Middle Village Preparatory Charter School

Parent and Student Handbook
2016-2017

DISCLAIMER

Please note that this 2016 – 2017edition of the Parent and Student Handbook (the "Handbook") supersedes all earlier editions. The School reserves the right to modify the Handbook during the year with notice to students and their families and reissue the Handbook at any time. Final authority on all matters rests with the school administration and Board of Trustees. Middle Village Preparatory Charter School is not responsible for any accidental omissions. It is the responsibility of all students, parent/guardian and staff to review this Handbook periodically.

Welcome to the 2016-2017school year. Education is a team effort.
With students, parents, teachers and staff members working together,
we will make this a successful year for each student.

MVP 2016-2017 ACADEMIC SCHOOL YEAR CALENDAR

2016

Monday, August 29th	Boot Camp for Grade 6
Tuesday, August 30th	First Day of Classes for All Grades
Monday, September 5th	Labor Day-**No School**
Monday, October 10th	Columbus Day-**No School**
Friday, October 14th	Progress Reports
Monday. October 31st	2:10 School Dismissal/ Halloween Party 2:30-4:00
Friday, November 11th	Veteran's Day- **School Closed**
Thurs/Friday November 24th& 25th	Thanksgiving Recess **– School Closed**
Friday, December 2nd	Report Cards
Wednesday, December 7th	Early Dismissal @ 11:30 Parent – Teacher Conferences 12:30- 2:30 Parent – Teacher Conferences 4:00 7:00
Thursday, December 22nd	MVP Holiday Show
Friday, December 23rd	2:10 Dismissal
Monday, December 26th – Friday, December 30th	Winter Recess-**School Closed**

2017

Monday, January 2nd	Students Return to School
Monday, January 16th	Martin Luther King, Jr. Day – **School Closed**
Friday, January 27th	Progress Reports
Friday, February 10th	Valentine's Day Dance 4:00- 6:00
Monday, February 20th – Friday, February 24th	Mid-Winter Recess-**School Closed**
Thursday, March 2nd	Report Cards
Wednesday, March 8th	Early Dismissal @ 11:30 Parent – Teacher Conferences 12:30- 2:30 Parent – Teacher Conferences 4:00 7:00
Monday, March 27th- Friday, March 31st	ELA State Testing
Monday, April 10th- Friday, April 14th	Spring Break- **School Closed**

Monday, April 17th	Students and Staff Return to School
Monday, May 1st- Friday, May 5th	Math State Testing
Wednesday, May 24th	MVP Spring Concert @ 6:00 PM
Monday, May 29th	Memorial Day – **School Closed**
Tuesday, May 30th& Wednesday, May 31st	MVP Theater Play @ 6:00 PM
Tuesday, June 13th	Algebra I Regents
Thursday, June 15th	Earth Science Regents
Friday, June 23rd	Last Day of School and Distribution of Report Cards

MISSION STATEMENT & PROGRAM DESIGN

The mission of the Middle Village Preparatory Charter School ("MVP" or the "School") is to prepare students for success at a selective college prep high school of their choice.

The MVP curriculum is a rigorous curriculum designed to meet and surpass the New York State Education Department requirements.

Central to the instructional model is a longer school day and increased classroom instructional time that is devoted to academic subjects. Students will master skills and attain subject proficiency by the end of the 8th grade.

The curriculum of MVPincludes a requirement that all students study Latin for three years, a key language for building a strong vocabulary and understanding of romance languages such as Spanish and Italian. Mathematics and English Language Arts are prioritized by allocating twice the amount of instructional time that is customarily devoted to these critical instructional areas. Science, Social Studies, the Arts, Physical education and Health, along with time allocated for enrichment and extracurricular activities round off the typical daily schedule.

The curriculumrequires that all students take available Regent-level courses, such as Integrated Algebra and Earth Science or Living Environment in grade 8.

MVP students meet our FIVE EXPECTATIONS when they are:

Tolerant
Responsible
Respectful
Cooperative
Hardworking

Student Admissions

Middle Village Preparatory Charter School will not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. The School shall be open to any student who is eligible under the laws of New York State for admission to a public school, and the school will ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and Section 2854(2) of the New York Education Law, governing admission to a Charter School. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, ethnicity, race, gender or religion.

Enrollment Period and Admissions Lottery

During the fall, Middle Village Preparatory Charter School will make available applications for admission for the following school year. Families can meet with staff to review the expectations of the School. Interested families can submit applications beginning February28th through April 1st. The lottery will be held during the third week of April.

If the number of applicants exceeds capacity, a random lottery conducted by an individual unaffiliated with the Middle Village Preparatory Charter School will be used to assign spaces. The process is described below.

The following preferences will be honored:

First preference will be given to returning students, who will automatically be assigned a space within the School.

Second preference will be given to siblings of students already enrolled in Middle Village Preparatory Charter School. For definition purposes, "siblings" are two or more children that are related either by birth, by means of the same biological father or mother, or by legal adoption.

The third preference for admission is for students who reside in the district that the School is located in, Community School District 24.

Finally, any remaining slots will be available to applicants residing in New York State outside District 24.

In the event that a lottery is necessary to determine enrollment, names will continue to be drawn after all available spaces have been filled in order to form a waiting list for each preference category for each grade level. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to theSchool. When vacancies arise, based upon the order of random selection from the lottery, we will invite students to attend MVP. The waiting list shall expire annually at the next lottery drawing.

ACADEMICS

School Hours: Monday - Friday 7:30 am– 4:00 pm, ***Wednesdays 7:30 am– 2:10 pm,*** unless otherwise noted by administration.

Each morning Middle School students assemble in the schoolyard. Breakfast is served between 7:00 am and 7:30 am. Students are brought up from the cafeteria by a staff member. Students are not allowed to come upstairs to the classrooms before 7:30 am unless otherwise instructed by a teacher. **Please do not drop off students before 7:00. We do not have staff available to supervise students who arrive that early.** All students are dismissed at 4:00 pm (**2:10pm on Wednesdays**). Students involved in after-school activities are allowed to stay for specific programming as long as they have signed permission slips.

Report Cards & Progress Reports

Report cards & Progress Reports are issued 6 times a year as follows:

October 14, 2016-Progress Report
December 2, 2016-Report Card
January 27, 2017-Progress Report
March 2, 2017-Report Card
April 21, 2017-Progress Report
June 23, 2017-Report Card

Parent-teacher conferences are an important part of the learning process as they give families the opportunity to have a formal and individualized discussion about the student's progress. Parents are encouraged to attend all conferences that are held.

Grading

Below is a break-down of the grading system.

A +	96-100
A	90-95
B+	85-89
B	80-85
C	75-80
F	Below 75

Academic Probation

Students not meeting academic requirements, such as failing two or more core content classes in a marking period, will be placed on academic probation for the quarter. During academic probation, students are required to meet with teachers to receive additional support with the material in the class in which they are failing. While on academic probation, students cannot participate in extra-curricular activities, such as sports, dance, or music, until they are able to meet the academic requirements.

Parent Teacher Association

MVP encourages parents to become involved in the Parent Teacher Association ("PTA"). The MVP PTA meets monthly throughout school year. The PTA invites speakers to address parent issues, works with school staff to create workshops, and encourages parent-school collaboration.

HOW PARENTS CAN HELP STUDENTS SUCCEED

Guidelines for Parents

Reading is FUNdamental!

Parents should ensure that students read every day. Limit distractions such as television and video games and encourage them to unwind with a good book.

Make sure students read for a **minimum** of 30 minutes **each** night. (The longer the better!)

Encourage students to visit the library and to read books about topics that interest them.

Emphasize that reading should be viewed as a delight rather than a chore.

Support Academic Achievement

Create a routine. Establish a regular time and a quiet space for students to do homework.

Stay involved and informed. Make a note of upcoming projects, assignments, and exams. Make sure that students complete all assignments and are up to date at all times.

Check TeacherEase at least once a week.

Check and sign your child's planner for daily homework assignments.

***It is easier to keep up than catch up!**

The more parents care, the more students care. If a student is struggling with a subject or assignment, parents are encouraged to get involved and attempt to tackle it together. If the problem persists, contact the school for assistance.

Encourage Proper Conduct

Encourage students to take responsibility and be accountable for their actions.

Discuss the importance of following school rules and policies.

Support the school's disciplinary actions. If a student is ever subjected to disciplinary actions at school, discuss the situation at home and develop a plan of action. Determine what changes need to be made to prevent additional occurrences.

Remind students to follow the 5 MVP expectations at home and in their community.

Remind students that any adult in the building can and should hold them accountable for their actions.
Discourage the use of social networking sites. These sites can be extremely harmful to students and must be monitored on a daily basis if your child uses them.

Get Involved in the School Community

Respond to calls and correspondence from the school.

Please make sure that all information submitted to school is accurate and received in a timely manner.

Participate and volunteer at school events, especially parent-teacher conferences.

Return all forms and permission slips on time.

Ensure that students arrive to school on time and in full uniform each day.

Notify the staff of any issues or circumstances that may affect a student's school attendance and/or performance. (Ex. death in the family, illness, etc.)

Personal Hygiene

The personal grooming of each student should be in accord with the standards set by the uniform dress code. Students should be clean and neat when at school.

Planners

All students are required to have an MVP planner to record their daily assignments, keep track of projects, and help organize their school activities. Students that have purchased a school supply package will receive a planner; however, students that do not purchase the package, must purchase the MVP planner separately. Please make sure your child brings his or her planner everyday and check the planner for notes from the teacher and daily assignments.

Tablets

Students in Grade 7 and 8 will receive Tablet Policy forms offering the usage of a school-issued device. Both parent and student signatures are required after reading the form agreeing to MVP's tablet policy and assuming responsibility for the device. If a student does not follow the policy, he or she may lose the priviledge of tablet usage and will be provided supplemental materials instead.

Parent Survey

In an effort to identify the effects of our school-wide parent/community involvement, the Department of Education (DOE) asks that all parents participate in a yearly survey administered in early spring of each year. The survey is an important tool for our School; it highlights our strengths and provides constructive feedback from parents. Our School is held accountable for the number of parents who respond. Parents are expected to complete one survey per child enrolled at the School.

For more information regarding parental involvement policies or NCLB in
New York State, please visit: *http://www.emsc.nysed..gov/deputy/nclb/parents/parents.htm*.
It is MVP's goal to support every family as we need their support to promote the academic success of our students.

Leaving Early Due to Illness/Release of Student to Adult

A sick student under the age of 18 can only be signed out by a parent or guardian, or authorized adult, who is identified on the emergency contact card and must show proper identification when picking up the student from school. A caregiver cannot give verbal permission over the phone for students to leave the building without being accompanied by an adult. If no one is available to pick up the student, the student will restquietly in an office.

We strongly encourage all medical appointments be scheduled for non-school hours.

Extended Family Vacations

Extended family vacations are discouraged during the school year**.** All trips should be planned to coincide with days when school is not in session. Trips should never prevent a student from taking mandated State Tests. In the event of an absence, it becomes the student's responsibility along with the help of the parents, to complete all assigned work upon his/her return to school. Incomplete assignments will not receive credit. Students who miss an announced test during their absence will take the test when all missed work is completed. ***Any absences occurring because of a vacation will be documented as unexcused absences.***

Family Death or Serious Illness

If there is a death or traumatic situation in the family that may affect the student's attendance please notify the Main Office immediately.

TeacherEase Parents are encouraged to sign up to receive TeacherEase information. Parents must have a valid email address to access this site. TeacherEase provides access to an electronic gradebook, email messages from teachers, and attendance records.

Parent-Teacher Conferences

Parent-Teacher conferences will be conducted "face-to-face" as per the school calendar.

In addition, parents are encouraged to inquire about their child's performance regularly during the school year. This continual monitoring will aid in strengthening the student's progress. During the conference, teachers will review the student's progress and discuss strengths and any areas in need of support. Our goal is to make these conferences a positive experience for all.

Notification of Rights under the Family Educational Rights and Schools Privacy Act (FERPA)

The Family Educational Rights & Privacy Act of 1974 and implementing regulations ("FERPA") is a Federal law designed to protect the privacy of a student's education records.

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

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency," for purposes of this notice, means MVP. For all students, the educational agency 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 ("SSN") 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 students over 18 years of age ("eligible students") certain rights with respect to the student's education records. "Parent(s)" for purposes of this notice means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent in the absence of a parent or guardian. Parents have the right to inspect and review a child's education records. MVP will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program "IEP" or any due process hearing, but in no case more than forty five (45) days after the request has been made.

Requests should be submitted in writing, indicating the records the parent wishes to inspect, to the Principal. Parents have the right to a response from MVP to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While MVP cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. MVP 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 or designee and must specify the records that may be disclosed, the purpose of the disclosure and the party or

class of parties to whom the disclosure may be made and the time period that the release is in effect. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

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

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

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

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

"Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A School official is a person employed by the School, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Parents are required to submit written notification to the Principal, by September 30th, or within two weeks after enrolling at MVP if later than September 30th, if they do not want the school to release Directory information.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by MVP to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. Parents are also encouraged to contact the Principal to discuss any concerns regarding FERPA.

Anti-Harassment Policy

MVP is committed to maintaining a learning and working environment that is free from unlawful harassment or retaliation based on race, color, religion, national origin, marital status, gender, sexual orientation, and/or disability. Any unlawful harassment or retaliation of a student or employee by a member of the school community is a violation of this policy. The administration will act to thoroughly and promptly investigate all complaints, formal or informal, verbal or written, of unlawful harassment based on color, race, religion (creed), national origin, marital status, gender, sexual orientation, and/ or disability. MVP will discipline or take appropriate corrective action against any member of the school community who is found to have violated this policy. If you encounter such actions, you should contact the Principal.

Personal Items

MVP encourages students to leave personal belongings at home. The school does not accept responsibility for the personal items of students lost or stolen at school. We will not reimburse students for personal items such as, electronics, money, or clothing items stolen out of bags, lockers, or outerwear.

Cell Phones and Electronic Devices

Cell Phones will be secured in a locker every morning and returned at dismissal from the student's homeroom. All other electronic devices (iPods, MP3 players, video games, etc.) are discouraged and will be confiscated if they are seen or heard during the school day. All electronic devices are to be set to an "OFF" position.. Any confiscated items will be returned only to a parent or guardian. MVP will not be held responsible for replacing lost or stolen electronic devices.

Should parents need to contact their children during the school day, they may call the Main Office at 718-869-2933.

Immunization Requirements in New York

Students will not be allowed to attend school if proper health forms are not on file by the first day of school. In order to maintain the health and safety of our students, all children must have the required vaccinations. Parents may request in writing a medical or religious exemption from immunization requirements (form available in the Main Office). The Principal or Clinical Office will then seek to obtain the consent of The Health Department of NY to recognize the exemption. Students who have a history of having mumps, measles, chicken pox, and rubella will be accepted only if confirmed by a physician and submitted in writing at the time of enrollment. New York State Law requires a physical examination report to be on file in the Health Office for all students. Health Examination Forms can be picked up at MVP Main Office, Room 406. All health forms are mailed out to new and returning students during the summer and returned by the first day of school.

Medication

Only the school nurse can administer prescription medication during the school day, once written permission is received from a parent. The school nurse may not administer over the counter medications, i.e. Tylenol or Aspirin. Only those medications which are necessary to maintain the student in school and which must be given during school hours will be administered. Students who are required to take daily medication must submit form *S504 signed by their physician. Students who have severe asthma must have form *S504 on file in the Main Office in order to carry their inhaler with them during the school day.

*** Form S504 is available in the Main Office.**

Special Education (see also Students with Disabilities section)

Middle Village Preparatory Charter School provides special education services to all qualifying students. Students with special needs have the right to a quality education appropriate to their needs, abilities and interests. Our instructional staff will participate in the development and implementation of appropriate instructional and socialization strategies. Our highly qualified staff, which includes teachers certified in Special Education, help customize our instruction to meet the needs of our diverse student population. Annual reviews are held at school with the entire team to support students.

Middle Village Preparatory Charter School cannot decide on its own that a student needs special education services. As required by law it defers to the Committee on Special Education as set forth below.

The Individual Education Plan (IEP)

An Individual Educational Program ("IEP") is a written statement outlining an education program based on the unique needs of the student. The Committee on Special Education ("CSE") in the student's school district of residence has the responsibility for developing an IEP. It is the responsibility of MVP to ensure the IEP is implemented. The services may be provided by the student's school district of residence, The Middle Village Preparatory Charter School, and/or a provider with whom the school has contracted to provide services.

The school will comply with all legal requirements for students identified as having a disability. An IEP will be provided classifying the disability, specifying goals, level of service, related services and the least restrictive placement for the student. Students with special needs will be educated within a

general education setting and through one-on-one and small-group remediation as specified in a student's IEP. MVP will work with parents to ensure they are fully informed of their rights, procedures and responsibilities under Special Education law.

Annual Reviews/Triennials

Special Education students are entitled to an annual review and a three-year re-evaluation with the Region 4 CSE. At these times, parents and teachers will evaluate the protocols appropriate for the student, as well as state recommended guidelines to produce the most desired educational outcome for the student. Parents are informed of their student's progress a minimum of four times per year at quarterly marking periods. Progress is also shared through telephone calls, written information/feedback, and personal contacts.

Uniforms

The Middle Village Preparatory Charter School is a uniform school. MVP believes there are numerous benefits to students wearing uniforms, such as improved behavior and increased security, and a focus on academics rather than apparel. Students should wear their uniform with pride to represent MVP and respect its ability to prepare them to be productive citizens.

Students are required to wear their MVP uniform. The school logo should be clearly visible. Students who abuse the uniform policy will serve detention as determined by the Dean. If a student is cited as being out of uniform three times, that student is subject to a suspension. Students who do not come in uniform are required to report to the Dean of Students/Director of Student Services. A phone call will be made home to parents notifying them that the student is out of compliance.

Students will not be allowed to participate in any school related activities if they are not in uniform during the school day. ***This also includes special events during the day.***

Uniforms (including shirts, sweaters, sweatshirts, pants, shorts and skirts)must be purchased from:
Flynn & O'Hara Uniforms
The Shops at Atlas Park
8000 Cooper Avenue Lower Level (Accessible from the North Garage)
Glendale, NY 11385
(718) 326-2704

Required Uniforms
MVP uniform:

Non-Gym Days
Flynn & O'Hara issued School designated-Light color khaki pants or skirt with embroidered MVP logo
Flynn & O'Hara issued grade-specific polo shirt with embroidered MVP logo
Flynn & O'Hara issued grade-specificsweater with MVP logo
All Black shoes (absolutely NO sneakers)

Gym Days
Flynn & O'Hara issuedSchool Designated Uniform: Sweatshirt, T-shirt and Sweatpants
Sneakers

School Visitors

All visitors must notify the Director of Operations at the School in advance of their interest in being onsite and are required to sign in with building security at the main entrance. Visitors must then report to the main office to receive a visitors badge on the day of the scheduled visit. The School reserves the right to limit times and areas of access in order to preserve the learning environment and effective functioning of the program.

Public Conduct on School Property

MVP is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on School property and at School functions. For the purposes of this policy, **"**public**"** shall mean all persons when on School property or attending a school function including students, staff, parents and other visitors. All persons on School property or attending a School function shall conduct themselves in a respectful and orderly manner. No person, either alone or with others, shall:

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

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

Leaving the Classroom
Students musthave a pass in order to leave the classroom. Students are provided a pass to leave the classroom to use the bathroom, go to the office, etc. No more than one student may be out of a classroom at a time for such reasons.

Absenteeism

Regular attendance is mandatory, and is important to a student's success in school; it establishes good work habits and self-discipline. Students who are not in attendance will not receive credit for their classes andwill not be allowed to participate in extracurricular activities.

Teachers will determine whether or not students with more than five (5) excused absences will fail the marking period. The Parents of students who are consistently late or absent, will be called in for an attendance meetings. Students who have missed more than 10 consecutive days or 20 days per semester without a verified excusemay be reported to ACS for educational neglect and a meeting will be held with the administration.

Any student who has more than 15 absences, or 20 latenesses, during the course of a school year (excused or unexcused) may be required to repeat the grade, at the discretion of the Principal.

Students who are absent due to a doctor's appointment must present a note on doctor's stationery signed by the doctor. Please make every attempt to schedule appointments after school. It is the parent'sresponsibility to report student's absence to the school office before 8:00 a.m. on the day of the absence. The answering machine will be available before and after school hours for anyone who needs to leave a message. A written excuse signed by a parent must accompany the student upon return to school and be handed in to the attendance secretary in the Main Office. Three or more unexcused consecutive absences will result in referral to the Guidance Department/Director of Student Services for further action. Upon a student's third unexcused absence, parent(s)/guardian(s) will be called in for a meeting with the Guidance Department to discuss the student's attendance record. If a student reaches five unexcused absences, parent(s)/guardian(s) will be called for meeting with the Dean of Students. If a student reaches seven unexcused absences, parent(s)/guardian(s) must come in for mandatory meeting with the Director of Student Services. Following seven absences, parent(s)/guardian(s) will come in for a mandatory meeting every two absences.

Excuse notes must contain the following:

Reason for lateness/absence.
Date the note was written.
Signature of a parent/guardian.

All notes must be submitted the day the student returns to school.
If there is a death in the family or a hospital stay for the student due to illness, then a notification from the family must be submitted to the Dean's Office.

Tardiness

All students are expected to be at school by 7:30 am each day. Students who arrive late to school will need to sign in with main office before going to their classroom. Students who are late to homeroom will serve a lunch detention that same day with the exception of student's who provide a valid excuse signed by a parent/guardian with documentation. We believe that learning to be punctual is an important ingredient to success at school and in life.

Tardiness due to a verified family emergency or other circumstance deemed acceptable will be excused with documentation.

Upon a student's third lateness, parent(s)/guardian(s) will be called in for a meeting with the Guidance Department to discuss the student's attendance record. If a student reaches five latenesses, parent(s)/guardian(s) will be called for another meeting with the Dean of Students. If a student reaches seven latenesses, parent(s)/guardian(s) must come in for mandatory meeting with the Director of Student Services. Parents(s)/guardian(s) will be called to come in for mandatory meetings for every three latenesses following the student's first seven latenesses.

Metrocard Distribution

Students receive Metrocards based on the information provided on ATS. The address provided by parents will determine whether students receive a half-fare or full-fare cards. Students receive cards on the first day of school and must sign for the card upon receipt. Students are not allowed to have multiple cards at one time. If a student loses a card, then a new card will be issued as quickly as possible. However, the school only receives a certain amount of cards and cannot supply cards for students who repeatedly lose their cards.

Field Trips

Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate behavior as required at school. They are expected to fulfill the MVP expectations and represent the school at all times. The School reserves the right to remove a student from a field trip or prohibit their attendance for failure to follow school rules. Signed MVP permission slips must be on file with the teacher for each student for each field trip. We cannot accept verbal confirmation in lieu of the signed permission slip. Walking trip forms for short walks around the community are signed at the beginning of the year.

Hearing and Vision Screening

Our students receive special health services through the Health Department. These services include vision and hearing screenings.

MVP-Code of Conduct

I. Introduction

The Board of Trustees (the "Board") of Middle Village Preparatory Charter School ("MVP") is committed to providing a safe and orderly school environment where students may receive, and MVP personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other personnel, parents and other visitors is essential to achieving this goal.

MVP has high expectations for conduct on school property and at school functions. The Board expects that educational strategies be employed to create a school-wide culture of high behavioral expectations. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("Code of Conduct" or the "Code").

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

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

II. Student Rights and Responsibilities

A. Student Rights

MVP is committed to safeguarding the rights given to all students under applicable state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all MVP activities on an equal basis regardless of race, color, creed, national origin,religion, gender or sexual orientation or disability.

2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All MVP students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Be familiar with and abide by all MVP policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

6. Work to develop mechanisms to control their anger.

7. Ask questions when they do not understand.

8. Seek help in solving problems that might lead to discipline.

9. Dress appropriately for school and school functions.

10. Accept responsibility for their actions.

11. Conduct themselves as representatives of MVP when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct,

demeanor, and sportsmanship.

III. Essential Partners of MVP

A. Parents

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parent and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and MVP.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. Teachers

All teachers are expected to*:*

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Model appropriate behavior
3. Be prepared to teach.

4. Demonstrate interest in teaching and concern for student achievement.

5. Know school policies and rules, and enforce them in a fair and consistent manner.

6. Communicate to students and parents:
    a. Course objectives and requirements

    b. Marking/grading procedures

    c. Assignment deadlines

    d. Expectations for students

7. Communicate regularly with students, parents and other teachers concerning growth and achievement.

C. Principal

The Principal is expected to:

Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

1. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.

2. Evaluate on a regular basis all instructional programs.

3. Support the development of and student participation in appropriate extracurricular activities.

4. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

D. Board of Trustees

The Board is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations; school safety personnel; and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, personnel and visitors on school property and at school functions.

2. Adopt and review at least annually MVP's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

IV. Prohibited Student Conduct

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

MVP personnel who interact with students are expected to take disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board and the administration recognize the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

The School administrators shall administer comparable disciplinary procedures for Code of Conduct violations that take place at school functions (i.e., school-sponsored or school authorized extracurricular event or activity) or on school property (i.e., school bus).

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

Students may be subject to disciplinary action, including suspension or expulsion from school, when they:

A. Engage in conduct that is disorderly. Disorderly conduct will normally result in in-school disciplinary measures or suspension as warranted. Examples of disorderly conduct include:

1 Running in hallways.

2 Making unreasonable noise.

3 Using language or gestures that are profane, lewd, vulgar or abusive or are non-respectful or demeaning to others.

4 Obstructing vehicular or pedestrian traffic.

5 Engaging in any willful act which disrupts the normal operation of the school community.

6 Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

7 Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of MVP's acceptable use policy.

8 Use of cell phone

B. Engage in conduct that is insubordinate. These offenses may results in in-school disciplinary consequences, suspension and/or other consequences depending on the circumstances. Examples of insubordinate conduct include**:**

1 Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2 Lateness, missing or leaving school without permission.
3 Skipping detention.
4 Failing to comply with the agreed upon tablet policy.

C. Engage in conduct that is violent. These offenses may result in suspension, expulsion and/or other consequences depending on the circumstances. Examples of violent conduct include:

1 Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.

2 Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student or any other person lawfully on school property or attempting to do so.

3 Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

4 Displaying what appears to be a weapon.

5 Threatening to use any weapon.

6 Intentionally damaging or destroying the personal property of a student, teacher,administrator, other employee or any person lawfully on school property, including graffiti or arson.

7 Intentionally damaging or destroying MVP property, teacher property or student property.

D. Engage in any conduct that endangers the safety, morals, health or welfare of others. These offenses may results in in-school disciplinary consequences, suspension and/or other consequences depending on the circumstances. Examples of such conduct include**:**

1 Lying to school personnel.

2 Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3 Defamation, including through social media, which includes making false or unprivileged

statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4 Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.

5 Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

6 Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7 Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

8 Selling, using or possessing obscene material.

9 Using vulgar or abusive language, cursing or swearing.

10 Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.

11 Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.

12 Inappropriately using or sharing prescription and over-the-counter drugs.

13 Gambling.

14 Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15 Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

16 Bullying- defined as a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students, or an individual student engages in harassment of another student or students who is/are less powerful or perceived to be less powerful. Bullying can take many forms, including but not necessarily limited to the following three forms: 1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings); 2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and 3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).Cyber-bullying takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about

another person (including but not limited to "sexting"); pretending to be someone else in order to make that person look bad. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

17 Violating the School's Social Media Policy

18 Violation of the Dignity for all Students Act

E. Engage in misconduct while on a school bus. This offense may result in loss of bus privileges in addition to other consequences depending on the circumstance.

It is crucial for students to behave appropriately while riding on school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting or interference with the safe operation of the vehicle will not be tolerated.

F. Engage in any form of academic misconduct. These offenses may results in in-school disciplinary consequences, suspension and/or expulsion depending on the circumstances. Examples of academic misconduct include:

1 Plagiarism.

2 Cheating.

3 Copying.

4 Altering records.

5 Assisting another student in any of the above actions.

G. Repeated Violations of the Code of Conduct:Progressively more serious disciplinary consequences shall be imposed upon any student who repeatedly commits one or more disciplinary offenses.

V. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, the Dean of Students, the Director of Student Services, or the Principal. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Board.

All MVP staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt,

fair and lawful manner. MVP staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction which may include permanent suspension and referral for prosecution.

The Principal or his designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of MVP by the end of the day, but in no event later than one business day after the Principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

A. Penalties

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability. Please see the Special Education- Students with Disabilities Section for more information.

Students who are found to have violated MVP's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of MVP staff
2. Phone Call and/or Written notification to parent (including e-mail) – teachers, Dean, Director of Student Services, Principal
3. Detention – teachers, Dean, Director of Student Services,Principal
4. Behavior Contract- teachers, guidance counselor, Dean, Director of Student Services, Principal
5. Suspension from transportation – Dean, Director of Student Services, Principal
6. Referrals – teachers, Dean, Director of Student Services, Principal, Board

7. Suspension from social or extracurricular activities – Dean, Director of Student Services, Principal

8. Suspension of other privileges – teachers, Dean, Director of Student Services, Principal

9. In-school suspension – Dean, Director of Student Services, Principal

10. Removal from classroom by teacher – teachers, Dean, Director of Student Services, Principal

11. Short-term (less than five days) suspension from school – Dean, Director of Student Services, Principal, Board

12. Long-term (five days or more) suspension from school – Principal, Board

13. Expulsion – Board or Board designee

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

School administrators shall adopt the following due process procedures

- Student shall have an opportunity to present his/her version of the facts

- School administrator shall conduct an investigation and consult with witnesses.

- Upon a determination that a violation has been committed school administrator shall provide the parent/guardian of the student with a summary of incident and the form of discipline to which the student shall be subject.

- Parent may arrange a Principal/Parent Conference to discuss the Code of Conduct violation and the school administrator's determination.

Parent may elect to appeal school administrator's determination and form of discipline by submitting a letter of appeal to the School Board of Trustees.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention Teachers and the Principal may use lunch detention as a penalty for lateness to school or other student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or his designee. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school.

3. Suspension from extracurricular activities and other privileges A student subjected to a suspension from extra-curricular activities or other privileges is not entitled to a full hearing. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with MVP official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes the Principal to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." A certified MVP teacher will act as the designated in-school suspension teacher and students will receive alternative instruction in accordance with applicable law.

The student and the student's parent will be provided with a reasonable opportunity for an informal conference with MVP official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in another classroom or in an administrator's office; (2) briefly talking with the student in the hallway; (3) sending a student (escorted by an adult) to the Dean's office or Principal's office for a brief

period of time; or (4) sending a student to another appropriate MVP staff member for brief counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may request to remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours. If a teacher orders a student to be removed immediately, the student will be sent to the Principal or a staff member designated by the Principal depending on the nature of the incident

The teacher must complete a school-established disciplinary removal form and meet with the Principal or his designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form in the main office and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the Principal or another MVP administrator designated by the Principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1 The charges against the student are not supported by substantial evidence.

2 The student's removal is otherwise in violation of law, including MVP code of conduct.

3 The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a MVP provided form) for all cases of removal of students from his or her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or

regulation.

6. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Principal.

All suspended students will receive alternate instruction within 24 hours of suspension. Suspended students will be sent home or to an assigned room within the school building, supervised by school staff, to serve their suspension.

Any staff member may recommend to the Principal that a student be suspended. All staff members must immediately report and refer a student to the Principal for a serious violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Procedures and Due Process for Disciplinary Action: Short-Term Suspension

When serious behaviors occur, or when frequent, patterned behaviors are repeated over time, the behavior may result in a suspension. Short-term suspension refers to an in-school removal or out-of-school removal of a student for disciplinary reasons for a period of ten or fewer days. A student who has committed any of the infractions listed below may be subject minimally to a short-term suspension.

The Principal or his/her designee may impose a short-term suspension, and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S. 565). Before imposing a short term suspension, or other, less serious discipline, the Principal or designee shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student's version of events shall also be provided. Before imposing a short-term suspension, the Principal or designee shall immediately notify the parents or guardian in writing that the student may be suspended from school. Written notice shall be provided by personal delivery or express mail delivery within 24

hours of the decision to impose suspension at the last known address(es) of the parents or guardians. Where possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardian of their right to request an immediate informal conference with Principal or designee. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardian. The Principal or designee decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the formal complaint process of the School.

b. Procedures and Due Process for Disciplinary Action: Long-Term Suspension or Expulsion

A long-term suspension refers to the removal of a student from school for disciplinary reasons for a period of more than ten days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons.

Where the School seeks to impose a disciplinary consequence of long-term suspension or expulsion, it shall provide written notice to the student and his or her parent(s)/guardian as described above. A Board of Trustee member, or their designee, shall serve as the hearing officer for the hearing. The School shall make the case for suspension or expulsion, introducing evidence and calling witnesses on its behalf. The student is entitled to counsel and shall have an opportunity to defend him or herself against the alleged violations of the School's disciplinary code. The student may introduce evidence and call witnesses on his or her behalf. Both parties may cross-examine witnesses called by the other party. The hearing shall not exceed two hours in length, unless the hearing officer elects to extend that limit. An audio transcript shall be made of the proceedings and a copy of that recording shall be made available to the student upon request.

The hearing officer shall provide to the student a decision in writing within five (5) school days. Should the student seek to appeal the ruling, he or she may do so by submitting to the MVP Board of Trustees a request for appeal. Upon receipt of such a request, a committee comprised of no less than three trustees who were not involved in the initial hearing will promptly hear the appeal. Each party will have twenty minutes in which to make a statement. The scope of the appeal will be limited to positions and the record established during the first disciplinary hearing. In rendering its decision, the committee may consult the transcript of the disciplinary hearing and any evidence submitted in connection with it. The committee will provide a written ruling within five (5) school days. For matters alleging a violation of law or of the School's charter agreement, appeals of decisions made by the committee may be made first to the State University of New York's Charter School Institute and then to the Board of Regents through the New York State Education Department.

Gun Free Schools Act

Federal and New York law require the expulsion from school for a period of not less than one year of a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Principal may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended). As defined in New York law, this prohibition also extends to certain other sorts of weapons. "Weapon," as used in this law means a "firearm," as defined by 18 USC § 921, and includes firearms and explosives.

The following are included within this definition:

- Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition.
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device.
- Any weapon which will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device in the two immediately preceding examples, and from which a destructive device may be readily assembled.

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

Off Campus Discipline Policy

Our primary concern is to keep all students safe while they are in school. MVP has policies and procedures in place to ensure that each student will be safe during school hours and while on school property. However, students who fail to conduct themselves as positive representatives of MVP may be subject to disciplinary action if the incident creates disruptions in the schooldays, even if the incident occurs off school grounds. For instance, fights between students or between students and community members that occur off school grounds can have a serious impact on school safety. In certain cases, the school is within its right to discipline students for these incidents, following the door-to-door policy outlined below. MVP will always works in collaboration with parents on these matters.

Further, for students at MVP, the discipline policy will be the same off of campus as it is on campus, including on the school bus or any other means of student transportation, and is applicable to all off-site trips as well as to stores that student's may visit on the way to or from school. In that way, MVP will maintain a "door-to-door" discipline policy, which begins when students leave their home to come to school, and ends when they reach home or their final destination after school. These policies extend to acceptable use for social networking sites, including, but not limited to Facebook, Twitter, Instagram, Snapchat, Tumblr, Vine, Wanelo, Kik Messenger, Ooovoo, YouTube, Google+, and

Flickr. Students are also responsible for following the school's Code of Conduct and the School's Social Media policy when engaged in off-campus activities that impact the educational environment, such as through social media websites. Consequences for cyber bullying, for example, will be similar to those for bullying on campus.**MVP does not tolerate bullying in any form.**

C. Referrals

Counseling: The School offers counseling services to students. A teacher or other staff member can make a recommendation to the guidance counselor for counseling. In addition, a parent may also request counseling for their student.

PINS Petition: MVP may file a Person In Need of Supervision ("PINS") petition in Family Court for any student who demonstrates he or she requires supervision or treatment.

Juvenile Offenders: MVP may be required to contact law enforcement when a student has committed a crime or brought a weapon to school.

Behavioral Referral: Teachers, or any member of the MVP faculty, will fill out a Dean Referral form when they want a student's behavior to be addressed by the Dean.

Academic Referral: Teachers, or any member of the MVP faculty, will fill out an Academic Referral form when they want a student's academic progress to be addressed by the Director of Special Education. The Special Education team will then review and discuss the steps that are to be taken after observations are made.

VI. Alternative Instruction

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

VII. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any MVP employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury (e.g., breaking up a physical altercation without using excessive force)

2. Protect the property of the school or others.

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive acts.

In all cases, the physical force used shall only overcome resistance from the student and be terminated when the student ceases his/her actions. The amount and type of force used shall be commensurate with the student's age, physical characteristics and disability.

MVP will file all complaints about the use of corporal punishment with the Board for further review.

VIII. Student Searches and Interrogations

The board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or MVP code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the Principal, and other school personnel it deems appropriate, to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or MVP code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than MVP's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. MVP employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and

students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

C. Police Involvement in Searches and Interrogations of Students

MVP is committed to cooperating with police officials and other law enforcement authorities to

maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1 A search or an arrest warrant; or

2 Probable cause to believe a crime has been committed on school property or at a school function; or

3 Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1 They must be informed of their legal rights.

2 They may remain silent if they so desire.

3 They may request the presence of an attorney.

D. Child Protective Services Investigations

Consistent with MVP's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, MVP will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or his or her designee will work with Child Protective Services to set a time and place for the interview that is convenient for all parties. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other MVP medical personnel must be present during that portion of the

interview. No student may be required to remove his or her clothing in front of a child protective services worker or MVP official of the opposite sex.

Depending upon the individual circumstances, the investigation of a child abuse allegation may result in a student being taken from school for appropriate follow up action. In line with the Chancellor's Regulations, The school must permit CPS workers (whose credentials have been verified) to take children into protective custody, upon their presentation of a court order, parental consent, or a written statement from ACS (Form 701-C) which indicates that emergency circumstances exist that pose an immediate threat of harm to the child or children.

E. Enforcement

The Principal or his designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

MVP shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the school reserves its right to pursue a civil or criminal legal action against any person violating the code.

IX. Dissemination and Review

A. Dissemination of Code of Conduct The board will work to ensure that the community is aware of

this Code of Conduct by:

1 Providing copies of a summary of the code to all students at the beginning of each school year.

2 Making copies of the code available to all parents at the beginning of the school year.

3 Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.

4 Providing all new employees with a copy of the current code of conduct when they are first hired.

5 Making copies of the code available for students, parents and other community members

Students with Disabilities

General

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

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

If a student identified as having a disability is suspended during the course of the school year for a total of eight (8) 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 (10) days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

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

Provision of Services During Removal

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

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

consultation with the child's special education teacher, shall make the service determination.

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

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

Due Process

If discipline which would constitute a change in placement is contemplated for any student with an IEP, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified by the School of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) the CSE of the student’s district of residence and other qualified personnel shall meet and review the relationship between the child’s disability and the behavior subject to the disciplinary action (subject to CSE's availability).

If, upon CSE review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

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

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and School agree otherwise.

Compliance with the Child Find Requirements of IDEA

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

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

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

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

Special Education Services
In accordance with the State Education Law Section 2853(4), MVP provides services required by a student's Individualized Education Program (IEP), either directly, by contract or by agreement with the school district. MVP offers a variety of intervention services to its students. Students with an IEP will receive services from a certified Special Education Teacher or Related Service Provider based on the requirements of their IEP. Students who have an IEP for related services can receive these services during the school day. Related services include speech, occupational therapy, physical therapy, or counseling. MVP partners with agencies or the DOE to secure licensed providers to offer these services.

MVP has a licensed clinical Social Worker on site to address the needs of students who have an IEP for individual or group counseling. In addition, the social worker works with other individuals and groups of students who are struggling with social and emotional concerns.

All special education services at MVP take place during the regular school day.

MVP communicates with families of students with disabilities on an ongoing basis regarding the progress their children are making, their children's IEPs and ways that families can support the education and development of their children with disabilities. MVP provides written periodic progress for each student, as well as copies of all report cards, to the families of each special education student. Families are encouraged to contact and/or meet with their children's teachers, Special Education Coordinator, and MVP administrators at any time to discuss concerns, questions or complaints about their child's IEPs and the services provided to their children.

If a student enrolls in MVP and is suspected of having a disability, the Principal will review the student suspected of having a disability, in cooperation with the student's teachers. In accordance with the review, the school will consider or provide remediation with supplementary aides or support services as necessary. If there remains a suspicion of a disability, the student will be referred in writing to the chairperson of the CSE for an individual evaluation and determination of eligibility for special education programs and services.

Middle Village Preparatory Charter School's Social Media Policy for Employees and Students

i. ***Introduction/Purpose***

1. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing students to succeed in their educational and career endeavors.
2. Middle Village Preparatory Academy Charter School ("MVP") is committed to ensuring that anyone who utilizes social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. MVP strives to create professional social media environments that mirror the academically supportive environments of our schools.
3. These Social Media Guidelines ("Guidelines") provide guidance regarding recommended practices for social media communication between MVP employees, between MVP employees and MVP students and between MVP students.
4. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address recommended practices for use of personal social media by MVP staff.
5. Further, these Guidelines provide context for students regarding the appropriate use of social media and how student 'off-campus' conduct within social media can impact the learning environment and result in disciplinary consequences.

ii. Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Tumblr, Vine, Wanelo,, Kik Messenger, Ooovoo, YouTube, Google+, and Flickr.

1. Professional social media is a work-related social media activity that is either school-based or non-school-based.
2. Employee Personal social media use is a non work-related social media activity (e.g., a MVP employee establishing a Facebook page or a Twitter account for his/her own personal use).
3. School Sanctioned social media use is a MVP sponsored website or other media activity controlled by MVP.
4. Student Personal social media use is non school sanctioned social media activity

iii. Employee Professional Social Media Use

1. Maintenance of Separate Professional and Personal E-mail Accounts

a. MVP employees who decide to engage in professional social media activities should maintain separate professional and personal email addresses. As such, MVP employees should not use their personal email address for professional social media activities. The professional social media presence should utilize a professional email address and should be completely separate from any personal social media presence maintained by the MVP employee. Regular and continuous use of a personal email address for professional purposes, including social media use, will result in MVP considering the email address, and the corresponding use of that address, as a professional account. This may result in MVP or outside agencies requiring access to your personal email account in accordance with applicable law.

2. Guidance Regarding Professional Social Media Sites
   a. MVP employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in MVP professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site;
   b. MVP employees should use privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, MVP employees should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized and to routinely check to ensure their privacy settings are appropriate;
   c. Professional social media communication should be in compliance with existing regulations, MVP policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language;
   d. No personally identifiable student information may be posted by MVP employees on professional social media sites, including student photographs, without the consent of the students' parents; and
   e. MVP students who participate in professional social media sites may be required to obtain permission before posting photographs featuring other students.
3. Monitoring and Maintenance of Professional Social Media Sites
   a. Employees using professional social media have no expectation of privacy with regard to their use of such media. MVP will regularly monitor professional social media sites to protect the school community.
   b. MVP supervisors and the Board of Trustees reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to these Guidelines;
   c. When establishing and utilizing professional social media sites, employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade within a school) or a public network (for example, anyone within the school or a larger group within the MVP community can participate). It is a recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.
   d. MVP requires that all social media sites involving MVP students be school-sponsored and approved in advance.

iv. Employee Personal Social Media Use

1. Communication with MVP Students
   a. In order to maintain a professional and appropriate relationship with students, MVP employees should not communicate with students who are currently enrolled in MVP on personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the MVP employee should notify his/her supervisor of the contact as soon as possible.
2. Guidance Regarding Personal Social Media Sites
   a. MVP employees should exercise caution and common sense when using personal social media sites:
      1. As a recommended practice, MVP employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized and to routinely ensure that their privacy settings are updated appropriately;
      2. MVP employees should not "tag" photos of other MVP employees, MVP volunteers, MVP contractors or MVP vendors without the prior permission of the individuals being tagged;
      3. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of MVP policies, regulations, and law;
      4. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of MVP policies or the law, is prohibited; and
      5. MVP employees should not use the MVP logo in any postings and should not link to the MVP website or post MVP material on any personal social media sites without the permission of the Principal.

v. Student Personal Social Media Use

1. Communication with MVP Employees
   a. In order to maintain a professional and appropriate relationship with teaching staff and other MVP, currently enrolled students should not communicate with employees through MVP personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the MVP student should notify his/her parent or School principal of the contact as soon as possible.

2. Guidance Regarding Personal Social Media Sites
   a. MVP students should exercise caution and behave responsibly when using personal social media sites:
      1. MVP students should be mindful of their behavior on social media and should conduct themselves with respect for themselves and others in the community.

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

vi. Applicability of MVP Social Media Policies and Other Laws

1. These Guidelines provide guidance intended to supplement, not supersede, existing MVP policies. Users of professional social media sites are responsible for complying with all applicable federal, state and local laws, including, but not limited to the Children's Online Privacy Protection Act (COPPA) (http://business.ftc.gov/privacy-and-security/children%E2%80%99s-privacy), Family Educational Rights and Privacy Act (FERPA) (http://www2.ed.gov/policy/gen/guid/fpco/index.html), and intellectual property laws.
2. These Guidelines are not designed to serve as a code of conduct for employee social media use. However, all existing MVP policies, regulations and laws that cover employee conduct may be applicable in the social media environment.
3. Student conduct on social media may result in disciplinary consequences at MVP in accordance with the School's Code of Conduct when the conduct reasonably could affect the School or the learning environment.
4. MVP employees who are mandated reporters are required to abide by the same reporting responsibilities in a social media context.

<u>This document is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact the Principal. As these Guidelines address rapidly changing technology, MVP will regularly revisit these Guidelines and will update them as needed.</u>

Dignity for All Students Act Policy

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

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

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

Dignity Act Coordinator
The School designates the Principal as the Dignity Act Coordinator ("DAC"). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to students and other employees for consultation and advice.

Reporting and Investigating
Personnel at all levels are responsible for reporting harassment of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member or to the Principal. A staff member who witnesses harassment or who receives a report of harassment shall inform the Principal. The Principal shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the School to investigate allegations of harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation

of allegations of harassment have not suffered retaliation.

Material incidents of discrimination and harassment on School grounds or at a School function will be reported to the State Education Department as required by law.

No Retaliation

MVP and its Board prohibit any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Student's Commitment

By signing below, I _____(Print Name) acknowledge that I have reviewed the Middle Village Preparatory Charter School Parent and Student Handbook.

As a member of the Middle Village Preparatory Charter School student body, I make the following commitments:

I will arrive to school no later than 7:30 a.m. every day that school is in session.
I will remain at school until the end of each school day.
I will wear appropriate uniform attire each day.
I will not violate the MVP Code of Conduct.
I will come to school with all necessary materials every day.
I will be honest at all times.
I will be respectful of all staff and fellow students at all times.
I will make a strong effort at all times and will seek help or guidance when necessary.
I will be responsible for my own behavior.

Student Signature: _____ Date: _____

Parent/Guardian Commitment

By signing below, I, _____ (Print Name) acknowledge that I have reviewed the Middle Village Preparatory Charter School Parent and Student Handbook with my child and understand that my child and I are responsible for adhering to the rules and regulations of the school at all times.

As a Middle Village Preparatory Charter School parent, I make the following commitments:

I will ensure that my child arrives to school on time and in full uniform each day.
I will ensure that my child is in attendance each day that school is in session.
I will support my child's success by getting involved in school activities and programs.
I will ensure that my child does not violate the MVP Code of Conduct.
I will attend Parent Teacher Conferences.
I have read, and fully understand the rules, policies, and procedures set forth in the handbook.
I understand that I, not the school, am responsible for the behavior and actions of my child.

Parent/Guardian Signature: _____ Date: _____