

# **Great Oaks Charter School New York City**

**Student-Family Handbook  
2021-2022**

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## Great Oaks Mission & Credo

Welcome to the 2021-2022 school year at Great Oaks Charter School – New York City, and welcome to your child’s journey (or return-journey!) into an exciting world of “Mastery, Leadership, Community.” As an organization, we have chosen these three principles to ground all that we do in service of our students and families. What do we mean by these terms?

- 1) **Mastery** = Students will learn a core set of knowledge and cognitive skills across the academic disciplines of English Language Arts, Math, Science, Social Studies, Foreign Language, Physical Education, and Electives. Students will show their ability to effectively demonstrate their knowledge via testing, projects, portfolios, and collaborative work.
- 2) **Leadership** = Students will develop a strong sense of their own identity, passions, and capacities. Students will practice the skills of self management, and self-advocacy. Students will practice leadership skills and positive work-habits by collaborating with others on their school work, and publicly demonstrating what they have learned.
- 3) **Community** = Through service learning, students will connect their personal development to those of their peers and to their role in the community. Through our new advisory program, students will be introduced to a unique social-emotional-learning-curriculum aimed at building a sense of belonging and personal significance.

These three guiding principles will lay the foundation for our work to make this the best and most meaningful year of education in the lives of our scholars, so that they may grow to, “shape the world, and not be defined by it.”

In effort to best partner with families, we ask you to reflect on the fact that GO-NYC is a school of choice, and what that means for all of us. Charter Schools, such as GO-NYC, exist to provide families with alternative options to local public schools. Every parent deserves the right to choose an educational environment that is most suitable for their child. This does not mean that GO-NYC staff and families will always agree on the correct next steps for every student. However, it does mean that we take your choice very seriously, and as you have chosen to send your student(s) to GO-NYC, we will always remain committed to involving families in the dialogue for how to support our students. Our request is that you commit to the same, and remain present in continuous dialogue with our school staff. A few simple ways you can assist in this:

- Please return calls/texts/emails from school staff in a timely manner that is convenient for you.

- Please understand that family communication/updates/messaging will come from various staff members during the school year. Guardians of students may request to speak to a staff member's supervisor, but are not permitted to pick and choose which staff members they will solely interact with.
- Please always attempt to be on time for school meetings/appointments, and reach out ahead of time if you will be late or require cancellation.
- Please feel free to reach out to school staff with any questions or concerns at any point in the school year. We will always make time for you.
- Please join us in our practice of assuming the best about the intentions of our school staff, as we in turn will always assume the best about the intentions of families and guardians.
- Please understand that you are always welcome to visit our school to check in, monitor your students' progress, or just say hi. We have an open door policy at GO-NYC. However, best practice is to please call ahead to inform the front desk that you will be visiting, or require an appointment with a specific staff member.
- If you and your student determine, for whatever reason, that GO-NYC is not the right educational fit for your child, we will respect your right to choice, and assist you in finding a more suitable educational setting.

In effort to further communicate our guiding principles, we now invite you to read and review our school mission and credo. Once you have completed both sections, we ask that you please sign, in good faith, your commitment to supporting us in this work.

### **The Mission of Great Oaks**

GO-NYC will be the leader in student growth by sparking our student's intellectual curiosity through individualized learning. Students will be supported to gain the skills they need to shape the world and not be defined by it. In order to support our students we will focus on the following graduate aims, Mastery, Leadership and Community.

### **Great Oaks Staff Credo**

"We believe that all students have voices of power to be agents of change. We are committed to empowering our students to discover and utilize their voices. We will foster our students to shape the world they live in, not be defined by it, especially as our world continues to rapidly change.

As educators, we commit to remaining optimistic through obstacles and challenges. As supporters of student growth, we continuously remind ourselves that progress occurs over time. As learners, we commit to evolving as we acknowledge and embrace our mistakes and celebrate growth. As a community, we believe in the importance of intentional inclusivity among all of our members - students, families, and staff. We recognize that mentorship can aid in the development of stronger educators, students, and communities. We strive to be models.

As a GO-NYC family, we stand ready and willing to courageously explore the strengths, challenges, resources, and relationships of the community we serve, all in the name of understanding where our students and families come from, so that we may help them choose where they want to go."

We sincerely believe that the work of educating our children is the most important work to be done. We now invite you to read through our policies, procedures, supports, and information about how we plan to deliver rigorous education rooted in Mastery, Leadership, and Community to our students, the "Great Oaks Lions" (official mascot) of the graduating classes of 2022, 2023, and 2024.

## **Daily Schedule**

## **Arrival/Dismissal**

GO-NYC opens its doors daily to students at 7:45am, so that all students may have access to free breakfast from 7:45am - 8:00am. Students and families should avoid lateness to school, as chronic lateness will affect the privileges and rewards students can earn at GO-NYC, as well as affect students' chances to be promoted to the next grade. On Mondays, Tuesdays, Thursdays, and Fridays, classes will run from 8:00am-3:26pm. Guardians picking students up on these days should expect students to dismiss from the Delancey doors at approximately 3:30pm. On Wednesdays, students will dismiss at 12:08pm.

We strongly encourage students and families to take advantage of free breakfast, as a nutritious start to the day is one of the best predictors of academic focus throughout the school day. Students are welcome to bring outside food/drinks for breakfast and lunch, but must ensure that their table space is clean upon completion of eating. Once breakfast is over, students may continue to use water bottles throughout the day, as we have multiple filling stations within our building. Please note that students are never permitted to bring glass bottles to school.

## **Daily Attendance**

Attendance at school is the most basic requirement for learning. Our curriculum is rigorous and demanding, and every day is essential for students. In order for students to reach their personal best, they must show up on time and make their strongest effort at school each and every day. We do understand that sometimes trains are delayed/cancelled, traffic builds up, or family circumstances keep students from arriving on time. In such cases, we ask that parents please call ahead to the front desk, to inform the necessary adults that students will be late for school. If you are unable to get through to the front desk, please text/call your students' grade level Dean.

## **Excused/Unexcused Absences & Latenesses**

Any student who arrives after 8:00 a.m is considered late to school. Any student who arrives at school after the 6th Period will be marked absent for the remainder of the school day, unless accompanied by a guardian or legal absence note.

Absences and lateness may be excused only for illness, religious observance, funerals, court, or for a verifiable family emergency ***(to include any family and/or medical hardships that come as a result of a family member/loved one contracting the***

**COVID-19 virus).** Only absences for verified doctors appointments, religious observance, funerals, or court appearances will count as excused absences; all others are considered unexcused. ***Again, leniency in this area will extend to families undergoing hardships, due to COVID-19.*** Verifiable notes should be turned into the front desk upon return. These absences can be excused only if a written note and a phone call from the legal guardian is received at the front desk within 24 hours of the student's return to school. A doctor's note or other official documentation on letterhead is required for an absence period of more than two consecutive days.

### **Truancy**

At GO-NYC, we believe that every minute of instruction counts towards helping our students reach mastery in all of their content areas. Students who are absent from school for an unjustified, unauthorized, or unlawful reason, such as cutting, skipping, or ditching school or any similar occurrence will be denied participation in any extracurricular or sporting events (i.e. school dances, graduation, practices, and/or games, etc.). When students are chronically absent, GO-NYC staff members will always first assume the best and attempt to work with families to:

- a) Inquire why students have been chronically absent
- b) Ask that any legal paperwork to excuse current and back-dated absences be brought into school
- c) Work with families to problem solve around chronic absences
- d) Provide an overview for what students can do to get back on the academic track towards mastery.

***\*As is required by NY state law, GO-NYC staff members are designated as "mandated reporters." While we always assume the best about our families, this means that GO-NYC staff members are required, by law, to report any instances or suspicions of chronic absenteeism due to guardian negligence/abuse to Child Protective Services and/or local authorities.***

### **Leaving Campus Without Permission**

All GO-NYC staff members are responsible for the safety and well being of our students from the time they enter the building, until the time they are dismissed. As such, one of the most potentially dangerous situations that can arise in a school is students leaving the building without permission. If a student leaves school without permission, GO-NYC Administrators will utilize necessary lockdown protocols until the student has been located and is verified to be safe. With the exception of field trips, special events, and 8th grade lunch, students are not permitted to leave campus once

they are inside the building. Leaving campus without authorization will result in a consequence hearing, with the potential outcome of suspension from school and/or school-based activities.

### **Early Dismissal**

In the event that the student needs to be dismissed early, the following procedures must be followed:

- Documentation/Phone Call to the main office, prior to the day of the intended early dismissal.
- Early dismissals will not occur past 2:45 p.m. unless a phone call or documentation is made prior. Any early dismissals past 2:45 p.m. will not be allowed and students will have to wait until 3:24 p.m. unless it is an emergency.
- Students who are sick are not permitted to leave on their own and must be picked up by a parent/guardian or someone listed on the emergency contact card.

### **Late Arrival**

GO-NYC opens at 7:45 a.m. to allow students time to be with their community, eat breakfast, and prepare for the school day before their classes begin. Students are on-time to school if they are in the building by 8:00am. However, students arriving at school/logging into virtual learning close to the 8:00am cutoff may be on time to school, but still late to their Advisory period. In order to support us in holding students accountable for their timeliness to school, please consider the following protocols:

- Documentation/Phone Call must occur immediately prior to the late arrival.
- Students arriving from 8:01am and onward are counted as late to school, and will have the lateness marked on their record.
- If a student receives ***5 latenesses to school/virtual learning*** in two weeks, GO-NYC staff will follow up with an attendance conference (via phone or in person).
- 8th graders in excess of ***30 unexcused lateness*** to school/virtual learning during the school year may not walk at graduation, and will not be permitted to enjoy “senior activities” (8th grade trip, prom, spirit week, etc).
- 6th and 7th graders in excess of ***30 unexcused lateness*** to school/virtual learning (all grades) face the potential of being retained, or having to make up extra days during summer school.
- Verifiable lateness due to delayed public transportation will be confirmed upon each student's arrival.

### **Make Up Work From Absences**

Students must retrieve make-up work from their teacher in person or via email. Students will be given **one week** from when they return to make up any work missed to get full credit. After one week, the highest grade that can be earned is a 75% for an assignment. Students need to notify the teacher via email after completing makeup work so the teacher can go back to review and then update the gradebook.

### **School Cancellation**

GO-NYC will follow the New York City Department of Education (NYCDOE) school closing schedule for unplanned closings. If the NYCDOE cancels school or dismisses early because of weather, GO-NYC will follow this lead. For closing-related information, please visit us at <https://nyc.greatoakscharter.org/>

## **Requirements for Promotion to the Next Grade**

GO-NYC students receive grades quarterly, in order to track their progress towards yearlong mastery. The average of the four quarters is what constitutes a student's final average. Students and families should always remember that every day of school counts just as much as the next, as we take the average of all four quarters into account when calculating a student's final grade. In order to be promoted to the next grade, students must pass with a 65% or above average in all four (4) core content classes (ELA, Math, Science, Social Studies) as well as their Electives and Tutorials by the end of the academic year. Students eligible to attend summer school may not make-up more than two classes. **If a student fails more than two classes he/she will not be promoted to the next grade.**

### **Promotion for Students with IEPs**

The purpose of an IEP is to outline the support a student needs to reach mastery and an ambitious/achievable academic bar. At GO-NYC, we take the learning needs of students with IEP's seriously, and as such, core content classrooms/virtual learning classrooms for students with IEP's will be co-taught by two educators who are specifically trained for how to plan for and respond to individual learning needs.

For students with IEPs who are held to the standard promotional criteria (NOT modified criteria):

- At the first sign a student with an IEP is at risk of retention, the school must ensure that robust and appropriate supports/communications are in place in order for the student to make appropriate academic progress.
- In the rare case where a student with an IEP is at risk of a double retention (failing 2 semesters), the school must consider using a portfolio of work to indicate or demonstrate grade level proficiency.

For students with IEPs who have modified promotional criteria and take state assessments:

- If a student has a modified promotional criteria on the IEP, the school should clarify the exact modified criteria to students, families, and case managers, and the content they apply to (ELA and/or Math) at the beginning of the year.
- The modified criteria should explicitly outline the growth that the student will demonstrate and the way that growth will be measured.
- For students with IEPs who have modified promotional criteria and take alternative assessments:

- These students reflect a small percentage of our student population and are exempt from all standard promotional criteria; in these cases, promotion is based on meeting IEP Goals.

### **Grading Policies**

GO-NYC operates within a quarterly schedule for grading with the final average of the four quarters used to determine the final grade for the school year.

Students will receive progress reports every two weeks on Mondays; legal guardians must attend three (3) Student Led Conferences (SLC) a year virtually or in person.

### **Grading Scale**

GO-NYC uses the following grading scale.

Numerical Grade	Alpha Equivalent	Grade Criteria
90 – 100%	A	Mastery of all major & minor objectives
80 – 89%	B	Mastery of all major & most minor objectives
70 – 79%	C	Mastery of almost all major objectives but only a few minor ones
65 – 69%	D	Mastery of only a few major & minor objectives; may need remedial work
<65%	U	Insufficient mastery

### **Student Led Conferences**

A student-led conference is a meeting with a student, family members, and teachers during which the student shares his or her portfolio of work and discusses the progress that they've made throughout the quarter. Students will facilitate this meeting and will have adequate time to prepare to share their goals, growth plan, and ways in which they will reach their goals. The Student-led conference will build students' sense of responsibility and accountability for their learning, connecting with our school value of Mastery.

\*Please note that conferences may be held virtually or in person this year, at the discretion of GONYC Administrators, and keeping family needs and safety in mind.

<b>STUDENT-LED CONFERENCE DATES</b>		
	<b>Conference Date</b>	<b>End of Quarter</b>
<b>Q1</b>	October 6, 2021	October 22, 2021
<b>Q2</b>	December 8, 2021	January 14, 2022
<b>Q3</b>	March 16, 2022	April 1, 2022

### **Homework**

Homework is an essential part of the GO-NYC educational program that will help students practice the skills for mastery. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Students should expect homework to be assigned everyday. Staff may also choose to assign projects over breaks. We expect all homework to be submitted on time, neat, clean, and thorough.

### **Academic Dishonesty**

One of the strongest lessons that GO-NYC staff attempt to instill in our students is that leadership means taking pride in your own work. Students must learn that in order to grow academically, they will be judged on the merit of their individual work. We expect students to honor other people's work and give credit in the form of reference and/or footnote or other citation for any borrowed words, ideas, or opinions, and by including quotation marks when copied verbatim. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas or opinions of someone else without giving credit to that person in the form of citations is considered plagiarism, and this idea is continually taught and reinforced by all content teachers in all grades at GO-NYC. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating. As students rise into high school, and eventually college,

consequences for academic dishonesty/cheating/plagiarism become more severe, and as such, we seek to prepare our scholars for the rigors of a high academic bar.

The following types of academic dishonesty will result in loss of credit and/or failure of assignment or project. The Dean of Students may also require a Mandatory Parent Conference to discuss next steps for incidents of academic dishonesty.

### **Defining Deliberate Plagiarism**

- Copying a phrase, sentence, or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying or downloading an essay/paper and handing it in as one's own.

### **Accidental Plagiarism**

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

### **Cheating**

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test or on homework.
  - Providing another student questions or answers to, or copies of, actual test questions.
  - Having or using non-permitted materials during tests.
  - Duplicating another student's project or work for submission as one's own work.
  - Having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test.
  - Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.
  - Attempting to pass off someone else's work as your own.

## **School Culture Mission**

Within our three graduate aims of Mastery/Leadership/Community, we cannot have student mastery and leadership without first building a fun, positive, safe, and structured school community. While our Deans of Students stand ready to support all of our students' learning and behavior needs, we recognize that EVERY adult and student at GO-NYC is responsible for contributing to a safe, respectful, cooperative community. Our mission is to provide our students with both the academic and character-building skills needed to be college and career ready. As such, positive school culture and restorative practices (to be defined below) are an important part of what we do every day. We have exceptionally high expectations for student behavior because we believe these high standards create a safe, respectful, cooperative community.

GO-NYC promotes a positive school culture that aims to support our students with high support, high expectations, and high accountability. Therefore, students who struggle to meet behavioral expectations will always be provided with support, and reasonable consequences when necessary.

From the moment our students enter the building/log onto our virtual platform and all through the day, they are expected to act in a way that benefits GO-NYC students – respectful of themselves and others. The behavior support policies and consequences apply to actions of students during school hours before and after school, while on school property, while traveling in vehicles funded by the school, at all school-sponsored events, and when the actions affect the mission or operation of GO-NYC.

We will make thoughtful modifications and provide additional support so that our students receiving special services have the support (consistent with their IEPs and 504 plans) they need to be successful. Through the use of proactive, preventative strategies and a discipline model that promotes restorative justice, we aim to keep all of our students in class all day, every day.

### **Restorative Approach**

As a GO-NYC staff, we recognize that the measures we take to discipline students often have greater impact than simply holding students accountable. Oftentimes in schools, students are disconnected from how their actions may have affected their school community and thus develop a distrust of school and adults, once they receive

a consequence. The method GO-NYC trusts to help students understand the impact of their actions is known as “Restorative Practices.” Operating under this model, GO-NYC staff members will always seek to use classroom/behavior management strategies that help students understand how their actions and choices affect others.

As a school we utilize restorative practices that are a set of both formal and informal strategies intended to meet five goals:

1. Build positive relationships
2. Reduce and prevent harmful behavior
3. Resolve conflict and hold individuals accountable
4. Repair harm
5. Address and discuss the needs of the school community

### **Methods of Restorative Practices at GO-NYC**

1. **Circle Process:** Regular use of restorative circles within the instructional program of a school is a significant prevention and intervention strategy. The circle process enables a group to build relationships and establish understanding and trust, create a sense of community, learn how to make decisions together, develop agreements for the mutual good, resolve difficult issues, etc. The circle process is used regularly within our school, students daily join in circles in our advisory program.
2. **Impromptu Restorative Conferences:** Structured, but does not require the elaborate preparation needed for formal conferences. Student guardians are not required to be in attendance for impromptu restorative conferences, but will always receive follow-up about the conference. Whenever a student has received a behavior referral (aka “write-up”), one of the next steps will always be an impromptu restorative conference involving the necessary staff/students.

3. **Formal Restorative Conference:** Involves more people, requires more planning and time, and is more structured and complete. Student guardians are usually required to either attend or dial into formal restorative conferences. Although a formal restorative process might have great impact, the primary goal of the formal restorative conference is to support the school community and to manage more major/ongoing conflicts and tensions by repairing harm and building relationships. Formal Restorative Conferences are also the forum for any



GO-NYC moderated family mediations, when students persistently do not get along and/or severe conflict has occurred, especially involving family members of students.

4. **Student Support Cycle:** Designed to support students who may be experiencing challenges throughout the school year. The emphasis of the cycle is to ensure that students receive the appropriate support to continue to grow in their academic and social emotional learning. The cycle will include consistent connection with school leaders and families to build a plan that will ensure scholars are held accountable for their actions while learning from their actions. The specific next steps in the cycle will be determined by the school leader.

### **Lion's Den- GO-NYC Advisory Program**

At GO-NYC, we believe that character development and Social Emotional Learning (SEL) are foundational elements to student mastery and leadership. The purpose of the GO-NYC Advisory Program is to enhance student experience through a curriculum that celebrates the identities of our student body and creates a deeper sense of community. In Middle School, students begin to ask important questions about themselves, their communities, and the world that they live in; through Advisory, we foster leadership by encouraging students to think critically and explore answers to these questions in a safe setting. The curriculum is intentionally designed by a diverse group of staff to consider all aspects of the GO-NYC student. The Advisory Program creates space to build community within the school, engage students in reflection and dialogue around ongoing school and community/world matters, assist students with exploring their identities, and promote SEL skills. Advisory will promote skills for Mastery, Leadership, and Community to equip students to go on and shape the world they live in, not be defined by it.

The Role of the Advisor-

Advisors will be a main point of contact for families and champions for students within our school community. On a consistent basis, families will be communicated with and will have the opportunity to effectively support your child. Advisors will provide assistance for students in the preparation of their presentations for Student-Led Conferences.

### **Behavior Referrals**

While as a school we believe strongly in our restorative approach, accountability is absolutely necessary. When low level behavior incidents persist after multiple attempts at restorative intervention, the student may receive a behavior referral. Behavior

referrals are also reserved for student actions that jeopardize the emotional and/or physical safety of a student, a staff member, or the learning environment. At GO-NYC we empower our Teachers and Fellows with the skills to keep all students in class, and referrals will only be used when reasonable attempts at intervention have not been effective.

### **Behavior Referral Consequences**

If a student receives a referral, their guardian will ALWAYS be contacted by a GO-NYC staff member on the same day of the incident. Depending on the severity of the incident, contributing factors, and individualized education needs, a consequence may be used. When appropriate, GO-NYC utilizes logical consequences which reflect ownership and an opportunity for reflection. GO-NYC does not utilize detention, or other in-school punitive consequences, which further alienate students from their peers and educators. We are committed to the restorative process of helping students to understand and take ownership of their role in any harm to the community which may have occurred.

For more severe incidents, GO-NYC Administrators will host consequence hearings, with the potential outcome that a student may be suspended from school. In these meetings, all factors will be considered, and all present voices honored, before an outcome is reached. GO-NYC Administrators may move to an immediate suspension if an incident has occurred where a safety concern is now ongoing/escalated.

We acknowledge that our protocols must be flexible, if an unfortunate scenario arises where we are forced to return to social-distancing protocols. If this does occur, our staff will work directly with students to tirelessly reinforce why we all have a responsibility to keep one another safe. ***With this in mind, please note that any student actions which deliberately ignore our social distancing safety protocols cannot and will not be tolerated. Students should expect consequences (usually in the form of loss of privileges and/or consequence hearing) for deliberately breaking social distance safety protocols at GO-NYC. Examples of such behavior include, but are not limited to:***

- ***Refusing to wear masks when safe social distancing is not available.***
- ***Entering the restrooms before the bathroom monitor has said it is safe to do so.***
- ***Leaving the classroom or learning space without permission.***
- ***Purposely coughing/sneezing/spitting on others.***

- ***Purposely touching others personal items, or touching anyone's personal belongings without permission.***
- ***Repeated patterns of hand/body contact with others (either playfully, public displays of affection, or with intent to harm).***
- ***Refusing adult directions to wash hands/sanitize after an accident has occurred where multiple students may have touched the same space or item.***

***Students who exhibit a pattern of intentionally breaking safety protocols will receive a consequence hearing, if restorative interventions are unsuccessful.***

## Dress Code

Our dress code provides a safe and distraction-free environment for all, and is required unless students receive explicit instructions otherwise. The following list is meant to provide specific expectations regarding our dress code policy. Please be advised that the Principal or Dean may use his/her judgment to decide if an unlisted item is distracting to the learning environment.

If a student arrives at school out of dress code, an attempt will be made to call home to ask if families can help fix the issue. Unless the dress code issue is deemed too distracting for class (rare/egregious circumstance), students out of dress code will still be admitted to class, while the issue is being resolved. Deans may request restorative family conferences for students who are continuously out of dress code.

<b>Shirt</b>	<p><b>6th Grade</b> - Official Great Oaks polo, and/or Great Oaks hoodie</p> <p><b>7th Grade</b> - Official Great Oaks polo, and/or Great Oaks hoodie</p> <p><b>8th Grade</b> - Official Great Oaks polo, and/or Great Oaks hoodie, any Great Oaks “swag” shirts, any Great Oaks athletic, sports, or club/organization shirts.</p> <p><b>*Please Note:</b> Great Oaks hoodies are not available to order through our uniform vendors. Deans will re-order for students at the beginning of the year. Returning students may choose to wear their hoodie from last year. Additionally, if any families are unable to obtain the official Great Oaks polo prior to the first day of school, we suggest purchasing a solid grey or blue polo or t-shirt to begin the year. However, we will always meet families where they are with regard to dress code needs. <b>Please contact your grade-level Dean of Students if you are experiencing financial challenges in purchasing dress code items.</b></p>
<b>Outerwear</b>	<p>In transparency, our building temperature can fluctuate throughout the day. Students may choose to wear a sweater, cardigan, zip up, or light jacket over their uniform shirt or hoodie if an extra layer is needed. We suggest keeping an extra item handy in student backpacks. However, we kindly asked that sweaters, cardigans, zip-ups, and light jackets remain open (not zipped or buttoned up) so that dress code official tops (GO-NYC polo or hoodie) are still visible.</p> <p><b>*Please Note:</b> Great Oaks hoodies are the only full sweatshirts allowed in school. Store-bought hoodies from home may not be worn in place of a Great Oaks polo or hoodie.</p>

<p><b>Bottoms</b></p>	<p>Students may wear <b>any solid-color dress pants</b> they choose. The following pants are <b>NOT acceptable</b> as part of our dress code: Leggings, jeggings, joggers, tights, track pants, leather/faux-leather, sweat or exercise pants; pajama pants, colored, striped, designed or decorated pants; pants worn below the hips; torn, ripped or overly worn pants/faded pants.</p> <p><b>*Please Note:</b> Students may elect to wear shorts or skirts in place of full pants. Shorts and skirts must fall just above the knee-area and should never be skin-tight, and should not be purposely designed to accentuate or bring attention to one's personal form/shape.</p>
<p><b>Shoes</b></p>	<p>Students may choose footwear of the color and style of their preference, provided the shoe has a fully closed toe and back (sandals, slippers, slides, slip-ons, and crocs are a health-code violation for students in school, and thus not allowed). For students who wear boots, the boot height must stop below the knee.</p>
<p><b>Religious Considerations</b></p>	<p>Please contact your child's grade-level Dean if your child and your family has a Religious consideration for dress. We are happy to work with our families of faith to ensure your child is comfortable.</p>
<p><b>Accessories</b></p>	<p>Make-up/hair brushes should not be present within learning environments. Students are permitted to wear solid color headbands 3 inches width or less. Bandanas, du-rags, baseball-style-hats, beanies, and other non-religious full head coverings are not permitted. Students are encouraged to bring water bottles to school, as our campus has multiple filling stations!</p>
<p><b>Gym</b></p>	<p>Students may wear grey, black, or blue sweats with any Great Oaks top on gym days. Sweats should not be ripped, torn, skin tight, or worn below the hips.</p>

### **Cell Phone Policy**

Students are allowed to bring cellphones to school, however, cell phones are not allowed outside of backpacks, may only be used with administrative permission, and must be kept on silent throughout the course of the day. Students are expected to transition to classrooms/tutorials without headphones. Students using cell phones without permission during the school day will be asked to place their phones inside of their backpacks. Students will be allowed to use technology during their breakfast/lunch periods, however, abuse of this privilege may lead to loss of privilege. Students are allowed to reclaim their electronics at the end of the school day. Students who refuse to put cell phones away when asked, or consistently ignore GO-NYC's cell phone policy, may receive a restorative family conference or consequence hearing.

### **Lockers and Locks**

Student lockers will not be in use for the 2021-2022 school year. Students may travel to classes with backpacks, and will keep their belongings with them. Backpacks may be placed on the backs of chairs, or next to students, but should be clear of the aisles within classrooms. In the colder months, students may request a locker for their coats, but the locker may only be visited at the beginning and end of the school day to drop off/retrieve coats.

## **Supervision of Students**

Please also note that there are certain areas of the school building that students are not allowed to access during the day, unless under supervision:

- Empty conference rooms
- Empty classrooms or learning spaces
- Stairwell leading from 3rd floor towards the roof
- Stairwell leading from 2nd/3rd floor to Delancey entrance
- Stairwell leading from 2nd/3rd floor to Forsyth entrance
- Elevator
- First floor lobby areas (Delancey and Forsyth)
- Storage closets
- Emergency exit vestibules
- 2nd floor back hallway (by room 219)
- Staff kitchen

Students who attempt repeated patterns of accessing these spaces without staff supervision may receive a consequence hearing to determine next steps/consequences.

Please also note that, for any given field trip/out of school learning experience, the guidelines for supervision of students is 1 adult staff member for every 10 students. These guidelines may shift to support students who require additional supervision, as stated within their IEP. Student guardians may act as trip chaperones on certain occasions, however, guardians/family members will not be counted within the 10:1 chaperone ratio. Student guardians may not ask for/expect financial compensation for assisting with school sanctioned field trips/events.

## **Fire Drills and Emergency Response**

Posted in every room is a map detailing the required evacuation protocol. Students are to follow their educator according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. Without conversing, students must go directly outside and stay with their class in the designated location until given further instructions. Any student violating this procedure is jeopardizing the safety of the school and may receive a consequence hearing. Safety depends on our ability to move efficiently and as quickly as possible without the distraction of noise. Students must follow all adult directions regarding any other emergency response including lockdown and “shelter-in-place.” All staff and students will practice emergency response protocols on a regular basis.

## **Personal Safety Outside of the Building**

To maximize personal safety outside the building, it is recommended that students stay in groups if possible and do not wear earbuds/earphones, talk on cell phones, or count money while walking down the street. Also, students should not engage in taunting conversations with other individuals. If students are threatened, they should go to a business or a public area as quickly as possible and make contact with their guardians/the police if necessary. If students are threatened in the vicinity of GO-NYC, students are recommended to return to school while calling their family members and/or police.

## **Guests**

GO-NYC is a family-friendly open community. Guests must always obtain a visitor's pass from the second floor, front desk and must be accompanied by a staff member when traveling through the school building. Whenever possible, it is best practice for potential guests to please call ahead and inform the front desk of their intended visit time/purpose. This protocol will limit the amount of situations in which a guest may be denied entry to school, based on special circumstances. ***However, please be aware that, if social distancing guidelines return, GO-NYC reserves the right to deny guests to the building based on adherence to restrictions for maximum capacity.*** Please note that GO-NYC will follow any lawful guidelines to not permit access to guardians/family members with whom students are not allowed to have legal contact, as per their legal guardians. Any persons claiming to be legal guardians, but cannot be properly verified, will not be allowed to access the school building.

## **Bathroom Policy**

At GO-NYC we believe students actively engaging in rigorous lessons is essential for academic success. Leadership means that, as students grow, they learn to regulate their bodily patterns so as to not require a visit to the bathroom during every class period of the day. However, when a student needs to use the restroom during class, he or she will communicate this to the educator(s) within the learning space. Students will then be granted permission to exit class with the bathroom pass, but please note that there may be a wait list if more than one student is requesting use of the bathroom at the same time. Students are encouraged to please only use the bathroom when out with the bathroom pass, and avoid visiting other classrooms/tutorial spaces/offices. Students must still refrain from using cell phones when out with a bathroom pass.

***Students who have legitimate medical issues and require more frequent usage of the restroom should provide a doctor's note to the main office so that a permanent bathroom pass can be issued. Students with medical bathroom passes may use the bathroom at their own discretion, but must still communicate to their educators that they need to leave the classroom.***

### **Healthy Foods**

Student nutrition and health is important at GO-NYC schools. Meals (breakfast and lunch) served to students via GO-NYC's Dining Services team will always be prepared and stored within the standards and protocols of the NYC Department of Education. Students who choose to bring food to school are politely reminded that poor eating habits can adversely affect student performance by causing, among other things, a lack of focus, low stamina, and/or behavioral outbursts – and, of course, long-term health consequences.

Teachers and staff planning fundraisers or other school-related events are encouraged to consider healthy food choices, when possible.

## **Code of Conduct For Computer Use (1:1 Computing)**

At Great Oaks, we are pleased to provide computer equipment, computer services, and Internet access to its pupils and staff for education purposes. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. ***Additionally, student usage of chromebooks via any virtual learning projects will be essential for students to show what assignments and concepts have been mastered as they work from home.*** School administration will monitor all network activity on the network/computers in order to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate internet safety. ***Please also note that any internet searches conducted during school hours that reflect interest in self harm, or harm to others, will be filtered to our school social work and culture teams, in order to swiftly ensure student safety.***

The following prohibited behavior and/or conduct using the school's computers includes, but is not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyber-bullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking other;
9. Damaging computers, computer systems or computer network/computers;
10. Violating copyright laws;
11. Using another's password
12. Trespassing in another's folders, work, or files;

13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Violations of the Great Oaks NYC Code of Conduct for Computer Use may result in a loss of access as well as other disciplinary or legal action. The consequences for violations of this Policy shall be determined within a consequence hearing.

Users have no right to privacy while using Great Oaks Charter School's Internet Systems and waive such rights herewith. The school monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on Department-provided devices, such as files, e-mails, cookies, and Internet history.

Great Oaks Charter School reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The school will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the school's Internet Systems.

### **Student Responsibilities**

#### **Responsible students carefully use computers, other hardware, and printers.**

Students will leave a computer working in the same condition as they found it, namely by making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

#### **Responsible students should practice leadership by using the Internet**

**appropriately.** Students are responsible for all web pages accessed. Students must earn Internet authorization by signing and returning the Acceptable Student Technology Use Policy. Students should not give out any personal information such as address, telephone number, parent's work address, or telephone number or any other person's address or telephone number without parental permission. Students should inform their guardians or a trusted staff member, if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with online. Students will learn to check their email accounts on a regular basis. Educators will sometimes communicate with students and request assignments via email to prepare students for high school and college.

### **Responsible students respect the privacy and rights of others.**

Students must keep their computer accounts and passwords private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment.

- Students may not access records of other students.
- Students may not alter any network address or identifiers.
- Students may not copy software from computers or destroy or damage another person's files or messages.
- Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source, or equipment, regardless of who may own, operate, or supervise it.
- Students must create their own work and properly cite research sources. Copying someone else's work is plagiarism and may result in a failing grade and disciplinary action.
- Students may not use school computers, the school network, or the Internet (whether in school or not) to make inappropriate or negative comments about other students, teachers, administrators, or the school.
- Inappropriate comments made about students or staff, **EVEN WHEN FROM COMPUTERS OTHER THAN THOSE AT SCHOOL**, may be investigated as inappropriate behavior and/or harassment and may be investigated by the Dean of Students and Executive Director.

### **Cyberbullying**

***At GO-NYC, we understand how important it is that our students and community members feel safe online. As such, it is essential that students and families understand what defines “cyberbullying” and why we take it so seriously.*** The law defines “cyberbullying” as the use of digital information and communication devices to willfully and repeatedly hurt either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others

- Posting of a student picture without their permission

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

## **Reporting, Investigation, Intervention, and Prevention of Cyberbullying**

### **Reporting Cyberbullying**

- If a student feels that he/she is a victim of cyberbullying, or witnesses a student being bullied, the student may report the incident to the Dean of Students. Students may report cyberbullying situations anonymously.
- If a parent or guardian suspects cyberbullying, s/he may report it to the Dean of Students.
- Any staff member who witnesses or receives any report of cyberbullying shall notify the Dean of Students.
- All reports will be documented and maintained for the duration of the students' tenure at the school.
- The school will maintain a list of the number of confirmed acts of cyberbullying, without specific names. The school will make the list available upon request and will provide the number of confirmed acts of cyberbullying as required to the State Department of Education.

### **Investigation**

As with any situation involving a breach of school culture, the Dean of Students will take the following action:

- The Dean of Students will investigate legal guardians' reports, student reports (anonymous or otherwise), and/or evidence of cyberbullying to determine the proper action. Please note that no disciplinary action will be taken solely on the basis of an anonymous report, as all reports must first be proven valid before action is taken.
- The Dean of Students will then meet with and question the student(s) accused of bullying, as well as the student(s) being cyberbullied. ***Students not directly involved in the initial instance of bullying, but who forward/repost posts/screenshots/images/etc. of cyberbullying (instead of reporting it) should be cautioned that such behavior also constitutes cyberbullying.***

- The Dean of Students or his/her designee will call the legal guardians of all students involved in verified incidents of cyberbullying and inform them of the incident, the school's response, and the consequences. ***Please note that, while we will always seek the most restorative outcomes possible to resolve incidents of bullying/cyberbullying, the physical and emotional safety of students is our most important responsibility. Thus, extreme and/or persistent incidents of verified bullying and cyberbullying may lead to potential consequence hearings, suspensions, and possible removal (expulsion) from the Great Oaks community. Guardians can assist in preventing any of these outcomes by monitoring their childrens' social media accounts, etc., as many students are not yet of the age where they fully understand the potential impacts and consequences of bullying/cyberbullying.***

### **Prevention**

GO-NYC school will send consistent messages to students throughout the school year that bullying is not part of our school's culture and will not be tolerated. Prevention may include, but is not limited to the following:

- The school will maintain rules prohibiting cyberbullying, harassment, and intimidation and will establish appropriate consequences for those who bully other students.
- As part of our character education program, the school will provide time and age appropriate curricula for all classes to discuss bullying in school and the effects of it.
- The school will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- The school will discuss GO-NYC core values with legal guardians during orientations.
- The school's Wednesday PD program will contain a time to discuss promoting positive school culture including character development and bullying prevention.
- The school will use common time with students to discuss cyber safety and cyberbullying issues with students.

## **Behavior Interventions Students with Special Needs**

Students with disabilities may receive consequences in accordance with the procedural safeguards set forth in both federal and state laws and regulations under the IDEA (Individuals with Disabilities Education Act) and/or Section 504 of the Rehabilitation Act.

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

Students with IEPs who earn repeat behavior referrals may first be referred to the Director of Inclusive Learning and/or Case Manager for additional support before traditional school based consequences are imposed, as GO-NYC Deans of Students are trained to reference student IEP's/additional support documents to ensure that discipline and support are consistent with IEP parameters.

Students for whom the Individualized Educational Plan (IEP) or Section 504 Plan includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the Director of Inclusive Learning, CSE or Section 504 team for consideration of a change in the BIP and/or IEP.

If a student identified as or suspected of having a disability is suspended from school for a total of nine school days (consecutive or non consecutive), a CSE or Section 504 Team meeting shall be promptly convened to determine whether the misconduct is a manifestation of the student's disability.

Legal guardians shall be informed of the need to convene a Manifestation Determination Review (MDR) meeting on the date on which the decision to discipline a student is made, or as soon as possible thereafter. The legal guardians of the student shall be provided with a procedural safeguards notice setting forth their rights under the IDEA. As soon as possible but no later than ten (10) school days after the date on which such a decision is made, the CSE or Section 504 team shall meet and review the relationship between the child's disability and the behavior subject to disciplinary action.

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability for that particular behavioral event. The student shall receive an alternative educational plan in accordance with the IEP as modified by the CSE in light of the discipline.

Legal guardians may request a due process 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 the CSE finds that the misconduct was a manifestation of the student's disability, the CSE and school shall consider the student's misconduct and revise the IEP/BIP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. If there is no current behavior intervention plan, the school, in consultation with the CSE must also develop a plan to address the behavior that led to the disciplinary action.

#### **Provisions of Services during Referral**

Those students removed for a period less than ten (10) consecutive days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension.

During any subsequent removal that, combined with previous removals, equals ten (10) or more school days during the year, 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 CSE or Section 504 Team, shall make the service determination.

## **Student Support: GO-NYC Social Work Team**

The GO-NYC Social Work Team consists of counselors who are trained to address the social, emotional, behavioral, and mental health needs that serve as obstacles to student potential towards mastery, leadership, and community. We strive to promote a school environment that supports a sense of belonging, the development of positive relationships, and enhanced self-esteem and empowerment.

Our services include:

- Providing individual and group counseling
- Assisting in crisis intervention, as needed.
- Facilitating non-mandated shared interest group counseling.
- Contributing to students' Individualized Education Plans (IEPS), when applicable
- Collaborating with educators, families, and community agencies to advocate for student services and students' best interests
- Utilizing family strengths to enable families to function in ways that support their children's education and well being
- Providing resources and information pertaining to community services/agencies and making referrals to appropriate agencies
- Assisting staff in responding to behavioral concerns by enhancing their knowledge of social/emotional needs
- Going on home visits, as needed, to assist families in need of additional care

We are eager to join you in supporting your child as they learn to understand the intersection of family, community, and cultural differences while navigating the school system and their peers. We invite you to reach out to the team at [gonycsocial@greatoakscharter.org](mailto:gonycsocial@greatoakscharter.org) to schedule an appointment at any time.

***\*Please note that counseling sessions with students are strictly confidential unless there is reason to believe that the student intends to seriously harm self, other, or is suspected of being harmed.***

## **Students' Rights**

The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

## **Freedom of Speech**

Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way;
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws;
- No students may be obscene;
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false; and
- Students may not use fighting words, i.e., words that are likely to produce a violent action including racial, sexual, ethnic, or religious slurs.

## **Freedom of Press**

Students may express their opinions in publications and other written material as long as it follows the standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." GO-NYC reserves the right to regulate the content of "school-sponsored express activities." Any signs posted must be signed by the person who puts it up and must be posted in the designated area in the school.

## **Freedom of Religion**

Students have the right to be absent from school for observance of the holy days of their religion. legal guardians/legal guardians must notify the school office in writing

prior to the absence. An absence for religious reasons does not count as an official absence from school.

### **Right to Equal Education**

GO-NYC students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or disability.

### **What To Do If Rights Are Violated**

Students are encouraged to talk to their teachers, Principal, or someone else in the school. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or disability may file a complaint with the Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Executive Director by submitting a request in writing to the school office.

### **Student-Initiated Groups**

Non-curriculum-related student groups can meet on school premises for purposes of religious, political, or philosophical discussion during non-instructional time if approved by the Principal, subject to the following:

- Attendance at the meeting must be voluntary and student initiated;
- The meeting will not be school-sponsored;
- One or more school employees shall be present in a non-official capacity only.
- Non-school persons may not direct, conduct, control, or regularly attend meetings; and
- All school rules, applicable laws, and the constitutional rights of other persons must be observed.

Approval by the Principal may not be denied on the basis of the religious, political, philosophical, or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful or is in violation of any applicable School District policies or school rules.

Non-curriculum related student groups shall also be granted the following:

- Access to classrooms in the school for meetings and events during non-instructional time.

- The ability to submit student group announcements to be made during advisory periods;
- The opportunity to hold fundraising activities and engage in community service;
- Access to any public forum where announcements and events are communicated; and
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school shall not expend public funds to non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed above.

## **Medical Policies**

### **Records and Physical Exams**

In order to enroll at GO-NYC, every student must have up-to-date physical and health records, including immunizations. Students will be excluded from school until that record is provided or until a record of an upcoming medical appointment is provided by parent/guardian.

### **Medications**

If a student requires medication during school hours, the distribution of the medications will be supervised by the Nurse or the Office Manager under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container; the container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number;
- Legal guardians must sign the appropriate administration forms; and non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.
- The school's Office Manager, Diane Marrone, is the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box at the front desk. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of Student/Child, Name of Medication, Date, Time, and Who Dispensed Medication.
- Students are responsible for coming to the front desk to receive their medications at the appropriate time. Students are not allowed to have medications in their possession or in their lockers. This includes any over-the-counter medications.

## **Every Student Succeeds Act**

The Every Student Succeeds Act of 2010 formerly known as the Federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify legal guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. GO-NYC is a Title I school.

As a recipient of these funds, GO-NYC will provide you with this information in a timely manner if you request it. Specifically, you have the right to receive the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

GO-NYC is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. Please feel free to contact the school if you wish to receive this information or if you have any questions.

## **Public Documents / Freedom of Information Act (FOIA)**

GO-NYC fully complies with the Freedom of Information Act (FOIA). Any requests for school records or information from the school must be in writing and submitted to the principal or his/her designee(s).

Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.
- If the person requesting information is denied access to a record, he/she may, within thirty (30) days, appeal such denial to the principal or his/her designee(s). Upon timely receipt of such an appeal, the school, within ten (10) business days of the receipt of the appeal, fully explains the reasons for further denial or provides access to the record(s) sought. The school also forwards a copy of the

appeal, as well as its ultimate determination, to the Committee on Open Government. If further denied, the person requesting information may further appeal through an Article 78 proceeding.

The school may deny access to requested records if:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- Such records are compiled for law enforcement purposes for which disclosure is precluded by state or federal law;
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes; and/or
- Such records are internal materials that are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The school may charge a copying fee for each page requested to be copied. The fee can be no more than the fee allowed by state law.

### **Use of Pictures & Videos of students**

GO-NYC often takes pictures and videos of students during regular school activities to capture the joy and excitement of learning that takes place and to celebrate the accomplishments of our teachers and students. Pictures and videos taken of students and staff are used for various school-related purposes.

We put pictures of students and staff in our student information system so that teachers and staff can identify all students and call them by name (internal); we publish photo directories of students and staff (internal); and we post pictures of students and staff at the school (internal).

GO-NYC uses its websites and social media sites to celebrate the success stories and great achievements of our students. We use photographs, videos and other digital tools to complement our narrative of that success. We therefore advise the following:

- Photographs or videos of children will only be displayed through our various platforms. Consent is provided through the signing and agreement of this handbook.
- Children will not be named in full. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.
- No child shall be photographed and named under that photograph specifically if they are the only student photographed.

If the parent does not want his or her child's photo to be used for such purposes, he or she should let the school's administration know in writing.

By signing the attached release form, legal guardians are consenting to allow their child's photo to be used for external purposes. If the parent does not want his or her child's photo to be used for such purposes, he or she should not sign the media release.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S.

FERPA gives legal guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

In accordance with FERPA law:

- Legal guardians or students over 18 years of age have the right to inspect and review the student's education records maintained by the school.
- Legal guardians or students over 18 years of age have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing.
- The issue will first be heard by the superintendent of GO-NYC or the superintendent's designee. If the parent or eligible student is still not satisfied with the decision of the superintendent or the superintendent's designee, a hearing with the board of trustees or a designated subcommittee of the board may be requested. The decision of the board of trustees or its designated subcommittee is final.

- The school may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Any parent who does not want such directory information included should contact the Director of Operations.
- This listing in the parent handbook serves as the school’s annual notification of legal guardians and eligible students of their rights under FERPA.
- Generally, the school must have written permission from the parent or eligible student in order to release any information from a student’s education record.

However, the school may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Respectfulness Code**

GO-NYC encourages family partnership and seeks to maintain a warm, respectful relationship with our families. We work hard to ensure that the school's values permeate all interactions with our families and students. Both school staff and legal guardians are responsible for ensuring that all communication is mutually respectful.

While we encourage legal guardians to share any and all concerns with the appropriate school staff, the school will retain the right to end any meeting or phone conversation in which the volume, tone, or substance of the communication is rude (name-calling or frequent interruptions), profane (cursing or profane language), or threatening. When conversations have clearly gone past the point where productive problem-solving is an option, the school reserves the right to end the conversation and schedule additional time at a later date. Conversely, legal guardians have the right to end conversations if staff members are not displaying mutual respect and should inform the school Principal or Assistant Principal about the incident.

The school reserves the right to require legal guardians or community members who violate the civility code to provide written requests for meetings, outlining the nature of the concern and with whom they would like to speak.

## **Family Commitment**

***I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
acknowledge that I have received a copy of the GO-NYC family handbook. Aside from the information received at orientation, I commit to reviewing the contents of the handbook to remain informed of all GO-NYC policies, procedures, and supports. I commit to playing an active role in the education of my child.***

Guardian Name \_\_\_\_\_

Guardian Contact Number \_\_\_\_\_

Guardian Contact Email \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

***Families who do not return this document/attend orientation, yet continue to keep their children enrolled at GO-NYC, acknowledge that all of the aforementioned policies are valid and enforceable.***

***We thank you for your cooperation and look forward to partnering with you as a member of the Great Oaks NYC community!***

**Great Oaks NYC Charter School**  
**Accepted Use Policy, 2021-2022 School Year**

**Student Responsibilities For Accepted Use of Chromebooks, school computers/technology**

1. When using school computers, I will: use “good manners,” use appropriate school language, never tell anyone my home address or phone number, never post my picture on the internet without permission of my parent(s) and teacher, fellow, school leadership and not look at or use anyone else’s work without permission.
2. I will show respect for: all interaction with people, all hardware, and software that I use. I will not intentionally damage, destroy, or vandalize data, files, equipment, or other technology resources.
3. I will not install “pirated software” or knowingly use disks nor circulate e-mails and other virtual communication with viruses.
4. I will use only appropriate language when writing on the computer.
5. I will limit my use of the Internet to only appropriate learning activities. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
6. I will not share personal information about myself or anyone else on the internet. This includes name, address, phone number, photograph, etc.
7. I understand that anyone can read the messages I send from the computer, that work stored on the computer is not private, and that once I write or post anything on the internet, it “never goes away” and can be later accessed by anyone.
8. I understand that GO NYC is the owner of all electronic content both on its devices and any content sent from GO NYC devices, e-mails, and platforms.
9. I will keep my passwords private and will only use my own accounts and not those of others.
10. I will not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their (preferably written) permission.
11. I will not upload, link, or embed an image of myself or others to unsecured, public sites without my teacher, fellow, school leadership’s permission and a signed parental permission slip.
12. I will not violate copyright laws or use the ideas or words of others without giving the appropriate recognition to that source or securing permission to use the information from the source.
13. I will not visit or log into any unauthorized websites on school property or on my personal electronic property while on school premises or during school events and activities. This includes sites that contain violent, offensive, hate-themed, pornographic, or other explicit material.
14. I will not use any electronic devices in school or on school grounds without the permission of my teachers, Fellows, or school leadership.

15. I will not lead nor participate in any cyberbullying (the use of electronic communication to bully a person) or virtual threats or harassment of any GO NYC students or staff.

16. I will report any problems or issues with use of technology equipment immediately to GO NYC<sup>[2]</sup>.

**Parent Responsibilities**

1. Make sure that your child acts responsibly when handling technology and in using the internet; this includes: knowing and understanding the discipline code and using social media guidelines.
2. Keep track of your child's online use when they are not in school including mobile apps, online, games, chats and messaging, and other social media.
3. Share values with your children and talk with them about what is and is not acceptable online behavior<sup>[3]</sup>.

I understand that the violation of any of these expectations may result in: limitation of device or internet access and usage, confiscation of electronic device(s), discontinuation of electronic devices/access/resources, or other school appropriate consequences.

Print Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents:** I have read and understand the expectations stated in the Accepted Use Policy. I give permission for my child to responsibly use electronic devices, resources, the internet on a conditional basis and upon adherence to this agreement.

Print Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_