

# **URBAN CHOICE CHARTER SCHOOL**

## **FAMILY HANDBOOK**

**2017-2018**

*Redefining Urban Education*

**Urban Choice Charter School  
545 Humboldt Street  
Rochester, NY 14610  
Phone: (585) 288-5702  
Fax: (585) 654-9882  
[www.urbanchoicecharter.org](http://www.urbanchoicecharter.org)**

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## Working Together To Achieve Greatness

**The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. The central philosophy is that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, in combination with authentic efforts at family involvement, and the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic destiny of poverty.**

**The staff at UCCS will do everything we can to ensure your child receives a quality education.**

- We will provide a rigorous curriculum backed by the latest technology.
- The needs of each child will be identified and addressed on an individual basis.
- We will communicate regularly through a variety of methods on all aspects of your child's education.

**We wish to emphasize these points from our Community Handbook as an effort to help us accomplish the goal of successfully educating your child.**

**Please remember to:**

- Provide parental and emergency contact information and keep it up to date throughout the year.
- Attend report card pick up twice a year.
- Send your child to school on time and on a regular basis.
- Visit the school:
  - Make arrangements to see a lesson at any time.
  - Call ahead to schedule a conference if one is needed.
- Volunteer whenever possible. (Notify Andrea Bertucci, the Family and Community Engagement Coordinator; 288-5702 ext 239 or [abertucci@urbanchoicecharter.org](mailto:abertucci@urbanchoicecharter.org))
- Ensure your child follows all school policies including dress code and behavior expectations.
- Participate in Friday celebrations, PTA sponsored events and other school functions throughout the year including Open House, Celebration of the Arts Day, and PTA meetings.

Thank you.

Sincerely,

Nicole Berg, K-8 Principal,  
The staff of Urban Choice Charter School

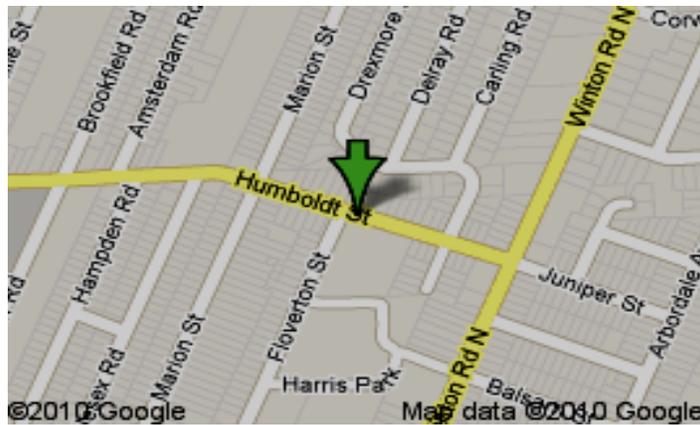
# GENERAL INFORMATION

## Mission

The mission of the Urban Choice Charter School is to provide Rochester students with a safe, supportive, and intellectually challenging educational environment. The central philosophy is that strong student-teacher relationships are essential to student motivation, engagement, and achievement. This philosophy, in combination with authentic efforts at family involvement, and the effective teaching of a rich, rigorous, and engaging curriculum, will enable students to build a strong foundation for college and career readiness, exceed state achievement standards and defy the demographic destiny of poverty.

## Location

The school is located at 545 Humboldt Street near Winton Road in the North Winton Village neighborhood. This quiet, residential area is just a few blocks from the Browncroft section of the city, long considered one of the finest neighborhoods in Rochester.



## Hours of Operation and Contact Information

**K-8 8:30 a.m. – 3:30 p.m. Phone: (585) 288-5702 or Fax: (585)-654-9882**

### Who to Call

K-8 Principal

Nicole Berg ext. 256 [nberg@urbanchoicecharter.org](mailto:nberg@urbanchoicecharter.org)

Admin Assistant to Principals  
Parent and Community Engagement  
Coordinator

Kathy Honan ext. 239 [khonan@urbanchoicecharter.org](mailto:khonan@urbanchoicecharter.org)

Transportation

Andrea Bertucci ext.239 [abertucci@urbanchoicecharter.org](mailto:abertucci@urbanchoicecharter.org)

School Nurse

Kisha Stubbs ext. 101 [lstubbs@urbanchoicecharter.org](mailto:lstubbs@urbanchoicecharter.org)

Director of Operations and Finance

Jill Skeddle ext. 211 [jskeddle@urbanchoicecharter.org](mailto:jskeddle@urbanchoicecharter.org)

Lisa King ext. 109 [king@urbanchoicecharter.org](mailto:king@urbanchoicecharter.org)

### **Emergency Closing Information**

In the event the school is closed due to inclement weather or for any other reason, the school will alert the primary television/radio stations as well as send out a robocall to families via School Messenger. We follow the Rochester City School District closings.

### **School Calendar**

In general, Urban Choice Charter School calendar follows the same calendar as the Rochester City School District. All families are provided with a school calendar in our “parent information packet” distributed before the beginning of each school year. Additional copies may be obtained by requesting one from the main office or from our website.

## ACADEMICS

### **Curriculum and Resources**

The School follows NYS Common Core Curriculum guidelines in English Language Arts and Mathematics, and NYS Standards for Science, Social Studies and other subjects. Textbooks are used as resources and the majority of materials are traditional; however, engaging, hands-on, student-led, and centers-based instruction is highly encouraged and used by teachers. We also offer special elective subjects such as Art, Music, Physical Education, Library, Health and Home and Career Skills, Technology, and Spanish.

All classrooms have computers and Smart Boards. All students use Chromebooks on a daily basis. Materials are abundant, and most classes have a variety of workbooks aligned with the curriculum. Projects are encouraged, as are field trips and other activities that reinforce critical thinking skills and engaged learning.

### **Success for All**

UCCS will be implementing the Success for All model beginning in the 2017-2018 school year in grades K-5. Implementation in grades 6-8 will occur in the 2018-2019 school year.

The Successful for All Foundation is committed to enabling every child to read and succeed. The great strength of the Success for All approach is that their methods are based on proven research, ensuring that schools have effective strategies to help students realize their learning potential.

The key research elements include: cooperative learning as the best way to engage and motivate students, using quarterly assessments to monitor student progress, stopping students from falling behind with one-on-one tutoring, and engaging student families in the learning process.

### **Assessments**

Assessment and instruction are inseparable. Assessments must be comprehensive, ongoing, diagnostic, and tied to the school's learning standards. Urban Choice Charter School has adopted a comprehensive assessment strategy that will improve student learning and achievement, and will show the community how successful the school is. As detailed below, assessment starts before the very first day, through Dial 4 School Readiness Assessments given to Kindergarteners before the start of school.

In addition to grade level and subject specific assessments, the Urban Choice Charter School will employ the following assessments:

- **DRA** – The Developmental Reading Assessment (DRA) is a set of individually administered criterion-referenced reading assessments for students in Kindergarten through Grade 8. The DRA is intended to identify student's independent reading level, defined as a text on which students meet specific criteria in terms of accuracy, fluency, and comprehension.

Additional purposes include identifying students' reading strengths and weaknesses, planning instruction, monitoring reading growth, and preparing students to meet classroom and testing expectations and providing information to stakeholders regarding reading achievement levels. It is given 3x per year to students in grades K-3, 2x per year in grade 4 and as needed in other grades.

- **SRI (Scholastic Reading Inventory) and SMI (Scholastic Math Inventory)** The **SRI** is a computer based reading comprehension test that assesses student reading levels, tracks students' growth over time, matches readers to text, and helps guide instruction. The **SMI** is a computer based mathematics test that provides a measure of students' readiness for mathematics instruction as well as a form of measurement that helps to guide instruction. Both are given four times per year to track progress.
- **New York State Exams** – NYS ELA and Math exams in grades 3-8 and Science in grades 4 and 8 are used to measure the extent to which individual students achieve the NYS learning standards in particular subjects and to determine whether schools, districts and the State meet the required progress targets specified in the NYS accountability system and in No Child Left Behind. These are given once per year in the Spring.
- **Living Environment Regents Exam and Spanish 1 exam** – 8<sup>th</sup> grade students are able to earn 1 high school credit for the Living Environment Regents exam and 1 high school credit for the Spanish 1 exam.

In summary, Urban Choice Charter School believes the primary role of assessments is to improve student learning. This will require measurements that are closely aligned with instruction, and are ongoing and authentic. We embrace useful assessment practices because they will ultimately help our students.

**Homework Guidelines Per Night**

Kindergarten	20 minutes of reading	Grade 3	Up to 30 minutes (including 20 minutes of reading.)
Grade 1	20 minutes of reading	Grades 4-6	Up to 45 minutes (including 20 minutes of reading.)
Grade 2	20 minutes of reading	Grades 7-8	Up to 45 minutes (including 20 minutes of reading.)

**Grading Scale Grades K-6 Content areas**

- 4**=Consistently Exceeds requirements of NYS and Common Core Standards
- 3**=Meets requirements of NYS and Common Core Standards
- 2**=Partially meets requirements of NYS and Common Core Standards with guidance

1=Does not meet requirements of grade level NYS and Common Core Standards

**Grading Scale Grades K-6 Special Subjects**

E=Excellent 85-100%  
S=Satisfactory 70-84%  
N=Needs Improvement

**Grading Scale 7-8 Content areas and Special Subjects**

<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D</b>	<b>F</b>
98-100%	93-97%	90-92%	88-89%	83-87%	80-82%	78-79%	73-77%	70-72%	65-69%	0-64%

**Grades K-8 Responsibility and work Habits**

4=Exceeds expectation consistently  
3=Meets expectation with assistance and redirecting  
2=seldom meets expectation with assistance and redirecting  
1=Needs considerable assistance and redirecting to meet expectation

**Placement**

The goal of the classroom placement process is to ensure that each grade level has well-balanced classrooms in which all children will thrive and that any teacher would be happy to teach. For each classroom the following factors are considered:

- Consideration of teaching styles
- Balance of learning styles
- Gender balances
- Diverse student achievement levels
- Racial balances
- Students with special needs
- Student maturity and behavior levels
- Physical and/or health issues

The Principals determine class placement at the beginning of each summer.

## STUDENT SUPPORT SERVICES

### **Counseling**

Student support services are available to ensure students are provided access to physical, social-emotional and health services needed to be able to focus on learning in school. Urban Choice employs both a full-time New York State Certified Counselor and Social Worker who provide individual and group counseling. In addition to this, there are two Intervention Specialists who support students in character education, bullying prevention, behavior plans and referrals to community agencies. Services include individual and group counseling, character education, bullying prevention, behavior plans and referrals to community agencies.

### **Response to Intervention (RtI)**

These services are available to provide additional, supplemental, specialized instruction in areas of specific student need to increase learning. Students are identified through a variety of screenings and assessments such as the SRI and SMI tests, teacher recommendation, and the New York State Testing Program. Urban Choice employs ELA and Math coaches and an RtI teacher to ensure learning targets are met by every student. Services provided include small group and individual reading and math intervention, and may include Saturday programs and Summer School.

### **Special Education Services**

Teachers, parents, and students are all a critical part of the process to identify students who may have an educational disability. Referrals for evaluation for Committee on Special Education (CSE) are accepted by the Rochester City School District and follow up information is provided by parents and school staff. Special education programs and services to students with Individual Education Plans (IEP) or 504 Plans are provided on-site to students who qualify. Urban Choice employs full-time New York State certified Special Education Teachers that deliver Resource Room and Consultant Teacher programs, and New York State certified counselors to deliver mandated services. Related services for occupational therapy (OT), physical therapy (PT), speech and language therapy (SL/T) and others are provided on-site through therapists from the Rochester City School District.

### **English Language Learner (ELL) Services**

Based on responses to the Home Language Questionnaire completed at registration and the results of an individual interview, your child may be given the New York State Identification Test for English Language Learners (NYSITELL). The results of the NYSITELL determine his or her level of English language proficiency and eligibility to receive English Language Learner (ELL) services.

## METHODS OF COMMUNICATION AND ENGAGEMENT

### **PowerSchool**

PowerSchool helps the school access and maintain student, staff, and schedule information. PowerSchool is used to facilitate student information management and communication among school administrators, teachers, parents, and students.

### **PowerSchool Parent Portal for grades 5-8**

PowerSchool Public Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students. PowerSchool Public Portal gives parents and students access to real-time information including attendance and grades.

### **Class Dojo-different program for 7-8**

Class Dojo is a behavior management and messaging system that every teacher at UCCS uses in their classroom. Students get green and red points throughout the day based on achieving behavior expectations. Teachers can send out messages to parents as well as receive them through the system and there is also a free app available for smart phones that enables parents to monitor their child's behavior during the day.

### **E-mail, Telephone and School Messenger**

We encourage parents and guardians to call or e-mail teachers and staff members as a means to communicate information or concerns. Staff e-mails are available on the school website. School Messenger is a parent notification system that can send out mass texts, e-mails or phone calls to keep parents up to date on school closings and other school events.

### **Parent Conferences**

If your child has any academic or behavioral concerns, the teacher may ask to hold a parent/teacher conference. The teacher will send home a Parent Conference Summary form summarizing the conference and if necessary, request a consultation for further discussion and resolution.

### **Progress Reports and Report Cards**

UCCS has mandated report cards pick up dates in November and February. Progress reports are sent home four times a year and provide parents with student progress for the first five weeks of the marking period. Updates are reflected in the report card grades that follow, which also show attendance and conference requests.

### **Portfolios**

Teachers keep portfolios which have samples of a variety of student work in the classroom for parents to view. These give parents a snapshot of classwork and are available upon request.

### **Website**

Our website, [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org), is updated to provide you with the most current information on our school. Staff phone extensions and email addresses, as well as board meeting and PTA meeting dates are posted.

### **Open Door Policy**

We welcome our parents and guardians to visit classrooms during the day. You may arrange a visit with your child's teacher. For safety reasons, visitors are required to show photo identification and sign in and out at the Main Office.

### **Parent Satisfaction Surveys**

Urban Choice seeks information from parents regularly regarding their satisfaction with teachers, staff, instruction, and the school as a whole. A "parent satisfaction survey" is sent home two times per year. This gives parents and guardians the opportunity to voice their opinions.

### **PTA**

The PTA is another avenue for parents to get involved with Urban Choice. They meet monthly to plan events and work on ways for parents, students and staff to stay informed and involved. Please contact [UCCSPTA@gmail.com](mailto:UCCSPTA@gmail.com) to get involved.

### **Board of Trustee Meetings**

The Board oversees and governs the school. There is a parent representative on the Board of Trustees. We welcome all parents and guardians to attend board meetings. They are held on the first Thursday of the month at 6:00 p.m. unless otherwise noted. Dates and times can be found on our calendar, website and in our newsletter.

### **Monthly Newsletter**

School newsletters are sent home to all families. The newsletter can also be found on our website. It contains important announcements, information and news about the school.

### **Social Media**

- [Facebook](#) like our page, 'Urban Choice Charter School'
- [Twitter](#) follow us at 'Urbanchoicechar'
- [Instagram](#) follow us at 'urbanchoicecharter'

## **SCHOOL POLICIES AND PROCEDURES**

### **Admissions and Enrollment**

All student enrollment questions should be directed to the Student Enrollment Coordinator. The Student Enrollment Coordinator is available during school hours Monday-Friday at 288-5702

### **Absence Notification**

All parents should call by 9:00 am if a student will be absent. Please leave or list your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. Calls should be made as far in advance as possible and may be left on the school's main voice mail if necessary. If a student is not in class and the school has not been notified that he or she will be absent, his or her parent or guardian **will be called at home and/or work**. Questions regarding student attendance records should be directed to the Main Office.

### **Student Absences/Tardies and Consequences**

Students who miss too many days of school will have a difficult time reaching the expected academic standards. Parents need to make sure that students who miss school days do so for legitimate reasons, such as doctor or dentist appointments.

All students must arrive in their respective buildings no later than 8:30am. Students arriving after 8:45 am are considered tardy. Any student arriving after this time must be accompanied by a parent/guardian and report to the Main Office of their respective building for a pass to class. They will not be allowed in class without a pass.

### **Walkers/Drop-Offs/Pick-Ups**

We do not offer before or after school care. It is important that families make arrangements for the timely arrival and pick up of their children. Students will not be allowed to enter their respective buildings prior to 8:30am. Students must be picked up by 3:30pm.

## Attendance Policy: Benchmarks and Consequences:

**UCCS expects regular and prompt school attendance to foster academic success.**

<u><b>Absences:</b></u>	<u><b>Tardiness:</b></u>
<p>When a child incurs five (5) unexcused absences, the social worker will contact the parent or guardian by mail.</p> <p>After seven (7) unexcused absences, parent/guardian(s) are notified of the provisions of New York's attendance law. If there is no response from the guardian after two (2) reasonable attempts a letter will be sent home with a receipt request.</p> <p>At a total of ten (10) unexcused absences after initial contact by the social worker, the social worker will schedule a conference or home visit with parent/guardian. Parent/guardian(s) will be asked to sign notification of school attendance policy and student's current status.</p> <p>At a total of fifteen (15) unexcused absences after initial contact by the social worker, the social worker will complete a home visit.</p> <p>At a total of twenty (20) unexcused absences after initial contact by the social worker, the social worker refers the case to Child Protective Services, (CPS).</p> <p>At a total of twenty-five (25) unexcused absences/ after CPS terminates services, the school reserves the right to petition family court.</p>	<p style="text-align: center;"><i>Students arriving after 8:45 AM will be considered tardy.</i></p> <p>When a child incurs ten (10) unexcused late arrivals, the social worker will contact the parent or guardian by mail.</p> <p>After fifteen (15) unexcused late arrivals, parent / guardian(s) are notified of the provisions of New York's attendance law. If there is no response from the guardian after two (2) reasonable attempts a letter will be sent home with a receipt request.</p> <p>At a total of twenty (20) unexcused late arrivals after initial contact by the social worker, the social worker will schedule a conference or home visit with parent/guardian. Parent/guardian(s) will be asked to sign notification of school attendance policy and student's current status.</p> <p>At a total of twenty-five (25) unexcused late arrivals, after initial contact by the social worker, the social worker will complete a home visit.</p> <p>At a total of thirty (30) unexcused late arrivals after initial contact by the social worker, the social worker refers the case to Child Protective Services, (CPS).</p>
<b>Excused Absences /Tardiness</b>	<b>Unexcused Absences/Tardiness</b>
<ul style="list-style-type: none"> <li>• A death in the family with note</li> <li>• A serious illness with note from parent</li> <li>• A doctor's appointment with note</li> </ul>	<ul style="list-style-type: none"> <li>• Vacations or family travel of any kind</li> <li>• Any absence without a note</li> <li>• Missing a bus or ride</li> <li>• Parent phone call only (without note)</li> </ul>

## STUDENT UNIFORM

### ALL STUDENTS K-8

#### SHIRTS:

Red, Black, or White Polo style ONLY

Plain/solid ONLY

UCCS apparel allowed

\*no stripes, designs, words, etc.

#### PANTS/SHORTS/SKIRTS:

Tan/Khaki or Black style ONLY

\*shorts/skirts must reach within 1 inch of the knee/fingertip ends

#### SHOES:

Close-toed shoes ONLY

\*NO sandals, flip-flops, or open-toed shoes of ANY KIND

#### Please Note:

ANY UCCS APPAREL IS ALLOWED (t-shirts, polos and hoodies)

**P.E. Attire: Gray, Black, Navy Sweatpants OR Shorts and UCCS t-shirt**

**\*\*K-6 students can wear P.E. attire to school only on P.E. days\*\***

Shirts must remain tucked in at all times.

A belt is strongly recommended

All clothing must fit properly and look presentable at all times—nothing excessively tight, revealing or baggy.

**\*\* Each student will be given a UCCS t-shirt and provided an order form for any additional purchases families choose to make.**

## PBIS and Character Education

Urban Choice Charter School utilizes Positive Behavioral Interventions and Supports (PBIS) which provides for teachers and staff a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. Rubrics are posted within the classroom and are available for review by parents and administration as well as students throughout the course of the day. When behavior violations occur, teachers will implement their respective protocol.

When a staff member sees a student exhibiting extraordinary good behavior they may give the student a **3 Be's Ticket**. These cards are collected by the classroom/homeroom teachers and placed in a drawing for daily drawn prizes as well as monthly "larger" prizes.

As part of the PBIS program, we have established several clear expectations for the behavior we expect in all areas of our school. Our school-wide expectations are **Be Safe, Be Responsible, and Be Respectful**. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our buildings, playground area, cafeteria, rec space, bathrooms, classrooms, and buses. You will be able to ask your student, "What are the expectations in your school?" "How do you follow those expectations?" "What happens when a teacher sees you following those expectations?"

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

### **Character Counts**

UCCS will be implementing a character education program called Character Counts in the 2017-2018 school year for all grades. Character Counts is a program that emphasizes establishing a positive school climate and instilling critical academic, social and emotional skills, as well as core character traits.

Character counts uses the Six Pillars of Character for teaching good character and is composed of six ethical values (characteristics): Trustworthiness; Respect; Responsibility; Fairness; Caring; and Citizenship. Each of the six character traits are used within the program to help instill a positive learning environment for students.

## UCCS Process for Handling Disciplinary Infractions

<b>Level 3</b>	<p><b>(major offenses)</b></p> <ul style="list-style-type: none"> <li>• 3-5 day Suspension</li> <li>• May result in Out-of-School Suspension</li> <li>• May result in a recommendation for long term suspension or expulsion.</li> </ul>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Weapons</li> <li>• Drugs</li> <li>• Fighting w/injury</li> <li>• Intense Bullying/Threats</li> <li>• Repeated Level 2 offenses.</li> </ul>
<b>Level 2</b>	<p><b>More serious or repeated minor offenses</b></p> <ul style="list-style-type: none"> <li>• Between 2 and 5 days in ATS.</li> </ul>	<p><u>Examples of offenses:</u></p> <ul style="list-style-type: none"> <li>• Repeated minor offenses</li> <li>• Pushing with intent</li> <li>• Fighting</li> <li>• Stealing smaller items</li> <li>• Sexual inappropriateness</li> <li>• Destroying property</li> <li>• Bullying</li> <li>• Sustained bullying/threats</li> <li>• May include bus behavior depending on severity</li> <li>• Repeated violations from Level 1: Minor Infractions</li> </ul>
<b>Level 1</b>	<p><b><u>MINOR INFRACTIONS</u></b></p> <ul style="list-style-type: none"> <li>• These incidents are classroom-managed/teacher-managed.</li> <li>• Incidents are documented in Power School.</li> <li>• Teachers call home to inform parents.</li> <li>• Privileges may be revoked or reduced.</li> </ul>	<p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• Dress code violations</li> <li>• Getting out of seat</li> <li>• Talking back/rude, inappropriate language</li> <li>• Running/yelling</li> <li>• Visiting inappropriate websites</li> <li>• Eating/drinking in class without permission</li> <li>• Electronic devices/cell phone use</li> <li>• Sleeping in class</li> <li>• No hall pass/late to class</li> </ul>

## Cell Phone Policy K-8/ Electronics/Locker Policy

### ***Cell Phone Policy:***

- **Cell phones are not allowed in school.**

### ***Cell Phone Procedure:***

- If a student carries a cell phone to school it must be given to their homeroom teacher. Cell phones will be stored in a secure location until the end of the day when they will be returned to students before dismissal.
- If a student needs to call home during the day, he/she will get permission from a teacher and use a school phone.
- If a parent needs to get in touch with a student during the school day, parents should call school and we will locate your child so you may speak to them.
- If a student is found to have a cell phone that was not turned at the start of the day, it will be confiscated and returned only to the parent after a parent conference is held.

### ***Handheld Games***

- Electronic (handheld) games are not allowed.

### ***Lockers (Grades 7-8)***

- No locks on lockers
- No food or drink
- No stickers/decals on the outside. Items may be taped on the inside.
- Lockers should be cleaned out frequently.
- Students may be asked to share a locker with a classmate.

## 2017-2018 ARRIVAL & DISMISSAL PROCEDURES

As you can imagine, arrival and dismissal can tend to be among the busiest times of the school day. Listed below are our school day hours, along with the times and procedures for arrival and dismissal. We are asking for your cooperation and look forward to another safe and fun school year!

**\*\*\* School Hours ~ Monday – Friday, 8:30am-3:30pm \*\*\***

### **Arrival:**

- Students will not be allowed to enter the buildings prior to 8:30am.
- All students must arrive in their respective buildings no later than **8:45am**.
- Students arriving after this time will be considered **tardy**.
- All students arriving after this time must report to the Main Office of their respective building with a parent/guardian for a pass to class and will not be allowed in class without a pass.

### **Dismissal and Pick-Up:**

- **Early Dismissal/Pick-Ups (prior to 3:15pm):**
  - The school must be notified of an early dismissal/pick-up prior to 2:00pm for all students.
  - All parents/guardians must sign out their student(s) at the Main Office of the respective school building prior to 3:15pm.
- **Regular Pick-Ups – 3:15pm-3:30pm:**
  - Parents/Guardians enter through the flagpole door on Humboldt Street.
  - Student pick-up and sign-out is the area outside the music room for K-6 and in the middle school lobby for 7-8.
  - All parents/guardians and students exit through the flagpole door for K-6.
  - Parents/Guardians should NOT go to the Main Office for pick-up during this time.
- **Walkers – 3:30pm:**
  - All walkers will be dismissed at 3:30pm.
- **Bus Dismissal – 3:45pm:**
  - All students who ride the bus will be dismissed beginning at 3:30pm. The buses will leave as soon as all students have safely boarded the bus.

### **General Policies:**

- Students will NOT be allowed to leave the premises with anyone **who is not authorized to pick them up**.
- Parents/Guardians may call the attendance office to add someone new to their child's authorized pick-up list.
- All adults who pick up students will need to show photo identification to sign the student out before leaving the building.

## TRANSPORTATION

### **All Students K-8:**

All students who are in grades **K-8** and live outside walking boundaries (beyond 1 ½ miles) ride a yellow school bus.

***All families must apply for transportation by April 1<sup>st</sup> every year in order to ensure transportation by the opening day of school.*** For our families who do not live in the Rochester City School District or who move out of district but still attend Urban Choice Charter School may be provided transportation by the district of residence. This must be arranged by the parent/guardian with that district.

### **Bus issues**

- Students' behavior on the bus is treated as if they were in school.
- Principal will report incident to homeroom teacher and a decision on parent notification will be decided upon.
- Students must be aware that they can still receive consequences for behavior issues before or after school.

## MEALS

All students are offered free meals (breakfast, lunch and snack) every day in accordance with UCCS policy and the school's participation in the Community Eligibility Option program. Families are still asked to complete and submit Family Meal application forms on an annual basis so that the school remains in compliance with federal and NYS requirements.

## HEALTH OFFICE

Urban Choice Charter School contracts with Monroe #1 BOCES to provide school nursing services to all students. The primary objective is to identify health issues that are barriers to learning, and to assist in their resolution. Our staff will guide your child towards healthy habits that promote optimum attendance.

Health Office staff will maintain medical records, monitor compliance with New York State mandated immunizations, provide vision, hearing, and scoliosis screenings, address complaints of illness, provide first aid, and are trained to identify and treat emergency situations. Referrals are made to community agencies for student's needs and educational materials are provided as necessary.

Medication can be given to a student during school hours if a doctor's order and a signed parent permission are obtained. An Adult must bring the medication to the school nurse in the original prescription container. Due to safety concerns, a student may not carry any medication.

Students interested in sports team participation must have a current physical and proper paperwork to "self-administer" any needed medications during the sporting season.

Urban Choice Charter School asks that parents keep a child home who exhibits one or more of the following symptoms: fever, vomiting, diarrhea, difficulty breathing, severe coughing, and a rash or hives of unknown origin. A student may not return to school until they are free from vomiting, diarrhea, or fever for 24 hours, or a doctor's note has been provided if requested. We require an antibiotic that has been prescribed for any contagious illness be in the student's system for a minimum of 24 hours before returning to school.

Health Office Staff will provide communication to parents of injuries and illnesses that occur during the day by phone call or note home. We ask that parents and guardians keep the school updated with working phone numbers so they may be reached, especially in case of an emergency. Be sure to make the Health Office know if a child has allergies, asthma, or any other medical condition that can affect their performance at school.

## SCHOOL SAFETY

### Implementation of School Security

All school personnel are fingerprinted per New York State regulations. Urban Choice Charter School utilizes electronic monitoring devices, including motion sensors and video surveillance units, to enhance the security and to monitor the school. Interactive video/audio units assist in monitoring the individuals requesting access. The entry system allows the school receptionists to control entry. Upon identification, the receptionist or designee provides access to the school by remotely disengaging the lock on the door. **Everyone (visitors, parents, etc.) who enters either building must sign-in at the school reception desk.**

## THE DIGNITY FOR ALL STUDENTS ACT (DASA)

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012.

Urban Choice has a DASA coordinator and team to oversee the implementation of the law.

## VOLUNTEER AND COMMUNITY SUPPORT

### **Community Partnerships and Support**

UCCS is fortunate to have several community partners that have extended a hand to work with our students to further help ensure their success. Below you will find a list of these partnerships:

- Students from the TLI (Teaching and Learning Institute) at East High School, RCSD.
- JCC (Jewish Community Center)
- The Jewish Coalition for Literacy
- The Center For Youth
- Foodlink
- RBTL-the Rochester Broadway Theater League
- The Max and Marian Farash Charitable Foundation
- The Daisy Marquis Jones Foundation
- M and T Foundation

### **Programs**

UCCS has several programs to enrich our student's academic, social, and emotional lives.

- Saturday Robotics Program
- After school program run by The Center For Youth
- Extensive volunteer program
- Summer School
- Boys and girls modified Basketball
- Instrumental Music

## UCCS Complaint Policy

In accordance with Sec. 2855(4) of the Education Law, a parent or any other individual or group may bring a complaint to the Board of Trustees alleging a violation of the provisions of Article 56 of the Education Law, or of the charter of the School, or of any other provision of law relating to the management or operation of the School. The complaint must be in writing and set forth in reasonable detail the nature of the complaint and the facts relevant thereto.

The complaint should be addressed to the Chair of the Board of Trustees. Upon receipt of a written complaint, the Board of Trustees will promptly refer it to the Chief Executive Officer of the School for review and investigation. The Board of Trustees may authorize the Chief Executive Officer to provide a written response directly to the complainant, subject to further review by the Board, or, in the alternative, the Board may request the Chief Executive Officer to submit a report, including a detailed statement of facts and conclusions, to the Board of Trustees. The Board of Trustees shall consider the complaint at its meeting next following the date of receipt of the report of the Chief Executive Officer, but if that date is within ten days prior to the date of the next meeting of the Board of Trustees, the Board may defer consideration of the complaint until the following meeting. The Board of Trustees may, in its sole discretion, invite the complainant to present additional information at its meeting.

The decision of the Board of Trustees shall be in writing and delivered to the complainant within ten days of its review. The decision shall include notice of the right to seek further review from the Charter authorizer, as described below.

Complaints that are not about a violation of a term of the charter or a specific law, and any other complaint that can be resolved at the School level, should be submitted directly to the Chief Executive Officer of the School. Upon receipt of the complaint, the Chief Executive Officer will investigate the allegations and will respond in writing or in person within ten business days. If this response does not resolve the complaint, the individual or group may submit the complaint, in writing, to the Board of Trustees which will act as a review body for any complaints that are not satisfactorily resolved by the Chief Executive Officer. The Board will also review directly any complaints that involve the Chief Executive Officer.

Complaints to the Chief Executive Officer may be delivered by mail to the following address:  
Chief Executive Officer, Urban Choice Charter School, 545 Humboldt Street, Rochester, NY 14610.

Complaints to the Board of Trustees or requests for Board of Trustee review may be delivered by mail to the following address: Urban Choice Charter School Attn: Board of Trustees Executive Assistant, 545 Humboldt Street, Rochester, NY 14610.

If the complainant believes that the Board of Trustees has not adequately addressed a complaint, the individual or group may present the complaint to the School's Charter Authorizer, the New York State Board of Regents. Requests for review must be in writing and should be mailed to the Charter Schools Office, NYS Education Department, 89 Washington Avenue, Albany, New York 12234, or sent by email to [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov).

A copy of this Complaint Policy will be provided to (1) newly enrolled families, (2) all enrolled families when revised, (3) upon request, and (4) at any other time UCCS deems appropriate. Additionally, this Complaint Policy is posted and available on UCCS's internet site, [www.urbanchoicecharter.org](http://www.urbanchoicecharter.org).