



HARLEM VILLAGE ACADEMIES

Student & Family Handbook

2018 - 2019



Dear Families:

At Harlem Village Academies, we believe that it takes a village to raise a child. HVA strives to be an environment that allows and encourages students to meet their potential and prepare for bright futures that include college graduation, successful careers, and meaningful impact on the community and world.

The partnership between parents and school is essential to student achievement. Over their educational career, students must become independent learners who manage their day-to-day responsibilities. For both parents and school, the process of helping children make this transition can be challenging. We have a few suggestions for families that can help this process along.

Read. Read. Read. Reading with your child and/or ensuring that your child is reading every night will help him or her create habits that will help him or her be successful in school. Visit the library with your child as often as possible.

Help your child manage his or her time at home. How should HVA students spend their H.O.U.R.S. at home?

- Homework completed
- Organize materials for next day
- Unwind with fun activity
- Read 30-60 minutes
- Sleep 9 hours

Be involved and informed.

- Check your child's folder and read communication home regularly.
- Ask your children questions, such as, what did you learn today? What did this new learning make you think about? What was fun about this lesson?
- Communicate with us regularly; check in with your child's teachers.
- Attend school events.
- Meet other parents.
- Ask your child to show you his or her social media accounts (Facebook, Twitter, Instagram, Snapchat, text messages, etc.).
- If you see something that you don't like – a missed homework assignment or a rude Facebook post, for example – we encourage you to have a frank discussion with your child and listen to what he or she says. You can guide them through the process of making the right decision so that they will do this when you aren't there.

Help your child take ownership of his or her academic life. Students should use each phase in their academic career to spread their wings; discover their academic and extracurricular passions; and become independent thinkers who take responsibility for their own learning. Help your child think of ways to be successful: staying organized, meeting deadlines, being on time, and being prepared for school. With your help, your child can learn when to ask for help and advocate for him or herself and, sometimes, how to rebound from a failure.

Support HVA rules, processes, and decisions. Read this handbook carefully with your child. Help your child understand that the rules of the school are designed to create a safe and productive learning environment that also leads them to learn the habits that will lead to success in college and beyond. When issues arise, support the school's process and decisions. The more that the school and families work together as a team, the faster we can change problem behaviors into no problem at all.

We, at HVA, look forward to partnering with you to ensure that your child has a successful year! Together we hope to make this the best year yet for each student.

Sincerely,

The Harlem Village Academies Team

Family Handbook

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

Additionally, notices that are sent home from the school communicating policy updates and changes are regarded as additions to our Family Handbook. Please contact the school office with any specific policy questions.

Our Beliefs

We care deeply about the kind of people our students will become when they leave HVA: the intellectual sophistication they will have developed, the work habits they will have cultivated, and the ethical sensibility they will have internalized.

Our mission is to prepare students to become intellectually sophisticated, wholesome in character, avid readers, fiercely independent thinkers and compassionate individuals who graduate from college and make a meaningful contribution to society. To this end, we design our curriculum, instruction and assessment to enhance students' social-emotional intelligence and develop performance character traits such as drive, initiative, effort, empathy, and resilience. These traits correlate to college graduation, success in the workplace, and critical democratic citizenship. Thus, in relation to student culture and character, we believe in:

- **The highest standards for respectful behavior.** Our warm and loving approach with students does not mean permissive. We expect all our students to adhere to our values. For example, we expect all students to silently and respectfully look at whoever is speaking, and to follow teacher directions right away and all the way, and so on.
- **Cultivating an abiding internal moral compass** that produces long-term positive attitude, character building and responsible behavior, rather than controlling students through techniques that produce short-term obedience.
- **Fostering respectful independence rather than respectful compliance** in order to prepare students to become informed skeptics, independent thinkers, and leaders rather than followers.
- **Intrinsic reward from accomplishing one's best work** fosters drive, empathy and persistence. We do not believe in points, incentives, stars, prizes for a few students deemed best in comparison to others, or awards based on students beating each other.
- **Spending 90% of our time, energy and work on proactive practices** to foster positive student culture. Discipline is not just what we do after students misbehave; it is mostly what we do in the first place so that students will meet expectations.
- **Discipline must be both accountable and restorative.** Discipline comes from the root "disciple" meaning to learn or to teach. Our discipline system is effective to the extent that it teaches our students to internalize positive character traits.

Our Schools

School	Address/Phone	Principal	Hours of Operation
HVA West Elementary	74 West 124th Street 646-812-9700	Meg Lembo	Mon, Tue, Thu, Fri: 7:30a.m. – 4:30p.m. Wed: 7:30a.m.-1:00p.m.
HVA East Elementary	2351 First Avenue 646-812-9600	Kelly Ortagus	Mon, Tue, Thu, Fri: 7:20a.m. – 4:30p.m. Wed: 7:20 – 1:00p.m.
HVA West Middle	244 West 144th Street 646-812-9300	Nordia Hewitt	Mon, Tues, Thu: 7:10a.m. - 4:35p.m Wed: 7:10a.m. – 1:00p.m. Fri: 7:30a.m. - 4:35p.m.
HVA East Middle	2351 First Avenue 646-812-9600	Yaritza Cortes	Mon, Tues, Thu, Fri: 7:20a.m. – 4:30p.m. Wednesday: 7:20a.m. – 1:00p.m
HVA High	35 West 124th Street 646-812-9200	Yohana De Los Santos	Mon, Tue, Thu, Fri: 8:00a.m. - 3:30p.m. Wed: 8:00a.m. - 12:45p.m.

School-wide Expectations

1. I treat everyone with loving kindness and I use respectful language and gestures
2. I contribute positively to our learning community
3. I look at and silently listen to whomever is speaking
4. I sit up with my hands and body in productive working position
5. I focus on work in class and positively engage and participate
6. I complete all classwork and homework with my best effort
7. I follow teacher directions right away and all the way
8. I accept feedback and consequences respectfully
9. I arrive on time to school and class
10. I am organized and always prepared to learn with all my supplies
11. I am always in complete uniform
12. I keep our school clean and beautiful
13. I keep electronics off and out of sight (*middle and high students*)
I keep all electronics at home (*elementary students*)

TABLE OF CONTENTS

Academics/Intellectual Development,	7
Acknowledgments/Recognition,	8
Advisory,	8
Attendance,	8
Breakfast,	10
Birthday Celebrations,	11
Cell Phones/Electronic Devices,	11
Cheating/Plagiarism,	12
Child Abuse,	12
College Counseling,	13
Communication,	13
Complaint Policy,	13
Contact Information,	14
Development of College Readiness,	14
Dignity for All Students Act (DASA),	15
Discipline,	15
Dismissal,	24
Electronics & Technology Use Policy,	24
Extra-curricular Activities/After School,	29
Family Education Rights Privacy Act (FERPA) Policy,	31
Family Involvement Opportunities,	34
Food,	35
Gum & Candy,	36
Homework,	36
Lost and Found,	36
Lost Student IDs and MetroCards,	36
Medical and Immunization Information,	36
Order of Protection,	37
Personal Property,	37
Safety Procedures,	38
Saturday School,	38
School Closings,	38
School Property & Materials,	38
Searches,	39
Substance Use and Abuse,	39
Transportation,	40
Uniform,	40
Visitor Policy,	41
Withdrawal Procedures,	42

Academics/Intellectual Development

We are committed to nurturing the intellectual growth and development of your child. In nurturing your child's intellectual development, Harlem Village Academies teachers will:

- Demonstrate their passion for learning and love of children
- Plan engaging lessons that facilitate high level passionate learning and challenge your child

- Differentiate instruction to meet individual student needs
- Cultivate a passion for reading and learning
- Model expectations and the school values

Learning Standards – Our curriculum is aligned with the Common Core Standards. A document detailing these Common Core Standards is available in our main office. The standards can also be found online at www.engageny.org. Your child’s teachers will happily schedule an appointment with you to discuss the curriculum.

Grading Periods – There will be four grading periods during the school year. Teachers will also communicate with you informally as frequently as possible about both your child’s strengths and the areas in which your child is having difficulty.

Assessment – Our teachers will constantly be working towards developing an intimate knowledge of your child’s academic growth. Assessment will be used to inform instruction, helping teachers to determine if material or learning activities need to be clarified, modified, or re-taught.

Term Exams (High) - HVA High strives to provide an atmosphere that encourages intellectual growth in both its students and teachers. Crucial to this growth are Term Exams, two hour exams which occur at the end of every term to aid the process of teaching and learning. Term Exams provide students and teachers with valuable data regarding student learning and instruction. Based on this data, teachers can improve instruction and reach out to individual students who may be struggling. If a student must take a Regents exam in January or June of the given course, he or she is exempt from the Term Exam.

Exemptions: Students who have excelled throughout the year in their coursework have the opportunity to be exempted from their Term Four Exam. On June 1, students with a cumulative average of an A- or higher in a course will be exempt from taking the Term Four Exam in that course.

State Tests (Elementary & Middle) – Students at Harlem Village Academies are required to take the New York State Tests in English Language Arts and Mathematics from 3rd - 8th grade as well as the science test in 4th and 8th grade.

Promotion Criteria

We see it as our mission to help all students meet promotional criteria. Harlem Village Academies has very high academic and behavioral standards, and it is important that students have the necessary knowledge and skills to do the work at the next grade level and also have put forth the necessary effort required to demonstrate the potential for success at the next grade level. There are times when a student needs another year to fully meet the goals for that grade level. The school is committed to ensuring that a student’s second year involves a clear plan to provide the student with academic supports.

We consider many factors in making promotion decisions. The factors below, input and opinions of parents and teachers, as well as Light’s Retention Scale are all considered before making promotion decisions. Final promotion decisions ultimately lie with the principal. Please note that special education students will be promoted based on meeting specific targets on their Individual Education Plans (IEP). The following list includes example promotional criteria that HVA will consider when making a promotion decision, but should not be considered a complete list.

Teachers will meet with families of students to discuss the benefits of retention in cases where a student will be retained.

Elementary

- Attendance – Any student who is absent nine times in a school year may not be promoted to the next grade, dependent on their academic standing. A combination of the student’s attendance, timely arrival and instances of early dismissal will also be taken into consideration.
- Reading Level – Any student who is not reading at or above grade level may not be promoted to the next grade.
- Math Level – Any student who is not performing at or above grade level in mathematics may not be promoted to the next grade.
- Social Development – Any student whose social development has not shown adequate improvement or is not at a sufficient level may not be promoted to the next grade.

Middle

A student must pass all academic courses in order to be promoted to the next grade. At the end of the school year, if a 6th-8th grade student has not passed his/her academic courses with at least an 80% average for the year, the student will repeat the grade. Additionally, any student who is absent nine times in a school year may not be promoted to the next grade, dependent on their academic standing. A combination of the student’s attendance, timely arrival and social development will be taken into consideration along with their academic progress.

Important Notes: Participation in Saturday school and other tutoring programs *does not guarantee* that a student will be promoted. These supplemental programs are intended to provide additional academic support to the student throughout the year.

For purposes of promotion, three tardies or early dismissals are the equivalent of one absence.

Acknowledgments/Recognition

While we do not believe in rewards, we do believe in publicly acknowledging and honoring our students to foster a positive school community and culture. Some ways in which we may recognize our students are:

- Honored by the teacher or principal for quality work as measured against criteria, not in competition with other students.
- Honored for progress toward a goal.
- Students honoring one another for upholding class commitments.
- Students honoring one another for exhibiting positive character that contributes to the community.
- Teachers and principals giving a certificate to a student, publicly shouting out a student at a community circle meeting, sending positive notes home, calling parents with positive comments about a student.

Advisory

We believe that creating strong relationships with our students promotes school connectedness. There is at least one caring adult in each student’s school who knows that child very well and provides consistent academic guidance and compassionate support. Advisory makes that happen at HVA Middles and HVA High by providing each student with an advisor who mentors about 12-15 students. At our elementary schools, that adult is the student’s classroom teacher.

Attendance

School attendance is critical to students' success in school and life. Research shows that children who are consistently present in school are much more likely to graduate from high school and score higher on tests required for college admissions. Attendance is imperative for learning. In order for our academic program to be successful, it is absolutely essential for students to be present in school daily. HVA's rigorous academic program means that every day and hour of school time is very important. Any amount of learning time missed puts students at a disadvantage as they are missing not only that day's learning, but also a building block for what they will be learning next.

- **Illness** – If your child is going to miss school because of illness, please call the school office first thing in the morning to let us know. This must be followed up the next day with a note signed by the parent, guardian, or doctor.
- **All absences are still considered absences** – Any day your child does not attend school is considered an absence. While we require a call or note from a parent or doctor explaining the absence, missing school due to a serious illness (with a doctor's note) or a death in the family is still considered being absent from Harlem Village Academies.
- **Never miss school for appointments** – We recommend that the best times for scheduling medical appointments are on half-days or when school is not in session.
- **Vacations** – It is not acceptable for a parent to take a child on a vacation while school is in session. Students who miss school for this reason are not granted make up work, rescheduling of exams, group work, etc.
- **Excessive Absences/Tardies** - If a student accrues an excessive number of absences or tardies, the school will reach out to families and create an intervention plan. If the student continues to be excessively absent/tardy, this could jeopardize his/her promotion to the next grade. Please note that any student who reaches 20 consecutive absences forfeits their seat at HVA.
- **Arrive on Time** – Arriving after school has begun is considered late and the student must be signed in at the main office (elementary students are signed in by an adult). Three tardies or early dismissals are equal to one absence. “Adjusted absences” on attendance reports refer to the total number of absences including tardies and early dismissals.
- **Early Dismissal** – Students are expected to stay in school until the very end of the school day. Early pickups are not allowed. A student may only be dismissed early due to a death in the family or a serious illness. Doctor appointments are not an acceptable reason to be picked up early. Additionally, all early pickups will be counted the same as tardies in our attendance policy. A parent/guardian must sign the student out at the main office for the student to be released. For their safety, students will not be released to unauthorized adults.
- **Late Pickup** – Students who are picked up by an adult after school are expected to be picked up promptly at the end of the school day. The school will log late pickups daily. Upon the third late pickup, parents of the student will be required to have an in-person meeting with the Principal or Dean. If the situation continues after this point, further consequences may include drop off at the nearest police precinct and/or involvement of the Administration for Children's Services (ACS).
- **After School/Extra Curricular Activities** - Any student absent from school may not participate in extracurricular activities on the day of their absence. Please note that there are no exceptions to this rule.

- **Loitering** – For their safety, students who are self-dismissed are expected to leave the school building and head home or to their destination promptly. Students may not linger in the hallways, lobby or school grounds.

Additional HVAH Attendance Policies

Upon the tenth (10th) absence, HVAH students will receive a failing grade for the semester. A conference is convened with the student and his/her parent/guardian. This policy should not be interpreted to suggest that students are allowed days off from school. HVAH expects students to be in school every day. School-sponsored activities (e.g. testing, field trips, sports), counseling appointments, college visits or interviews (with prior approval of administration) or disciplinary action are not counted toward the 9 absences.

Lateness Policy – HVAH Students are expected to be at school on time on a daily basis. If students are five minutes late for their first period class, they will be assigned to morning restitution, be marked absent to their first period class and only permitted to enter their second period class. If students are late to other classes throughout the day, teacher enters the tardy into our student information system, so that a weekly report can be run. Students will be assigned to Friday restitution for three or more class tardies per week. If a student is more than five minutes late to a class other than first period, the teacher will treat it as a level 2 infraction, and the student will be sent to the dean.

Attendance Appeal Procedures – Any HVA High student who has 10 or more absences per semester in a class he/she is passing may appeal to the school. Only students who are in good academic standing (passing the course) may make an appeal. Students should schedule an appeals meeting with their respective counselor, during which they will submit an appeal form, along with documentation that justifies their absences. Please note that appeals are considered on a case-by-case basis by a committee of faculty/staff and do not guarantee the restoration of the student’s earned grade.

Breakfast

Students who wish to have breakfast at school should arrive early to ensure they have time to go to the cafeteria and receive a nutritious breakfast to start their day. Breakfast is served during the following times:

School Building	Breakfast Served
HVA West Elementary	7:30a.m. - 7:55a.m.
HVA West Middle	7:10a.m. - 7:25a.m. (Mon.-Thu.); 7:30a.m. (Fri.)
HVA East (Elementary & Middle)	7:20a.m. - 7:40a.m.
HVA High	7:30a.m. - 7:55a.m.

Note: HVAH doors will open at 7:30a.m. for breakfast. Students are not permitted in the building before 7:30a.m. and are not allowed to go back outside once they have arrived. Students will not be permitted breakfast past 7:55a.m. Students will not be permitted to lounge in the lobby, but will be allowed to go to lockers upon arrival or eat in the cafeteria. Any food items brought in from the store must be placed in their backpack to carry from the entrance to the cafeteria and may not be eaten in transition.

Birthday Celebrations

Elementary

We recognize that our students' birthdays are very special and we plan activities to make our students feel especially valued on these days. Families are permitted to bring in healthy snacks such as fresh fruit, popcorn, and pretzels. We ask, however, for families **not** to bring sugary snacks such as cupcakes, candy, cookies, etc. to school. If these items are brought in to school, they will not be served to students and will be sent back home. Please keep in mind that if you are going to give items of any sort to the class, they should all be the same. Family members may choose to come in to read to the class that day, as long as the classroom teachers are advised. Family members can also have lunch in the cafeteria with their child. Students may distribute any party invitations only if there is one for all classmates. If your child is having a smaller event, we ask that party invitations are distributed privately.

Middle and High

If a parent wants to bring in a healthy snack for students, they must reach out to the advisor to request an appropriate time to share the treat with the class. Absolutely no soda, cake, cupcakes or other sugary snacks are permitted. We prefer for students and families to honor their birthdays by dedicating a book to the classroom/school library in their name. Students may distribute any party invitations privately. Families are encouraged to assist their child in considering the feelings of others by not discussing the party at school if all students in the class/grade have not been invited.

Cell Phones/Electronic Devices

Violations of our cell phone and electronic device policy may result in disciplinary action against the student. Any student who possesses a cellular phone shall assume responsibility for its care. At no time shall HVA be responsible for preventing theft, loss or damage to cell phones brought onto school property whether confiscated or not (see Discipline section, below).

Elementary

Students are not permitted to have a cell phone unless otherwise noted. Any cell phones brought to school will be collected from the student and returned only to a parent or guardian.

Additionally, students are not permitted to possess iPods, gaming devices, toys, or anything else that is disruptive to the learning environment without authorization from a teacher. Any unauthorized item will be collected by the school, kept safe and secure, and returned only to a parent or guardian.

Middle

Students may carry personal cell phones in their backpacks or pockets, but cell phones must be off (not merely turned to "vibrate" or "silent" mode) throughout the school day. Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Cell phones will be confiscated if they are seen or heard during the school day, and will only be returned to a parent by the Dean.

High

- Student cell phones are collected each morning and redistributed at the end of each day. There are no exceptions to this policy.

- Other electronics such as portable music players and iPads must be off and out of sight during school hours.
 - *Visible electronics will be confiscated. Repeated violation of this policy will result in suspension.

*When confiscated, electronic items will be locked in the Deans' office and released only to a parent or adult parental designee in person. There are no exceptions to this policy.

Cheating/Plagiarism

Cheating – Cheating is a serious offense. If a student violates school rules on an assessment or assignment, including, but not limited to, copying another student's work or giving another student his/her work, it is considered academic dishonesty, and the student will receive a consequence for this behavior (see Discipline section, below).

Plagiarism – Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and then passing them off as their own original work. If a student forges a signature, this is also considered Academic Dishonesty. Students who plagiarize will receive a consequence (see Discipline section, below).

Child Abuse

Every Harlem Village Academies employee is required by state law to report all instances of suspected child abuse or maltreatment (Social Services Law, Article 6, Title 6, Sections 413-417, & 419-420). Reports must be made whenever there is "reasonable cause" (Social Services Law, Article 6, Title 6, Section 413), which could "be as simple as distrusting an explanation for injury" (Summary Guide for Mandated Reporters in New York State, 2011). In other words, Harlem Village Academies employees must submit reports of suspected abuse or maltreatment when presented with *any* suspicion regardless of previous relationship with or knowledge of a student's family or home life.

As outlined by law, reports are submitted directly to the New York Statewide Central Register for Child Abuse & Maltreatment (800) 636-1522, and include photographs of any visible signs of abuse or maltreatment observed on the student (Social Services Law, Article 6, Title 6, Sections 413-417, & 419-420). Upon receiving the report, a Child Protective Specialist determines whether the suspicion warrants an investigation. If the report is accepted for investigation, a written report (LDSS-2221A) must be completed by the reporting employee. Harlem Village Academies is required to cooperate fully with any investigation or casework activity carried out by Child Protective Services regardless if the report originated from the school. Such activities include, but are not limited to: granting access to academic, behavior, IEP, and attendance records; allowing child protective workers to observe student in class, interview student, interview employees, and/or hold a student at school until a protective worker arrives. In addition, Child Protective Service workers may take children into their custody if they deem it necessary.

College Counseling

HVA High has a department of College Programs with College Counselors who are committed to supporting our students through the college application and admissions process.

- Freshmen (9th grade) and sophomore (10th grade) students are introduced to college planning through their advisory course where they are exposed to lessons that address different aspects of the college admissions landscape.
- Juniors (11th grade) are enrolled in a full-year college class that provides in depth exposure to the college process including admissions requirements, financial aid, testing requirements and essay writing. Additionally, HVA provides juniors with access to ACT test preparation.
- Seniors (12th grade) take the second year of HVA's college course which provides them with information about college admissions as well as support through the college and financial aid application process.
- Juniors and seniors are additionally supported through individual college admissions support from the college team.
- All high school students will attend a school-wide college trip.

Communication

Phone Calls – Frequent communication between parents, students, and teachers is integral to student success at Harlem Village Academies. In order to facilitate this, we provide families with the personal cell phone numbers of every staff member on the Harlem Village Academies team. Students and families should feel free to call or text staff members for any school related reason. This includes questions, concerns, or homework assistance. In the event that a teacher does not respond, please leave a message explaining the reason for the call along with your full name and telephone number. All of our teachers believe in the value of an open line of communication and will return any voicemails or texts they receive at their earliest convenience. Having the teacher's phone number is a privilege and may be revoked if a student or family abuses that privilege. Such abuse could be prank calls, abusive language, yelling, or calling at inappropriate hours. Please respect our teachers' personal time by not calling or texting after 9:00 p.m.

Parent Teacher Conferences – Parents are required to attend parent-teacher conferences to discuss academic & social progress throughout the year. Students may also be required to attend.

Complaint Policy

It is recommended that any concerns or complaints are discussed with the individual(s) directly involved, such as a teacher or staff member. If the complaint is not resolved to the satisfaction of the complainant in discussions with the individuals directly involved, or if the complainant prefers in the first instance, a complaint may be brought to the Dean.

If there is no resolution, or if the complaint is about the Dean, the complaint may be brought to the Principal, verbally or in writing. Within 14 school days of receiving a written complaint, the Principal will hold a meeting with the complainant and attempt to resolve the complaint.

If there is no resolution, or if the complaint is about the Principal, the complaint may be made to HVA's Senior Director of Student and Family Affairs, Justine Neeson, who may be contacted via phone at 347-346-2831 or email at jneeson@harlemvillage.org. Depending on the nature of the complaint, the Senior Director of Student and Family Affairs may meet with the complainant and attempt to resolve the issue. If there is no resolution, or if the complaint is about the Senior Director of Student and Family Affairs, or if a parent wishes to file a formal complaint in the

first place with the board, the complaint may be sent to the Board in writing via the school's main office in a sealed envelope marked "To the Board." When the Board of Trustees receives a written complaint, depending on the nature of the complaint, the Chairperson will decide whether or not the complaint will be addressed at a board meeting and if so, whether the complaint will be heard in a regularly scheduled meeting of the board in open session or whether it will be heard in a special meeting of the Board's Executive Committee. Depending on the nature of the complaint, the Chairperson will also decide whether the Board will address the issue, or whether the Senior Director of Student and Family Affairs will be the final step in the appeals process. The Board or Executive Committee, as appropriate, will respond to the complaint within 30 days of receipt of the complaint, or will respond in writing stating that additional time will be required to respond to the complaint along with a rationale for the required additional time. The Board or Executive Committee shall render a determination in writing, as necessary, and provide such determination, and if deemed necessary, any remedial action to be taken by the school, to the complaining party, together with a written notice that the complainant may appeal the determination of the school to the Trustees of the State University of New York (if he or she alleges a violation of law or the school's charter) and a copy of the State University's "Guidelines of the Charter Schools Institute for Handling Complaints received Pursuant to Education Law 2855(4)." If the Board or Executive Committee hearing resolves the complaint, the complainant signs a document stating that the complaint is resolved.

If the complainant believes that the Board or Executive Committee did not adequately address the complaint, the complainant may bring the complaint to the Trustees of the State University of New York, provided that the complaint alleges a violation of law or the school's charter. If the complainant determines that the Trustees of the State University of New York did not adequately address the complaint, the complainant may bring the complaint to the Board of Regents. The Trustees of the State University of New York and the Board of Regents have the authority, pursuant to section 2855(4) of the Education Law, to take appropriate action.

Contact Information

Families must inform the main office if there is a change of address and contact information. Especially in the rare event of an emergency, it is imperative to have the most updated information to get in contact.

Development of College Readiness

Harlem Village Academies is committed to nurturing the social and emotional development of every student. We care deeply about the kind of persons our students will become when they graduate from our K-12 schools: the intellectual sophistication they will have developed, the work habits they will have cultivated, and the ethical sensibility they will have internalized. Note below the learning targets from our *HVA Graduate Profile* that are the basis of our academic and advisory curricula.

FLUID COGNITIVE SKILLS

Culture of Deep Thinking: I am learning to be a sophisticated thinker by...

1. **Independent Thinking:** I can discern the quality and accuracy of information
2. **Analysis:** I can investigate and assess evidence to produce meaningful insights
3. **Innovation:** I can develop original, creative and groundbreaking ideas
4. **Persuasion:** I can craft a compelling, valid argument, supporting ideas with reliable evidence

5. **Intellectual Curiosity:** I read avidly, explore, wonder, and passionately pursue knowledge and understanding
6. **Problem Solving:** I can use and evaluate multiple strategies to solve problems
7. **Communication:** I can organize and present information clearly and coherently, using precise and effective language and writing conventions

WORK PERFORMANCE SKILLS

Culture of Leadership: I am learning to become a leader by...

1. **Quality Work:** I use criteria, feedback and reflection to revise and produce quality work
2. **Independence:** I self-direct my learning and self-monitor my progress toward goals
3. **Resourcefulness:** I take initiative to figure out solutions or get help when I am struggling
4. **Effort:** I work hard and invest my energy and best thinking into my work
5. **Tenacity:** I persevere through adversity to overcome obstacles and setbacks
6. **Responsibility:** I hold myself personally accountable for my words and actions, including preparation, organization, punctuality, and keeping commitments
7. **Mindfulness:** I focus calmly and fully on the idea, person or task at hand

ETHICAL & EMOTIONAL INTELLIGENCE

Culture of Service: I am learning to pursue a meaningful life of service by...

1. **Community:** I study, work, collaborate and play well with others
2. **Integrity:** I do the right thing regardless of what others do or whether anyone is watching
3. **Respect:** I self-monitor to ensure the respectfulness of my thoughts, words and actions
4. **Contribution:** I positively contribute to my class, grade, school and community
5. **Loving Kindness:** I go out of my way to be kind and seek to emphatically understand others
6. **Emotional Self-Management:** I recognize, understand, label, express and regulate my own and others' emotions effectively
7. **Social Justice:** I use my life to influence and contribute to the greater good

Dignity for all Students Act

HVA creates a safe and supportive environment for all community members; we abide by the New York State Dignity for All Students Act (DASA). This law seeks to “provide students with a safe and supportive environment from discrimination, intimidation, taunting, harassment, and bullying (including cyber bullying) on school property, a school bus and/or at a school function.” Discrimination and harassment is prohibited by employees or students based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. To read the full Dignity for All Students Act, please visit <http://www.p12.nysed.gov/dignityact/>.

Discipline

Harlem Village Academies focuses on creating a whole school culture that serves as the foundation for our students’ academic growth as well as character development. This culture is shaped through restorative practices, such as frequently communicating and building relationships with students and families, recognizing the positive actions of students, focusing on values, and maintaining high expectations for students. Having an approach rooted in these ideals will allow students to develop a moral compass that will guide them toward good decisions because the decisions are right, rather than just because someone is “looking.” While in all cases of violations to our community expectations, HVA staff will *react* and apply logical and appropriate consequences, restorative practices allows us to expand those efforts with *preventive*

measures which we introduce before a problem occurs. Restorative conferences allow us to bring together all those involved in a situation to examine the incident and allow each member to share how the incident impacted them, restore relationships and explore ways to prevent further offenses to another person or the community.

Charter schools are independent and not bound by many of the state laws and regulations governing public education; they are authorized to develop their own curriculum, choose staff, set educational goals, offer a longer school day and school year, and establish their own standards for student behavior. Harlem Village Academies believes in the teaching of good decision-making, as well as logical consequences when a student makes a poor decision. Our hope is that this will allow students to apply lessons learned to all parts of their lives. The list of infractions below represents examples of unwanted behavior (in the classroom, hallway, overall school campus/school sponsored events or that otherwise impact the school community). Teachers and administrators will draw on the 5-level protocol set forth below in determining the appropriate response to any infraction.

HVA takes into account the student's Individualized Education Plan (IEP), Behavioral Intervention Plan (BIP) and 504 Accommodation Plan, where applicable.

The following 5-level protocol provides information about potential violations and consequences. It is not meant to be comprehensive; staff will use their judgment on how to apply the protocol to misbehavior not specifically identified below.

Level 1 Uncooperative/Noncompliant Behavior
<p>Wasting Learning Time</p> <ul style="list-style-type: none">● Not doing any work/disengaged● Not focused on work● Calling out inappropriately● Complaining or whining● Sleeping/Head on desk/Slouching● Giggling● Inappropriate Noises● Nonverbal communication (getting another student off track from classwork)● Passing a note● Unprepared for class● Getting up and walking around the room without permission (tissue, garbage, replace materials, etc.● Talking/Whispering with a neighbor when should be working.● Prolonged bathroom breaks <p>Distracting</p> <ul style="list-style-type: none">● Inability to let a joke go, or bring it back after a funny incident● Fake sneezing/Intentionally passing gas, burping etc.● Low level disruption of learning <p>Disregard</p> <ul style="list-style-type: none">● Passive refusal or reluctance to follow directions

- Not handing in homework or poor quality homework
- Silently not following directions
- Uniform/Dress code violations
- Cell phones/electronics policy violation
- Gum/food
- Littering

Responses may include: Teacher redirection, verbal and nonverbal correction, proximity, visual prompts, offer choice, time out

Level 2
Disorderly Behaviors & Repeated Offenses from Lower Level

Repeated offenses from Level 1

Inappropriate Physical Contact

- Horse playing/Play fighting (first offense)
- Hitting (no harm)

Repeated Failure to Follow directions

- Refusing to leave the classroom silently
- Refusal to follow directions after multiple attempts
- Disrespecting/ignoring adults

Disrespect to the Community

- Cursing/ Inappropriate language or gesture (first offense)
- Yelling/Screaming
- Graffiti/Defacing school property (not aggressive or violent in action)
- Insulting a peer or adult
- Verbal aggression/Teasing

Responses may include: Level 1 responses and/or send out, lunch detention/restitution, student/teacher conference, public apology, reflection sheet, loss of privilege

Parent Contact will occur as we seek family support in the correction of the behavior

After School Detention may occur for older students; parents will be notified.

Level 3
Disruptive Behavior & Repeated Offenses From Lower Levels

Repeated offenses from lower Levels

Unsafe

- Walking out of class without permission from a teacher/cutting
- Running away from an adult (on or off school grounds)

Dishonesty

- Lying/Spreading rumors
- Academic Dishonesty
- Covering for or planning with someone an offense against a peer or staff member

Explosive Behavior

- Verbal threats towards another student or staff
- Attempting to fight (no contact)
- Putting themselves or others in danger

Horseplay or play fighting (2nd offense)

Using a device to record a fight and posting online

In the event that a student finds it necessary to record fellow students being violent, it is our expectation that the student does so in order to help with the investigation of the incident. It is preferable that our students seek help immediately rather than record the incident.

Responses may include: Level 2 responses, out-of-school suspension (up to 3 days), send home early (recorded as a suspension), family conference (including re-entry restorative plan)

**Level 4
Aggressive, Injurious/Harmful or Risky Behavior & Repeated Offenses From Lower Levels***

Repeated offenses from lower Levels

Physical aggression/harm

- Fighting outside or inside the school
- Inappropriate touching
- Hitting (harm done)

High-risk

- Self-exposure
- Throwing items (whether to hurt someone or not)
- Setting off false alarms
- Leaving school grounds
- Gambling

Dignity for All Students (DASA) violations

- Hate speech
- Disrespectful gesture

Stealing

Vandalism

Disruptive Behavior Away from School

Any out of school behavior that disrupts the safety, learning, well-being, and/or reputation

of the school (e.g. Cyberbullying).

Responses may include: Level 3 responses and/or out-of-school suspension (4-9 days) and family restorative conference required; student support team and/or external services as needed

*HVA has a trained Behavior Crisis Response Team (BCRT) that may be called to de-escalate unsafe behavior. Members are trained to verbally de-escalate situations and use physical restraint ONLY as a last resort; parents will be notified.

Level 5

Seriously Dangerous or Violent Behavior & Repeated Offenses From Lower Levels

Repeated Offenses from lower Levels

Bullying (defined as) repeated, unwanted aggressive behavior involving a real or perceived power imbalance.

- Cyber bullying (including sending or sharing of inappropriate pictures/comments/posts)
- Harassment

Dangerous/Violent Behavior

- Distribution/use/possession of drugs or alcohol
- Being under the influence of illegal drugs or alcohol
- Smoking on school grounds
- Distribution/use/possession of a weapon or other dangerous object
- Group violence
- Assaulting a student or staff member
- Inappropriate sexual behavior
- Sexual harassment
- Creating a fire
- Tampering with school records
- Committing a felony
- Engaging in any behavior that threatens the safety of the school community

Chronic Disciplinary Issues

HVA defines this as a pattern of severe behavior characteristics which interferes with the learning process of students around him/her and which are likely to reoccur, evidenced by repeat offenses despite multiple interventions. It is always our intention to restore the student and prevent the interruptions to the learning environment. HVA will seek to implement more targeted and intensive strategies. It is our expectation that this happens in partnership with the student and his/her family. The student and/or parent/guardian's failure to cooperate in such cases may result in recommendation for further consequences.

Responses may include: Level 4 responses and/or long-term suspension (10+ days), expulsion; family conference

911 may be called at the discretion of the principal and/or Behavior Crisis Support Team;

parent will be notified.

Discipline Procedures

- All members of the staff may take disciplinary action up to but excluding suspension or expulsion. As part of taking such disciplinary action, the staff member shall fully investigate the circumstances of the student's misconduct and give the student an opportunity to present his/her version of the facts and circumstances concerning the unacceptable behavior. There shall be no appeal.
- Out-of-school suspension up to three days may be imposed by the Principal or Dean or their designee. Out-of-school suspension of four to nine days may only be imposed by the Senior Director of Student and Family Affairs, or his/her designee. Out-of-school suspension may be recommended by any staff member of the Harlem Village Academies community. The Principal or Dean or their designee shall verbally inform the student of the matter in question, and initial evidence or reasons for the suspension, and shall give the student an opportunity to deny the accusations and give their version of the events. If the student denies the accusations, the Principal or Dean or designee shall make such further investigation, if any, of the accusations as he/she shall determine in his/her sole discretion is appropriate under the circumstances prior to imposing any out-of-school suspension.
- The Principal, Dean or designee shall notify the parent(s) or guardian(s) orally and in writing, in the dominant language of the parent(s), that the student has been suspended from school. Written notice shall be provided by email, fax, hand delivery, messenger service, U.S. mail delivery or equivalent means reasonably calculated to assure receipt of such notice at the last known address. Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall offer the opportunity for a conference with the Dean and/or Principal and/or his/her designee. There shall be no appeal (but anyone with a grievance can invoke the school's complaint policy, above).
- In all cases of short-term suspensions, Harlem Village Academies will provide alternative instruction. Alternative instruction will consist of actual instruction as well as all assignments for the duration of the suspension. Harlem Village Academies will contact families to arrange the time and location for alternative instruction.

Expulsion and Long-term Suspension (10 or more days)

- Expulsion and long-term suspension (10 days or more) may only be imposed by the Executive Director or by the Principal, only after written authorization from the Executive Director after a student has been found guilty during a formal hearing conducted by the Senior Director of Student and Family Affairs or his or her designee. Parent(s) or guardian(s) will be notified in writing of their right to a formal hearing, upon reasonable notice, at which the student shall have the right to be represented by counsel at the parent's expense, question witnesses, confront witnesses called against him or her, present evidence and challenge evidence offered by the school. Written notice shall be provided by messenger service, express mail delivery or equivalent means reasonably calculated to assure receipt of such notice at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in recommendation of expulsion.
- Students are subject to long-term suspension or expulsion for behaviors that threaten the safety, welfare, well-being, and reputation of the school community or for repeated violations of other school rules.

- A decision calling for long-term suspension or expulsion may be appealed in writing to the Board of Trustees. The Board of Trustees will review the case, including the record of the hearing and any exhibits submitted during the hearing, and decide whether to affirm, modify or revoke the expulsion as the Board of Trustees in its sole discretion deems appropriate. The decision of the Board of Trustees shall be final except relating to alleged violations of law or of the school’s charter, which may be appealed to the SUNY Charter Schools Institute and, ultimately, the New York State Board of Regents.
- In all cases of suspension or expulsion, Harlem Village Academies will provide alternative instruction. Alternative instruction will consist of actual instruction as well as all assignments for the duration of the suspension, and for a reasonable period after expulsion (enough time for the student to enroll in a new school pursuant to compulsory education laws). Harlem Village Academies will contact families to arrange the time and location for alternative instruction.
- Under federal law, any student who is determined to have brought a firearm to school or have possessed a firearm at school must, at a minimum, be suspended from school for a period of one year, except that the Senior Director of Student and Family Affairs may modify such suspension requirement on a case by case basis so long as such modification is in writing. Nothing in this section prevents the school from permanently expelling a student found in violation of the Gun Free Schools Act. For purposes of this section “firearm” has the meaning set forth in federal law (18 U.S.C. § 921(a)).
- Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses. In the cases of students with disabilities, however, such students may not be disciplined for behavior related to their disabilities in accordance with the federal Individuals with Disabilities Act (IDEA) and regulations. Harlem Village Academies will comply with 34 CFR 300.519-529.

Discipline for Students with Disabilities

Generally

In addition to the disciplinary procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but for which HVA, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.527(b)—that a disability exists shall be disciplined in accordance with these provisions. HVA will comply with sections 300.519-300.529 of the Code of Federal Regulations (CFR) and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

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 regarding:

- 1) The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days.
- 2) The commission of any fraction resulting from the student's disability.

Provision of Services during Removal - Those students removed for a period of fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. HVA will also provide additional alternative instruction 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 or more school days during the school year, but according to the CSE 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, will make the service determination.

During any removal for drug or weapons offenses pursuant to 34 CFR §300.520(a)(2), services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence. The school will work with the CSE to place students in interim alternative educational settings as appropriate and mandated by 34 CFR §300.520(a)(2).

During any subsequent removal that does constitute a change in placement, but where the behavior has been determined by the CSE to not be a manifestation of the disability, the services will 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, the following steps will 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 will be notified by the School of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the CSE and other qualified personnel will 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 §300.121(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 dangerousness, 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.

Adult Community Expectations

As role models for our students, HVA has high standards for adult conduct. We expect all adults (teachers, staff, family members, etc.) to be examples of respect, self-restraint and community partnership.

- **Respectful Communication:** it is our expectation that all community members speak to and/or in reference to other community members with respect. Shouting, cursing, threats, insults, etc. will not be tolerated in the HVA community.
- **Respect for Privacy:** every HVA community member has a right to privacy protection. HVA will not share personal information about families, students, staff, etc. with unauthorized individuals. Likewise, we expect all community members to be respectful of others' privacy. Information that is cause for concern should be shared only with a school leader so that it can be addressed appropriately. At no time should parents/family members use a device to record other students during the school day as evidence of any concern; instead, concerns should be brought directly to the attention of the teacher. In the event that concerns are not addressed adequately, please follow the HVA Complaint Policy. Recordings of student and family celebratory events are permitted.
- **Addressing Students:** if parents have a concern about another student's behavior, they must not address the student directly, but instead let a staff member know immediately so that the behavior can be rectified.
- **Solicitation:** any parent/guardian who wishes to share information with the HVA community should first present the information to a Dean. The Dean will decide if the information is beneficial to the HVA community and, if so, the best way to distribute such information. Solicitation on HVA property is not permitted.
- **Chaperones/Volunteers:** HVA welcomes the support of family volunteers for field trips, classroom help, cafeteria work, etc. Please speak to a Dean if you would like to volunteer your time at our school (see Family Involvement Opportunities). While volunteers and visitors are always welcome, please note that for the safety of our students and the entire school community, adults without a volunteer assignment or appointment may not idle or wander in the school.

Failure to adhere to HVA's Adult Community Expectations may result in limited access to HVA property, inclusive of school events. See also Visitor's Policy.

Dismissal

All students are dismissed from school at the times listed below from their particular campus. Parents who pick their child up from school and arrive prior to dismissal time will be asked to wait outside or in a designated area of the school until dismissal time. Parents will not be allowed to pick up students early except in pre-planned extenuating circumstances. If this occurs, parents

are asked to notify the school ahead of time so that teachers can plan accordingly. Please note that students will not be dismissed within 15 minutes of dismissal.

Please note carefully that continued failure to pick up a child from school may result in attendance meetings to discuss a plan of action.

HVAH students are to remain on campus throughout the school day with the following exceptions:

1. A parent or guardian has provided permission for a student to leave school for a specific need (e.g., serious illness or death in the family); or
2. A student has a school-approved work release privilege; or
3. A student meets the criteria established by Harlem Village Academy High for off-campus privileges.

For their safety, students who are self-dismissed and do not participate in any of our extracurricular activities are expected to leave immediately after dismissal and not loiter.

School	Dismissal Times
HVA West Elementary	4:30 M, T, Th, F; 1:00p.m. on Wednesdays
HVA East Elementary	4:30 M, T, Th, F; 1:00p.m. on Wednesdays
HVA West Middle	4:30pm (M,T,Th,F); 12:45pm (Wed.) <i>Note: Families wishing for their child to have lunch on Wednesdays must opt in using the lunch opt in form. Students who stay for lunch on Wednesdays are dismissed at 1:30pm.</i>
HVA East Middle	4:30pm (M,T,Thu.,F); 1:00pm (Wed.)
HVA High School	3:30pm (M,T,Thu,F.); 12:45pm (Wed.)

Electronics & Technology Use Policy

Like all businesses and educational institutions, HVA (“School”) must monitor the use of the School’s information systems to ensure compliance with institutional policies, protect the security and maintain the efficiency of its systems, and discourage inappropriate use. All students, employees, and other authorized users (“Users”) must use the School's information technology resources (“IT Resources”) in ethical and acceptable ways to ensure that all members of the School community have access to reliable, robust IT Resources that are safe from unauthorized or malicious use. At any time, and for any lawful purpose, the School may monitor, intercept and search any communication or data transmitted or stored on the IT Resources, including any personal information.

By using the School’s IT Resources, you hereby accept and agree to comply with the terms and conditions set forth in this Electronic Information Systems Acceptable Use Policy and provide consent for any personal information input by you (your child) to be transferred to off-site servers located outside the location from which you are accessing the system, even if your access is through a personal computer, smartphone, or other portable devices.

IT Resources: The School’s IT Resources include, but are not limited to, campus computers, networks, servers, telephones, and other infrastructure, whether utilized on- or off-campus; laptops, tablets, disks, other physical devices or media owned or provided by the School, and all devices and storage media attached to the network; digital systems, websites, and other digital services utilized by the School, whether hosted on- or off-campus; files, folders, documents, web pages, and other digital information; e-mail, voicemail, SMS, IM, or other digital or analog communications; account names, passwords, or related information or settings; and systems, settings, and configurations.

Acceptable Use: The School’s IT Resources are intended for School use, to support activities that support learning and teaching. The School strictly prohibits the use of the School’s IT Resources for purposes that may be disruptive, offensive to others, or harmful to morale. Users may not send, display, access, or download messages, text, files, or images in violation of any laws. At all times, our school community expectations must be applied. The following are unacceptable uses of the School’s IT Resources. This list is not exhaustive.

Harassment or Discrimination: In accordance with the Dignity for All Students Act (“DASA”) and the School’s disciplinary code, the School will provide an environment that is free of discrimination, bullying (including cyberbullying), and harassment. Unless required for academic or other School-related purposes, Users may not view, display, or transmit in digital or physical form any of the following: sexually explicit information or images, ethnic slurs, racial epithets or anything that may be construed as discrimination, harassment or disparagement of others based on their race, color, religion, sex, national origin, sexual orientation, age, disability, marital status, or any other category protected by federal, state and local law. The School’s policies against harassment, discrimination, and bullying all apply fully to use of the School’s IT Resources.

All reports of violations to this policy will be investigated, documented, and may result in loss of technology and/or Internet privileges as well as further disciplinary consequences, in accordance with the Family Handbook Discipline Policy. The administration of the School reserves the right to monitor any and all activity generated by student use of technology equipment.

Unauthorized Use of Intellectual Property: Users may not violate the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or other proprietary rights. Even if used or received in a class under Fair Use guidelines, copyrighted materials remain protected and may not be used in other ways that would violate the U.S. Copyright Law. Users may not conduct academic dishonesty or plagiarism, illegal or fraudulent activity, or any other activity prohibited by the School’s policies.

Misuse of the School Network, Software, and Computers: Users may not intentionally introduce malicious programs into School computers, tablets, networks, servers, or hosted services; inappropriately use or share School-authorized IT privileges or resources with anyone outside the School; bypass the School’s firewall; host or access file-sharing services for any illegal or inappropriate purposes; play, stream, or download games, video, multimedia, or other large files for non-academic purposes; modify another User’s password, files, or permissions; copy or download software from School IT Resources without permission; install software on lab and/or office computers without permission; or use the School’s IT Resources for any private purpose for personal gain, commercial enterprise, or non-School-related fundraising.

Misuse of Websites: The School’s websites may only be used for School-related academic

purposes. Use of the School's websites, including harlemvillage.org and any other systems and services provided by the School, are subject to this policy as well as Harlem Village Academies' User Agreement posted on the website.

Misuse of Email: Users may not send unsolicited email messages, spam, chain letters, or advertising materials; impersonate others' e-mail address, internet address, electronic signature, or other personal identifying information; or use e-mail in any way that would cause disruption, harassment, or harm.

E-mail is not a secure method of information transmission, so Users must take reasonable precautions to protect privacy and security. Home addresses, telephone numbers, passwords, and other personal information should not be included in email signatures. Students' personal or identifying information must never be shared outside the @harlemvillage.org domain without permission.

Social Media: When used inappropriately, social media can transform from a powerful educational tool that allows students to connect, communicate, and access a wealth of informational resources into the source of serious long-term consequences. College admissions officers and prospective employers will not hesitate to use any social media missteps — even those made when a student is quite young — when considering an individual's candidacy for admission or employment. Social Media as defined in this policy includes any and all web-based technologies used to broadcast messages and participate in dialogues. Examples include Facebook, Twitter, LinkedIn, Snapchat, Instagram, YouTube, emails, texting, blogs, message boards, personal websites, chat rooms, group discussions, etc.

According to this Policy, the School expects that its resources are used only for teaching and learning. The School has the right (and exercises the right) to monitor user's electronic usage, without further notification than set forth in this policy. This policy extends the right to monitor your use of social media sites if you use any electronic equipment, servers or services provided to you by the School. In our ever-expanding world of technology, students may run into staff members' personal pages on sites like Facebook and Instagram. In the same way that certain lines should not be crossed between students and school employees in real life, they also should not be crossed in the virtual world. Please note that no employees at our School may accept or initiate friend requests with current students, and should exercise caution and careful judgment about former students or alumni.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit or post. Students are responsible for complying with the School's conduct requirements. What would be considered inappropriate in the school or classroom is inappropriate online. Examples of inappropriate conduct include, but are not limited to:

- Posting or publishing any insensitive or inappropriate information or content on any social media and from viewing any insensitive or inappropriate social media content.
- Communicating with teachers or administrators via personal social media. *The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at his or her School email account.*
- Impersonating or assuming the identity of any other individual while using social media.
- Posting or publishing any information about themselves or another individual that is confidential or of a private nature. This includes posting information such as last names, school names, addresses, email addresses, phone numbers, other contact information, or

any other information a student might reasonably expect another individual to want to keep private.

- Using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. In addition, use of such recording devices on School grounds is strictly prohibited. Moreover, no such recordings or pictures shall be posted on social media unless they are educationally related. Also, students are not allowed to “tag” an individual in a picture or recording without their express consent and permission.

Students must immediately comply with any request that infringing materials be removed from any social media platform. Violations of the Electronics and Technology policy will result in restrictions of the students social media at school and/or the imposition of additional appropriate consequences. Students should always be mindful of the fact that material posted or published online will be public for a very long time and may perhaps become a permanent part of their record. Students should be sensitive of others, should avoid posting or publishing anything distasteful, and should not post or publish anything they would not be willing to say to an individual in person.

This social media policy applies any time students are on school grounds, using school property, under the supervision of school authority, or using social media in a manner that endangers a student’s or staff member’s physical or emotional safety, security or well-being and materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Excessive Non-Priority Use of IT Resources: Priority for the use of the School’s IT Resources is given to activities related to the School’s missions, and for the exchange of information to assist in education and information gathering. In shared computing environments such as labs, Users with academic work shall be given priority. Individual Users may be required to halt non-priority use of the IT Resources, such as recreational and non-academic activities, to allow academic use by others.

Student Personal Technology: With continued introduction of internet capable devices, it is important for the School to articulate clear expectations about their use. Please note that:

Classroom

- Teachers will make their expectations around device use clear. There are many reasonable uses for technology - including portable devices - in the classroom. Teachers are the decision makers for whether or not a device can / should be used for any given experience / activity, unless the student has received an accommodation from the Committee on Special Education (CSE) or the School’s Student Support Team (SST).
- Permission to use a device at one time does not imply that permission is ongoing.
- Teachers may choose to collect personal devices (phones / internet capable watches) at the beginning of class/school day to prevent distractions.

Exams

- Personal technology devices, with the exception of approved calculators in appropriate moments of an exam, are never to be used during exams.
- When assessments/exams are being administered, students are responsible for ensuring that their devices are stored in a backpack or other inaccessible location, unless the teacher has chosen to collect the devices at the beginning of class. Any student found

with an unapproved device available during an exam will be subject to an academic penalty and disciplinary action.

Access to Information and Privacy: Users of the School's IT Resources may access only the confidential or proprietary information for which they are authorized and may use that information only for the purposes for which it is intended. Users are responsible for knowing and following School policies regarding use of confidential information.

The School reserves the right to review and disclose all digital information, including word processing documents, spreadsheets, databases, email, voicemail, instant messages, and any other electronic documents or communication, including any documents and messages that do not pertain to School business, that are stored or processed on the School's IT Resources. Authorized representatives of the School and their delegates may review such information for any purpose required by the School, at any time, without notice to the User. These purposes may include, but are not limited to, retrieving School information, maintenance of the School's IT Resources, troubleshooting hardware or software problems, preventing system misuse, School investigations, health and safety emergencies, compliance with legal and regulatory requests for information, or compliance with local, state, and federal laws.

The School, therefore, does not guarantee the privacy of any electronic information stored or processed on School IT Resources, even if password protected. The School reserves the right to retrieve, examine, and remove files or logs from School IT Resources without the User's consent. Users of the School's IT Resources waive any right to privacy with regard to any use of the School's equipment and systems.

User Security: Users are responsible for the security of computer system passwords, personal account passwords, and personal identification numbers and will be held accountable for any violations of acceptable use that are traced to their accounts or use of School IT Resources.

Users must employ security practices established by the School. Users must follow School policies established for maintaining and managing passwords. Users have had unique passwords created for their use on School-issued devices, and must create secure passwords on non-School-issued devices that access School IT Resources. Passwords should be changed frequently and should never be written down or told to anyone. Users should password-protect computers when leaving their desk or room, and should ensure the physical security of IT Resources by storing computers and other devices in locked locations. Effective security practice includes a prompt and appropriate response to a security breach. Users must immediately report incidents in which they believe computer or network security has been jeopardized.

Use of Likeness and School Work: The School may, with a User's prior consent, make use of photographs of the User or other likenesses and of such User's work (written, artistic, etc.) on the School's website and in other promotional materials. Each User must ensure that he or she has obtained the necessary permissions before publishing any names or photographs of students or student work. Under no circumstances are Users allowed to publish student photographs accompanied by students' full names. In case of any uncertainty whether permissions would be required for publication of student information, Users should consult the Director of Operations. Users must receive prior approval from the Director of Operations before posting material or publishing links.

Liability: The School's IT Resources are provided "as is" and "as available." The School

disclaims all representations and warranties, express or implied, of any kind with respect to the IT Resources and the content including warranties of, merchantability, fitness for a particular purpose and non-infringement of intellectual property and proprietary rights. Without limiting the general disclaimer, the School does not warrant the availability, accuracy, completeness, timeliness, functionality, reliability, sequencing, or speed of delivery of the School's IT Resources.

The School shall not be responsible for actions of individuals outside of the school -constituency, or for the quality and content of information they make available actively or -passively. The School shall not be responsible for any advice received from any outside source or any damage or charges associated with this advice. The School shall not be held liable for -damage to, or disruption of, external networks and/or computer systems as the result of activities initiated by Users of School IT Resources.

Enforcement: Any User who becomes aware of a misuse of the School's IT Resources should immediately report the matter to the Director of Operations and/or Dean of Students. Violations of this Policy will be investigated, documented, and may result in suspension or revocation of computer, network, or service access; discipline, up to and including suspension, expulsion, or termination of employment; and/or legal prosecution, in accordance with School Policy and the law. The administration of the School reserves the right to monitor any and all activity generated by student use of technology.

Extracurricular Activities/After-School Programs

Elementary

Harlem Village Academies Elementary schools conduct an on-site after-school program for families that are unable to pick up children at the regular dismissal time. Students must be registered in the after-school program in order to participate; if they are not registered, students must be picked up at regular dismissal time. Students will be dismissed with their groups at the dismissal times noted below. After school staff will not individually dismiss students even if we receive a phone call asking us to do so, as we will not have anyone available to escort the child. Please note the importance of picking students up from after-school on time; a continued failure to pick up a child from after-school may result in attendance meetings to discuss a plan of action, temporary and/or permanent removal from programming.

Participation in our after-school program is a privilege that may be revoked at any time by Harlem Village Academies Elementary and/or third-party After School Director. Any student who exhibits a pattern of problematic behavior during the school day or abuses the after-school privilege will not be permitted to enroll in and/or participate in the after-school program and will need to be picked up at regular dismissal time.

Space in the on-site after school program is limited; please inquire about space and or contact information for other programs in the main office.

School	After School Hours and Days	Fee
HVA East and West Elementary	4:30p.m. – 5:30p.m. (M,T,Th,F)	Program fees are equivalent to approximately \$5/hour per semester and vary due to number of days per semester. Please see additional After School Program literature for exact fees.
HVA East and West Elementary	1:00p.m. – 5:30p.m. (W)	

Middle

HVA Middle recognizes that our students have many talents and interests beyond academic excellence. We strive to offer extracurricular activities that appeal to our diverse and growing student body.

After-school activities meet during the after-school hours and times may vary. Some clubs may also require time commitments on weekends and/or evenings. Students should remember that joining any group is a serious commitment and should plan to prioritize their time accordingly.

- Commitment to After-School Activities – Families and students should commit to attendance at their after-school activities once they sign up. It is the responsibility of the student to head directly to their after-school activity immediately after the school day dismissal.
- After-School locations & activities will be announced by the school.
- After-School Hours:

School	After-School Hours
HVA West Middle	4:35p.m. - 6:00p.m. (M,T,Thu.,F); 12:45p.m. - 6:00p.m. (Wed.)
HVA East Middle	4:30p.m. – 6:00p.m. (M,T,Thu.,F); 12:45p.m. – 4:30p.m. (Wed.)

High

Students are encouraged to form their own clubs and groups based on their unique interests and talents. Clubs and activities are a significant part of the school day at HVAH, and play an important part in preparing students for college and beyond.

Students are encouraged to commit to at least one extracurricular club each year. A club fair held in September each year introduces students to that year’s offerings and allows them to meet the leaders of each club and learn more about each group’s goals and requirements. Students should remember that joining any group is a serious commitment and should plan to prioritize their time accordingly.

At the beginning of the year, each student is eligible to join extracurricular activities, though some groups may require auditions. Students must complete the Extracurricular Permission form and Waiver before they can begin to participate. Additionally, eligibility for participation in

extracurricular activities can be withdrawn as a disciplinary consequence. Each club will have its own requirements for continued participation.

Parents should familiarize themselves with the after-school activities schedule and requirements. Also, except for special events, extracurricular activities will not go beyond 6:00p.m.

HVAH also sponsors several athletic teams each year; in past years, these have included boys' and girls' basketball, girls' volleyball, soccer, and cheerleading. The goal of all teams is to provide students with opportunities to learn skills, to demonstrate good sportsmanship, to develop leadership skills, and to learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in life. Athletics should also help students develop self-discipline, self-sacrifice, and loyalty to the community, the school, and the team. HVAH encourages all interested students to participate in team sports.

Sportsmanship

As members of the HVAH athletic program, students, coaches, and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student-athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times representatives of their team, school, and community.

Commitment

Team practices are held after school, with the exact times determined by the coaches. Students who join a team should plan to be at school until approximately 5:30 p.m. on practice days; competitions may result in later dismissals. While most interscholastic games occur on weekdays, some may take place on weekends. Student-athletes are expected to attend all team practices and games, which are all regarded as school-sponsored events.

In order to be successful, a student-athlete must place the highest priority on health, academics, and training. All team members are valuable, and each team needs to know that it can count on its members to be present all the time. Often this means sacrificing social life, family trips, and other events which conflict with the rigors of training and competition. Learning how to make choices is one of the most valuable life lessons an athlete takes from a good athletic program.

Eligibility

Athletes must be currently enrolled in at least five core courses (English, history, math, science, foreign language) each semester. Senior athletes must have their program of study approved by the Managing Director of College Counseling and School Culture and his/her College Counselor if they are enrolled in fewer than five core courses. In addition, students must have passed each course in which they were enrolled at the completion of the last regular grading period before the season and maintain a passing average of C (2.0 GPA) in all courses in which they are enrolled during the season.

Team Sports and Physical Education Requirements

For students in grades 10-12 *only*, participation in a team sport may be substituted for Physical Education class in the semester in which the student participates on the team. The substitution of a team sport for PE must be requested by the student and approved by the student's coach and the Principal.

Family Educational Rights Privacy Act (FERPA) Policy

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. FERPA and its implementing regulations afford parents and students who are 18 years of age or older or attend an institution of postsecondary education (“eligible students”) certain rights with respect to a student’s education records.

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 Policy, means the School. “Parent(s)” for purposes of this Policy 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.

For all students, the School maintains education records that include but are not limited to:

- a) **“Personally identifiable information”** is confidential information that would make the student’s identity easily traceable, most importantly the Social Security number and any student I.D. number that would allow the user to access educational records without a password or PIN.
- b) **“Directory information”** is a category of personally identifiable information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, grade level, enrollment status, participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honors, recognition lists, awards received, the most recent previous educational agency or institution attended, and a Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student’s SSN, in whole or in part, will not be used for this purpose).

FERPA affords parents and eligible students certain rights with respect to a student’s education records. These rights include the following:

- 1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected. Harlem Village Academy will make copies available to parents for free. Parents have the right to appoint a representative to inspect and review their child’s records. The School 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 Principal 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.

- 2) The right to request the amendment of the student's education records that the Parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should appeal to the School Principal in writing, clearly identifying the part of the record they want amended and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested by the Parent or eligible student, the School will notify the Parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or eligible student when notified of the right to a hearing.
- 3) The right to consent or refuse to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; 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. For purposes of this Policy, a School official also includes a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of Personally identifiable information from education records. 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. Upon request, the School discloses education records without consent to officials of another School district in which a student seeks enrollment, intends to enroll, or is already enrolled for purposes of the student's enrollment transfer.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- 5) The right to refuse to consent to the release of Directory information in certain instances. The School's policy is that Directory information will be released without prior written consent. The primary purpose of Directory information is to allow the School to include this type of information from your child's education records in certain School publications such as a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets. Pursuant to the Family Educational Rights and Privacy Act and/or Part B of the Individuals with Disabilities Education Act, Parents and eligible students have the right to refuse to let the School designate any or all of the above information as Directory

Information. Parents are required to submit written notification to the Principal by October 15th, or within two weeks after enrolling at the School, if later than October 15th, if they do not want the School to release Directory information.

Additional Terms and Conditions:

- a) ***Custodial Parents*** – Custodial parents may include a natural parent, a guardian, or an individual acting as parent who provides ongoing custodial care. You are entitled to inspect, review and request photocopies of your child’s educational records. This includes computerized records.
- b) ***Non-Custodial Parent*** – For a request by a parent who does not reside with the student (i.e. the non-custodial parent), the school must notify the parent/institution with whom the child does reside. The custodial parent will have a period of 45 calendar days to respond to the request in order to inform the school as to whether a binding instrument or court order bars the school from giving the non-custodial parent access to the records. If no such document exists, the records will be made available to the non-custodial parent.
- c) ***Court Orders or Subpoenas*** – In the case of a valid court order or lawfully issued subpoena, the school is to immediately notify the parent in writing of the information that the school is being required to provide (unless the subpoena states otherwise). Police officers and other law enforcement agencies must also present valid court orders or lawfully issued subpoenas when requesting student information.
- d) ***Child Protective Services*** – Child Protective Service workers may request to see a student’s school records at any time and the school must comply.
- e) ***Mental Health & Other Service Providers*** - student records will not be provided to community service providers, unless a written HIPPA consent form is signed by a guardian outlining the specific information being requested and a copy of this document is given to the appropriate school personnel.

If you have any further questions regarding FERPA, please do not hesitate to contact your school’s Operations Director.

Family Involvement Opportunities

Fostering a Love for Reading! – Families are encouraged to set apart time daily for reading with their children. Parents can read aloud to their child or have their child read aloud to them. Engaging in rich conversations with children of any age about the book they are reading will get them even more excited about their book. Whenever possible, before going to the theater to watch a movie, do some research to find out if it is based on a book and read the book first!

Classroom Visitation – Family members are welcome and encouraged to visit their child’s classroom. Visitors can arrange a visit with the classroom teacher or by calling the main office. All visitors must sign in at the main office upon arrival to the school. Visitors should refrain from interacting with students or teachers during classroom visits, unless previously arranged with the classroom teachers.

Volunteering – Our families are welcome and encouraged to get involved; please reach out to a Dean to get started. Below are a few ways in which you can volunteer.

- o Chaperone and participate in our community service activities
- o Volunteer at breakfast and lunch
- o Get involved in family literacy activities with your child

- Help with pot-luck dinners, performances, and other events
- Chaperone field trips
- Volunteer with enrichment classes and Saturday school events
- Lead a workshop for other families to learn from you
- Attend Community Circles to celebrate our learning community

Food

HVA participates in the Federal Free and Reduced Meal program for students who qualify. All families, even those who do not qualify for lunch subsidies, *must* complete this form. *This form must be filled out each year even if your family's income has not changed.* The New York State Education Department mandates the collection of this form and uses it to determine eligibility for free or reduced-price lunch. The school will then send a letter informing families of their eligibility for free or reduced priced meals based on the household size and monthly gross income reported.

- You may still qualify for school meals even if you do not have a social security number, but you must complete the meal eligibility application.
- If your household receives food stamps or Temporary Assistance to Needy Families (TANF), you may turn in a Direct Certification Letter to the school instead of completing the Application for Free and Reduced Price Meals.
- If your household does not return the application for meal eligibility, you will be required to pay the full price for each meal your child eats in school.
- Inquiries pertaining to meal eligibility and regulations should be addressed to:
 Office of School of Food and Nutrition Services:
 44-36 Vernon Boulevard
 Long Island City, NY 11101
 (718-720-6100)
- Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file.
- Parents should also notify the school of any other food restrictions due to religion or custom.
- We will try to honor important special menu restrictions (due to religious beliefs or allergies) but cannot guarantee that all requests will be met.
- Harlem Village Academies serves milk at breakfast and lunch. Any parents wishing to substitute a different beverage must provide a note to the school indicating milk substitution. Parents must provide the substitute beverage, which must comply with the no-sugar policy.
- Students may not bring glass bottles.
- Students may eat or drink only in areas and at times designated by the school.
- Students may bring meals from home (please note that students should not bring food that requires heat, hot water, or refrigeration, and, for health reasons, are not to store food in lockers).
- Students and families may not order food during the day and have it delivered to the school.
- Students may not bring soda, candy, cookies, sugary drinks or sugary snacks, juices that are not 100% juice, Gatorade, energy drinks, Vitamin Water, donuts, cupcakes, chips, candy bars, etc. Lunchables are not permitted in elementary school.
- Any student who does not bring a lunch from home is required to take a tray during his/her lunch period. The student's family will be charged for the cost of this lunch according to his/her family's free/reduced/full lunch eligibility.

- HVA does not permit individual students to sell food at any time nor does it permit student organizations to hold bake-sales during the lunch periods.
- If your child has been assigned a student ID card, they must have it during meals. They are used to scan the students into the system.
- School meals are listed on a monthly calendar provided by the NYC Department of Education. For students participating in the school lunch plan, families can view the monthly calendar at www.schoolfoodnyc.org

Gum & Candy

HVA students are not permitted to have gum or candy in their possession at any time during the day, including after-school and during school-sponsored trips. Cough drops are ONLY allowed if given by the School nurse.

Homework

HVA students are expected to complete all work assigned by the teacher on time and to the best of their ability. It is extremely important that families monitor and encourage this homework each night. Any child not completing his/her homework will be at an academic disadvantage and may be subject to consequences.

Lost and Found

Lost items that are turned into the office will be kept for one month, then donated to charity or discarded. Please ensure that the student's name is written on every item your child wears to school, as this will help us to return missing items. If your child has lost an item, they may search the lost and found (*middle & high school students*). Families may contact the school immediately and/or come to the school any weekday between 8:00 a.m. and 4:30 p.m. to search for lost items.

Lost Student IDs and MetroCards

Students must go to the Main Office/Welcome Center between 7:45 and 8:00am to request a new student ID or Metrocard.

Medical and Immunization Information

Immunizations – New York State law requires that all children entering elementary school be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, 2 Hepatitis A, 3 Hepatitis B, and Varicella. Before a child can be permitted to enter and attend school (subject to the 14-day initial waiver requirement), parents or guardians must 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. Harlem Village Academies must receive a certificate of immunization no later than **September 22**. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

Physical Examination – All students must have documentation on file that a full medical examination has been administered prior to their first day at HVA and may also be required for certain extracurricular activities. Proper forms are distributed during new family orientations shortly after our school lottery.

Illness During School Hours – If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the child. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

Illness or Injury During Field Trips – If a child becomes ill or injured and needs medical assistance while on a field trip, emergency services will be notified immediately. A determination will be made by health officials regarding the severity of the problem. If hospitalization is required, an adult will accompany the child to the hospital. Parents will be notified immediately and advised of the whereabouts of the child and the nature of the illness or injury.

Asthma – Students with asthma should bring an inhaler prescribed by a doctor to school each day, along with a medical authorization form signed by a parent and doctor. Asthmatic students should notify an adult as soon as breathing becomes difficult.

Medication (Elementary students) – If your child requires medication during school hours, only the school nurse may administer this medication. A medical authorization form with exact dosage and times must be signed by a doctor and parent and turned into the school in order for medication to be administered. Medication needs to be in its original packing/case. This policy applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines

Medication (Middle & High students) – If a child is able to self-administer medication, the parent should initial the appropriate area on the back of the medication administration form. Most students at HVA Middle and High should be self-directed in taking medications. Those students are permitted to carry and self-administer only those medications that are necessary during the school day without supervision; however, students are never permitted to carry controlled substances. Only those medications which are necessary to maintain the student in school and which must be given during school hours should be administered. Any student who is required to take medication during the regular school day or while participating in school-sponsored activities (e.g., field trips, athletics) must have written parental permission.

There are various types of authorization required for medications administered on school grounds—all specific to the accommodations required. Please notify the school of any medications that your child is either required to take or may have in their possession to take as needed during school hours.

Order of Protection

If you have obtained an order of protection and require the school not to release your child to any particular person(s), you are required to provide a copy for the main office. Orders of protection will only be honored if they are current.

Personal Property

The school does not assume liability for losses, thefts, or damages to our students' personal property. Please ensure that your child only brings school-related materials to school each day.

Safety Procedures

Harlem Village Academies holds regular drills to instruct and train students in emergency and evacuation procedures so that everyone may leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the evacuation signal, all adults and children must exit the building quickly in an orderly manner. This may mean exiting the school without coats, jackets and book bags, but teachers will make every effort to ensure that students are not exposed to cold weather for too long. Visitors must also follow safety procedures.

HVA maintains appropriate safety plans in compliance with New York State Law. These plans outline the operations of the School and its emergency procedures.

Under New York's Violent or Disruptive Incident Reporting law ("VADIR"), HVA is required to report violent or disruptive incidents that occur on school property, including incidents occurring in, or on, a school bus (as defined in Vehicle and Traffic Law §142), and at school functions. Reports are submitted to the New York State Education Department at the end of each year, typically by July 30th.

Saturday School

Elementary

Harlem Village Academies will have many Saturday events during the school year. These events are designed to enhance student learning and will often consist of family field trips to locations around the city. These events will be included on the family calendar and all families are encouraged to attend.

Middle and High

Depending on their performance on interim assessments, students may be required to attend Saturday School to receive extra time and support to master learning goals. Students will be assigned by the school and attendance is mandatory. If a student is assigned to Saturday school, this is an indication that the student has not mastered grade-level material and may be required to repeat the grade, depending on subsequent academic achievement. Students attending Saturday School must arrive on time, and follow all school rules. Academic progress in Saturday School is measured by improvement in course grades. If a student does not attend a Saturday, s/he will be required to make up the time missed at the school's discretion.

School Closings

In cases of snowstorms or city-wide emergencies, Harlem Village Academies will follow the directive of the NYC Chancellor regarding school closings or delayed openings. If NYC DOE schools are closed or delayed, Harlem Village Academies will be as well. Announcements of school closings typically occur by 6:00 a.m. on CBS, NBC, CBS, FOX, and NY1. It is expected that if schools open, students will arrive on time and stay until the school's regular dismissal time.

School Property & Materials

Textbooks and supplementary course materials are provided by HVA to support and enhance learning. Students are expected to use textbooks and course materials as assigned, to care for them and to return them in good condition. Parents will be billed for the full cost of lost, damaged or destroyed textbooks and course materials. Students who lose, damage, or destroy

textbooks or course materials may also be subject to disciplinary consequences. Students who do not return textbooks and course materials will not have their report cards and/or transcripts issued to them or mailed home. *Parents must pay for any lost, damaged, or destroyed materials in full before report cards and/or transcripts will be issued.*

Desks and other furniture and equipment in classrooms are for student use and must be used carefully and responsibly. Students may not tape materials to desks unless specifically instructed to do so, and in no circumstances may they write on desks or other furniture. Any photographs or printed matter posted on walls must be approved in advance by a faculty member and be consistent with the school's professional atmosphere.

Any student who intentionally defaces or damages the school building, any property within the building, or the campus around it, or who pulls an unnecessary fire alarm, will be subject to disciplinary consequences which may include but are not limited to suspension.

Searches

In the event of a situation which requires immediate intervention to protect the safety and security of the school community or any individual, if there is a reasonable suspicion that a student is in violation of the law (i.e., rumors of drugs or dangerous weapon, smell of alcohol or marijuana), and/or if it is known that a student has been in recent violation of the school's weapon/drug/alcohol policies, Harlem Village Academies may conduct searches of students and student property. This includes, but is not limited to, backpacks. School desks, lockers and other equipment remain the property of the school and students should have no expectation of privacy in these areas. Prior to any search, students will be given an opportunity to produce any item in his/her possession that should not be in school. Should a student refuse to cooperate with a search request, the school may confiscate the property in question. Law enforcement may also be contacted to assist with a search, as appropriate.

A school search will be justified at its inception if the school officials had reasonable grounds to suspect it would turn up evidence that a student violated or was violating law or school rules. The scope of the search will be permissible if the measures used were related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The family of the student who has been searched will be notified of the incident.

Substance Use and Abuse

HVA will not tolerate substance use and abuse. Substance use/abuse is considered to have occurred when a student is under the influence of alcohol or other drugs, in possession of alcohol or other drugs, or is involved in providing or selling alcohol or any other drug on school grounds or at a school-sponsored event, including those held off-campus. In the event that a student is found to be in violation of this policy, the Principal or Dean should be contacted immediately. Consequences for violating this policy can result in disciplinary action up to and including expulsion. If staff suspects that a student is under the influence of drugs or alcohol, the student will be removed from class and held in the office for an authorized adult to pick him or her up from school. In the case where a student is presenting problems with substance abuse, including the use, possession, or distribution of illegal drugs, drug paraphernalia, and/or alcohol, referrals will be made to counseling services either at school or through an outside community-based organization.

Transportation

- **MetroCards** – Students who live more than ½ mile from the school qualify for MetroCards at no cost. Student MetroCards are good for three trips per day on MTA buses and subways from 5:30 a.m. – 8:30 p.m., Monday through Friday. If students live less than ½ mile from the school, they qualify for a half-fare MetroCards, which are good for bus service only. Student MetroCards may only be used by the student whose name appears on the card. MetroCards should be available by mid-September.
- **Lost/Damaged MetroCards** – If a student MetroCard is lost or damaged, please contact the main office as soon as possible. Replacement cards are provided by the Department of Education and may take several weeks to replace. In the interim, transportation costs must be covered by the student’s family.
- **Calendar** – The Harlem Village Academies calendar differs from the NYC Department of Education calendar. MetroCards will not work on days that the NYC DOE is not in session and families are responsible for paying for student transportation on these days. Students are required to attend school on all days that Harlem Village Academies is in session.
- **Saturday School** – families are responsible for their child’s transportation.

Uniform

In order to provide students with a caring and supportive learning environment and to reduce social stress, Harlem Village Academies requires school uniforms. The uniform is worn to school and all school functions. The official Harlem Village Academies school uniform must be purchased from Flynn and O’Hara. The school uniform may be purchased directly from the store or online.

Flynn and O'Hara Uniform Store
New York Store
49 West 116 Street
New York, NY 10026
(212) 328-4019
Email: sales@flynnohara.com
Website: www.flynnohara.com

Store Hours:
Monday to Wednesday, 10 to 7 pm
Thursday and Friday, 10 to 5 pm
Saturday 10 to 5 pm
Sunday closed

Students may not wear any shirt, pants, jumper, or sweater except the ones provided by Flynn & O’Hara. Please note our page on the Flynn and O’Hara website or contact Flynn and O’Hara directly for the official HVA uniform.

Additional Dress Code Guidelines:

It is important that at all times and on the occasional dress-down day, student appearance is tasteful and appropriate for a school setting. Clothing and accessories should not:

- Display vulgar, discriminatory, or obscene language or images
- Include caps or other head coverings unless required for religious or medical reasons.
- Promote illegal or violent conduct
- Contain threats or gang symbols
- Promote the unlawful use of weapons, alcohol, tobacco, drugs, or drug paraphernalia

- Expose cleavage, private parts, the midriff, or undergarments, and in the case of pants the waistband should not fall below the hips
- Be see-through or sexually provocative
- Be a distraction to self or others

Not permitted:

Elementary

- Logos or insignias (e.g. Levi's, Polo, Gap, FUBU, Fila, Tommy Hilfiger, etc.)
- Jewelry (with the exception of single small stud earrings for boys and girls: no larger than ¼ inch in size)
- Body piercing of any kind
- Hats, bandanas, or any other head coverings (except when worn for religious purposes)
- Jackets (except when outdoors)
- High heels
- Immodest attire
- Make-up
- Accessories such as glitter, press-on nails, nail tips, tinted glasses, personalized belt buckles
- Excessively baggy or excessively tight clothing
- Altering uniforms in any way (e.g. writing, drawing, cutting)

*Anything that is distracting to the student's learning or the learning of others, will not be permitted

Middle

- Logos or insignias (e.g. Levi's, Polo, Gap, FUBU, Fila, Tommy Hilfiger, etc.).
- Jewelry (with the exception of single small stud earrings no larger than ¼ inch in size).
- Body piercing of any kind.
- Patterned or lace tights (solid black or white only).
- Hats, bandanas, or any other head coverings (except when worn for religious purposes).
- Jackets (except when outdoors).
- High heels (above 1.5 inches).
- Immodest attire (such as exposed midsections or skirts above the knee).
- Make-up (including lip gloss) or nail polish (including clear nail polish).
- Hair dyed any color or any distracting hairstyles (i.e. no Mohawks or carvings).
- Carvings in eyebrows.
- Accessories such as glitter, press-on nails, nail tips, tinted glasses, personalized belt buckles.
- Excessively baggy or excessively tight clothing.
- Altering uniforms in any way (e.g. writing, drawing, cutting).
- Marking on oneself or one another with a writing utensil.

Visitor Policy

The safety and security of students and staff at Harlem Village Academies is of the utmost importance. We have a responsibility to our parents, students and staff to provide a safe environment that is conducive to learning. It is imperative that our teachers and staff are able to work, serving our students, in a safe, collegial and respectful environment. Toward that end, students, families and visitors are permitted to enter only through the front entrance of the building. Families and any other visitors must sign in with the School Security Guard or Safety Officer. Visitors are then directed to the school's main office to check in.

Parents/Guardians are welcome to visit their child's classroom at any time, but must always check in at the main office first, and may not interrupt class in any way. If a family wishes to meet with a teacher, Dean, or Principal, the meeting must be scheduled before the family's arrival. Harlem Village Academies' teachers follow a very specific schedule during the day and have very little time away from their students.

Visitors who violate procedures regarding visits to schools, whose conduct jeopardizes the safety of students and staff, or interferes with programs in the school are subject to immediate removal from the school by order of the Principal, Operations Director or Dean of Students, limited access into the school building, and possible arrest. The school reserves the right to limit future building access to visitors who violate school procedures or otherwise conduct themselves in a way that school officials determine to be threatening or disruptive.

Withdrawal Procedures

It is our sincere desire to work with all students and families who are enrolled at HVA and that our partnership is a lasting one. We understand, however, that there are cases in which withdrawal from the school is necessary. If you wish to withdraw your student from HVA during the current school year, please come into the office and sign a withdrawal form. Please understand that withdrawal from HVA will result in forfeiture of the student's seat at the school and the student may not have the option to re-enroll at the school unless an application is submitted and the student is admitted via lottery. Questions regarding enrollment or withdrawal may be directed toward the Operations Director.