act respectfully to all members of our school community
- Ensure that your student arrives daily, punctually, and in uniform, ready to actively participate in all classes
- Oversee your student's completion of all homework assignments
- Support mandatory after-school tutoring
- Require your scholar to fully accept all consequences of his or her behavior
- Work with the school to ensure that your student is surrounded by one voice—while

we may disagree over certain things, it is of the utmost importance that when communicating to your student, the message that your student receives from you is the same as the one that they receive from us

What You Can Expect From Staff

For staff, it means we continue to expect a lot from ourselves. Along with the daily responsibilities we carry as educators, we also expect ourselves to do certain things and behave in certain ways as Coney Island Prep staff. You can expect us to:

- Act respectfully to all members of our school community
- Prepare engaging, demanding lessons in all of our classes every day
- Assign and evaluate appropriate homework assignments each night
- Provide tutoring regularly after school
- Be responsive to parents and families, and work to keep you updated on your students behavior and academics
- Be held accountable for our behavior as teachers dedicated to the mission of preparing each Coney Island Prep scholar for success in the college and career of their choice

For all of us, the Commitments to Excellence, reprinted on the next three pages, represent the most important responsibilities for being a member of the Coney Island Prep community. The Commitment makes scholars aware of what being a Coney Island Prep scholar is all about. For families, the Commitment identifies your important role in the life of your scholar and that of the school. We all have responsibilities to meet. In exchange for what scholars and families do, we promise to provide scholars with a safe and orderly environment in which they'll enjoy studying and learning and we promise to prepare each scholar to succeed in the college and career of their choice. It's not a complete list of what needs to be done. We are positive that we all have more to do. But it gives a clear idea of your vital role as families, and what it will take to make this year a successful one for your child.

Family Commitment to Excellence

Professionalism

- I will ensure my scholar arrives at Coney Island Prep by 7:30 a.m. (Monday-Friday).
- I will ensure that my scholar follows Coney Island Prep's dress code each day, according to the guidelines in the Student and Family Handbook.

Respect

- I will communicate respectfully with the Coney Island Prep staff and teachers.
- I understand the importance of homework and will provide time and a quiet environment for my scholar to complete his/her homework each night.

Integrity

- I will make myself available for staff and teachers to express any concerns they might have.
- I will carefully read all forms sent home with my scholar, as well as the Coney Island Prep family newsletter.

Determination

- I agree to check my scholar's homework each night for completion.
- I agree to read my scholar's weekly syllabi for each of his/her classes.
- I will ensure that my scholar reads for the required amount of time each night.

Excellence

- I agree to do my best to help my scholar meet and exceed Coney Island Prep's expectations.
- I agree to support and promote the rules of behavior outlined in the Student and Family Handbook to protect the safety, interests, and rights of all individuals in the Coney Island Prep community.

Family Signature

Date

Printed Name

Student Commitment to Excellence

Professionalism

- I agree to arrive at Coney Island Prep by 7:30 a.m. (Monday-Friday), prepared for classes.
- I agree to follow Coney Island Prep's dress code each day, according to the guidelines in the Family Handbook.

Respect

- I agree to be respectful and courteous to my fellow peers, teachers, and Coney Island Prep staff.
- I will listen to others and give them my respect as I expect them to respect me.

Integrity

- I agree to be responsible for my own learning and ask a question when I do not understand an assignment or what is expected of me.
- I agree to be honest and accept responsibility for my actions.
- I understand the disciplinary consequences outlined in the Student and Family Handbook and will accept them if I do not follow Coney Island Prep's Code of Conduct.

Determination

- I agree to complete my homework thoughtfully every night.
- I agree to read for the required amount of time every night.

Excellence

- I agree to work, think, and behave in the best way I know.
- I agree to follow the Coney Island Prep Code of Conduct to make the school a safe and orderly environment, where my peers and I can succeed academically and socially.
- I will behave so as to protect the safety, interests, and rights of all individuals in the Coney Island Prep community.

Student Signature

Date

Printed Name

Staff Commitment to Excellence

Professionalism

- I will arrive at Coney Island Prep by 7:00 a.m. (Monday-Friday) prepared to work.
- I will strive to improve my teaching or administrative abilities and develop professionally.
- I agree to follow codes of professional dress each day.

Respect

- I agree to engage in respectful and regular communication with scholars and parents/guardians concerning student progress.
- I agree to support the intellectual and social development of scholars at Coney Island Prep.

Integrity

- I agree to model the hard work and discipline that I expect of Coney Island Prep scholars.
- I agree to make myself available and approachable for scholars and families to express any concerns they might have.
- As a teacher, I agree to create lessons that reflect passion and knowledge of the subject.

Determination

- I agree to work relentlessly to provide a quality education for Coney Island Prep scholars.
- I agree to form meaningful and positive relationships with scholars, staff, and families to support the success of the school.

Excellence

- I will teach in the best way I know how to help Coney Island Prep scholars succeed.
- I agree to protect the safety, interests, and rights of each Coney Island Prep scholar as to ensure scholars gain fundamental skills for success in college and the career of their choice.

Staff Signature

Date

Printed Name

CODE OF CONDUCT

OVERVIEW

At Coney Island Prep, we want to ensure that there is a fair and consistent Code of Conduct (“Code”) so that that students know what is expected of them at all times. We have developed a school-wide discipline system that rewards students for positive behavior, while ensuring that appropriate disciplinary action is taken when students do not adhere to the Code.

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

- A disciplinary offense may occur while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school, such as use of social media in a manner that reasonably could affect the school or learning environment. School administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student’s misconduct, taking into account the following factors:
 - The student’s age and maturity level;
 - The nature and seriousness of the infraction and the circumstances which led to the infraction;
 - The student’s previous disciplinary record;
 - The effectiveness of other forms of discipline;
 - Information from parents, teachers and/or others, as appropriate;
 - The student’s attitude; and other relevant factors.

PRIDE DOLLARS

A key component of Coney Island Prep’s school-wide discipline system is a token economy, measured by PRIDE dollars. This system, described in more detail below, allows teachers to reward students for positive behavior, and penalize students for exhibiting behavior that does not uphold the school’s PRIDE values.

Students will receive \$50 PRIDE dollars weekly. Teachers will award or deduct PRIDE dollars from students throughout the week. At the end of each week, a staff member will

tally the bonuses and deductions and print PRIDE paychecks. Paychecks will be distributed on Mondays. Students must bring paychecks home, have a parent or guardian review the paycheck and sign it, and bring it back to school the following school-day. Failure to bring a signed paycheck back to school will result in a student having \$50 PRIDE dollars deducted from their bank account. There will be various rewards and consequences associated with paycheck dollars. On the rewards side, scholars will have the opportunity to spend their accumulated PRIDE dollars in two different ways:

- 1) *PRIDEMart*: Scholars will have the opportunity to go to PRIDEMart, our school store, approximately once per quarter,, where they can spend their PRIDE dollars on school supplies, such as binders, homework folders, pencils, or college t-shirts and other college paraphernalia.
- 2) *Auction*: At least three times per year we will have PRIDE dollar auctions, whereby students can exchange the PRIDE dollars they have accumulated for various opportunities such as an art class at BAM, a trip to the Aquarium, or a the chance to go to a movie with a staff member.

While we hope that all students will accumulate enough PRIDE dollars to bid on the auction items of their choosing, it should also be noted that there are consequences for losing too many PRIDE dollars. There are also certain deductions that result in an automatic detention. Detention is always served the next day (there is no detention on Fridays, and so Thursday detentions will be served on Monday of the following week).

Scholars must maintain a high overall weekly paycheck average of PRIDE dollars in order to attend Reward Trips. The exact amount required for each Reward Trip, and other earning criteria, will be clearly stated and communicated before each trip and earning period. If a scholar does not meet the criteria for earning a Reward Trip, they will not be invited or permitted to attend the trip.

LEVELS OF DISCIPLINARY ACTION

When a student does not meet behavioral expectations and a violation of the School's Code has occurred, clear and consistent disciplinary action will ensue, including the loss of PRIDE Dollars, and other consequences as further described below. Scholars with questions on the PRIDE system, loss of dollars or disciplinary consequences can reach out to the Dean of Students or Vice Principal.

The levels of disciplinary actions follow a model of escalating consequences, and include, but are not limited to:

Loss of Pride Dollars

This is the first level of correction. Students may receive additional consequences in addition to the loss of PRIDE Dollars in accordance with the School's disciplinary Code of Conduct when warranted. Students will lose PRIDE Dollars for a variety of infractions, including, but not limited to the following deductions:

PRIDE Dollar Paycheck Bonuses		
Bonus	Value	Definition
A+ Homework	\$1	A scholar submits all of his/her homework completed.
Achievement	\$1	A scholar answers a question correctly.
Enthusiasm	\$1	A scholar demonstrates positive enthusiasm.
Helping	\$1	A scholar assists someone else.
Academic All-Star	\$5	A scholar gives a thorough answer to a challenging question.
Bravery	\$5	A scholar commits an act of exemplary courage.
Creativity	\$5	A scholar demonstrates notable creative thinking.
Determination	\$5	A scholar demonstrates notable hard work.
Excellence	\$5	A scholar goes above and beyond to complete a task.
Improvement	\$5	A scholar demonstrates academic or behavioral improvement.
Integrity	\$5	A scholar demonstrates honesty in a difficult situation.
Leadership	\$5	A scholar models for others how to do something well.
Professionalism	\$5	A scholar demonstrates notable preparation and/or organization.
Prudence	\$5	A scholar makes a wise choice in a difficult situation.
Respect	\$5	A scholar acts with notable kindness towards another scholar.
Self-Control	\$5	A scholar acts with restraint in a difficult situation.
Citizenship*	\$20	A scholar commits an exemplary act of character to serve the community.
Scholarship*	\$20	A scholar demonstrates exemplary achievement on an academic assignment.

*Note: Citizenship and Scholarship bonuses are intended to be rare recognitions for truly exemplary acts.

PRIDE Dollar Paycheck Deductions		
Deduction	Value	Definition
Disorganization	-\$1	A scholar's materials are sloppy or not in the proper places.
Food/Beverage	-\$1	A scholar is eating or drinking at an inappropriate time.
Grooming	-\$1	A scholar is publicly grooming him/herself.
Hallway Misconduct	-\$1	A scholar behaving inappropriately in the hallway or does not have a pass.
Inappropriate Contact	-\$1	A scholar touches another scholar in an unwanted or inappropriate way including playfighting and excessive PDA.
Incomplete or Missing Homework	-\$1	A scholar did not adequately complete homework.
Instigating	-\$1	A scholar engages in minor misbehavior that provokes or pesters others.
Interruption	-\$1	A scholar's behavior (gesturing, laughing, noisemaking, talking, tapping, etc.) disrupts the class/ teacher.
Not Following Directions	-\$1	A scholar fails to follow explicit directions when asked.
Out of Seat	-\$1	A scholar leaves his/her seat without permission.
Posture	-\$1	A scholar has his/her head down on the desk.
Profanity	-\$1	A scholar uses obscene language, but not with the intention of criticizing or otherwise harming others.
Unprepared	-\$1	A scholar does not have necessary materials for class/school.
Untucked Shirt	-\$1	A scholar's uniform shirt is not properly tucked into his/her bottom.
Disregard*	-\$5	A scholar is continuing to not follow directions after earning a -\$1 deduction.
Disrespectful Action*	-\$5	A scholar behaves in a manner that is disrespectful of staff, peers, or property.
Integrity Violation*	-\$5	Obtaining, or assisting others in obtaining credit for work that is not their own.
Late*	-\$5	A scholar arrives to school after 7:30.
Missing Uniform*	-\$5	A scholar is missing a uniform item or is persistently out of compliance with our uniform expectations.
Dean Referral*	-\$10	A scholar's behavior is dangerous, disrespectful, and/or disruptive, meriting removal from the classroom environment.

*Note: Receiving two -\$5 deductions (Disregard or Disrespectful Action) in one day will trigger an automatic detention. Scholars out of uniform will remain in the dean of student's office until uniform items can be provided. Automatic detention may also result from other infractions depending on the circumstances.

A paycheck week goes from Monday to Friday of the same week. Homeroom teachers distribute paychecks from the previous week on Monday afternoon. Families must sign the paycheck and have the student bring it back on Tuesday morning. If a student does not return their paycheck with a family member's signature on Monday morning, \$50 PRIDE dollars will be deducted from their bank account.

Homework Center

Homework is checked daily during class. If a scholar does not turn in an assignment, turns in an incomplete assignment, or turns in an assignment that does not represent their best effort, they will earn a paycheck deduction of -\$1 PRIDE dollars. Scholars will receive a holistic homework grade for the week in each class. The rubric is from 0-4 points. Scholars with scores of 0, 1, or 2 on the rubric will serve Homework Center on Fridays from 1:30-2:15. Families will be notified through an automatic call-system by 11:00 a.m. as to whether or not their scholar must attend Homework Center. During Homework Center scholars will have the opportunity to make up missing homework or get started on the weekend's homework.

Detention

Detention is served from 4:00-4:30 p.m. Monday-Thursday. Dean's Detention is held on Friday from 1:30- 2:15.p.m.

A student must attend detention if he or she earns two or more Disrespectful Action, Disregard, or Dean Referral deductions in one school day and/or when the Deans of Students, Vice Principal, or Principal determines that a scholar's actions in violation of the discipline code warrant an automatic detention. Families will be notified through an automatic call-system by 1:00 p.m. daily as to whether or not their scholar must attend Detention. If the school cannot notify a family of their child's detention by 1:00 the scholar will serve detention the following day. For example, if a scholar earns two Disregard deductions on Thursday, s/he would serve detention on Friday. During detention, scholars must complete a behavioral reflection assignment that asks the scholar to discuss his/her behavior and make plans to improve and/or make amends. The detention proctor may assign other assignments.

Family Meeting

In some situations the School will require an in-person meeting between school officials, the scholar, and a parent or guardian. In such situations, it is essential for the School and a parent or guardian to meet promptly to clarify circumstances and expectations.

Suspensions

In-School Suspension

If serving this consequence, scholars will sit at a designated desk in the Dean of Students' office for part or all of the school day and complete any work assigned independently under the supervision of the Dean of Students. Teachers will check in with scholars for 15 minutes during a time specified by the Dean of Students. The purpose of these check-ins is to ensure

loss of instructional is minimal by providing the necessary information scholars need to complete the work at hand. Scholars will also be provided alternative instruction consistent with applicable law. Students who attend in-school suspension will be marked present on attendance records. When serving this consequence, scholars may not return to class until they have successfully completed in-school suspension. If a scholar refuses to complete all necessary work while on In School Suspension, a parent may be called to retrieve the scholar from school. In addition, prior to return to class, scholars must meet with the Dean of Students and/or the Vice Principal or Principal to reset expectations for behavior. The school reserves the right to request the presence of a parent or guardian for a meeting as well. Please note that if a scholar remains in the Dean's Office for a period of time such that the scholar will miss ½ of the instructional time in that day or more, then that scholar will be considered to have earned an in-school-suspension for that day.

Out of School Suspension

If serving this consequence, scholars may not attend school for a predetermined amount of time. Prior to a scholar returning to class following an out of school suspension, the school reserves the right to request the presence of a guardian for a meeting. Alternative instruction, consistent with applicable law, will be offered during periods of out of school suspension. Students who attend alternative instruction while serving out of school suspension will be marked present on attendance records. The School will provide more detail on where alternative instruction will be held once a scholar is placed on out of school suspension.

List of Certain Actionable Offenses

The following list of actionable offenses is not exhaustive but provides examples of violations of the Code that may result in additional disciplinary action, in addition to the loss of PRIDE dollars, detention, and suspension as defined above. The list may be modified from time to time and/or supplemented by Coney Island Prep staff with notice to students.

1. DISRUPTING THE SCHOOL ENVIRONMENT

- 1.1 Arriving Late to School or Class: Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class. Scholars who are late to school may serve a consequence during the school day.
- 1.2 Cutting School, Class, Detention, or Mandatory School Events: Students are required to attend all classes, assigned detention, and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission. In addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion. In addition to other disciplinary consequences, students may not be promoted to the next grade if too much class time is missed. If scholars have an excused absence from detention, they are required to attend an additional Wednesday detention from 2 p.m. – 3:30 p.m., and families will be notified by 1 p.m. on the Wednesday the detention is to be served.

- 1.3 Misbehaving on School-Provided Transportation: Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus. Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parents are responsible for travel to and from school), suspension and/or other consequences, depending on the circumstances. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.
- 1.4 Blocking Access to Any Part of the School Building: Students are not permitted to block access to any room or part of the school building. In addition to other disciplinary consequences, this offense may result in suspension and/or other consequences, depending on the circumstances.
- 1.5 Violating the Dress Code: Parents must pick up children who are not properly dressed for school or bring the missing Dress Code items to the school, as students may not be permitted to attend class without a uniform. Violations of the dress code also may result in additional disciplinary consequences.
- 1.6 Gum, Food, and Beverages: Students may not chew gum or eat or drink at unauthorized times or places.
- 1.7 Talking in the Hallway: Students are not permitted to talk in the hallway during period changes without permission from a teacher.
- 1.8 Disrupting Class and Preventing Teaching: Coney Island Prep can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not disrupt class. In addition to other disciplinary consequences, this offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.9 Arriving to Class Unprepared: When class begins, students must be prepared and have all necessary materials (books, paper, pen, pencil, etc.).
- 1.10 Failing to Complete Homework: Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
- 1.11 Cheating, Plagiarism, and Copying Other's Work: Cheating or copying the work of others (or allowing other students to copy work) is unacceptable. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.12 Failing to Submit a Required Signature: Students are required to secure the signature of a parent/guardian on homework assignments or school forms when requested.
- 1.13 Forgery: Students may not forge a signature. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.14 Lying to a Staff Member: Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth. This

offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

- 1.15 Being Disrespectful toward a Staff Member:** A school cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.16 Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.17 Possession of Inappropriate Property:** Students cannot possess iPods, or other electronic equipment or games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Student may not use electronic devices for any purpose other than reading during the school day. If found with inappropriate property, or to be misusing electronic devices, such items will be confiscated. See also Student Supply Section. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.18 Gambling:** Gambling or betting is not tolerated. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 1.19 Misbehaving Inside or Outside of Class:** Misbehavior that violates this Code inside or outside of class (at School and/or on School grounds; participating in a School-sponsored activity; walking to or from School or a School-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from School or a School-sponsored activity) is not permitted. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 1.20 Sexting:** A student may not send, receive or forward distribute pictures, video, or text messages of sexually suggestive nude or nearly nude images through the use of a cell phone or other electronic device. Students may not violate the Social Media Policy. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 1.21 Fleeing:** A student may not purposefully and knowingly leave their designated area or supervision of their assigned adult. Fleeing includes refusing to transition from one area of the school to another, refusing to transition in a classroom, or attempting to walk or run away from CIP staff.

2. ASSAULT, BATTERY, BODILY HARM, INAPPROPRIATE TOUCHING, AND/OR THREATS

- 2.1 Causing Bodily Harm:** Students may not cause physical injury to a student, school employee, or another person. Students are not permitted to harm or attempt to harm a student, school employee, or another person including with a weapon or dangerous object. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 2.2 Committing Assault or Assault and Battery:** Students may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 2.3 Fighting or Unwanted Physical Contact:** Coney Island Prep students may not fight with other students—from Coney Island Prep or any other school, or any other individuals. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 2.4 Play Fighting and Threatening:** Play fighting and/or the use of threats threatens the safety of the community. Students may not play fight and/or threaten others. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.
- 2.5 Hazing:** Students may not, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. This offense may result in suspension and/or expulsion other disciplinary consequences, depending on the circumstances.
- 2.6 Setting off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm or make a destructive threat. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 2.7 Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 2.8 Engaging in Intimidating, or Bullying Behavior, Including Cyber-Bullying:** Bullying is defined as a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students, or an individual student engages in harassment of another student or students who is/are less powerful or perceived to be less powerful. Bullying can take

many forms, including but not necessarily limited to the following three forms: 1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings); 2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and 3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation). Cyber-bullying takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to “sexting”); pretending to be someone else in order to make that person look bad. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

3. POSSESSION OR USE OF FIREARMS, WEAPONS, AND/OR DANGEROUS OBJECTS

3.1 Possession or Use of a Firearm: Students may not possess or use a firearm.

In compliance with Gun Free Schools Act, 20 U.S.C. § 7151, the School will expel from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at school, except that the Executive Director of Coney Island Prep may modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing. A report to law enforcement may be made.

3.2 Possession or Use of a Mock Firearm: Students may not possess or use a mock firearm. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances. A report to law enforcement may be made.

3.3 Using or Possessing a Weapon or Dangerous Object: Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or in his/her property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances. A report to law enforcement may be made.

3.4 Arson: Students may not set a fire. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

4. POSSESSION, USE, OR DISTRIBUTION OF CONTROLLED SUBSTANCES, ALCOHOL, AND TOBACCO

4.1 Using or Possessing Drugs or Alcohol: Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be

delivered to the designated Coney Island Prep staff person by a parent or guardian with a doctor-signed medication authorization form. Students may not be in possession of prescribed or over-the-counter drugs. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances. A report to law enforcement may also be made.

- 4.2 Selling or Transferring Drugs or Alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance. Nor should they carry paraphernalia related to drugs or alcohol (ex: pill bottles, etc.). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances. A report to law enforcement may also be made.
- 4.3 Using, Possessing, Selling or Transferring Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, chewing-tobacco, or other tobacco products. This offense may result in suspension and/or other disciplinary consequences, depending on the circumstances.

5. HARASSMENT

- 5.1 Engaging in Harassing Behavior:** Students may not engage in any form of harassing behavior. Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to bullying, cyber bullying, sexting or other conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. In addition, students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 5.2 Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks). This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.
- 5.3 Engaging in Inappropriate use of Social Media:** Students may not engage in conduct or communication that may harass or intimidate any members of the school community, or reasonably lead to a disruption of the educational environment. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

6. THEFT OR VANDALISM

6.1 Theft, Loss, or Destruction of Personal or School Property: Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances. A report to law enforcement may be made.

6.2 Mistreatment or Inappropriate Use of Technology or School Property: Students must treat computers, printers, and other technology with care. Coney Island Prep does not tolerate attempts to access the school's files or other inappropriate uses of technology or the Internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students must not mistreat other school property. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

7. FAILURE TO COMPLY WITH SCHOOL-IMPOSED CONSEQUENCES: Students must comply with school-imposed consequences. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

8. REPEATED VIOLATIONS OF THE CODE OF CONDUCT: Progressively more serious disciplinary consequences shall be imposed upon any student who repeatedly commits one or more disciplinary offenses.

Procedures and Due Process for Short-Term Suspension

A short-term suspension refers to the removal of a student from Coney Island Prep for disciplinary reasons for a period of up to ten (10) days.

The Executive Director 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 Executive Director shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student's version of events shall also be provided. Before imposing a short-term suspension, the Executive Director shall immediately notify the parents or guardian in writing that the student may be suspended from school. Written notice shall be provided by personal delivery or express mail delivery within 24 hours of the decision to impose suspension at the last known address(es) of the parents or guardians. 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 Executive Director. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardian. The Executive Director's decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the complaint process of Coney Island Prep.

Procedures and Due Process for Long-Term Suspension/Expulsion

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

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

- The student shall immediately be removed from the class or the school, as needed.
- The student shall be informed of the charges and the evidence for those charges; where applicable, the student will have the opportunity to explain his or her side of the events.
- The Executive Director shall immediately notify a parent or guardian of the student, in person or on the phone.
- The Executive Director shall provide written Notice to the student and his or her parent(s) or guardian(s) that the school is going to commence a disciplinary hearing. Notice to the student and his/her parents/guardians shall provide a description of the incident or incidents which 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) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The School will set a date for the Hearing. The student and his or her parent(s)/guardian(s) will be notified in writing of the:
 - a) Charges and a description of the circumstances that gave rise to the hearing
 - b) Date, time and place of a hearing
 - c) Notice of the right at the hearing to:
 - Be represented by legal counsel (at the student's/parent's/guardian's own expense)
 - Present evidence and question witnesses
 - d) Notice that an electronic or written record of the proceedings will be created and made available to all parties.
- The School will attempt to reach the family by phone call to discuss the hearing.
- In advance of the hearing, any documents on which the school intends to rely

and a witness list will be provided to the Student's family/counsel. If necessary, records will be redacted in accordance with FERPA.

The Executive Director, or the designee of the Executive Director, shall serve as Hearing Officer and preside over the hearing. The Hearing Officer shall, within four school days of the hearing, issue a written decision to the student, the parent/guardian, and the school's Board.

If the parent/guardian fail to attend the hearing and fail to notify a school official of the need to reschedule the hearing prior to its start, or if the student withdraws from the School prior to occurrence of the hearing, the School may conduct the hearing in the parent/guardian's absence. In such an event, the School shall notify the parent/guardian in writing of the School's determination, the student's placement (if applicable) and their appeal rights, if any.

Appeals and/or Complaints

The Hearing Officer's decision to impose a long-term suspension or expulsion may be challenged by the parent(s) or guardian(s) and appealed to the Board of Trustees or a committee of the Board. The appeal decision shall be rendered within ten (10) school days of the implementation of the long-term suspension or expulsion. Any student wishing to appeal a Hearing Officer's determination shall submit a request in writing to the Executive Director within two (2) days of receiving the Hearing Officer's ruling. The scope of the appeal will be limited to (a) the record established during the hearing, and (b) any written statement either party wishes to add to the record from the hearing. In rendering its determination, the Board may consult the recording of the hearing and any evidence submitted in connection with the hearing by the parties. Final decisions of the Board alleging a violation of the School's charter or of applicable law may be appealed to the School's authorizer. If the parents/ guardians are not satisfied with the decision of the authorizer, the matter may be further appealed to the New York State Board of Regents.

Provision of Instruction During Removal

Coney Island Prep will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the general curriculum of Coney Island Prep. Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. For a student who has been expelled, alternative instruction will be provided in like manner as a suspended student until the student enrolls in another school or until the end of the school year, whichever comes first. Instruction will take place in one of the following locations: the child's home, a contracted facility or a suspension room at Coney Island Prep. One or more of the following individuals will provide instruction: teacher, teacher aide, or a tutor hired for this purpose. Please note that whoever administers this instruction will meet all certification requirements as stipulated in Section 2854(3)(a-1) of the New York State Education Law.¹

¹ The school complies with all applicable federal and state rules regarding teacher credentialing.

GUN FREE SCHOOLS ACT

Federal and State law require the expulsion from School for a period of not less than one (1) year of a student who is determined to have brought a firearm to the School, or to have possessed a firearm at school, except that the Executive Director may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

“Weapon,” as used in this law means a "firearm," as defined by 18 USC§8921, and includes firearms and explosives. (New York Education Law §3214(3)(d) effectuates this federal law.)

The following are included within this definition:

- 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.
- 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.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- 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.
- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled.

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

OFF CAMPUS DISCIPLINE POLICY

At Coney Island Prep, the discipline policy will be the same off of campus as it is on campus, including on the school bus or any other means of student transportation, and is applicable to all off-site trips as well as to stores that scholars may visit on the way to or from school. These policies extend to acceptable use for social networking sites, including, but not limited to Facebook, Twitter, Instagram, Snapchat, Tumblr, Vine, Wanelo, Kik Messenger, Ooovoo, YouTube, Google+, and Flickr, whether used as school, during transit to or from school or at home in certain circumstances. Students are also responsible for following the school's Code of Conduct when engaged in off-campus activities (even at home) that impact the educational environment, such as through social media websites. Consequences for cyberbullying, for example, will be similar to those for bullying on campus.

STUDENTS WITH DISABILITIES

General

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

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

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

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

Provision of Services During Removal

Those students removed for a period of ten (10) days or less will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The School also shall provide additional alternative instruction within the ten (10) days and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals, equals ten (10) or more school days during the School year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, School personnel, in consultation with the child's special education teacher, shall make the service determination.

During any removal for drug or weapon offenses pursuant to 34 CFR §300.530(g) services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence. The School will, in consultation with the CSE, place students in interim alternative educational settings as appropriate per 34 CFR §300.520(g).

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

Due Process

If discipline which would constitute a change in placement is contemplated for any student with an IEP, 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 student with a disability shall be notified by the School of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the CSE of the student's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action (subject to CSE's availability).

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 §300.530(d), which relates to the provision of services to students 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 the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and School agree otherwise.

Compliance with the Child Find Requirements of IDEA

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

Compliance with Data Reporting Requirements of the IDEA

In compliance with 34 CFR §300.645, the School will submit an annual report to NYSED detailing the number of students with disabilities it serves, the nature of each student's disability, and each student's educational placement and setting. For reports that are the responsibility of the district of residence, the School will make any necessary data available to the district in a timely fashion and will comply with 8 NYCRR §119.3, which details requirements for the "Charter School Report Card" and includes information relating to students with disabilities.

In compliance with 34 CFR §300.645, the School will submit annually the following reports by the dates noted: (1) PD-1C/4C: Dec. 13 - Count of Students with Disabilities Provided Special Education on December 2 and the Settings in which Students with Disabilities are provided services; (2) PD-5C: mid-July - Students Exiting Special Education ; (3) PD-6: Feb. 1 - Special Education Personnel; (4) PD-8: mid-July - Students with Disabilities Suspended for Disciplinary Reasons; and (5) SEDCAR-1: Mar. 1 - ASEP Request for IDEA suballocation.

The special education staff in conjunction with the Principal will be responsible for ensuring the collection, maintenance, and reporting of all data regarding students with disabilities. The reports listed shall be provided to the school district of

residence and NYSED, as required.

IN THE CLASSROOM

Coney Island Preparatory Public Charter School

ATTENDANCE POLICY

Scholars can only be successful if they are present and prepared in school every day. If a scholar will not be in attendance, however, we ask that you adhere to the following procedures in order to notify the school of the scholar's absence:

- Families and guardians are expected to call the school as early as possible if their child will not be attending school for any reason;
- Earlier, written permission is both welcome and appreciated;
- Calls should be made as far in advance as possible and can be left on the school's main voicemail if necessary;
- If a student is not in homeroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called at home and/or work;
- In phone calls to the school, voice mails, and notes, please leave or list your child's name, your relationship to the child, and the reason for and date(s) of the child's absence.

All questions regarding student attendance and attendance records should be directed to the school's Operations Coordinator.

EXCUSED VS. UNEXCUSED ABSENCES

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

Work will not be provided in advance of unexcused absences or during out-of-school suspensions. During an out-of-school suspension, scholars may come to school from 3:30-5:00 for alternative instruction where they can complete assignments. Any class work, homework, projects, quizzes, or exams missed during a student's absence must be made up when scholars return to school. Teachers will work with students to set deadlines for completion of all work or exams, and may determine that such work receive less than a full grade depending on circumstances and when the work is completed.

Students with unexcused absences may be eligible to make up major assessments at the discretion of the Principal.

If prior notification had not already been provided, upon the student's return to school from an absence, whether it is the next day or on some day after, the student is required to bring a signed note from his or her parent or guardian explaining in detail the reason for the

absence. If a student made a medical visit, a note from his or her doctor is required in lieu of the parent note.

Since repeated absences means missing class, and missing class affects academic achievement, excessive absences will result in lower class grades since part of a student's grade is based on his or her performance in class. Therefore, it is imperative that students are at school, on time, every day.

In addition, a student may be retained if he or she is absent for more than twelve (12) days, which is equal to 6% of the school year, including both excused and unexcused absences.

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

LATENESS

Students late to school – excused or unexcused – who arrive after 7:50 a.m. must go to the Main Office to sign in, before proceeding to their classroom. Students who arrive late may proceed to class with a late pass. Please note that oftentimes, different clocks and watches vary in the time they read by seconds or even minutes. To that end, whether a student is late or not will be based off of the clocks at Coney Island Prep to ensure consistency and fairness. Scholars who arrive late to school will serve lunch detention the same day.

EARLY DISMISSAL POLICY

For a scholar to dismiss early, the parent or guardian must sign the student out with the Main Office before removing the student from school grounds. When signing the scholar out of the Main Office, you will be asked to present a valid photo ID. Students will not be dismissed unless the parent or guardian has physically come to the Main Office. To be clear, students may not be dismissed from school early unless they are with a parent or guardian, even if that scholar normally travels to and from school via public transportation, or by walking home.

Only adults who have been previously authorized to pick up the scholar from school will be allowed to do so. These people must be listed on the “Contact and Emergency Information, 2018 - 2019” form. A person who is not listed will not be able to pick up the scholar.

In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 7:00 am of the day of the early dismissal. We also ask that doctor and dentist appointments be limited to non-school hours to avoid students missing class time. Families are encouraged to consider the class period start and ending times when determining early dismissal requests. Additionally, families are strongly encouraged to make doctor and dentist appointments on Friday afternoon following 1:30 PM early release.

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

EXAMS, QUIZZES, AND MAKE-UP WORK

If a student is absent for a test, he or she should be prepared to make it up on the day he or she returns, unless the teacher has made alternative arrangements. Any class work, homework, projects, quizzes, or exams missed during an absence must be made up at a time, as determined by scholar's teacher, when they return to school. Work or exams completed after the time determined by the scholar's teacher may not receive full credit. In some situations, students may be required to stay afterschool to complete the assessments, in which case the family will be called to arrange this.

STUDENT SUPPLIES

While this is certainly not a complete list of everything students need to be successful at Coney Island Prep, the following is a list of supplies all students are expected to have by the first day of school:

- 5 sharpened pencils with erasers
- Personal water bottle
- Silent reading book (to be kept with students at all times)

We will be providing everything else that will be necessary for the start of school. To that end, please do *not* purchase binders or notebooks for your scholar, as we will be providing all of those.

Student book bags and backpacks should look professional and be reflective of the scholarly effort and hard work we expect from all students. Student backpacks should also be large enough to fit four 1-inch binders and multiple notebooks and reading books. If we feel that a particular book bag or backpack is inappropriate, we may ask the family to provide their scholar with a different one.

We encourage scholars not to bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Coney Island Prep is not responsible for the safety of these items. Students who bring inappropriate items to school, including, but not limited to, toys, sports equipment, iPods, CD players, and laser pointers, may have such items confiscated. A parent or guardian must come to the school to retrieve the confiscated items.

In today's times, we understand the need for families to be able to be in touch with their scholars on the way to school and after school hours. To that end, Coney Island Prep will provide a cell phone storage unit for students to store their cell phones during the school day. The cell phone storage unit will be locked and will not be accessible by students during

school hours. Students will be able to pick up their cell phones during afternoon advisory. If there is an emergency during school hours and the family needs to get in touch with their scholar, we ask that you contact the school's main office in order for the Office Manager or other staff member to take appropriate action and locate your scholar as necessary.

STUDENT DRESS POLICY

In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress policy which applies to school days and school-sponsored events.

Ordering

The shirt and skort (for girls) of the uniform **must be purchased** through Land's End. There are three ways to order:

- 1) Go to www.landsend.com/schools (Click on "Find your School's Dress Code" on the left-hand side of the screen; click on "Preferred School Number" and enter our preferred school number, which is 900132911; click on "shop using this dress code.")
- 2) Call 1-800-963-4816 and reference our preferred school number, which is 900132911.
- 3) Go to the Lands' End Shop at Sears in Kings Plaza and reference our preferred school number, which is 900132911. Delivery will take 2 weeks, but there is no delivery charge when you order in person at Sears.: 5200 Kings Plaza, 1st Floor, Brooklyn, NY 11234. Their phone number is (718) 677-2100.

Uniform pants may be purchased through another vendor, but the pants must meet the uniform guidelines detailed below. Coney Island Prep reserves the right to ask a scholar's family to bring in different pants if the ones worn do not meet expectations.

The exact number of uniforms that you order is up to you. We recommend that you begin the school year with at least 3 sets, and then order more as needed.

Please order the Lands' End items by the first week of July 2015. The summer is high season for Lands End, which causes many items to be on back-order. Scholars must be in full uniform by the start of school.

Lands' End uniforms are slightly more expensive, but their high quality will last longer, and can help save money in the long-run. We know, however, that the cost of uniforms can be a burden for families. If you need financial assistance, please feel free to contact the Community Operations Manager at (718) 513-6951.

Students who do not follow the guidelines appropriately will not be permitted to attend class, and will need to wait for the appropriate dress to be brought in by their

families.

Coney Island Prep 2018 - 2019 Uniform Guidelines

Uniform Item	Boys	Girls	Notes
Shirt	Lands' End Navy Blue Mesh Polo Shirt with CIP Logo		See catalog for ordering.
Pants	<p style="text-align: center;">Coney Island Prep highly recommends Lands' End Khaki/Navy Blue pants but will allow similar pants that meet the following expectations:</p> <ul style="list-style-type: none"> - Navy Blue or Khaki Color - Khaki Style (No Jeans/Rivets) - No cargo pockets - Must include belt loops - No special designs - No brands or logos showing - No flares or bell bottoms - Regular fit <p style="text-align: center;">Coney Island Prep reserves the right to ask a scholar's family to bring in different pants if the ones worn do not meet expectations.</p>		<p>Besides Lands' End, we recommend the following:</p> <p style="text-align: center;"><u>Gap</u> Classic Style Khakis</p> <p style="text-align: center;"><u>Dockers</u> Signature Straight Fit</p> <p style="text-align: center;"><u>French Toast</u> Plain Uniform Bottom</p> <p style="text-align: center;"><u>Ideal Department Store</u> 1816 Flatbush Avenue Brooklyn, NY 11210</p>
Skort	Lands' End Skort Only		See catalog for ordering.
Legging/Tights for Skorts	Solid Colors – Black, Brown, Navy Blue, Skin Tone, and White Only		
Sweater	Select Lands' End Sweaters Only. We offer cardigan and crewneck options on our Lands' End Page		See catalog for ordering.
Belt	Plain Black or Brown Belt of your choice (please note: scholars may NOT wear belts with large or distracting belt buckles).		
Footwear	Sneaker of your choice.		

When students enter the school building, they must be in the proper uniform. They cannot change into the school uniform upon arrival or tuck their shirts in only after getting to class. Students also may not change out of their uniform before dismissal. Students who participate in spirit weeks or attend school events (i.e. dances, trips, etc.) – on school grounds or otherwise – are expected to be properly dressed in accordance with a dress code shared in advance.

At all times during the school day – including afterschool – shirts must be tucked in. Students who do not have their shirts tucked in will earn a paycheck deduction. Any

exceptions to this expectation will be clearly communicated.

Gym

During gym class, if a student is wearing an appropriate undershirt, which may include a college t-shirt; a Coney Island Prep shirt; or a solid, blank t-shirt, they will be allowed to remove their dress shirt and wear only their undershirt during gym class. Please note that in these instances, students must still arrive at school in their full uniform, and may only change into a t-shirt at the beginning of gym class.

If a scholar does choose to remove their uniform shirt for gym class, he or she must put the uniform shirt back on and tuck in his or her shirt prior to returning to classrooms.

Hair, Hats, and Jewelry

Once students enter the school building, the wearing of hats, headwraps, with some exceptions, bandanas (even as headbands), or kerchiefs is not permitted unless it is in accordance with religious observation. Scholars wearing hats in the building will be asked to store them and will earn a deduction. Dyed hair or a hairstyle that serves as a distraction – at the determination of the school – will not be permitted.

Jewelry should be appropriate for a professional, school setting and may not serve as a distraction to others or it will be confiscated. Medium- or large-sized chains must stay inside a student's shirt. Scholars who are wearing large and/or distracting jewelry items will be asked to remove the item or will have it confiscated. Students will not be required to remove jewelry or piercings that are worn in accordance with religious observation. Any accessories that serve as a distraction – at the determination of the school – will not be permitted. **Students who do not adhere to these guidelines will not be permitted to attend class.**

STUDENT SCHOOL-DAYS

The core academic school day begins at 7:50 a.m. every day, Monday through Friday. The core academic day ends at 4:00 p.m. everyday except for Fridays, when the day ends at 1:30 p.m. In addition, Detention is served from 4:00 p.m. – 4:30 p.m. every day except for Friday.

Reward Trips

Throughout the school year, scholars who meet certain behavioral expectations in school will be invited to participate in special field trips off campus with their peers. In addition, academically related field trips may be offered during the school year. Reward trips and other off-site learning experiences are a privilege and outside of the traditional curriculum of the School. There is no right to attend such trips. If a scholar is demonstrating unsafe behavior, or violating the Code of Conduct in a serious manner, they may not be eligible to attend the field trip. In some instances, if a parent is willing to attend and accompany a child who has exhibited unsafe behavior, the School may allow the scholar to attend.

Academic Field Trips

In the event that a trip is scheduled as part of the academic curriculum, all scholars will be invited to participate. If the school has concerns about a scholar's ability to safely attend the trip, a parent/guardian will be required to attend the trip as a chaperone. If a parent/guardian cannot attend the trip, the school will provide an alternative assignment to the student.

CLASSROOM BEHAVIOR AND EXPECTATIONS

Students are expected to be in their seats when the class begins, not just in their classroom. Students should remain in their seats at all times unless given permission otherwise by the teacher (including throwing trash away, getting a tissue, and sharpening a pencil). Every student is expected to actively participate in class work through participating in the discussion or activity, taking notes, and following the lesson. At all times, students are expected to have with them an outside reading book, which they can take out if they have completed the work assigned by the teacher. Students failing to follow these expectations, including being late to class or not in their seats when the bell rings, may receive a deduction or detention as a result.

Students are not allowed to have any food or drink in class, except for a bottle filled with non-carbonated water only. All scholars are expected to bring a water bottle to school. Water bottles may not be frozen. In order to maximize time spent learning, scholars will not be permitted to leave class to drink water unless refilling their bottle with explicit permission from a teacher. They may not use the water bottle in any way that may be a distraction to others. In addition, students may not walk around the school with food or drink – including before school begins or after school ends – or walk around the hallways with a straw or anything else hanging out of their mouths. If a student brings a beverage to school other than water, that beverage will be confiscated and thrown out.

No student is ever allowed to have his or her head on his or her desk at any point during

class. Students may not lean back in their chairs or put their feet up on school furniture.

During class, students should understand that there are certain necessary procedures that must be in place in order for effective learning to take place. These include, but are not limited to:

1. **SLANT.** Students should always be mindful of SLANT while in class. SLANT is an acronym for expected classroom behavior, **S**itting up straight, **L**istening, **A**sking and answering questions, **N**odding for understanding, and **T**racking the speaker.
2. **Raising Hands.** Students should know that if they would like to participate in class discussions, they should raise their hands to offer a question or comment. Students are never expected to call out of turn in any of their classes and are never expected to leave their seats without the teacher's express permission to do so (including to throw trash away, to get a tissue, or to sharpen a pencil).
3. **Eating.** Students should know that there is no eating during classes. In an effort to promote nutritional awareness, no beverage outside of water permitted, including before and after school. This includes, chocolate milk, Vitamin water, juice, and soda. Confiscated drinks or other food items will not be returned. We encourage all students to practice healthy eating habits for breakfast, lunch, and snacks.
4. **Gum Chewing.** Students should know that there is no gum chewing in the building at any time. Students chewing gum will be issued a deduction. Students who repeatedly disregard this rule face more serious consequences or loss of privileges.
5. **Bathroom Procedures.** It is extremely important to maximize learning time for each and every scholar. While scholars will certainly have the chance to go to the bathroom throughout the school day, opportunities to go to the bathroom during key instructional times will be limited to emergency situations only. The School will handle bathroom issues fairly and in a way that is responsive to student circumstances and instructional priorities.
6. **Silent Reading Book.** Students are required to have with them, at all times during the day, a silent reading book. Beginning in the second week of school, we will have books available for students to borrow for this purpose.

Students are to address all staff members – teachers or otherwise, inside and outside of class – as Mr. or Ms. at all times.

Finally, since teachers' classes are sometimes videotaped for internal instructional development, students may be occasionally and incidentally videotaped during the normal course of a lesson. We ask that families sign a "Media Release & Student Displays" form,

which gives permission for Coney Island Prep to record, film, photograph, interview, and/or publicly display, distribute or publish your scholar's name, appearance, and spoken words during their time at Coney Island Prep. Please contact the Director of Operations if you have questions about this form.

ASSESSMENT

We believe that all children can learn at high levels and can be held to the same high standards regardless of their academic level when they enter middle school. In order to ensure that all students reach these goals, we must be able to accurately measure how well students are mastering core skills, content, and standards. To do this, we will establish a baseline measure of student achievement and then continuously monitor and assess progress from that point. This will allow teachers to gauge content mastery levels and adjust instruction as needed.

Assessment	When?	Content Areas	Rationale
Baseline Assessments	August and September	ELA and Math	These assessments will help us gain a better understanding of exactly where the children are and how best to serve them.
State Assessment Dress Rehearsals & Interim Assessments	3-4 times per year	All	These assessments are used to get a sense of how scholars are progressing on grade level standards throughout the year. These assessments are cumulative and will include both old and new information.
NWEA MAP Assessment	Once per year in the Spring	Math and Reading	This is a nationally normed assessment, which is used to diagnose students at the start of fifth grade, and then once per year every school year thereafter to quantify the progress of each individual student and assess the effectiveness of the school's educational program overall.
Bi - Weekly Assessments	Weekly	History	These brief quizzes help teachers, school leaders, and scholars understand progress on weekly objectives.
State Assessments	April	ELA and Math	All students in New York State take these assessments.
Unit	Ongoing	All	These will be given at the

Assessments			conclusion of unit in most subjects, and the may take the form of a traditional assessment, short answer, writing assignment, or lab report.
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Each of these assessments will be aligned with content and performance standards. This will provide teachers with several opportunities to monitor students’ progress toward mastering content and performance standards.

Quality of student performance on assessments such as projects, essays, and lab reports will be evaluated using rubrics.

COMMUNICATION WITH FAMILIES

Because we consider ourselves a community and family partner, we will keep families informed of their child’s academic progress toward promotion on a consistent basis. Families will receive both verbal and written communication concerning the progress of their child. Families will also receive progress reports every other week, and a report card at the end of every quarter.

- **Family Orientations:** We will hold two separate family orientations throughout the summer. The first will be a new family event offered in June and the second on the Wednesday before the first day of classes for students. During these family orientation sessions the expectations for parents will be clearly laid out, and important features of the school’s program will be highlighted, and attendance at family orientation is mandatory.
- **Commitment to Excellence:** All parents will be asked to sign a Commitment to Excellence, which will outline the core academic program and expectations of students, parents and teachers.
- **Family Conferences:** Family conferences will be held after the quarter ends. During conferences, Report Cards will be distributed and families will receive a quantitative and qualitative evaluation of the scholar’s academic performance. We will schedule family conferences at the end of the year as needed. We ask all families to reserve the second Thursday evening after each quarter to attend family conferences.
- **Family Surveys:** We will administer a family survey in November and March, during which time families will have the opportunity to rate the school on a variety of criteria.
- **Homework Folders:** We will give every student a homework folder, one side of the folder will be the designated folder for all family communication. Any information that we need to send home with scholars will be placed in this folder. Such information may include PRIDE dollar paychecks, family newsletters, important announcements, or upcoming meetings. We ask that you check your scholar’s homework folder daily to see if any important information is being sent home to you. Additionally families should use this folder to send back any written communication to

the school.

If a student owes any school materials at the end of the school year, the final report card will be withheld until those materials are returned or paid for, and all accounts are clear.

Phone Call and Email Norms

Another way that we work with families in our scholars' education is by providing families with the cell phone numbers and email addresses of all staff members. In order to make sure, however, that our staff is able to have the time that they need to plan, prepare, and rest, we ask that you follow a few expectations for phone calls, text messages and emails, which are detailed below.

Time

- Please do not call, email, or text staff before 7:00 a.m.
- Please do not call, email, or text staff after 8:00 p.m.
- Please do not call, email, or text staff on Saturdays.
- If you are going to call, email, or text staff on a Sunday, please only do so between 3 p.m. – 7 p.m.

Question/Concern	Who To Call	Phone Number
Question about my scholar's homework	Subject teacher	Teacher cell phone numbers and email address will be listed inside Homework Folders
Questions about my scholar's paycheck	Advisor	Advisor cell phone numbers and email address will be listed inside Homework Folders
Questions about transportation	Operations Coordinator	(718) 513-6951
Do we have school tomorrow?	Operations Coordinator	(718) 513-6951
I need to pick up my scholar early from school	Operations Coordinator	(718) 513-6951
I do not think that my scholar is being challenged academically	Principal	(718) 513-6951 (860) 930-0031
I want to make sure my child receives services listed on his or her IEP.	Special Education Coordinator	(718) 513-6951
I need an extra permission slip	Operations Coordinator	(718) 513-6951
Emergencies that occur after 8 p.m. and/or before 7 a.m.	Dean of Students	(917) 599-7368 OR

or on Saturdays		(347) 546-5442
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GRADING POLICY

Students at Coney Island Prep will earn grades based on their demonstration of mastery of the learning standards assessed in each course. Grades will include student performance on in-class work, homework, and assessments. Over time, scholars grades become more reflective of assessment performance in order to prepare them for the increasing importance of assessments in high school and college. Grading weights are calculated as follows.

Grading Weights

Grade	Assessments	Classwork	Homework
<u>8th</u>	<u>45%</u>	<u>30%</u>	<u>25%</u>
<u>7th</u>	<u>40%</u>	<u>35%</u>	<u>25%</u>
<u>6th</u>	<u>35%</u>	<u>35%</u>	<u>30%</u>
<u>5th</u>	<u>30%</u>	<u>40%</u>	<u>30%</u>

Final, end-of-year grades are calculated as follows: each quarter grade is worth 25%.

End-of-Year Grade Calculation

First Quarter	25%
Second Quarter	25%
Third Quarter	25%
Fourth Quarter	25%
<i>Total</i>	<i>100%</i>

The table below indicates the ways in which letter, percentage, and rubric grades will be used at Coney Island Prep and what these grades mean in terms of a student’s level of mastery of the State Content Standards.

Grading Policy

Letter Grade	Percentage	Rubric Score	Meaning
A+	98 – 100%	4	A student earning an A in a course is consistently demonstrating advanced levels of mastery with the content standards.
A	93 – 97%		
A-	90 – 92%		
B+	88 - 89%	3	A student earning a B in a course is consistently demonstrating proficiency with the content standards.
B	83 – 87%		
B-	80 – 82%		
C+	78 – 79%	2	A student earning a C in a course is consistently demonstrating basic competency with the content standards.
C	73 – 72%		
C-	70 – 72%		
NY ²	Below 70%	0 or 1	A student earning less than 70% in a course is not yet demonstrating a basic level of mastery with the content standards and needs to demonstrate mastery of the standards before credit will be earned.

² “NY” stands for Not Yet. The Not Yet grade is intended to require students to re-do substandard work and demonstrate mastery before being assigned a grade.

PROMOTION POLICY

To deliver on our mission, scholars must be fully prepared for the rigors of each following grade. Scholars will not automatically be passed from one grade to the next—we do not believe in social promotion. Scholars will be promoted to the next grade only if they have demonstrated satisfactory academic performance or their academic performance suggests that they can succeed in the following grade.

A student may be retained for meeting one or more of the criteria laid out below. We will seek input from teachers, and other school staff before making decisions, but the Principal and Executive Director ultimately make all promotion and retention decisions. We will communicate promotion-in-doubt status following the end of each quarter. Final promotion and retention decisions will be communicated with families in June.

Promotion

Promotion from one grade to the next is based on a number of factors. Students may be considered for retention if they meet one or more of the following criteria:

- Grades
 - GPA Below 2.6 in 1 or more quarters.
- Measures of Academic Progress Assessment
 - Making less than typical growth in Reading (individualized goal)
 - Making less than typical growth in Math (individualized goal)
- Coney Island Prep State Test Dress Rehearsals & Interim Assessments
 - Score of 59% or lower on the Math Dress Rehearsal
 - Score of 59% or lower on the ELA Dress Rehearsal II
 - Score of 59% or lower on Science Interim Assessment III
- Attendance
 - Absent for more than 12 days, which is equal to 6% of the school year, including both excused and unexcused absences.

While being retained is not something to be celebrated and can be difficult to come to terms with for both families and scholars, we believe that when scholars commit to continuing the hard work needed to be fully prepared for the next grade level, that is something worth celebrating. Therefore, we have a school atmosphere where retention is not something to be ashamed of, but rather it is an indication that a student is willing to persevere and do the hard work necessary to be a leader who truly exhibits Coney Island Prep's values.

GENERAL SCHOOL INFORMATION

TO CONTACT US

Phone Number: (718) 513-6951

Mailing Address: 501 West Avenue, Brooklyn, NY 11224

Email Address: info@coneyislandprep.org

We are committed to establishing and maintaining an open and respectful line of communication between families and Coney Island Prep staff, each of whom has a school e-mail address and means of phone contact. Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24 hours in the event that a message is left. Families will also have an opportunity to meet with staff during the three scheduled parent-teacher conference days. In addition, meetings can be arranged at any time by appointment. If a parent needs to see a staff person more immediately, the parent should report directly to the appropriate Main Office, which will facilitate the soonest possible contact.

While we certainly welcome, encourage, and appreciate contact between families and teachers, we also ask that families be respectful of the enormous and constant demands made on all of our staff. For example, consistently contacting a faculty member several times per week can impact his or her ability to provide the best learning experience for all students. We encourage families to use the school's advisory system by treating a student's Advisor as the point person in order to coherently address or answer any questions.

SCHOOL DAY

On Mondays - Thursdays there are two daily dismissals at Coney Island Prep. The first dismissal is at 4:00 p.m. for students who do not have Homework Detention and/or Detention. The second dismissal is at 4:30 p.m. for students who have either Homework Center or Detention. On Fridays, students will be dismissed at 1:30 p.m, unless they received a dean's detention, which will be served with our Dean from 1:30 pm – 2:15 pm.

STUDENT PHONE USE

Scholars may only use the Main Office phone during the school day for emergencies. The phones may not be used by scholars to arrange for delivery of any items, including signed progress reports, signed report cards, or missing homework assignments. In addition, scholars may not use the phone in the Main Office to make arrangements regarding pick-up or dismissal. Such arrangements need to be made prior to the school-day. Any phone other than the Main Offices' phone is prohibited for scholar use.

SCHOOL WEB SITE

Families should regularly check the school's Web site at www.coneyislandprep.org for recent news, updates, and upcoming events. Coney Island Prep also has a Facebook, which can be accessed at <http://www.facebook.com/coneyislandprep>. We encourage you to become a

“Fan” of Coney Island Prep on Facebook, and follow our feed for exciting pictures and updates. If you have any suggestions for the Web site, please contact the school. In addition, we also urge families to regularly check with their children (and their book bags) to see if any notices have recently been distributed to bring home (including the weekly newsletters). Please note that we will give every student a navy blue folder, which will be the designated folder for all family communication. Any information that we need to send home with scholars will be placed in this folder. Such information may include PRIDE dollar paychecks, family newsletters, important announcements, field trip permission slips, or notices regarding upcoming meetings. We ask that you check your scholar’s navy blue folder daily to see if any important information is being sent home to you.

HANDBOOK DISSEMINATION

The School will disseminate and publicize this Handbook by:

- Distributing a copy of the Handbook to all parents of students at family orientation and providing hard copies to families that are not able to attend orientation
- Making the Handbook available at other times in the Main Office upon request.
- Providing all current teachers and other staff members with a copy of the Handbook and a copy of any amendments to the Handbook as soon as practicable after adoption.
- Providing all new employees with a copy of the current Handbook when they are first hired.
- Making copies of the Handbook available in the School for review by student, parents and other community members. Individuals who wish to be provided with a copy of the Handbook shall file a request with the Principal.

STUDENT FEE

While we are not asking families to contribute any scholar fee at this time, there may be a time in the future when we need to ask families to help pay for scholar trips, school-wide events and other related school expenses. Should we ever need to impose a scholar fee, any families have any concerns about the fee, please call the school to make alternative arrangements.

SCHOOL BREAKFAST AND LUNCH

Coney Island Prep participates in the Federal Free- and Reduced-Priced breakfast, lunch and snack programs administered by the U.S. Department of Agriculture. We make available to students breakfast, and lunch, and adhere to all applicable requirements, including, but not limited to: meal pricing, determination of eligibility, nutritional value, and reporting requirements. We contract with Red Rabbit for breakfast, and lunch through the School Food program. Currently, we participate in the Community Eligibility program, which means that every student at Coney Island Prep will receive free breakfast and free lunch. Please note that if we are unable to participate in the Community Eligibility program at any time in the future, we reserve the right to charge families who do not qualify for free- or reduced-price lunch program for lunch.

Breakfast, and lunch are offered every day. Scholars are free to bring breakfast or lunch with them. If you choose to send your scholar with breakfast or lunch, it must be in a sealed or zipped lunchbox. Please note, however, that no outside drinks except for water may be consumed during schools hours. This includes Vitamin Water, chocolate milk, apple juice, and everything else that is not 100% water. In addition, we cannot provide refrigeration, so scholars must keep such food in their backpacks or lunchbox.

MEDICAL RECORDS AND HEALTH SERVICES

Coney Island Prep adheres to New York state law requiring all students enrolling in a new school have a physical examination before entering school. Before a student can enroll in Coney Island Prep, we require all families to submit the following forms:

- **New York School Health Record:** This form contains records showing that the student has:
 - 1) had a physical exam prior to the start of the school year;
 - 2) up-to-date immunizations; and
 - 3) had screening for vision, hearing, and scoliosis.

- **Medication Administration Form (MAF):** Students needing medication administered during the school day must submit a MAF, which the school will keep on file. The form contains instructions and signature of the physician ordering the medication and must be signed by a parent/guardian.

- **Physician Information Release Form:** This form must be filled out and signed by a parent or guardian, so that the school may contact a student's physician in case of an emergency.

- **Office/Health Emergency Card:** This form provides important information about a student's emergency contacts, health care providers, and insurance and gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.

New York State law requires that each student entering kindergarten or a new school district in grades 1-12 have a certificate of immunization at the time of registration or not later than the first day of school. A review of student immunizations requirements and the proper supporting documents shall be completed for all new students. New York State immunization requirements include:

- Diphtheria [Toxoid Containing Vaccine (DTP, DtaP) 3 doses];
- Polio [(IPV)(OPV3 OPV or 4 IPV];
- Measles/Mumps/Rubella [(MMR) 2 doses of measles containing vaccine and 1 dose each of mumps and rubella (preferably as MMR)];
- Hepatitis B [Born on or after 1/1/93- 3 doses];
- Varicella - 1 dose.

Before a child can be permitted to enter and attend Coney Island Prep, parents or guardians are required to present documentation that their child has received all required doses of vaccines, or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. Parents may waive immunization in accordance with Public Health Law and exceptions to immunizations shall be granted if a licensed physician or nurse practitioner certifies such immunization may be detrimental to the student's health, or if the student's parent or guardian holds genuine and sincere beliefs, which may include religious beliefs, contrary to such immunization [see § 2164 (8) and (9) of the Public Health Law].

Health Services

If a student requires medication while in school, the school must have on file a Medication Administration Form, which must be filled out by the student's physician. No student will be allowed to bring medication to school without the school's full knowledge. Students who have provided the school with Medication Administration Forms will be required to bring the medication to school on the first day, or contact the school to make other arrangements. For children needing medication administration during the day (i.e., children with asthma), an MAF must be completed by the child's physician detailing the required medications and any other necessary accommodations. The school nurse will review the form and implement the physician's orders. Because we will be enrolling students after third grade, students will be evaluated for their ability to carry and self-administer medication. Coney Island Prep is a space designated for storage of student medication.

First Aid Provision/Medical Emergencies

Minor accidents, cuts, scrapes, and bruises are treated by the school nurse or by selected staff. The school is not be equipped to handle medical services beyond basic first aid. Injuries needing more extensive treatment will be addressed at the closest medical facility. If a child requires emergency medical care, a parent/guardian will be notified as soon as possible. If a parent/guardian or other emergency contact cannot be reached, the school may need to initiate medical treatment. It is essential that we have on file each student's Office/Health Emergency Card, providing up-to-date contact information, and which gives permission to initiate emergency medical treatment if a parent or guardian cannot be reached.

Coney Island Prep has an Automated External Defibrillator (AEDs) at the school and several staff have been trained in the use of AEDs. Staff are also trained in reporting violent or disruptive incidents, reporting child abuse, and CPR techniques.

Health/Illness

Parents will be contacted if: a child has a moderate to high fever; is experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or has illness that prevents from participation in activities.

STUDENT RECORDS

(1) Standardized Testing

All students who are new to Coney Island Prep take the NWEA MAP assessment upon entrance into the school. All students in grades five through eight at Coney Island Prep take a different version of this exam either in May or June of each academic year, in order to measure their progress from the fall administration.

In addition, as is required by the state, all students participate in the New York State Standardized Assessments administered throughout the school-year.

From time to time, students may take other exams as well in order to measure their academic progress and may be asked to provide routine information.

VISITORS

All visitors should be authorized by the Executive Director or Principal and will be required to sign in to the main office. Visitors are required to abide by all School policies at all times.

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must sign-in at the security desk and report to CI Prep's main office.
- All visitors should have a visitor's pass at all times so staff members know that they have checked in at the front desk.
- Visitors are only permitted to visit a class with the permission of the Executive Director, Principal or their designee.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Visitors must avoid disruption of classes or the education environment. Visitors may be precluded from visiting a class at the discretion of the Executive Director, Principal or their designee.
- Any unauthorized person on school property will be reported to the Executive Director, or Principal. Unauthorized persons may be asked to leave. The police may be called if an individual does not comply with a request to leave.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Handbook, including the requirement to comply with any reasonable orders of school officials.
- Visitors are only allowed to use the staff bathrooms, not the student bathrooms.
- Visitors who do not abide by School policies may be restricted from CI Prep and/or reported to law enforcement.

PUBLIC CONDUCT ON SCHOOL PROPERTY AND APPROPRIATE COMMUNICATION

CI Prep is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. . It is also necessary to regulate what CI Prep considers to be appropriate communication between families or other members of the public and staff members. For the purposes of this policy, “public” shall mean all persons when on school property or attending a school function including students, staff, parents and other visitors. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school property or the personal property of a teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, or obstruct the rights of others.
- Disrupt classes, school programs or other school activities.
- Intimidate or harass any person, either in person or through electronic means
- Communicate disrespectfully or engage in a harassing or intimidating manner towards CI Prep staff members in person, verbally or through electronic means
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct free movement of any person on school property or at school functions
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Violate the prohibition on alcohol, drugs, and other illegal substances.
- Violate the prohibition on tobacco and smoking.
- Violate the prohibition on weapons, firearms and dangerous objects.
- Loiter on school property
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by the Code.
- Violate any federal or state statute, local ordinance, or Board policy while on school property or at a school function.

Students who violate this policy shall be subject to penalties contained in the School’s Code of Conduct. A visitor’s authorization, if any, to remain on school property or at a school function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be subject to ejection. The Executive Director, Principal or his/her designee is responsible for enforcing the conduct required by this section of the Handbook. The School reserves the right to restrict visitor access to the School building for failure to comply

with this Policy or School rules. In addition, visitor conduct may be reported to law enforcement at the discretion of School administration.

NONDISCRIMINATION

Coney Island Prep admits students of any race, color, age, gender, religion, disability and national and ethnic origin. Coney Island Prep does not discriminate based on a person's actual or perceived race, color, weight, age, national origin, ethnic group, religion, religious practice, mental or physical disability, sexual orientation, gender, gender identity, or sex by school employees or students on school property or at a school function. Pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnant, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX). The contact information for Coney Island Prep's Title IX Coordinator whom complaints may be directed can be found in the Appendix of this document and on the School's website.

HARASSMENT

Coney Island Prep Charter School is committed to maintaining a school environment free of harassment based on a person's actual or perceived race, color, weight, age, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity, or sex. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Coney Island Prep Charter School requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition Of Harassment

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention.

Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Coney Island Preparatory Public Charter School.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees, subject to applicable procedural requirements.

BULLYING

Coney Island Prep prohibits all forms of bullying.

Coney Island Prep encourages students who have been bullied or who witness bullying to immediately report such incidents to a school administrator or other such school officials as designated in the Dignity for All Students Act Policy below.

Coney Island Prep intends that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated.

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

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings);

2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

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

The Dignity for All Students Act Policy

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

Students’ Right

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

In addition, Coney Island Prep reserves the right to discipline students, consistent with our Code of Conduct, who engage in harassment of students off school property under circumstances where such off-campus conduct 1) affects the educative process; 2) actually endangers the health and safety of Charter School students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of Charter School students within the educational system. This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

Dignity Act Coordinator

The Executive Director designates a staff member each school year the Dignity Act Coordinator (“DAC”). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and other employees

for consultation and advice, and will be listed on Coney Island Prep's website.

Reporting and Investigating

Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the Executive Director. A staff member who witnesses harassment or who receives a report of harassment shall inform the Executive Director. The Executive Director or their designee shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the School. Coney Island Prep prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and Charter School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

COMPLAINT PROCESS

Coney Island Prep distinguishes between formal and informal complaints, and the complaint process is guided by Education Law Section 2855(4)(2)(d). Except as described below, any individual or group may bring a formal complaint to the Board. A complaint should include a detailed written statement of the nature of the complaint including the names of the individuals involved and the time, date, and place the incidents and/or actions at issue occurred; an allegation referring to the specific term of the charter or provision of law that the school has violated, what response, if any, was received from the school thus far, what relief the complainant is seeking, and the name, address, and phone number of the complainant.

Informal Complaint Procedures

An informal complaint is a complaint that does not concern an alleged violation of law or the charter of Coney Island Prep (examples include, but are not limited to, concerns about an academic grade, Coney Island Prep's dress code policy or the class schedule). If you have an informal complaint, you are encouraged to contact the appropriate staff member at Coney Island Prep by telephone or email or by scheduling a meeting to discuss the complaint in person. All staff members are committed to responding promptly to informal complaints, either in person, by telephone or in writing (electronic or otherwise).

If an informal complaint is not responded to and resolved promptly or satisfactorily, you may contact the Principal or Director of Operations to discuss the matter. The Principal or Director of Operations shall review the complaint and promptly respond to the complaint either in person, by telephone or in writing (electronic or otherwise). If you are not satisfied with the outcome or decision pertaining to the complaint *and* your complaint alleges a violation of Coney Island Prep's charter or law, you may file a formal complaint in writing to Coney Island Prep's Board of Trustees in accordance with the procedures set forth below.

Formal Complaint Procedures

If your complaint alleges a violation of Coney Island Prep’s charter or law, you must submit your complaint in writing to the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting. The Board of Trustees will act on the complaint and provide a final response to the complaint within forty-five (45) days of receiving the formal written complaint or by the next regularly scheduled meeting of the Board unless extenuating circumstances outlined in the complaint require an expedited review. The Board shall render a determination in writing if appropriate or required.

Contact information for Coney Island Prep’s Board of Trustees can be obtained in person at Coney Island Prep’s main office (315 Avenue U, Brooklyn, NY 11223) or by emailing info@coneyislandprep.org. Please include with the complaint the nature of the violation, the facts on which the complaint is based and appropriate contact information so that the Board of Trustees may contact you regarding the complaint.

Upon receipt of a formal complaint, the Board of Trustees shall review the complaint or appoint either a committee comprised of Board members or another designee to review the complaint. The Board of Trustees will respond in writing to the complainant within a reasonable amount of time (within forty-five (45) days from the date of receipt of the complaint by the Board of Trustees).

If you are not satisfied with the response from Coney Island Prep’s Board of Trustees, you may submit a formal complaint to Coney Island Prep’s authorizer, the SUNY Charter Schools Institute. Instructions on how to submit a complaint to the SUNY Charter Schools Institute can be found in the Institute’s grievance guidelines available at www.newyorkcharters.org/contact/. The Charter Schools Institute, acting on behalf of the Board of Trustees of the State University of New York, will investigate and respond.

If, after presentation of the complaint to the Charter Schools Institute, you determine that the Charter Schools Institute has not adequately addressed the complaint, you may present the complaint to the State Education Department, acting on behalf of the Board of Regents, which shall investigate and respond. The contact information for the State Education Department is as follows:

Charter Schools Office
Room #5N EB
Mezzanine
89 Washington Avenue
Albany, NY 12234

The complaint must be clearly marked as a charter school complaint.

The Charter Schools Institute and the State Education Department each has the power and the duty to take remedial action to resolve the complaint, as appropriate.

If you elect to follow the informal complaint procedures to resolve a formal complaint, you shall be permitted at any time to stop the informal complaint procedures and initiate formal complaint procedures.

If an individual or group voices a complaint at a public meeting of Coney Island Prep's Board of Trustees or to individual trustees, the Board of Trustees shall not respond to the substance of the complaint, but instead shall thank the individual or group for their time and direct them to the relevant complaint procedures.

INTERNET ACCEPTABLE USE POLICY

Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Coney Island Prep Charter School offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Coney Island Prep Charter School. Coney Island Prep Charter School expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Coney Island Prep Charter School makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Coney Island Prep Charter School's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Coney Island Prep Charter School has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. Students should not contact teachers or other school staff directly through e-mail, but rather should speak to the teacher in school or, if necessary, ask for their parent's assistance with e-mail if such contact is appropriate. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

The school maintains a computer lab to which students have access under adult supervision during designated times after school. Students are not allowed to bring discs from home into school to print materials, and should not assume access to the computer lab outside of the lab's supervised hours.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Coney Island Prep's Internet Service:

- accessing personal e-mail correspondence;
- accessing websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Computer Teacher or Director of instructions;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

Safety Issues

Use of the Internet has potential dangers. Users are encouraged to visit the New York State Office of the Attorney General's website, which has a dedicated Internet Bureau. This website contains a lot of information regarding Internet Safety. The website can be accessed at http://www.oag.state.ny.us/bureaus/internet_bureau/internet_safety.html. In addition the Attorney General's Office published a brochure entitled "Your Child's D.I.G.I.T.A.L. Life: Safety Tips for Families." We encourage all families to read this brochure, copies of

which are available in the Main Office.

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, families' names, families' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Computer Teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Teacher.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Coney Island Prep Charter School reserves the right to examine all data stored on diskettes involved in the user's use of Coney Island Prep Charter School's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Coney Island Prep Charter School's Internet service is a privilege not a right. Coney Island Prep Charter School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Coney Island Prep Charter School's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights & Privacy Act of 1974 and implementing regulations

(“FERPA”) is a Federal law designed to protect the privacy of a student’s education records.

The School recognizes the need to safeguard the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by the Individuals with Disabilities Education Act (“IDEA”) in accordance with FERPA as well as the IDEA and its implementing regulations.

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. “Educational agency”, for purposes of this notice, means Coney Island Prep. For all students, the educational agency maintains education records that include but are not limited to:

- a) Personally identifiable information (“PII”) is confidential information that includes, but is not limited to, the students’ name, name of parents and other family members, the address of the student or student’s family, and personal information or personal characteristics which would make the student’s identity easily traceable.
- b) Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honor roll, recognition lists, awards received, and the most recent previous educational agency or institution attended.

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. “Parent(s)” for purposes of this notice means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent in the absence of a parent or guardian. They are: Parents have the right to inspect and review a child’s education record. Coney Island Prep will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Plan “IEP” or any due process hearing, but in no case more than forty five (45) days after the request has been made.

Requests should be submitted in writing, indicating the records the parents wish to inspect, to the Executive Director. Parents have the right to a response from Coney Island Prep to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While Coney Island Prep cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child’s records. Coney Island Prep must receive a signed, dated and written consent from a parent that specifically states a representative may inspect and review their child’s records. Such release

must be sent to the Executive Director or designee and must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made and the time period that the release is in effect. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Coney Island Prep will decide whether to amend the record and will notify the parents in writing of its decision.

If Coney Island Prep refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Parents have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

“Consent” means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Parents are required to submit written notification to the Executive Director, by September 30th or within two weeks after enrolling at Coney Island Prep if later than September 30th, if they do

not want the school to release Directory information.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Coney Island Prep to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Parents are also encouraged to contact the Executive Director to discuss any concerns regarding FERPA.