



**Harlem Link**  
Charter School

**Family Handbook**  
**2015-2016**

*Graduating Articulate Scholars and Active Citizens*

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# Section I: Pre-K to 5<sup>th</sup> Grade

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## Our Mission

Harlem Link Charter School, a Pre-K to 5 public school, links academics, values and community to graduate articulate scholars who meet or exceed New York State Performance Standards and active citizens who learn and serve in their communities. Families, staff and community join together to provide a safe, supportive learning environment that empowers students to take an active role in learning and demonstrate good character.

## Harlem Link Core Values

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### Responsibility

- We make our community better.
- We treat others fairly.
- We use all of our knowledge to achieve groundbreaking success.
- We persevere through difficult times.
- We work hard until goals are attained.
- We transform better into best.

### Courage

- We are brave. We take the necessary risks to achieve our groundbreaking goals.
- We take the necessary risks to help out community members succeed in the face of trouble.
- We recognize our strengths and try to improve our weaknesses.

### Kindness

- We are thoughtful and show others compassion.
- We treat others as if they are most valued possessions.
- We empathize with the people in our community.

### Integrity

- We take responsibility for our actions. We don't blame others.
- We are honest and reliable.
- We act in fairness towards each other.

### Patience

- We persevere.
- We work long and hard to get to greatness because we know it is not achieved quickly.
- We set groundbreaking goals and we work until those results match our expectations.

### Wonder

- We ask questions and explore the unknown.
- We are excited by learning and seek knowledge through a variety of learning experiences.
- We are role models for lifelong learning.
- We concentrate on the possibilities.

## Important Information

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<b>Location</b>	20 West 112 <sup>th</sup> Street
<b>Main Office</b>	Room 357
<b>Office Hours</b>	7:30 a.m.-4:30 p.m.
<b>K-5 Classroom Day</b>	8:30 a.m.-3:30 p.m.
<b>Pre-K Classroom Day</b>	8:15a.m.-3:15p.m.
<b>Breakfast</b>	7:45 a.m.-8:10 a.m.
<b>Dismissal</b>	3:30 p.m.
<b>Grades</b>	Pre K to 5

# Hours of Operation

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Harlem Link Charter School offices operate from 7:45AM until 4:30PM, Monday through Friday. Students are required to arrive at school on time and to remain in school until dismissal at 3:30PM. It is very important that you send the strong message to your child that attendance in school is extremely important.

# Communication

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Harlem Link Charter School requires parents to be partners in the education of their children. The important task of educating a child calls for the school, the student, and the parents to all work together to ensure success. *See Harlem Link Charter School Family Accountability*

In order to be effective partners, we must maintain open communication. There are several ways that we can and will communicate with you throughout the year to keep you informed:

- **Homework/Reading Log:** Every day, your child will bring home his/her daily homework/ and reading log. This log is a report on your child's academic and behavior performance for that day. This is a vital vehicle for parent-school communication and we expect that it will be signed daily as evidence that you have checked over your child's homework.
- **Behavior Program:** Harlem Link uses **Responsive Classroom**, which is a research-based approach to education that is linked to greater teacher effectiveness, higher student achievement, and improved school culture. Responsive Classroom approach consists of practical strategies for helping children build academic and social-emotional competencies. Harlem Link staff members use words and tone as a tool to promote children's active learning, sense of community, and self-discipline. Students will have logical consequences, which include responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity.
- **Citizen Chips:** Students will be recognized as classroom teams for going above and beyond Harlem Link's Core Values.
- **Report Card Conferences:** Tri-annually, parents will be required to come to the school for Report Card conferences with their child's teachers. Parents will receive a written Report Card at this conference. *See the Harlem Link Charter School Calendar, attached as appendix C.*
- **Phone Calls:** Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school, either by phone or in writing, within 24 hours.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with a teacher or administrator, please contact them directly.
- **Friends and Family:** Parents are invited to participate in classroom specific events, school wide events, and the Parent Association meetings.
- **Visits** – To arrange a visit to the school, please see the section on *School Visitor Policy*.

**Parent Concerns:** If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it. If you are still concerned after considering our goals for your child, please contact the school. We welcome the conversation. We understand that, as parents, you have very strong feelings about issues concerning your child. We ask only that you try to deal with any issue respectfully. In return, we promise to take you and your concern seriously. If a conversation becomes negative or uncivil, the conversation will be cut short and continued at another time. **Hierarchy for reporting a classroom-related grievance:**

- **Talk to the teacher:** Set up a meeting and talk with the teacher face to face about the issue
- **Talk to the Parent Coordinator:** Set up a meeting and talk with the parent coordinator about grievance and brainstorm ways to solve problem.
- **Talk to an Assistant Principal:** If the issue cannot be resolved with the teacher(s), then set up a time to meet with an Assistant Principal
- **Talk to the Principal:** If the issue cannot be resolved with the Assistant Principal, then you may make an appointment with the Principal

# Family Involvement

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## Communicate

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We are committed to fostering open, professional, sincere two-way communication between Harlem Link staff and families that supports all stakeholders in their efforts to provide the best education for our scholars.

How do I...

- *Provide the school with information?*  
In case of a change in dismissal or personal emergency, you may call the school at 212-289-3249.
- *Meet with Harlem Link staff?*  
Parent opinions are very important to us. We value your feedback and input. Please set up a meeting to discuss important matters. You can also contact the Family Coordinator, who is committed to working with you and the school staff in ensuring that your child receives a quality education.
- *Contact staff via telephone calls and emails?*  
If you need to contact your student's teacher during school hours, please feel free to call and leave a message, or email the teacher. We protect instructional time, so teachers are not able to respond immediately to your inquiries during the school day. You may also speak directly to the Family Coordinator, any time during the school day.
- *Visit my child's classroom?*  
Parents and guardians are welcome to visit their child's classroom. Please make arrangements with the classroom teacher at least 24 hours prior to your visit to ensure that the classroom instruction will not be interrupted and to avoid any scheduling conflicts.
- *Voice disagreements?*  
We value your involvement and perspective. We ask that you disagree with the school appropriately and not in front of your child so we can come to a shared message without creating confusion for the child.

## Become Involved

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Family volunteers and participants offer a huge resource and support base for the school community, while showing their children the importance of contributing in the larger community.

- *Parent Volunteers:* If you are interested in volunteering, please speak with the Family Coordinator.
- *Harlem Link's Parent Association:* The Parent Association plays an important role in how the school functions. Families bring prevalent information to the attention of the school, fundraise, and work together with school staff to improve the quality of education students are receiving. Come out to the New York City Charter Center's Advocacy Day on the second Tuesday in February and speak directly to our state representatives.
- *Parent-Teacher Conferences:* Parents and teachers have the opportunity to discuss each student's progress, and the next steps that will be taken. It is mandatory for every parent to attend each of the parent-teacher conferences.
- *Report Cards:* These report cards will be distributed during parent-teacher conferences. They will outline each student's academic progress.
- *Take-Home Folder:* Homework will be assigned each evening and sent home either as a weekly packet or on a daily basis in a folder. Teachers will check the homework for completion and accuracy. Parents and guardians must review the contents of the folder each night.
- *School Announcements:* To remain informed on events and announcements at Harlem Link, please check your child's homework folder for flyers and monthly calendars. You may also check our website ([www.harlemlink.org](http://www.harlemlink.org)) and facebook page ([www.facebook.com/harlemlink](https://www.facebook.com/harlemlink)).
- *Meetings:* Come to meetings prepared and know the specific outcomes you want.
- *Emphasize solutions:* Focus on the positive and on the big picture, as you identify ways to improve your child's experience.

# Family Involvement

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## Advocate

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As your child's advocate, parents are in a unique position to identify and implement positive changes that can improve their child's educational experience.

- *Become involved*  
Keep the line of communication open with your child's teachers, Parent Coordinator, and administrators. Attend and offer your insight at one of the monthly board meetings, the Parent Association meetings, and the yearly NYC Charter School Advocacy Day.
- *Know your child's strengths and interests and share them with educators*
- *Communicate effectively*  
Come to the meetings prepared, and know the specific outcomes you want.
- *Emphasize solutions*  
Focus on the positive and on the big picture, as you help identify ways to improve your child's experience.

## Family Guidelines for School and Classroom Interactions and Volunteering

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- An adult arranges a visit in advance with the school at least 24 hours prior to visiting the school (e.g. teachers, parent coordinator, or principal).
- The adult attending must adhere to the daily routines and procedures of Harlem Link including respecting the privacy and workload of staff, who are not available for social purposes during the school day.
- The adult attending may assist with the child and his/her friends during independent work time.
- The adult attending may not discipline any Harlem Link students.
- The adult attending may not address teachers during instructional time or during class transitions. They are asked to make an appointment to meet with teachers at a time convenient to both parties.
- If volunteering or leading a session the adult is on time; if cancellation is necessary 48 hours notice is required.
- Visitors are required to sign in with security *and* at the main office (Room 357) upon arrival.

## Family Guidelines for Chaperoning School Field Trips

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- Once a family member commits to chaperoning it is expected that there will be follow through with this. Cancellation of this commitment requires 48 hours to allow staff to find a replacement chaperone.
- Chaperone assists teachers with supervising ALL children or a designated group of children.
- Chaperones should expect to be asked to complete tasks necessary for the success of the trip.
- Chaperones are expected to adhere to all policies of behavior while on trips including:
  - No smoking during the trip
  - No inappropriate language in front of or near children
  - No cellphone use during the trip except for emergencies, in which case communicate this with teachers before using the phone
- Chaperones may not bring any other children on the trip.

## School Calendar & Closings

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See the Harlem Link Charter School Calendar for the scheduled school days for the 2015-2016 school year. **Please note that we do not follow exactly the New York City Public School calendar.**

Harlem Link Charter School will only close school in cases of extreme weather conditions. In such situations, we will follow the New York City Public Schools. Please listen to local radio and television stations. If New York City Public Schools announces a delayed opening or a closing, Harlem Link Charter School will also be delayed or closed.

## Special Events and Assemblies

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Harlem Link Charter School celebrates and builds community through the use of regular K to 5 assemblies and other special events. They will be held in the auditorium or gymnasium. Family and Community members are welcome to attend and often, will be invited when their child is performing or is recognized for outstanding achievement at school. Special events like fieldtrips, holiday celebrations and publishing parties are grade and classroom specific. Advance notice will be provided for parents to attend these events.

## Partnerships

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Harlem Link Charter School has partnerships with several community based organizations and venues in Harlem and the greater New York metro area. Please see *Appendix B*, for a complete list of our partners.

## Cell Phones, Video Games, Toys, iPads, iPods

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Cell phones are not to be used at Harlem Link. If you want your child to carry a cell phone to school, it must remain in your child's backpack while they are at Harlem Link with the volume set to silent (not vibrate). **Students may also give cell phones to their teachers for safe-keeping prior to 8:30a.m.** If the cell phone is removed from the child's backpack or rings while the child is on school property, it will be confiscated until an authorized pick-up adult can pick it up. Video games, toys, iPods, iPads and any other hand held electronic equipment are not to be brought to Harlem Link. If a member of Harlem Link Staff sees any of the above, the item will be confiscated from the student and held until a parent can pick it up. If a student repeatedly brings electronics to school, the item may be held until the end of the school year.

## Lost and Found

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The school will keep a small lost and found box in the main office. Parents may come in any day between 7:30 a.m. and 4:30 p.m. to search the Lost and Found. Semiannually, items left in the box may be donated to a local charity.

## Messages / Voicemail

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It would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. At no time should a parent or guardian expect to speak to his or her child by phone during the academic day. If there is an emergency, please inform the main office who will relay the message to the school's leadership.

If you need to get a message to your child's teacher, make sure to call the main office to leave a message on the school's voicemail.



# Uniforms

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All students must come to school in the Harlem Link Charter School uniform **every day**. If a student arrives to school out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

- 1) **Uniforms unite us as a community.** When you look at the Harlem Link Charter School shirts, it is a powerful visual statement of our community. Students make a commitment when they put on the Harlem Link uniform; they are agreeing to live up to the school's values. We are unified by our dress.
- 2) **Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- 3) **Uniforms make us all equal.** Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.
- 4) **Uniforms look professional.** Students look neat when they arrive to school with their collared polo shirts and their gray slacks or skirts/skorts. The students come mentally prepared for school and "dressed for work."

Students may not change out of the Harlem Link Charter School uniform at any point during the school day except on days where they are wearing snow boots or rain boots. In this case, scholars may bring a change of shoes/sneakers with them. Scholars may wear snow boots or rain boots that are all black. Students must wear the Harlem Link uniform on all school field trips.

The components of the Harlem Link uniform are as follows:

- **SHORT/LONG-SLEEVED POLO SHIRTS:** Students must wear a Harlem Link logo collared shirt. If desired, students can wear Harlem Link sweater/sweater vest; it must have the logo.
  - Pre-K to 1<sup>st</sup> grade students wear navy blue collared polo shirts.
  - 2<sup>nd</sup> to 4<sup>th</sup> grade students wear burgundy collared polo shirts.
  - 5<sup>th</sup> grade student wear hunter green collared polo shirts.
  - **Shirts and sweaters must have the Harlem Link Charter School logo.** Therefore, you must purchase the collared shirt, and take it to Harlem Underground (20 E 125<sup>th</sup> Street, New York, NY) to have the logo placed on it.
- **UNDERSHIRTS:** If a student chooses to wear an undershirt, it **can be any color**. Students may wear long-sleeved undershirts under short-sleeved polo shirts.
- **PANTS/SKIRTS/SKORTS:** Students must wear charcoal gray pants or long charcoal gray skirts/skorts. **All skirts/skorts must be at least knee length.** If the pants have belt loops, students may wear a belt. Belts must be **black or brown**. Pants and skirts/skorts may be purchased from Cookie's Department Stores or other outside vendors however they must be **charcoal gray**. No cargo or ripped pants/skirts/skorts.

## Uniforms, continued

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- **SHORTS:** When the weather is hot, from August 30 – October 1 and from May 1<sup>st</sup> – until the end of the school year, students may wear long charcoal gray shorts. **All shorts must be at least knee length.** Students may not wear shorts during other times of the year. If the shorts have belt loops, students may wear a black or brown belt. No cargo or ripped shorts.
- **TIGHTS:** Girls may wear tights under skirts/skorts. Tights can be any color.
- **SHOES:** Students must wear **solid** black dress shoes or sneakers; no sandals, crocks or flip-flops. Shoes must be **solid** black with no logos or other colors. Winter boots must also be solid black. In the event of rain, please send school shoes if boots are not **solid black**.
- **NO GYM UNIFORMS:** Harlem Link no longer has separate uniforms for physical education classes.

- **JEANS:** Students may wear blue jeans on Fridays. Jean pants, shorts or skirts are acceptable. Jeans must be blue denim. If you choose to not wear jeans, regular uniform bottoms must be worn. School shoes/sneakers and shirts must be worn with jeans. No ripped jeans.
- **JACKETS/SWEATSHIRTS/SWEATERS:** Students may not wear jackets or sweatshirts inside the school building during the school day. If a student is inside the building, he or she should wear a Harlem Link sweater.
- **JEWELRY:** If a student chooses to wear jewelry, it must be modest. **Students may wear only one chain or necklace, and it must be tucked neatly under their uniform shirt.** Students may wear one stud earring in either or both ears. Students may not wear hoops or dangling earrings. If a student wears jewelry that the School Leadership considers excessive, then the student will be asked to remove it. Jewelry may also be taken away if students are distracted by it.
- **HATS:** Students are not allowed to wear hats, decorative scarves, and bandanas in the building. Small clips or bands for the hair are permitted. Parents should contact the school to seek exemptions for cultural or religious reasons.
- **MAKE-UP:** Make-up is strictly not allowed (lipstick, etc.)

## How to Purchase Uniforms

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Here are a few options for purchasing the school uniform. You can purchase the uniform shirts from any store, and then have the Harlem Link logo placed on it at Harlem Underground.

Store	Location closest to Harlem Link Charter School	Website
Harlem Link School Store	Online	<a href="http://www.mkt.com/harlemlink">www.mkt.com/harlemlink</a>
Cookies the Kid's Department Store	567 Melrose Avenue, Bronx, NY	<a href="http://www.cookieskids.com">www.cookieskids.com</a> Source Code: HLCS
Lazarus Department Store	264 W 125 Street, New York, NY	
French Toast	Planet Kids, 2688 Broadway, New York, NY	<a href="http://www.frenchtoast.com">www.frenchtoast.com</a>
Lands' End		<a href="http://www.landsend.com">www.landsend.com</a>
Sears Department Store	404 E Fordham Road, Bronx, NY	<a href="http://www.sears.com">www.sears.com</a>
<b>School Logo provided by: The Harlem Underground</b>	20 E 125 Street, New York, NY Between 5 <sup>th</sup> Avenue and Madison Avenue (212) 987-9385	School Logo will be provided for a fee

## Uniforms, continued

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### Uniform- Frequently Asked Questions

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**What if my child is out of uniform?**

*A member of Harlem Link's staff will call and make the family aware of the infraction. All infractions are documented and each scholar will receive one warning before they are pulled from class for a 2<sup>nd</sup> infraction. Families must correct the infraction before the student returns to class. Scholars will not rejoin their community until the infraction has been corrected. Students will receive work to complete when not in class, but may also receive zeros on their classwork since they are not with their community.*

**Will someone from Harlem Link call me every time my child is out of uniform?**

*Yes, each infraction will be followed up with a call.*

**If my child is out of uniform for their shoes one day, will they receive a warning for the wrong pants another day?**

*No. Scholars will receive only one warning which covers all aspects of the uniform.*

# Preventing and Responding to Crisis

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## Background Checks

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The most important decisions we make are *whom* to allow to work with your children every day. We thoroughly vet all of the individuals we hire, and ensure that anyone with a questionable record is not allowed the privilege of being in our building. As a result, we have a perfect track record of preventing our scholars from being harmed by our staff.

## Emergency Procedures

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We work closely with our partner schools co-located in the building through a Building Council. The council meets regularly to make decisions about shared space and use of resources in the building.

**We get along really well with our partner schools and that helps us be safe.**

We follow the NYC Department of Education’s “Building Response Team” guidelines to prepare for major emergencies. All of the schools in the building work together to practice these four types of responses to emergencies:

- Evacuations and Fire Drills (which we practice regularly)
- Shelter-In (in case of an emergency outside)
- Lockdown (in the event of an intruder in the building)
- Code Blue (in the event of a person in need of CPR)

## Human Services

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Here are several emergency telephone numbers that may be useful to parents/guardians and students:

Lifenet	1(800) 243-3638
Child Abuse Care Line	1(800) 342-3720
State Mental Health Agency	1(800)97-8481
Department of Social Services	1(718) 557-1399 or 1(877) 472-8411
Infoline	311
Police/Fire Emergency	911
Kids Crisis Hotline	1(877) KIDS- 400
Domestic Violence Hotline	1(800) 621-HOPE
Abandoned Infant Protection Hotline	1(866) 505-7233
Adult Domestic Violence Hotline	1(800) 942-6906
Violencia Domestica En Espanol	1(800) 942-6908
Child Sexual Abuse Hotline	1(718) 884-0700
NYS HIV/AIDS Hotline English	1(800)541-AIDS (2437)
NYS HIV/AIDS Hotline En Espanol	1(800)233-SIDA (7432)
Alcohol/Drug Use Hotline	1(800) 454-8966
A.I.R. Harlem Asthma	1(646) 545-2263

## Nursing Services & Medication

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Harlem Link Charter School does not directly employ a dedicated nurse, but we do share nurses with the other schools in our buildings. The Pre-K to 2<sup>nd</sup> Grade nurse’s office is located on the Langston side of the campus in Room 161 and the 3<sup>rd</sup> to 5<sup>th</sup> Grade nurse’s office is located on the Locke side in Room 215. However, it is always best to have your doctor or health center look into any problem that your child may have. The nurse is responsible for checking all health records to be certain that each student is properly immunized.

If your child requires medication during school hours, we cannot assist by administering medication. Only a registered school nurse or parent may do this. Additionally, medication may not be given without the completion of the “Administration of Medication” form required by the State Health Department. This policy and the requirement to have a form on file apply to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

## School Visitor Policy

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As noted above, Harlem Link maintains an Open Door policy for parents to visit the school. All visitors, but especially parents, are a vital part of the Harlem Link Charter School community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents who would like to visit must call one day in advance and schedule a class-visit appointment.**

All visitors, including parents, must present valid ID and sign in at the School Safety Agent's desk for the appropriate side being visited. The Locke side entrance is located at 21 W 111<sup>th</sup> Street, and the Langston side entrance is located at 20 W 112<sup>th</sup> Street.

The Langston and Locke sides are treated as two separate buildings for the purposes of parents from our school as well as parents and staff from our co-habiting schools. **For this reason, parents signing in on one side who wish to enter the other side of the school must exit and walk around outside, signing in again at the other side's security desk.**

Upon arriving on Harlem Link's floor, all visitors must sign in a second time; sign the visitor log located in the Main Office (for the Langston side) or in Room 406 (for the Locke side).

Visitors should enter classes during a regular-scheduled transition period between classes, although they may leave at any time. To ensure that teachers are making the most educational use of their time, visitors may not talk to a child or a teacher during class unless they have planned to enter in this capacity with the Co- Teachers, although they may call the teacher after school to discuss what they observed

For the sake of student safety, we cannot have anyone unannounced in the building. If a visitor is coming to school to drop off something for a student or to drop off a message, we still require that he or she come first to the Main Office or Parent Space to **sign in upstairs after signing in with the School Safety Agent** at the building entrance.

## Student Records & FERPA

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The school administration is in charge of student records. They will discuss, explain, and/or make available to the student or his parents/guardians any records on file. If a parent/guardian would like to examine their child's record, the parent/guardian should submit a request in writing to the School Secretary. Within ten days, the parent will be allowed to inspect the file and may request a copy of some or all of the information contained in the record. The following is a list of MANDATORY documents necessary to secure your child's seat at Harlem Link Charter School:

1. All documents to be included in the welcome packet (birth certificate, proper immunization forms and health records etc.)
2. Authorized medical and pick up
3. Local fieldtrip permission slip

Harlem Link complies with the Family Educational Rights Privacy Act (FERPA), giving parents the opportunity to opt-out of inclusion in a family directory prior to publication. The full FERPA policy can be found in Appendix F.

## School Breakfast and Lunch Programs

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Both breakfast and lunch will be available at Harlem Link Charter School. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program. You will be billed accordingly and any questions regarding this matter should be forwarded to the School Secretaries.

Parents may send lunch to school. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Parents should make sure their child does not bring in bottled drinks, snacks, candy or junk food to school. These items may be confiscated by school personnel. Please see the section on *Nutrition*. K-5 student lunches are stored in the classroom and brought directly to the lunchroom. Pre-K student lunches are also stored in the classroom, and they eat in their classrooms. Please keep this in mind when packing your child's lunch as he/she does not have access to a refrigerator or a microwave.

# Wellness Policy on Nutrition

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Harlem Link Charter School is committed to providing an environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and increasing physical activity.

## Nutrient Standards

All food sold to or provided to children within Harlem Link Charter School, including food brought from home, will meet the following nutrient standards.

## Snacks

All snacks must meet the following USDA Nutrition Standards for School Meals. The information appears on the food label:

- Total fat equal to or less than 7grams of fat per serving (63 calories)
- Saturated fat equal to or less than 2 grams per serving (18 calories)
- Sodium equal to or less than 360 milligrams per serving
- Sugar equal to or less than 15 grams per serving (60 calories)
- No artificial sweeteners
- All snacks must be provided in single serving packages

## Beverages

The following beverages are acceptable:

- Water
- 100% juice
- Unsweetened teas
- Fat Free and 1% Milk will be available to all students

The following beverages are **NOT** acceptable:

- Soda
- Caffeinated drinks
- Juice cocktails or blends with less than 100% juice
- Juice "like" drinks (Sparkling ICE, Vitamin Water, Sunny D, etc.)
- Artificially sweetened drinks
- Sport drinks (Gatorade, PowerAde, Vitamin Water, etc.)
- Sweetened milk products (chocolate milk, Yoo-Hoo, Nesquick, etc.)
- Sweetened tea products (Arizona, Snapple, etc.)

## Meals

Meals served in the cafeteria will meet or exceed the USDA Nutrition Standards for School Meals and be consistent with the US Dietary Guidelines.

If breakfast or lunch served to students is obtained outside the cafeteria, including items brought from home, it should be consistent with the USDA Nutrition Standards for School Meals.

Important information: The school cafeteria does NOT offer any pork products. The school is also working to better incorporate the available salad bar and chilled water jet machine.

## Resources

<http://www.schoolfoodnyc.org/eatatschool/nutritionstandards.htm#nutritionstandards>

# Homework Policy

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## Statement of Facts

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- 1) All scholars will receive homework daily.
- 2) All homework assignments are due by the date given by the teacher's.
- 3) Clear consequences for missing assignments.
- 4) Families will set up homework stations in the home.

## Rationale

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The purpose of homework is to enable scholars to continue their education in each subject beyond the classroom and to build upon what was taught in school that day, week, or year. Homework is meant to increase in range and demand as the scholars develop their skills throughout the year. Regular homework encourages independent learning and study skills as well as adding valuable hours of study time to those available in school.

# Homework Policy, continued

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## Teachers will

- Assign high quality and demanding homework nightly connected to the current unit of study.
- Monitor homework completion daily.
- Inform families about incomplete homework daily.

## Parents will

- Provide a quiet, clean, and orderly space for scholar to complete homework.
- No TVs, music, eating, gaming, and cell phones while scholar is completing homework.

### **Students need quiet to do their best work.**

- Check and sign assignment sheet daily.
- Contact Ms. Bernard if you have any concerns about how to set up a homework station in your home.

## Students will

- Complete homework daily and turn into teacher every morning.
- Depending on the grade level, students will read daily from 10 to 50 minutes nightly.

## Homework Tips for Families

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### **Homework tip #1:** Set up a homework station

Where does your child do his/her homework? Sitting at the kitchen table? Is he/she in front of the television? If your child does not have a quiet, undisturbed location for studying, do whatever you can to find one – now! Kids don't require much space. Even a small niche is fine as long as it is:

- away from noise and distraction
- has comfortable seating
- good lighting
- offers enough room to spread out

If you can't designate a permanent work station, set up a rolling cart so your child can easily take his papers and supplies from place to place.

### **Homework tip #2:** Provide the right supplies

The school supplies a child needs depend a great deal on his/her grade and classes. But every homework station should be equipped with the basics:

- writing implements
- paper
- scissors
- tape
- ruler
- stapler

Make sure that these items are organized so that they are easy to find. It's not a bad idea for your child to have duplicates of those items they use both at home and in the classroom. Keep one set at his/her homework station and include another set in their school binder. If the items are placed in a transparent poly envelope you run less risk of something important being lost or left behind.

### **Homework tip #3:** Teach time management skills

It's one thing to set up a functional physical space for doing schoolwork – it's another thing altogether to create the right MENTAL environment. Children have to be taught to focus since it's not a skill with which many of us are born.

Have a set time for completing homework each day – before play, before dinner, away from distractions – a solid routine your child can count on.

Example: 6:00 pm dinner, homework from 6:30 to 7:30pm, and followed by family fun until bedtime.

If your child still has trouble focusing, try setting a timer – ask your child to work for small chunks at a time, taking a short break between sessions. You can also set a recurring alarm as a reminder to bring your child back to the task at hand if he/she drifts off while working on an assignment.

# Homework Policy, continued

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**Homework tip #4:** Check up on your child

Another important factor in insuring homework success is taking stock of the school situation every single day. The following method is a great way to help organize your child.

**Step 1:** Set up a 2-sided pocket portfolio for each class with a different color for each subject. The left side is for new assignments – the right side is for completed homework that needs to be handed in.

**Step 2:** Check the left pocket when your child comes home from school to see what must be done that evening. Check the right pocket when your child says his/her homework is finished (to make sure that's actually the case).

**Step 3:** It's also good to double check in the morning to make sure your child has ALL of their folders and school paraphernalia with them. Think about how easy it is to walk out of the house having forgotten something even when you're organized.

## Student Consequences

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(Harlem Link reserves the right to impose all or none of the consequences listed below).

One to four missing assignments in one month.	<ul style="list-style-type: none"> <li>• Separate lunch</li> <li>• Loss of recess</li> <li>• Family notification (letter and/or meeting)</li> <li>• Zero for assignment</li> </ul>
Five or more missing assignments in one month.	<ul style="list-style-type: none"> <li>• Separate lunch/ no recess.</li> <li>• Loss of recess</li> <li>• Zero for assignment</li> <li>• Afterschool detention.</li> <li>• Parent called by Dean of Students to explain detention requirements and schedule detention.</li> </ul>
Six assignments in one month. The system resets monthly.	<ul style="list-style-type: none"> <li>• Separate lunch/ no recess.</li> <li>• Loss of recess</li> <li>• Zero for assignment</li> <li>• Afterschool detention.</li> <li>• Parent called by Dean of Students to explain detention requirements</li> <li>• 1 day out of school suspension</li> </ul>

# Family Accountability

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## ATTENDANCE

- I understand that my child will not be permitted to enter the building before 7:45AM.
- I will ensure that my child is in class every day before 8:30AM.
- Should I desire for my child to eat breakfast at school they should arrive between 7:45AM and 8:10AM.
- I understand that if my child is absent more than 15 days of the school year, his or her promotion to the next grade will be in serious doubt.
- I understand that 4 incidents of tardiness equal 1 unexcused absence.
- I will make sure that my child promptly makes up missed work following absences.
- I understand that an absence and an instance of tardiness is excused if I have contacted the school and written a detailed note regarding family emergency or religious observance.
- I understand that any absence or lateness regarding student illness can only be excused by a doctor's note after 3 days.
- I understand that my child will not earn credit for work missed after unexcused absences, including but not limited to: out-of-school suspensions, family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand that the school day ends at 3:30PM, and that I am obligated to pick my child up promptly at this time.
- I agree to make alternative transportation plans before 12:30PM if I cannot arrive at HLCS by 3:30PM.

## HOMEWORK

- I agree to check my child's homework daily to ensure that it's complete.
- I will sign and comment on my child's daily report sheet to review their behavior and performance in school for the day.
- I understand that if I fail to meet this requirement I will receive a call from my child's teachers or an Assistant Principal.
- I understand that if I fail to review and sign my child's homework, it will be addressed by teachers and administration if the problem continues.

## CODE OF CONDUCT

- I agree to promote and support the rules of behavior as outlined in the Student and Family Handbook, and accept responsibility as a partner in my child's learning.
- I will come to school for a meeting if my child is suspended, and I understand that my child will not be allowed to return to class until after this meeting occurs.

## PROMOTION POLICIES

- I understand that my child needs to perform at or above grade level in reading and math on administered assessments.
- I understand that my child will be automatically retained if he or she performs below grade level in reading and math on administered assessments.
- I understand that my child must perform at grade level in the areas of conduct, science, social studies, physical education, art and music.
- I understand that if my child is absent more than 15 days of the school year, his or her promotion to the next grade will be in serious doubt.
- I understand that 4 unexcused tardiest equal 1 unexcused absence.

## STUDENT DRESS POLICY

- I will ensure that my child comes to school in proper dress, according to the guidelines described in the Harlem Link Family Handbook.
- I understand that if my child comes out of school uniform, he or she will not be permitted to have recess that day.
- My student may wear jeans (and jeans only) only on Fridays.



# Family Accountability, continued

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## **STUDENT BREAKFAST/LUNCH**

- I will ensure that my child comes to school with a nutritious breakfast every day, or I will make arrangements for him or her to have the school breakfast.
- I will ensure my child's prompt arrival at school to receive breakfast service.
- I understand HLCS, as a public school, offer free and reduced lunch. I understand that it may be my obligation to pay a weekly lunch fee.
- I understand that my child may bring a nutritious lunch that does not include: chips, candy, cakes or soda.
- Per the rules in my child's classroom, I understand that my child may be allowed to bring in a snack that does not include: chips, candy, cakes or soda.
- Gum is not permitted at any time at HLCS.
- I pledge to inform school administration about any food allergies or dietary restrictions my child has.

## **FAMILY SUPPORT**

- I agree to support my child's academic work by communicating regularly with my child's teachers and other HLCS personnel, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I ensure that my child will come to school rested and ready to learn.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I agree to volunteer at least once during the school year.
- I will make NO EXCUSES and take NO SHORTCUTS.
- I will set high expectations for myself and my children regarding academics, behavior, and character at all times.
- I will hold myself accountable for the success, or lack thereof, of my children.
- I am committed to the idea that ALL STUDENTS WILL LEARN.
- I commit to attending meetings requested by the school and will give 24 hours advanced notice if I need to reschedule
- I commit to attending all mandatory report card conferences.
- I agree to complete and return all required correspondence from the school.

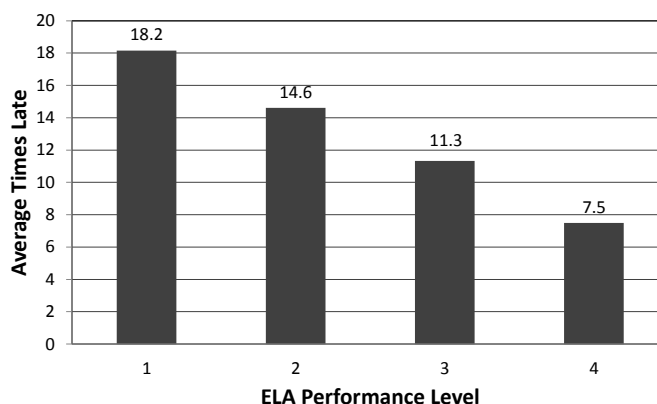
## Section II: Kindergarten to 5<sup>th</sup> Grade

### Attendance

Getting to school on time and being in school throughout the day is a key to your child’s success – at school and in life. At Harlem Link Charter School, the learning begins from the moment students walk in the door. Students begin each day with reading and they develop and practice key academic and social skills during breakfast with their classmates. Late students miss academics. **For the purpose of our promotion policy, four tardies or early releases are equivalent to one full day absence.** One of the most common reasons that adults lose their jobs is persistent tardiness to work. A student is tardy if he/she is not in class by the start of the school day. Students arriving late must obtain a tardy slip (late pass) to be presented to the classroom teacher. *We are strict because current research clearly shows how excessive absences adversely impact a scholar’s academic growth.* Do not allow your child to miss a day of school except for serious illnesses.

Tardiness correlates closely with performance on state ELA exam...

Average times late by ELA level, 2010



Excessive absences will be considered a violation of the school.

- **Call to Report Absence:** All absences must be reported to the school office by 9:00 a.m. on the day of the absence. When calling, please give your name, the name of the student, his or her grade and the reason for the absence.
- **All Absences – “Excused” and “Unexcused”— Are Still Considered Absences:** Any day your child does not attend school is considered an absence. Student illness (with doctor’s note), a death in the family, religious holiday (with parent/guardian’s notes) are all considered excused absences at Harlem Link Charter School. While this documentation is required for an Excused Absence, the student is still considered (and marked) absent from school. All other absences are considered unexcused.
- **Never Miss School for Appointments:** Parents are responsible for scheduling medical appointments outside of school time. The best times are after school or days when school is closed. Please consult the school calendar for scheduled days off, which sometimes differ from the NYC Dept. of Education calendar. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day. **If children are absent or late because of an appointment, the instance will be recorded as an absence or tardy.**
- **Suspensions Are Considered Absences:** If a student is absent from school due to suspension, these days will be treated the same as an absence. In the event of a suspension, Harlem Link will provide a tutor at our expense to help students stay current in their academics.
- **Early Dismissal:** Students are expected to stay in school until the very end of the school day. Early pickups are disruptive to the learning environment. We will not release students prior to the end of the school day without prior notification and approval by the Principal or Vice Principal. Notification must be given no later than 12:30 p.m. on the day prior of early dismissal.

# Attendance, continued

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- **On Time Pick-up:** Parents are responsible for the daily on time pick-up of their child if their child does not take the bus and/or after certain school events. We respect the time of our parents and we expect parents to be equally respectful of the school's time. If students are not picked up within 30 minutes of the end of the school day and Harlem Link is not notified, students may be taken to the local police precinct and a formal report may be placed. If lateness becomes an issue, two or more times per marking period, a director will contact you to establish an immediate corrective action plan.
- **Transportation Changes:** No child will be allowed to change his/her normal daily routine without written permission from a parent or guardian received in the school office before 12:30 p.m. Last minute changes will not be permitted except in emergency situations. Students will be sent home by their regular means of transportation unless the school is officially notified by parent/guardian with a note (or phone call in emergency situations). Those children who attend an after-school program are only eligible for afternoon bus transportation on days the after-school program is NOT in session.
- **Early Drop Off:** Scholars are not permitted to enter the building before 7:45 a.m. alone. Scholars must be accompanied by an adult if they are in the building or on the school grounds, including all yards before, 7:45 a.m. Harlem Link Staff are not supervising students before 7:45 a.m.
- **Late Pick up:** Students are considered "late pick up" after 3:40 p.m. daily. All late pick up students will be logged in and families must sign out their scholars in a separate binder after 3:40 p.m. Students will be held in a predetermined room.
  - If families are late picking up their scholars (3:40 p.m.) the school may call home, schedule family meetings, and contact case workers (if appropriate).

## Consequences for Poor Attendance

- The school may choose not to promote students who have 15 or more unexcused absences throughout the school year.
- When calculating absences, we will count instances of tardiness and early pick-up as ¼ of an absence
- Meetings will be required to address attendance and lateness concerns to create an action plan that will benefit your child.
- Excessive tardiness or absence will result in the school contacting authorities regarding suspicion of any educational neglect.

## Tardiness

- Our doors open at 7:45 a.m. each morning. Students must arrive in the building in time to be **in their classrooms no later than 8:30 a.m.** Students who enter their classroom after 8:30 a.m. are considered tardy. **It is not enough to be in the building at 8:30 a.m.;** please allot time for your child to come upstairs and enter his/her class.
- In cases when a school bus arrives late, those students riding the bus are not considered tardy. Parents will ensure that their child comes to school every day before 8:30 a.m., otherwise they will be considered late. It is understood that children who eat breakfast at school should arrive between 7:45 a.m. and 8:10 a.m.

## Early Release

- All students who are picked up prior to 3:30 p.m. are considered early release. **If you plan to pick up your child up early from school or change his/her dismissal procedure, you must contact the office with written permission by 12:30 p.m. The school reserves the right not to comply with a parent request to change a child's dismissal procedure after 12:30 p.m.**

## Addressing Attendance Concerns

- With students who have 15 or more unexcused absences throughout the school year (including counting tardies and early pick-up as ¼ of an absence), the school may choose to not promote these students on this basis alone.
- School will communicate with families based on levels of concern from the table below.
- Meetings may be required to address attendance and lateness concerns to create an action plan that will benefit your child. Meetings will occur when absences and/or tardiness exceed a certain threshold.
- Concerns pertaining to attendance will also be addressed at report card conferences.
- Excessive lateness or absences will result in the school contacting authorities regarding suspicion of any educational neglect.

# Attendance Communication Protocol

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## Attendance Communication Protocol

Level	Action and Purpose	Staff responsible
Informational	<u>Parent Phone Call</u> To acknowledge that a student has been late or has been absent	Office staff
Inquiry	<u>Parent Phone Call</u> To express care and offer support with two consecutive absences.	Office staff
Concern	<u>Parent Phone Call and Attendance Letter</u> To facilitate completion of missed classwork and make a plan for improving attendance	Office Staff
Alert	<u>Parent Meeting</u> To express high level of concern and create attendance plan.	Family Coordinator, Assistant Principal, and/or Social Worker
High Alert	<u>Parent Meeting</u> To express extreme level of concern, <b>promotion in doubt, mandatory summer school</b> and preview ACS involvement.	Principal, Family Coordinator, Assistant Principal, and/or Social Worker

## Discipline

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We know you have chosen our school because you want a safe, structured, and orderly educational experience for your child. Our approach to discipline is rooted in a belief that the learning environment is sacred. At Harlem Link Charter School, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers use a large array of strategies to promote positive behavior and correct problem behaviors. Through the Responsive Classroom approach, teachers focus on building a positive community and proactively creating the conditions for scholars to make appropriate choices. Our faculty uses positive reinforcement whenever possible, doing their best to award the demonstration of our Core Values. Faculty model and teach the Core Values and pledge to acknowledge exceptional behavior.

We also use logical consequences and team with parents to take a problem-solving approach to help students fix behavior problems. Students may lose privileges (social time, recess, trips, etc...) when they violate the Harlem Link Charter School Code of Conduct.

Our Principal on site is the point person on discipline issues. The Principal and Assistant Principals work closely with teachers, parents, and students to help them learn and grow. Should a discipline issue arise, we expect the support of parents in collaborating to create strategies that will ensure the child’s success.

# Discipline, continued

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## Behavior Violations and Appropriate Disciplinary Procedures

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Behavior that does not support Harlem Link's Core Values may be handled through any of the following, though not in the order presented below:

- Verbal Correction
- Reflection/Apology of Action
- Written notification to parent
- Parent notification by phone
- Removal from class/class activities
- Lunch/Recess Detention
- Parent/Guardian, student, teacher conference
- Conference with Dean of Students and/or Principal
- Behavior Plan/Contract
- Counseling
- In or out of school suspension
- Special assignment related to the offense
- Referral to Outside Agency
- Expulsion

## Suspensions, K-5

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Suspensions are a tool to help a scholar get back on track and for the school community to make clear boundaries and provide stakeholders an opportunity to create a plan to move forward.

Parents/guardians will be notified of a suspension by the Leadership Team member involved in the suspension. A hearing will take place with a leadership team member and family member determining a final outcome. Harlem Leadership Team members can and will make decisions families disagree with and the family has the right at any time to consult with the school board. A determination follow-up letter will be generated after the hearing and all decisions will be communicated with the family in writing.

The following actions are examples of infractions that can result in a suspension.

### Fighting

- An individual student who is attempting to purposefully or actually hurt another
- "Hitting back" is equally unacceptable to hitting first

### Bullying/Intimidation/Threatening

- Ongoing and threatens the physical and psychological well-being of a child
- Repeated cursing directed at others
- Making sexually explicit comments to someone
- Spitting in someone's face

### Excessive Defiance

- Repeated refusal to follow teachers' instructions that includes or results in yelling/cursing at teachers, walking out of the classroom without permission, throwing objects in the classroom, moving classroom furniture, and repeated stealing, biting, vandalism, destruction of property, and tantrums
- Repeatedly commit minor behavioral infractions that, in the aggregate, may be considered an infraction subject to formal disciplinary action
- Commit any other act that school officials reasonably conclude warrants a disciplinary response
- Cheat on exams or quizzes, or commit plagiarism

Please note that excessive suspensions could lead to school expulsion. Please see excerpt from the Code of Conduct in the Family Handbook for complete information about suspensions.

# School Bus Transportation

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Busing to and from Harlem Link Charter School is provided by the New York City Dept. of Education's Office of Pupil Transportation, for students who live in Manhattan and are eligible under the office's zoning guidelines. However, the right to **free transportation** is dependent on the **student's good behavior** while waiting for, walking from, and riding upon the school bus.

## Bus Behavior

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Bus drivers must focus on the road to make sure all students arrive home safely. Students who behave poorly on the bus compromise the safety of themselves and others. All students and families are held to Harlem Link's Bus Responsibilities as described in the list below.

- Students keep their hands and feet to themselves
- Students must stay in their seat with their seatbelt on
- Students must follow all directions while waiting to board buses, riding the bus, and walking home from or to the bus
- Students must use a level voice as directed by a Harlem Link staff member
- Families must be on time to pick up and drop off all students

Each time students and families do not uphold the four rules of bus responsibilities they will receive a consequence "bus strike," which will generally follow this sequence:

- First offense: Warning
- Second offense: 1-day bus suspension
- Third offense: 3-day bus suspension
- Fourth offense: 5 to 10 day bus suspension
- Fifth offense: Bus expulsion

HLCS administration reserves the right to implement any of these consequences in response to severe misbehavior on the bus.

If a student receives a bus consequence ("a bus strike") the following steps will occur:

- 1) A Harlem Link staff member will complete a bus incident report
- 2) A member of Harlem Link's administration will be notified and if needed will follow up with the bus matron, students, and/or driver.
- 3) A Harlem Link staff member will notify the student's family via phone and a letter will be sent home informing the family about the incident and/or consequence.
- 4) If a consequence is deemed appropriate, a "bus strike" covers both the morning and afternoon bus.

## School Bus Transportation- Frequently Asked Questions

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**What if my child receives a one day bus strike and I do not send my child to school. Will the bus strike continue until my child returns to Harlem Link?**

*Yes, if a scholar receives a bus strike, the bus strike will continue until the scholar returns to school and has been removed from the bus for the amount of time stated in the notification letter.*

**Do bus strikes cover only the morning bus?**

*No, bus strikes cover both the a.m. and p.m. bus.*

**Can my child receive a bus strike if I am late picking him/her up at the p.m. bus stop?**

Yes, Harlem Link reserves the right to issue bus strikes for late pick up and or drop off.

**Can my child receive a "bus strike" while boarding the school bus?**

*Yes.*

**The bus is late who do I call?**

*At times due to measures beyond Harlem Link's control, buses may be late. If your bus is late please call the main office starting at 7:30 a.m.*

**Who do I call if I disagree with a bus consequence?**

Call the main office and ask to speak with Mr. Bull.

## APPENDIX A

### Sample HLCS Homework/Reading log

<i>Day</i>	<b>Homework</b>	<b>Teacher's Comments</b>	<b>Parent's Comments</b>
<i>Monday</i>	Parent Signature _____		Book that you read to your child: _____
<i>Tuesday</i>	Parent Signature _____		Book that you read to your child: _____
<i>Wednesday</i>	Parent Signature _____		Book that you read to your child: _____
<i>Thursday</i>	Parent Signature _____		Book that you read to your child: _____
<i>Friday-Sunday</i>	Read every day during the weekend! Parent Signature _____		Book that you read to your child: _____

## APPENDIX B

### 2015-2016 Partnerships *Please inform the main office after signing up for after school*

#### Preferred Programs

<u>Organization</u>	<u>Contact</u>	<u>Phone</u>	<u>Address</u>	<u>Costs</u>	<u>Notes</u>
<b>Harlem Link Charter School Afterschool Program</b>	John Reddick	212-289-3249	Harlem Link 20 West 112 <sup>th</sup> Street	Free	<u>Grades K-5</u> <u>Not all students guaranteed a spot.</u>
<b>Beacon 54 Booker T. Washington</b> After school program	Lilly Daskalova (1-4 <sup>th</sup> Grade-Coordinator)  Angelic Davis (5 <sup>th</sup> -8 <sup>th</sup> Grade Coordinator)	(212) 866-5579 (Summer Office) or 646-539-5941 (Annex Office)	103 W 107 Street, b/w Columbus Ave. & Amsterdam Ave.	Free	<u>Grades 1-5</u> Register throughout the summer; Sign up on August 3 <sup>rd</sup> at 11:00 a.m. at Beacon 54 Back to School Event
<b>Clinton Community Center</b> After school program	Nancy Quinones	212-876-1240	120 E 110 <sup>th</sup> Street, b/w Lexington & Park Aves.	Call for Details	<u>Ages 6+</u> Register throughout the summer on <b>Tuesdays</b>
<b>Milbank (CAS)</b> After school program	Program Assistant	212-996- 1716 Ext. 17072	118 <sup>th</sup> b/w Lenox and 5 <sup>th</sup> Ave.	Price- Based on Income \$400.- \$1,000 a Year with \$100 additional charge for pick up	Pick up service Ages 5+ Call for regular registration details!
<b>Boys and Girls Harbor K.I.D.S.</b> After school program for <u>Kindergarten and First Grade Only</u>	Joanne Boisseau	(212) 427-2244 extension 475	1 E 104 <sup>th</sup> Street b/w 5 <sup>th</sup> Ave. and Madison Ave	Free; the program will pick up	<u>Kindergarten and First Grade Only</u>
<b>MLK Center</b> After school program	Ms. Foster	212-348-7588	King Center 112 <sup>th</sup> Street b/w Lenox & 5 <sup>th</sup>	Free	Ages 6 –12

#### Possible Programs

<u>Organization</u>	<u>Contact</u>	<u>Phone</u>	<u>Address</u>	<u>Costs</u>	<u>Notes</u>
<b>Police Athletic League (PAL)</b> After school program	Mr. Moats	212.665.8699 x200	411 Manhattan Ave. at W. 119 <sup>th</sup> St.	\$50 per year	Ages 5-13
<b>Mt. Morris Community Center</b> After school program	Janine Douglas	212.860.1380	18 Mt. Morris Park W. (at 122 <sup>nd</sup> St.)	Free	Ages 9 –17 4:30pm – 7:30pm



## APPENDIX C

# In/Out of School Suspensions/Expulsion Hearing Policies

Harlem Link Charter School reserves the right to administer an in-school or out-of-school suspension to any student for behavior that violates our community norms.

### ***EXCERPT FROM CODE OF CONDUCT***

#### **IN-SCHOOL SUSPENSIONS**

*In-School Suspension* shall refer to the premeditated removal of a student from his or her regular classroom for disciplinary reasons for any length of time.

A student who is determined to have committed any of the infractions listed below shall be subject at minimum to an In-School Suspension, unless the Principal determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. The Principal may also determine to assign an out-of-school suspension to a student for any of the behaviors below. A student has no right to an in-school suspension before receiving an out-of-school suspension.

#### **Disciplinary Infractions**

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- Repeatedly commit minor behavioral infractions that, in the aggregate, may be considered an infraction subject to formal disciplinary action.
- Commit any other act that school officials reasonably conclude warrants a disciplinary response.
- Cheat on exams or quizzes, or commit plagiarism.
- Use forged notes or excuses.
- Steal, attempt to steal, or possess property known by the student to be stolen.
- Commit extortion.
- Engage in gambling.
- Trespass on school property after school hours.
- Possess tobacco or alcohol.
- Attempt to assault any student or staff member.
- Vandalize or abuse school property or equipment.
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury.
- Engage in conduct that disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others.
- Engage in acts of sexual harassment, including but not limited to sexually related physical contact or offensive sexual comments.
- Make a false bomb threat or pull a false emergency alarm.
- Refuse to identify himself or herself to school personnel.

#### **Procedures and Due Process for In-School Suspensions**

During an In-School Suspension, students may be temporarily removed from the classroom and placed in another area of the school where the student will receive substantially equivalent education. The student and his or her parent(s) or guardian(s) will be given a reasonable opportunity for an informal conference regarding such suspension with whoever was involved in imposing the suspension. Students will be afforded due process protections consistent with *Goss v. Lopez*. Parents will be notified immediately of such a decision, via telephone if possible and in writing.

## *APPENDIX C, continued*

### **In/Out of School Suspensions/Expulsion Hearing Policies**

Teachers will provide appropriate classwork for students receiving In-School Suspensions. A substitute teacher may be hired, if necessary, to provide appropriate grade-level instruction to the suspended student during an In-School Suspension.

#### **OUT-OF-SCHOOL SUSPENSIONS**

*Out-of-School Suspension* shall refer to the removal of a student from school for disciplinary reasons for any length of time. A student who is determined to have committed any of the infractions listed below shall be subject minimally to an Out-of-School Suspension, unless the Principal or Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to referral to law enforcement authorities and/or to Expulsion.

#### **Disciplinary Infractions**

- Possess, use, attempt to use, or transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
- Commit or attempt to commit arson on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school-sponsored events.
- Assault any other student or staff member.
- Intentionally cause physical injury to another person, except when the student's actions are reasonably necessary to protect himself or herself from injury.
- Vandalize school property causing major damage.
- Continue to engage in inappropriate behavior following one or more In-School suspensions.
- Commit any act that school officials reasonably conclude warrants an Out-of-School Suspension.

In addition, a student who commits any of the acts that would ordinarily result in an In-School Suspension may, instead or in addition, be subject to an Out-of-School Suspension at the Principal's discretion.

#### **Procedures and Due Process for Out-of-School Suspensions**

The Principal may impose an Out-of-School-Suspension. In extreme circumstances, the Principal may expel the student from school. Upon determining that a student's action warrants a possible Out-of-School Suspension, the principal shall verbally inform the student that he or she is being suspended and is being considered for an Out-of-School Suspension (or expulsion) and state the reasons for such actions. The Principal also shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents that resulted in the suspension and shall indicate that a formal hearing will be held on the matter that may result in an Out-of-School Suspension (or expulsion).

## *APPENDIX C, continued*

### **In/Out of School Suspensions/Expulsion Hearing Policies**

The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

The Principal shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Principal may accept or reject all or part of it. The Principal's decision after the formal hearing to impose an Out-of-School Suspension or Expulsion may be appealed to the Board of Trustees.

Furthermore, federal and State 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 either Co-Director 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). "Weapon," as used in this law means a "firearm," as defined by 18 USC§8921, and includes firearms and explosives. (New York Education Law §3214(3)(d) effectuates this federal law.)

#### **Provision of Services During Removal**

The school will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a student who has been given an Out-of-School Suspension, alternative instruction will be provided to the extent provided by law and as consistent with the practice of Community School District 5 during the period of suspension; 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.

Alternative instruction will be provided to students suspended or expelled in a way that best suits the needs of the student and the school on a case-by-case basis. Instruction for such students shall be sufficient to enable the student to make adequate academic progress, and shall provide them the opportunity to complete the assignments, learn the curriculum and participate in assessments. Instruction will take place in one of the following locations: the child's home, a contracted facility (e.g., in the school district of location), or a suspension room on the grounds of Harlem Link. Instruction will be provided by one or more of the following individuals in consultation with the student's teachers: teacher aides or trained volunteers, individuals within a contracted facility, a tutor hired for this purpose.

## ***APPENDIX D***

### **Complaints Policy**

#### Harlem Link complaint policy

Any individual or group may bring a complaint to Harlem Link's Board at any time. If the complaint alleges a violation of the provisions of Article 56 of the Education Law (i.e., the New York Charter Schools Act), the school's charter, or any other applicable provision of law relating to the management or operation of the school, the Board will consider the complaint. If not, the Board will remand the matter to the Principal for resolution.

The complaint may be presented to the Board in an open meeting, in written form, by letter or via email to [board@harlemlink.org](mailto:board@harlemlink.org). The Board will respond at its next regular public meeting. The Board will make every effort to respectfully address the matter to the satisfaction of the individual or group who presented the complaint. The Board, as necessary, will direct one of the Principal or other responsible party to act upon the complaint and report to the Board. The Board will render a determination in writing. If the matter is directed back to the Principal for resolution, the Principal will report to the board.

If, after presentation of the complaint to the Board, the individual or group determines that Harlem Link has not adequately addressed the complaint, the complainant may present the complaint to the Charter Schools Institute of the State University of New York, which shall investigate and respond, pursuant to its complaint policy, which shall be provided to the complainant. If, after presentation of the complaint to this charter authorizer, the individual or group determines that its complaint has still not been adequately addressed, the complainant may present the case to the Board of Regents, which shall investigate and respond. The Charter Schools Institute and the Board of Regents have the power and the duty to take remedial action as appropriate. The decision of the Board of Regents is final.

Approved by Harlem Link Board of Trustees April 23, 2007

## ***APPENDIX E***

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

#### Introduction

The Family Educational Rights and Privacy Act (FERPA) Policy is a federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights include:

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. For records including information on more than one student, parents will be limited only to information pertaining to their child. Harlem Link may choose to provide copies of these materials and is required to do so only if it is impossible for parents or eligible students to inspect the records, for reasons such as great distance. Harlem Link may charge a fee for copies.
  - Student records and other identifiable information are maintained in a secure location to ensure confidentiality. Records that are no longer required or need to be disposed will be done so in a manner that ensures confidentiality and security.
  - Harlem Link parents and eligible students have the right to request that the school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
  - In general, Harlem Link must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:
    - School employees who have a need to know;
    - Other schools to which a child is transferring;
    - Certain government officials in order to carry out lawful functions;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for the school;
    - Accrediting and authorizing organizations;
    - Individuals who have obtained court orders or subpoenas;
    - Persons who need to know in cases of health and safety emergencies; and
    - State and local authorities, within the juvenile justice system, pursuant to specific state law.
1. Harlem Link may also disclose, without consent, "directory" type information including a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, prior to releasing the school will tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school will notify parents and eligible students annually of their rights under FERPA. The actual means of notification is not specified under the law and is left to the discretion of the school each year.

## ***APPENDIX E, continued***

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

### Procedure for Accessing Student Records

1. A parent may request to review his or her child's student file. Any person requesting to review a student file must do so in writing.
2. School staff will review the request and determine whether to release the information to the requester. If the requester is not a parent or legal guardian, a letter requesting *consent for release of student information* will be sent to the parent or guardian. The parent is not required to give permission.
3. Once permission is granted to review a student's file, the requester must sign a *Record of Access* form in the student folder. If the student has an IEP, the requester must also sign the *Confidential File Access Log* in the student folder.
4. When a parent requests a record, the school must provide to him or her no later than 45 days from the date of request. If the request by a parent for a record is connected to a meeting of a committee on special education (CSE) or to an IDEA related due process hearing, the school must provide the requested record prior to such meeting or hearing, or within 45 days, whichever period is shorter.
5. A list of school employees who may have access to student records is maintained by the Principal.

### Procedure to Amend or Appeal Student Records

1. If the parent or guardian believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right to privacy, he or she may ask that the record be amended. Parents or legal guardians may express the appeal in writing to the Principal containing the following information:
  - a. The information in question;
  - b. Records in which the parent or legal guardian believes the information is contained;
  - c. Basis for the claim (i.e., why he or she believes the information is inaccurate, misleading or in violation of the student's right to privacy); and
  - d. The parent or guardian's proposed change.
2. The Director for Operations will review the request and make a determination within fifteen school days of receiving the letter. The school will provide the parent or legal guardian with a written response to the request and explain the reason for the decision. If the action is warranted, the school may decide to remove, modify or expunge the information in the record. Removing, modifying or expunging an entry isn't an admission that the entry was improper or that any person acted improperly by including the entry on the record.

### Additional Information

Families may contact the Family Policy Compliance Office, U.S. Department of Education at (202) 260-3887 or TDD (202) 260-8956 or write the office at:

400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

# APPENDIX F

## Pre-K Program, [nyc.gov/pre-k](http://nyc.gov/pre-k)

### A Time to Learn and Grow

Through Pre-K for All, children from communities throughout the city can benefit from an extra year of high-quality learning. Whether your child is in a district public school, a Community-Based Early Childhood Center (CBECC), or a charter school, he or she will be in a safe learning environment with many opportunities to explore, create, participate in fun learning activities, and socialize with other children and adults. Developing these skills now will help your child thrive in school, at home, and in life.

In pre-K, your child will start gaining the knowledge and skills needed to graduate from high school prepared for college and careers, as set forth by the Common Core Learning Standards. The standards in pre-K, known as the New York State Prekindergarten Foundation for the Common Core, specify five key areas of learning and development, also known as domains.

5 Domains	In pre-K, children:
<b>1 Approaches to Learning</b>	Develop creativity and curiosity. Learn how to solve problems and stay focused on tasks through various approaches that spur a child’s creativity and curiosity.
<b>2 Physical Development and Health</b>	Engage in activities to build strong muscles and eye-hand coordination. Learn safe, healthy practices, such as hand-washing and the importance of wearing seatbelts.
<b>3 Social and Emotional Growth</b>	Form positive relationships at home, school, and in the larger community; for example, by learning how to express feelings, share, and take turns.
<b>4 Communication and Language Skills</b>	Children learn to listen, tell stories, ask questions, and communicate with others using more complex words in conversations.
<b>5 Knowledge of the World</b>	Learn numbers; count to 20. Compare objects of various sizes. Understand and describe earth, space, and living things.

## *APPENDIX F, continued*

### **Pre-K Program, [nyc.gov/pre-k](http://nyc.gov/pre-k)**

## **Pre-K Class Activities and Tips for Supporting Learning at Home**

Pre-K gives children the opportunity to build a foundation of skills, knowledge, and approaches to learning which will benefit them for years to come. Below are some typical classroom activities and some ideas of what will help reinforce your child's learning at home.

### **Healthy Play**

**In Pre-K:** Children play outside every day, weather permitting. Playing outside helps develop children's muscles, improves coordination, and reinforces healthy habits. The playground or park is a great place for children to learn social skills, like taking turns, talking to others, making friends, and getting along.

**At Home:** Take your child to the playground or park to explore. Venture outside to play games like hopscotch; jump rope; red light, green light; and drawing with sidewalk chalk.

### **Reading Time**

**In Pre-K:** Children listen to stories every day. Reading out loud encourages them to ask questions, learn new words, and discuss different characters and concepts. During this time, children develop listening, reading, writing, speaking, and critical thinking skills. They are excited to hear what will happen each time the teacher turns the page.

**At Home:** Read different kinds of books with your child. Visit the library and fiction books about animals, people, places, and things. Let your child take "picture walks" by telling you the story by looking at the pictures check out storybooks and non-

### **Activity Centers**

**In Pre-K:** Programs organize activities by centers, or areas, and let children decide where they want to explore, discover, and learn each day. In one center, for example, children might read, write, build, cut, paint, and pretend. Other centers allow children to work alone or in groups. All of these activities teach children important social skills.

**At Home:** Allow your child to make decisions about what to wear to school or which color towel to use. Ask your child to decide what equipment to play on in the playground or which game to play with a friend. Afterwards, you can talk about the experience and ask how your child's plans went.



## *APPENDIX F, continued*

### **Pre-K Program, [nyc.gov/pre-k](http://nyc.gov/pre-k)**

#### **Class Meetings**

**In Pre-K:** Children come together and become a community of learners, explorers, and friends. They discuss the plan for the day. They build language skills by listening and responding to stories, singing songs, and reciting nursery rhymes.

**At Home:** Make a special time to sing songs, share stories, and recite poems with your child. Tell stories about things you and your family did when you were young and ask what your child thinks.

#### **Small Group Time**

**In Pre-K:** Children spend focused time with the teacher and other students when they are in small groups. With the teacher's support, they develop new knowledge and practice what they learn with their classmates.

**At Home:** Spend time with your child, one-on-one when possible. Have conversations about what your child learned at school. During bath time, talk about the day, favorite activities, and friends.

#### **Meal Time**

**In Pre-K:** Children participate in meal time. Meals are often set up family style so children can serve themselves and continue learning social skills. Teachers often eat with children, modeling manners and conversation.

**At Home:** Develop routines for meal times. Let your child help prepare by setting the table. Afterwards, your child can help the table put dishes in the sink or place utensils in drawers.

