



Ark Community Charter School

Student Handbook 2009-2010

762 River Street, Troy, New York 12180

Phone: 274-6312 • Fax: 274-3615 • Email: accs@arkcharter.org • Web: www.arkcharter.org

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Leadership Team:

Principal / Director:
Assistant Director for Administration:
Assistant Director for Curriculum and Instruction
Curriculum Coordinator for Science and Social Studies
Curriculum Coordinator for Mathematics
Curriculum Coordinator for English Language Arts
Counselor:

Mary Theresa Streck
Petra Hahn
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Nina Baldwin
Carolyn Smith
Jackie Oliveira
Kenia Bustillo

Office Assistants:

Christine Behrmann
Iris Ponce de Leon
Shenise Foskey
Jean Smith

Teachers:

Kindergarten: Hope Seymour
Kindergarten: Janice Mars
Grade 1: Delkis Flores
Grade 1: Tara Palmer
Grade 2: Shelley Emmons
Grade 2: Michelle DeLeon
Grade 3: Maureen McLoughlin
Grade 3: Daria Klem
Grade 4: Katherine LaRosa
Grade 5: Mark Kamauff
Grade 6: Kirsten Wojtowicz
Art K-1: Helen Martin
Art 2-5: Molly Suwara
Music: Jennifer Madison
Creative Movement: Augustine Kemp
AIS: Linnea Marchitto
AIS: Mariann Mantzouris
AIS: Renee Crisafulli
ESL: Lisa Brickman
Special Education: Susan Narkiewicz

Teacher Assistants:

Wanda Lind
Julia Ramos
Jesse Weller
Patricia Allen
Jessica Wood
Jesinia Acevedo
Elvia Morales

Damian Greene and Meredith Paine
Jackie DeMarco
Santa Lopez

Teresita Reddix
Jim Seymour

Food Service Coordinator:
Kitchen Assistants:

Kim O'Donnell
Daryl Birchfield and Latonya Nelson

Maintenance:
Janitorial:

George Bishop
Ricardo Domena-Rios and Kim Christian



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September, 2009

Dear Parents and Members of the ACCS Community,

Welcome to the 2009-10 school year. Together we begin a new year in educating your beautiful children. We are partners with you in the education of your children and as partners we have a lot of work to do together. We encourage you to become actively involved in the life of the school by attending school functions and by volunteering your time to help during the school day or after school at PATT (Parents and Teacher Together) meetings.

The ACCS Student Handbook is sent to each family at the beginning of the school year. Please read it carefully because it contains important information about the school's policies and procedures. When you choose to send your child to us, you choose to follow our policies and procedures. In the handbook you also will find our calendar for the year. This calendar lists the dates for board meetings, parent conferences, half days and holidays, etc.

The Ark Community Charter School is based on the belief that quality education and quality human interactions are ethical issues. The entire staff works hard to provide a hospitable environment within the school where mutual respect, co-responsibility and dialogue are the norm. ACCS provides a creative and challenging community of learning in which innovation, penetrating thought, skilled inquiry, and teamwork are encouraged. The school is a shared enterprise among students, parents and guardians, teachers and staff and the Board of Trustees. ACCS operates in a spirit of openness and honesty, and in the practice of full disclosure. The school community is dedicated to tolerance, a celebration of diversity and social justice - in the Ark Community Charter School community, the local community, and in the larger world community. ACCS is an Earth-friendly school. Because we are a school committed to social justice, our uniforms are created in sweat-free shops in Thailand. The women working in this cooperative are earning a living wage so that their children will have the opportunity to go to school.

Remember, you are always welcome at the school. We simply ask that you call to let us know when you would like to visit. You can ask us anything, any time, and expect a quick and substantial response. We count on your support, cooperation and creative feedback. Thank you for choosing to be a part of the ACCS community.

Cordially,

Mary Theresa Streck
Principal / Director



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2009-10 School Calendar

September 2009

M	T	W	T	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2009

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2009

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2009

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2010

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2010

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2010

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2010

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

School Hours 7:45 - 3:00pm - Doors Open at 7:40am
No Breakfast Served After 7:50am
Half Days - 11am Dismissal

MORNING ENTRY on River Street side.
AFTERNOON DISMISSAL from 6th Avenue doors.

For Bus Times & Issues, call:
 Troy (Durham: 436-4560) •
 Lansingburgh (Folmsbee: 237-4514) • Minibus (Star&Strand 272-2848)

September 2009 (17)

- 31-4 NO SCHOOL - Professional Development Office Hours for Uniform Purchase & Paperwork, 8am-3pm
- 3 KINDERGARTEN ORIENTATION (4-5pm) & SCHOOL OPEN HOUSE (4-6pm)
- 7 NO SCHOOL
- 8 FIRST DAY OF SCHOOL, 7:45-3pm
Board of Trustees Meeting, 3:30pm
- 21 Camp Chingachgook Day Trip (Grade 4)
- 21, 23 Camp Chingachgook Overnight Trip (G5&6)
- 28 Welcome Back Picnic, 5:30pm

October 2009 (21)

- 12 NO SCHOOL
- 13 Board of Trustees, 3:30pm
- 30 HALF DAY - Professional Development

November 2009 (17)

- 6 1st Quarter Ends
- 10 Board of Trustees, 3:30pm
- 11 NO SCHOOL - Holiday
- 16-17 NYS Social Studies Test (Grade 5)
- 23 Community Thanksgiving Dinner, 6pm
- 24 HALF DAY - Parent Conferences, Show of Work & Book Fair
- 25-27 NO SCHOOL

December 2009 (17)

- 8 Board of Trustees, 3:30pm
- 16 Performance & Art Show, 1:30 & 6pm
- 24-31 NO SCHOOL

January 2010 (19)

- 1 NO SCHOOL
- 4 FIRST DAY OF SCHOOL 7:45 -3pm
- 12 Board of Trustees, 3:30pm
- 18 NO SCHOOL
- 29 2nd Quarter ends

February 2010 (15)

- 9 Board of Trustees, 3:30pm
- 10 HALF DAY - Parent Conferences, Show of Work & Book Fair
- 15-19 NO SCHOOL

March 2010 (22)

- 9 Board of Trustees, 3:30pm
- 19 NO SCHOOL - Professional Development

April 2010 (16)

- 1 2010-11 Kindergarten Lottery
- 2-9 NO SCHOOL - Holiday
- 16 3rd Quarter Ends
- 26-28 NYS ELA Testing, Grades 3-6, Terra Nova Testing, Grades 1-2

May 2010 (19)

- 5-7 NYS Math Testing, Grades 3-6
- 11 Board of Trustees, 3:30pm
- 19 HALF DAY - Professional Development
- 25-27 NYS Science Test Grade 4
- 28-31 NO SCHOOL

June 2010 (18)

- 1-11 2010-11 Kindergarten Screening
- 8 Board of Trustees, 3:30pm
- 16 Year End Performance & Celebration of Student Work, 1:30 & 6pm
- 18 Prospect Park Kindergarten Family Day
- Frear Park 1st Grade Family Day
- Grafton Park Family Day (Grades 2-6)
- 21 Student Field Days
- 22-23 HALF DAY— Professional Development
- 23 Grade 6 Graduation, 5pm
- 24 LAST DAY OF SCHOOL 7:45-11am
- All School Special Breakfast, 7:45am
- Moving Up Day Celebration 9:30am
- 4th Quarter Ends
- 30 Report Cards Mailed Home

NO SCHOOL

REGULAR SCHOOL DAY 7:45-3pm

HALF DAY 7:45-11am

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Please visit our website regularly to read the weekly **ACCS Monday Letter** and to learn more about our school: www.arkcharter.org. All of our policies and plans are posted on the school website.

Computers with internet access are available for you to view the website here at ACCS and the Troy Public Library.

ACCS SCHOOL SONG

A is for Always,
R is for Remember,
K is for the Kindness that you'll see.
C is for the Children,
O is for Open,
There's **two M's** one's for Mold and one's for Me.
Always remember the kindness that you'll find,
When you open up our hearts and you open up our minds.
Our future depends on how you mold me,
When you finish the word it spells **UNITY**,
Ark Community Charter School,
Where there's love for me and always more for you.

Canción Del Ark Community Charter School

Siempre recuerda el cariño que encuentras aquí.
Cuando tu abres tu corazón, y cuando abres tu mente.
Nuestro futuro depende en como me moldeo.
Y cuando terminas la palabra, se deletrea unidad.
Donde siempre hay amor para mi y siempre para ti.

ACCS MISSION STATEMENT

The Ark Community Charter School's continuing mission is to create within the City of Troy a community that fosters the academic, social, and spiritual growth of our members in an environment that is both supportive and challenging. In this community, everyone is celebrated, respected, and heard; all are intellectually engaged, socially concerned, ethically responsible, and culturally open-minded.

Key Design Elements

Strong Academic Support- Low Teacher/Student Ratio

Academic success for all students is the vision of all stakeholders at ACCS - the board, leadership team, faculty, students and parents. All other Key Design Elements support this vision. Strong academic support is evident in the board's monthly meetings, in the weekly meetings of the leadership team and faculty, in the low teacher/student ratio and in the ongoing communications between staff and parents.

Longer School Day - Enrichment Programs

ACCS provides 50 additional minutes to the school day compared to the local school district. This additional time allows for increased instructional time and provides the flexibility to integrate high quality art, music and movement programs into our curriculum. ACCS offers space and support for after-school and summer programs that provide additional academic support and enrichment.

Small School

ACCS is an intentionally small school community with a student population capped at 200 students. The small school size creates a more personalized and successful learning environment.

Safe Environment - Responsive Classroom Training

ACCS creates a school culture that fosters an academic learning environment. In this culture students' thoughts and feelings are respected and students work collaboratively with classmates and other members of the community. ACCS staff are trained in the principles of Responsive Classroom.

Families as Partners

ACCS families are respected collaborators in the educational process. Staff listens carefully to parents and requires their active partnership in implementing an effective educational plan for their children. The school has an open-door policy for parents/guardians, who have formal representation on the ACCS Board of Trustees.

GENERAL INFORMATION

SCHOOL CLIMATE

Children are expected to follow the principles of Responsive Classroom: to be kind to one another, respectful of one another and to take responsibility for their own actions. ACCS provides a school climate that is safe and conducive to learning for all students (See Code of Conduct for school policy on acceptable behavior and discipline policy: http://www.arkcharter.org/aboutus_handbook.htm)



SCHOOL DAY



Morning Arrival

School starts at 7:45 a.m. Students arriving before 7:40 a.m. will remain outside until the doors are opened. Buses arriving early will not dismiss students from their buses until 7:40. Once the doors are opened, students go directly to their classrooms.

Dismissal

- Students are dismissed by their classroom teacher promptly at 3 p.m.
- Unless there is a known bus delay, no announcement will be made about dismissal.
- The K/1/2 students will be put on their buses at 2:55 p.m.
- At 3 p.m., each class upstairs proceeds to the gym and students form bus lines.
- Students who walk home are dismissed from the rear of the gym (Sixth Avenue entrance) If the parent is not there, the student returns to a designated classroom until a parent arrives.
- Bus drivers will not be asked to wait for students to run upstairs to get a missing item. If on time, buses should leave by 3:10 p.m. A signal will be given to the bus driver by a designated adult that they may leave at or before 3:10 p.m.
- Requests for bus changes need to be made before 2:00 p.m.



BREAKFAST/LUNCH PROGRAM

ACCS's breakfast and lunch program is offered as part of the National School Lunch Program to help provide low cost, nutritious meals to all school children. Each meal meets one-third of the child's daily nutritional requirements, as established by the Department of Agriculture.



Breakfast is served from 7:45-7:55 a.m. Students arriving after 7:55 will not be served breakfast. Each grade is served lunch between 11:00-12:30 according to the school's weekly schedule.

The Federal Lunch Program sets qualification criteria for the lunch/breakfast program. Students receive new applications at the beginning of each school year. Students may not receive free or reduced price meals without a current application on file by October 1 of each school year.

AFTER SCHOOL AND ENRICHMENT PROGRAMS

The Ark, Inc sponsors a part-time after school enrichment program directed by our fourth grade teacher, Ms. Katherine LaRosa. Flyers will be sent home at the beginning of the school year to announce enrichment programs offered by the Ark, Inc. For families needing daily child care, please contact the Troy Boys and Girls Club. The Troy Boys and Girls Club offers transportation from the school to the club each day.

BOARD OF TRUSTEES AND BOARD MEETINGS

The ACCS Board of Trustees is the policy-setting body for the Ark Community Charter School. Board meetings are scheduled monthly at 3:30 p.m. and are open to the public. For the 2008-09 school year, the board will meet on the following dates:

September 8	January 12	May 11
October 13	February 9	June 8
November 10	March 9	
December 8	April 13	

BUSES

Students eligible for bus transportation must complete a district transportation application which is available in the office. Once completed, the bus company will inform the parent/guardian of the time and location of the bus stop.



Riding a school bus is a privilege which can be revoked. It is essential that students be seated while the bus is in motion and listen respectfully to the bus driver. The bus driver is the person in charge and is responsible for the safety and welfare of the students while on that vehicle. Students who are fighting or standing on the bus while it is moving will be first given a warning. For the second offense the student will be suspended from the bus for one day. For repeated offenses, the student will be suspended from the bus for a longer time and may lose the privilege of bus transportation. **Parents are responsible for transporting the student to and from school when suspended from the bus.**

MONEY

If there is ever an occasion to collect money from students at school, we ask families to send the money in a sealed envelope with the child's name and the teacher's name clearly indicated and the purpose for which the money is intended. As a matter of daily practice, children are discouraged from bringing money to school. Unless families are otherwise notified, there is no reason for a child to need money in school.

COMMUNITY PARTNERSHIPS

ACCS has a partnership with a larger community resource network. From time to time local community agencies will participate with ACCS to provide enrichment services. Some resources with whom ACCS has traditionally partnered include The Ark (an after school educational enrichment program), The Sage Colleges, Rensselaer Polytechnic Institute, Hudson Valley Community



College (which provide volunteers, interns and student teachers), the Troy Police Department (community outreach), Big Brothers Big Sister, Hispanic Outreach (translation and transportation for parents and bi-lingual tutoring for students).

CURRICULUM

ACCS teachers follow a very demanding curriculum that is aligned to the NYS standards. The curriculum is presented to the parents at the September "Meet the Teacher" night. The school uses textbooks for the core curriculums (math, ELA, Science and Social Studies) from Pearson Scott Foresman. The NYS Science Core Curriculum and NYS Social Studies Core Curriculum (both are available on line at the NYS Education Department's website

(<http://www.emsc.nysed.gov/deputy/Documents/corecurr.htm>). Academic Intervention Services (AIS) are provided for students who are performing below state standards and ESL services are provided for students who qualify for this service. Both the AIS and ESL policy are posted on the school's website at: http://www.arkcharter.org/aboutus_handbook.htm

ACCS provides special classes for our students which are designed to complement and enhance the core curriculum. The integrated arts for this year include Art, Creative Movement and Music.

FAMILY CONTACT INFORMATION

It is important that parent/guardians provide the emergency contact information every school year and whenever addresses and phone numbers have changed. Parents will receive a new contact form before the beginning of the school year, and at your request when contact information changes.



FIELD TRIPS

At ACCS we believe that traveling throughout our community is essential to our education. A blanket permission form will be sent home at the beginning of each year. However, we will also inform you ahead of time of any and all field trips, and invite family members to accompany us whenever possible.

FIRE, SAFETY AND BUS DRILLS

Fire drills are held periodically throughout the year and require the cooperation of all students to exit the building quickly, quietly and safely. We encourage families to develop fire emergency exit plans at their homes as well.

Safety drills are held to prepare students in the case of an unforeseen event. A yearly bus drill is held so that students may receive special safety instructions concerning potential emergencies. These drills are an effort to provide uniform safety instruction to all students.

HALF DAYS

All half days are listed on the ACCS school calendar. Your children will be dismissed at 11:00 a.m. on these days. If your child attends an after school program, please contact that program regarding their schedule for half days.

HOMEWORK

Homework, when assigned, will be assigned purposefully. Homework may include reading a book, writing in journals, or practicing a skill, to name a few. We encourage you to talk to your children about what they are doing in school.

ACCS believes that what the child does at home with the family can be extremely valuable and enhance what they do in school. Whenever families encourage and help with their children's interests and projects, they encourage their children's love of learning. We believe children need opportunities for playing, exploring and spending more time with a loved activity.

LOST AND FOUND

If an item is lost or found at school, please come to the school's lost and found box, where items can be claimed or dropped off. For items lost on school buses, please call the bus company.

NEWSLETTER

The school distributes a weekly newsletter on Monday to celebrate accomplishments, to let you know about upcoming events, and to keep you informed of relevant issues. Please look for the letter each Monday in your child's book bag.

MEET THE TEACHER / OPEN HOUSE

During the month of September (see ACCS calendar for date), ACCS provides an open house gathering to which parents are encouraged to come to learn more about the teacher's exciting plans for the upcoming school year.



PARTY INVITATIONS

Although we do not wish to discourage students from sharing invitations to home parties, we ask that such inviting be done over the phone or through the mail, unless everyone in a particular class is being invited. This procedure helps prevent hurt feelings among the students.

PATT (Parents and Teachers Together)

Each parent/guardian is part of Parents and Teachers Together (PATT). One parent/guardian is elected annually to serve on the Board of Trustees for ACCS. Parents/guardians alone may vote for their representative, who serves a one-year term. Parents are asked to complete a parent questionnaire in the fall. From this questionnaire a PATT (Parents and Teachers Together) committee will plan and schedule adult education activities for interested parent(s)/guardian(s). ACCS offers parents several education and training opportunities on site and through community partnerships and collaborations (i.e. career counseling and effective parenting programs).

PROGRESS REPORTS

Progress reports will be issued four times a year (November, February, April and June). The reports are designed to be descriptive of your child's work and progress and will focus on both your child's strengths and needs. Interim progress reports and/or phone calls home will also be used if the teacher feels it is necessary. Each year there will be three parent/teacher conferences. Parents are strongly encouraged to attend and are invited to discuss their child's progress. In addition to the three conferences, either parents or teachers can request extra conferences. If you ever have questions or concerns, please do not hesitate to call the school.

RELEASE OF STUDENT INFORMATION

Occasionally, ACCS may release child information to the media or use it in ACCS newsletters or on our official web site. Usually the information that will be provided is the student's first name, grade, school, town of residence, photo, and participation in activities and or sports. Parents who object to the release of their child's information should notify the school in writing.

SCHOOL CLOSINGS AND DELAYS

School closings and delays are determined by the Troy School District. If Troy closes due to weather, our school must close as well. When school is closed due to snow or other inclement conditions, information is broadcast over specific radio (WROW, FLY92, B95.5, JAMZ96.3, SMOOTHJAZZ104.9, WGY) and TV stations (6, 10, 13). This information is normally available by 6:00 a.m. Parents should carefully check the broadcasts when weather conditions suggest a school delay or closing.

In the event that weather or some other event causes a transportation problem, ACCS may open later than usual. An announcement that all buses will arrive later than the normally scheduled time will be made over the radio and TV stations listed above.

On occasion, it may be necessary for ACCS to close prior to the normally scheduled end of the student day. This could be due to unusually threatening weather or a condition detrimental to the health and safety of the children. **If a parent/guardian is normally not at home during the school day, please be certain that your child is aware of a place where s/he is to go should school close early.** Emergency procedures such as these should be reviewed with your children so they are aware of what action to take in an emergency situation.

TELEPHONE CALLS

If there is an emergency, we will do all that is possible to cooperate and assist you. Please call the school and let us know how we can be of assistance. Under normal conditions, we ask that parents understand that both teachers and students should not be interrupted with a phone call during school hours.

TEXTBOOKS AND MATERIALS

Students are supplied with textbooks from the local school district. Reasonable wear is expected since books are used constantly throughout the year. However, lost or deliberately misused books are the child's responsibility and charges will be



assessed for repair or replacement. At the beginning of the school year and periodically during the year parents will be asked to supply some materials such as paper, notebooks, pencils, pens, erasers and crayons.

VISITORS

Parents, guardians and visitors are always welcome at ACCS. All visitors and family members must check into the office upon entering the building and must sign in and out there. ***Visitors must wear a visitors badge while in the building.*** If you plan to observe a classroom or visit for a period of time, we ask that you call and schedule a time that is convenient for the class and the teacher to have a visitor. When it is necessary for a child to return to school after dismissal because of forgotten books, assignments, etc., please report to the office. It is important for us to know who is in the building at all times.

VOLUNTEER OPPORTUNITIES

We encourage you to visit the school and help out. Family members can assist the staff in certain student management activities such as lunchroom and playground duties, chaperoning students during field trips and other special events, including sharing your own skills and love of learning in the classroom. Please contact the office or your child's classroom teacher.

WITHDRAWALS

If you withdraw your child from ACCS, please let us know the new school your child will be attending. A withdrawal form may be obtained at the office. Upon your registration at the new school, we will be notified and records will be sent.

STANDARDIZED TESTING and ASSESSMENTS

ACCS believes that standardized testing is one form of student assessment. We will administer all the required New York State testing as well as the Terra Nova Test. The 2009-10 testing schedule will be posted monthly in the Monday Newsletter.



Teachers develop a variety of other forms of individualized assessments so that teachers and families have a clear idea of how children are progressing on a continual basis.

SCHOOL POLICIES

ATTENDANCE POLICY

In order for children to do well in school, they must be in school as much as possible. It is the Ark Community Charter School's responsibility to create a welcoming and stimulating learning environment that fosters the academic development of each student. **It is the responsibility of the parent (or guardian) to make sure that the student is at school on time, well-rested and ready to learn each day.**

The ACCS day starts promptly at 7:45 am and ends at 3pm and the student's presence for the full day is necessary to receive the entire day's instruction. **Parents are strongly advised to schedule medical appointments outside of the school day.** If that is not possible, every effort should be made to return the student to school after the appointment or schedule appointments as late in the day as possible.

When a student must miss part or all of the school day, the school must be notified by a phone call or note. A parent/guardian must phone the school office (274-6312) before 8:30 a.m. on the morning that the student will be absent or late (or, preferably, by a signed note sent to school the day before). **A written note signed by the parent/guardian (or doctor) should be sent to school upon a student's return stating the date and reason for the absence. Any child who is late to school or is leaving school at other than the regular dismissal time must be signed in or out in by the parent/guardian or an authorized adult at the school office.**

The following is a list of **excusable reasons for absence, lateness or early departure when the parent sends in a written excuse:**

- Personal illness. A doctor's note is required if the absence is longer than five consecutive days. If there is a pattern of illness, a doctor's note is also required.
- Serious illness or death of a family member. A maximum of three days will be excused with a written note.
- Doctor's or other medical visits. A doctor's note is required upon return to school.
- Quarantine. A doctor's note is required upon return to school.
- Religious observances. Prior approval by the Director is required.
- Required court appearances. A maximum of three days will be excused with a written note.
- Impassable roads.

All other reasons for absence, lateness or early departure from school, including car problems, missing the bus, out-of-town family travel, family illness, spending time at home with family members **are not excusable reasons.** When a parent does not notify the school of the lateness or absence of their child, we will attempt to contact the home.

After a pattern of unexcused absence or lateness, we will send home a warning letter. **This warning letter will be part of the student's permanent record.** If the student's attendance does not significantly improve, ACCS will make a formal filing with social services or the probation department for educational neglect. (See Educational Neglect Policy: http://www.arkcharter.org/aboutus_handbook.htm)

We hope you share our belief that consistent attendance is one of the keys to school success. Working together as partners, we can make sure your child gets the best education possible.

CODE OF CONDUCT

The entire Code of Conduct, which includes the **Discipline Policy**, is posted on our school website and is available in our school office. This policy includes the following school wide expectations:

Overall school code:

- We are kind.
- We are respectful.
- We are responsible.

School wide signal for attention: raised hand and/or bell sound. When the bell is sounded or the teacher raises her/his hand calling for quiet, the expectation is:

- Immediate quiet,
- Raise your hand,
- Look at the person calling for quiet.

Line expectations common areas in the school:

- Students form a line whenever going as a group to another area of the school.
- Students are not talking - greet silently with wave.
- Students keep their hands to themselves and their bodies calm.
- Students walk only.
- The line forms and stays to the right.
- The teacher assigns a line leader to the front of the line.
- When walking on the stairs, students hold railing with right hand and walk one step at a time.
- Students obtain a hall pass from the teacher.

Lunchroom

- Students use indoor voices only.
- Students are assigned tables for each grade group.
- Students enter the cafeteria and immediately go to their assigned tables, sit down, and wait for permission from their teacher to proceed to the lunch line.
- Students stay in their seats and request permission to get up. Students are taught signals for requesting seconds, using the bathroom.
- Students clean up after themselves, push their chairs in, and dispose of their dishes as demonstrated.
- Students leave the lunchroom with an adult's permission.
- The entire class leaves the lunchroom together with the responsible adult.

Bathroom

- Students obtain a hall pass from the teacher.
- One boy and one girl leaves from each classroom at a time.

Recess

- Students stay within the boundaries of the playground area.
- Students are respectful of playground area.
- Each classroom is responsible for its own set of playground equipment.
- When playground is muddy, students stay inside for recess.
- Students may not leave the playground without an adult's permission.
- Teachers notify the office when a class is leaving the school grounds under their supervision..
- Students are expected to be outdoors with the group unless the weather is inclement.
- Students are encouraged to play cooperative games and will be taught those games in gym class.
- When recess is over, students follow the signal to line up and:
 - As soon as the signal is given, students stop playing and make a quiet circle or line as directed by the adult.
 - Playground equipment is gathered as directed by the adult.
 - When all students are gathered, the adult will lead the students back into the building as a group.

DRESS CODE

ACCS students are required to wear uniforms each school day. The uniforms are functional and designed for all school activities. They consist of the following items:

- ACCS logo polo shirt: long or short sleeve, in a choice of the following solid colors: white, green, purple or black. You may substitute a WHITE ONLY, PLAIN polo shirt or button-down, collared blouse or dress shirt. Shirts should be worn tucked in or no longer than hip-length. NO T-SHIRTS OR DECORATIONS. All undershirts should be white.
- PLAIN BLACK or KHAKI DRESS pants, Capri's, shorts, skirts, jumpers or skorts. Pants and shorts should not be over-sized or should be worn with a belt at waist level. Girls may choose to wear a skirt or jumper; however they should wear pants, shorts or skorts on gym days. Skirts, skorts and shorts need to be at least mid-thigh length. NO JEANS OR DECORATIONS.
- ACCS logo black button-down sweater. You may substitute a plain white or black cardigan sweater. NO SWEATSHIRTS, HOODIES, JACKETS OR DECORATIONS.
- Closed-toed, black or white shoes. Sneakers are allowable and expected on gym days. No sandals, flip-flops heels or open-toed shoes. Tights or socks must be plain white or black with no lace or decorations.
- No hats, caps, do rags, scarves or bandanas.

School clothes should be neat, clean and in good repair. Please plan laundry days ahead and purchase sufficient quantities to ensure that your child comes to school each day clean and appropriately dressed.

ELECTRONIC DEVICES, CELL PHONES, TOYS, and GUM

ACCS is your children's first experience of the work environment. As they prepare to be responsible, productive citizens, we ask that they view school as their job. We ask that children leave their toys at home. Electronic devices such as CD players and Game Boys distract from the important work that they need to do. *Students are not allowed to bring electronic devices to school, including cell phones. If you wish your child to carry a cell phone, it must remain in a bookbag and out of sight during school hours. Electronic devices will be taken away and parents will have to pick them up.*

Gum is a cleaning problem. Large wads of gum destroy carpets and make cleaning the many areas in the school difficult and time consuming. *Students are not allowed to chew gum during the school day.*

GRIEVANCE POLICY

An advisory grievance committee hears complaints on the part of individuals or groups who allege a violation of the provisions of the school's Charter. This grievance committee is an ad hoc committee of the Board of Trustees, including trustees, parents, teachers, and administrators as members. The grievance and complaint review process is posted on the website or available at the school office.

MEDICAL POLICY

To help the school manage illness and communicable disease among the students, please follow these guidelines when your child is ill:

- Do not send your child to school with a temperature over 100 degrees.
- Do not send your child to school until s/he has been fever-free without Tylenol or Ibuprofen for twenty-four hours.
- Do not send your child to school if s/he has been vomiting or had diarrhea during the night or early morning hours.
- Please keep your child at home for any rash that has not been seen by a physician.
- If your physician suspects a streptococcal infection, and a throat culture has been taken, do not send your child to school until the results are known. If the results are positive, s/he should have at least twenty-four hours of antibiotic treatment before returning to school.
- When your child has been diagnosed with an infection that is contagious and an antibiotic is prescribed, s/he should have at least twenty-four hours of antibiotic treatment before returning to school.
- Please notify the nurse when your child is diagnosed with an infectious disease.



Children who develop symptoms of diarrhea, vomiting, sore throat with fever, rash, conjunctivitis (pink eye), lice, impetigo or scabies while at school will be kept in the office and a parent will be called to take the child home so as not endanger the health and well-being of other students.

Excused Absence from Physical Education

At the request of a parent, a child may be excused from physical education classes for up to one week. A note excusing the child from physical education should include the specific date or dates requested and the signature of the parent. Requests to excuse children from these classes for longer periods of time must be accompanied by the written order of a physician.

NON-DISCRIMINATION POLICY

ACCS has a non-discrimination policy which forbids the discrimination of any individual on the basis of gender, religion, age, economic level, race, national origin, handicapping condition or sexual orientation. ACCS will ensure that parents who have limited proficiency in English receive notices and other information in their dominant language.

PARENT INVOLVEMENT POLICY - The entire parent involvement policy can be viewed on our school website or is available in the school office.

SCHOOL - PARENT COMPACT

This is the agreement between ACCS staff, the parents/ guardians and students:

Teacher expectations:

ACCS teachers are highly qualified and:

- provide high quality instruction based on the NYS Standards and the school's curriculum;
- provide a rigorous education with high expectations for all students;
- adhere to pacing charts for the core curriculums;
- prepare weekly lesson plans using the ACCS lesson plan format;
- communicate learning objectives to students and keeping students on task;
- demonstrate that the students are meeting lesson objectives through student work and curriculum based assessments, rubrics, tests, work samples, projects;
- provide immediate and ongoing feedback to students;
- provide meaningful homework;
- provide assessment documentation to the Leadership Team according to the assessment calendar;
- work collaboratively with other teachers and mentors to plan and present the curriculum;
- teach students Responsive Classroom behavior management skills;
- keep parents informed about student progress

Parent expectations:

At ACCS, families are respected collaborators in the educational process and:

- are familiar with and abide by all school policies;
- agree to the parent contract in student handbook;
- show interest in their child's work by attending parent conferences and meeting with the teachers as needed
- attend PATT meetings during the year

Student expectations:

At ACCS, students are respected collaborators in the educational process and:

- contribute to and maintain a safe, kind and orderly school environment which is conducive to learning and is characterized by respect for all persons and proper use of school property
- are familiar with and abide by school policies, expectations and regulations dealing with student conduct
- attend school every day unless legally excused; be present in class on time and prepared to learn
- work to the best of their ability in all academic and extra curricular pursuits and strive toward their highest level of achievement possible
- respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner
- work to develop ways to manage or otherwise appropriately express their anger
- ask questions when they do not understand directions or classroom instruction
- seek help in solving problems that might lead to conflicts or physical confrontations
- wear the school uniform and dress appropriately at all school functions
- accept responsibility for their own actions
- conduct themselves with dignity, cooperation and responsibility as representatives of the school when participating in or attending school-sponsored extracurricular events, and hold themselves to the highest standards of conduct and demeanor.

INTERNET SAFETY POLICY

Introduction

It is the policy of the Ark Community Charter School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children's Internet Protection Act (CIPA); and (e) not allow any download of inappropriate material including pictures or literature that expresses sexual content, or bias towards any person's race, religion color, creed, national origin, citizenship, age, sex, sexual orientation, or nationality. [Pub. L. No. 106-554 and 47 USC 254(h)]. The complete policy is posted on the school's website and available in the school office.