



Student and Family Handbook

2022 - 2023



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August 2022

Dear Student and Family Partners:

Thank you for being part of the PAVE Community. Our Mission - to prepare Kindergarten to 8th grade students to thrive in competitive high schools and 4-year colleges, will only be realized through the collective effort of our students, teachers, staff *and* families. By choosing to send your child to PAVE as a new family or by returning to PAVE for another year, you have held both your child and your family to a high standard.

Your child will be challenged academically with rigorous content and questioning. Your child will be expected to conduct themselves with respect to the space, others and themselves. At times, your child may struggle to meet the high standards and goals that will be set for him or her. It's during these times that we will work together with you most closely to ensure your child is making progress towards these goals. We have seen again and again that when our schools and families work together, our children achieve exceptional success.

Please take the time to read this Student and Family Handbook carefully. It provides a lot of important information that you as a parent or guardian will need to understand in order to best support your child at PAVE. As always, don't hesitate to reach out to us should you have any questions or concerns. We expect this to be an exciting year and we look forward to working alongside you for your children's success.

Sincerely,

The PAVE Team



PAVE's Mission

PAVE is a K-8 college-preparatory charter school that lays the foundation for a productive and choice-filled life. We build our students brick by brick; equipping them with the academic, social, and emotional skills that they need to become critical thinkers, problem solvers, overcomers, and leaders in their communities.

PAVE's Core Values

PAVE was founded in 2008 with the values of Perseverance, Achievement, Vibrance, and Excellent Character. These values have "paved" the way for who our school is today and are preserved in its name and incorporated throughout the new values below.

More than a School. At PAVE, we are more than a school, we are a family. Staff members, families and community organizations work as partners to create a warm, safe and joyful learning environment. Here, students will **persevere** through any obstacle and blossom into the best version of themselves.

No Limits. At PAVE, the possibilities are endless, and we will not settle for less than our best. PAVE classrooms focus deeply on the academic growth and **achievement** of our students, as well as their social and emotional development. We maintain high expectations for our students and for ourselves and commit to providing the care, coaching, and communication needed for students and staff to learn, grow, and shine.

Bright Starts. Vibrant Futures. At PAVE, our classrooms are bright in aesthetic and vibrant with learning. Our teachers and students engage with one another enthusiastically and embrace the challenge and rigor of the work with joy. Fun is not an add on; it is an essential component of the PAVE experience. We believe that a life and love of learning starts here.

Lift every Voice. At PAVE, every voice matters. We value diverse perspectives and insights within our community. We encourage our students to engage with one another and express themselves with both power and respect. As our students prepare to enter the world beyond PAVE, it is our responsibility to ensure that our students are equipped with **excellent character** and are empowered to use their voice effectively to advocate for themselves and others.

Love is Justice. At PAVE, we acknowledge that systemic racism and bias have had their grips on our community for far too long. We create inclusive and equitable spaces where everyone belongs, everyone matters, and everyone is loved. "Hate cannot drive out Hate. Only Love can do that" (King, 1963). We endeavor to bring out the best in our students and each other by, with, and through love. This, we believe, is justice in action.



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Family Academic Calendar 2021-2022

Date	Event
Tuesday, July 5th - Friday, August 5th	Summer Academy
Wednesday, August 24th	Elementary School Back to School Night
Thursday, August 25th	Middle School Back to School Night
Monday, August 29th	First Day of School for ONLY Kindergarten, 1st Grade, and 5th Grade; 1:45pm dismissal
Tuesday, August 30th	First Day for 6th Grade ONLY Kindergarten, 1st Grade, 5th Grade, & 6th Grade attend; 1:45pm Dismissal
Wednesday, August 31st	First Day of School for ALL Students; 1:45pm dismissal
Thursday, September 1st	ALL Students attend; 1:45pm dismissal
Friday, September 2nd	First Friday Half-Day; Dismissal at 12:30pm (Dismissal at 12:30pm EVERY Friday)
Monday, September 5th	School Closed - Labor Day
Monday, October 10th	School Closed - Indigeneous Peoples' Day
Friday, October 28th	School Closed - Staff Professional Development Day
Thursday, November 10th	School Closed - Staff Professional Development Day
Friday, November 11th	School Closed - Veterans Day
Friday, November 18th	Progress Reports Distributed
Monday, November 21st- Tuesday, November 22nd	12:30 PM Dismissal ; Student-Led & Family Teacher Conference Days
Wednesday November, 23rd- Friday, November 25th	School Closed - Thanksgiving Break
Monday, December 26th - Monday, January 2nd	School Closed - Winter Break
Tuesday, January 3rd	School Closed - Staff Professional Development Day Students return from Winter Break on Wednesday, January 4th
Monday, January 16th	School Closed - Martin Luther King, Jr. Day
Friday, February 3rd	School Closed - Professional Development Day; Report Cards Distributed
Monday, February 20th - Friday, February 24th	School Closed - Mid-Winter February Break
Friday, March 10th	School Closed - Staff Professional Development Day
Friday, April 7th- Friday, April 14th	School Closed - Spring Break
Wednesday, April 19th - Thursday, April 20th	New York State ELA Exam, 3rd-8th Grade
Wednesday, April 26th	Progress Reports Distributed
Thursday, April 27th - Friday, April 28th	12:30 PM Dismissal ; Student Led & Family Teacher Conference Days;
Wednesday, May 3rd - Thursday, May 4th	New York State Math Exam, 3rd-8th Grade
Tuesday, May 23rd - Friday, June 2nd	New York State Science Performance Exam, 8th Grade
Monday, May 29th	School Closed - Memorial Day
Monday, June 5th	New York State Science Exam, 8th Grade
Friday, June 9th	8th Grade Graduation
Thursday June 15th	12:30pm Dismissal ; Last Day of Class for ALL Grades; Report Cards Distributed

Day at a Glance

	Time	Comments
Doors Open	8:00 AM <i>For all students</i>	<i>PAVE is not responsible for scholars who are dropped off before the identified time. Parents/guardians are responsible for their children until the school is open.</i>
Arrival Window/ Breakfast Served	8:00 AM - 8:20 AM	<i>Breakfast is over at 8:20 AM. Students who eat breakfast at the school should arrive with enough time to complete their breakfast.</i>
Class Begins	8:20 AM	<i>Scholars arriving after 8:20 AM will be marked "tardy".</i>
Dismissal	Monday-Thursday: 4:00 PM <i>For Elementary School (K-4th Grade) students</i> Monday-Thursday: 3:50 PM <i>For Middle School (5th -8th grade) students</i> Friday & Early Release: 12:30 PM <i>For all students</i>	<i>Any scholar picked up early (without medical documentation) will be marked as "early pickup" for the day.</i>

Arrival

All students and families should enter the school through the building's designated entrance(s). Students eating breakfast at school may arrive as early as the arrival hours listed above but no later than 8:15 AM. It is critically important that all students are in their seats and ready to learn no later than the arrival time listed above as tardiness not only impacts their own preparedness but disrupts the classroom as well.

Elementary School Dismissal

Unless elementary school students depart on school-provided buses, families should arrive for pick up outside the designated entrance no later than the dismissal time listed in the Day at a Glance section of this handbook. No student will be allowed to leave the school without a designated guardian, or permission to walk home as legally permitted in certain grades. Students in 3rd and 4th grades are required to have a Permission Slip on file to be allowed to walk home on their own. Please contact the main office for this form. Students in K-2nd grade are not allowed to walk home on their own.

Families MUST submit a Pick-Up Authorization form (provided in enrollment packet or as needed) listing the names and information for any individuals besides parent/guardians, who regularly are authorized to pick up their children. Persons not listed on the release form or who do not have proper ID matched to release form will not be permitted to pick up the child from school.



Middle School Dismissal

Middle school students are dismissed from their designated building exit unless they depart on a school-provided bus. If families are picking up a middle school student, they must wait for their student outside of the designated exit.

Late pick-ups

Teachers record the names of students who have not been picked up in the Late Pick-up Log 15 minutes after dismissal time. These students are escorted to the late pick-up holding area. Parents/guardians are required to sign the Late Pick-up Log in recognition of their tardiness. A PAVE Administrator will contact the family and others on the Pick-Up Authorization form to have the student retrieved from school. Families who are habitually late (3+) must meet with a PAVE administrator to solve any issues.

Early Pick-Up

Early pick-ups are disruptive to the learning environment and are therefore strongly discouraged. To ensure necessary order at the end of the school day, students will not be released for early pick-up with less than 30 minutes left in the school day except in cases of extreme emergency.

Student Attendance

At PAVE, attendance is mandatory. Attendance is the first step in promoting academic achievement. In order for students to reach their personal best, they must show up and make their strongest effort at school each and every day. PAVE's curriculum is a rigorous one; every day is essential for students to keep pace. Students who miss an excess of ten (10) days of school or are habitually late to school may not be promoted to the next grade, in accordance with state regulations.

Excused Absence

The following are the five valid reasons for missing school. Please note that excused absences are still recorded as an absence on a student's attendance record.

- Death in the family (parents, guardians, grandparents, siblings).
- Illness or injury. For a medically-related absence longer than 2 days, the parents or guardians should provide a doctor's note within 24 hours of diagnosis.
- Medical appointments. Parents should schedule medical appointments outside of school time. If an appointment must be scheduled during the school day, the student should not be absent for the entire day. It is expected that the student will come to school before and/or after the appointment.
- Religious observance.
- Educational opportunities with prior approval from the school director.

Unexcused Absence

Please note that no student should ever be absent for the following reasons:

- Family vacations.
- Transportation delays or failures to make connections.
- Instances where parents or guardians share custody and the student is in the custody of the parent not normally responsible for ensuring the student attends school. It is the responsibility of parents and or guardians to ensure the student is in attendance each school day regardless of custody arrangements.

Out-of-School Suspension

Students serving an out-of-school suspension will be marked absent only if they do not report to school or other assigned locations for at least two hours of alternative instruction.

Field Trips

Field trips and class trips are considered an extension of the classroom curriculum and students who choose not to attend will be counted absent. Students who cannot attend the trip for behavioral reasons are expected to attend school and will be placed in another classroom so they can continue learning.

Work will not be provided in advance of unexcused absences. Any class work, homework, projects, quizzes, or exams missed during a student's absence must be made up when the student returns to school. Teachers will work with students to



set deadlines for completion of all work or exams, and may determine that such work receive less than a full grade depending on circumstances and when the work is completed.

Students who are quarantining must log into the virtual classroom and/or complete daily assigned work in order to be considered present for the day.

School Response to Absences:

If a student is absent from a class, after:

- 5 absences: Culture team calls to check in and provide supports to families
- 10 absences: Social worker calls family, Attendance warning letter sent home
- 15 absences: Formal attendance meeting with a member of the leadership team
- 20 absences: Excessive Absence Letter sent certified mail to family. ACS called for educational neglect.

Teachers will also follow up if a student has 2-3 consecutive absences. Please note that if a student has been absent for more than 5 days consecutively, with no contact/communication from parent/guardian ACS will be called for educational neglect.

Attendance – Lateness:

PAVE takes tardiness extremely seriously--students should almost NEVER be tardy from school. Students arriving after classes begin are considered late. In cases when a school bus arrives late, those students riding the bus are not considered late. Repeated lateness will directly impact promotion decisions. Excessive tardies (5+) are disruptive to student learning and families will receive notice of the lateness issue from a PAVE administrator as it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with a PAVE Administrator. The problem will be discussed and an “On Time” plan will be examined.



Student Transportation

Transportation Access

PAVE provides free transportation to students who live within the limits set by the Department of Education's Office of Pupil Transportation (OPT).

Transportation Accommodations

Special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP). Bussing needs and feasibility of transportation will be solely determined by the student's specific education plan and the transportation vendor.

Bus Schedule

School bus schedules are shared with families before the start of the academic year. School buses drop students off at PAVE before classes begin in the morning, and at school-designated bus stops within an hour and a half of dismissal in the afternoon.

Parents (or a designated caregiver) must be on time at the bus stop to pick up their child. **Students who are not retrieved at the bus stop will be returned to the school once the bus driver completes his/her original route. Families will be contacted immediately to retrieve their child from the school.**

Students are not marked "tardy" if their school bus arrives at school late.

Family Members Not Allowed on Bus

Family members are not allowed on the school bus. If families have an issue with the school bus driver or a student, they should inform the main office of the situation. School administration will then conduct an investigation into your complaint.

Bus Rules and Regulations

The right to free transportation is also dependent on the student's good behavior while waiting for and riding on the school bus. Students must abide by all rules, regulations and policies listed below, which are currently in effect and may be amended at any time in the future.

- Students must promptly obey the bus driver who has complete authority on the bus at all times.
- Student "bus monitors" or chaperones must be obeyed at all times.
- Students must enter and exit the bus in a quiet and orderly manner.
- Students must be seated before the bus leaves the bus stop.
- Students must be seated until the bus comes to a complete stop at the designated bus stop.
- No food or drink is allowed on the bus.

All rules, regulations, and policies stated in this handbook are in effect on the school bus. Failure to comply with bus rules and regulations will result in the loss of privilege to ride the bus.



Bus Suspensions and Termination of Services

Poor bus behavior may result in suspension or termination of transportation services. Students are still expected to come to school on the days when they are not allowed on the bus, unless the student has also been suspended from school. Parents/guardians are responsible for arranging alternative transportation when students are not allowed on the bus..

Change of Address

Please contact the main office to make changes to transportation based on an updated address. PAVE will submit your completed form with your new address to the OPT in order for your child to receive a new transportation assignment. Depending on the new address and its proximity to the school, your child's transportation options may change.



Student Health and Safety

Health Information

State Law requires that students be up to date on immunizations and have had a physical in the past year to enter school. Immunizations and physicals must be recorded on State Department of Education forms.

Within 14 days of the first day of school, parents must:

- Show proof of their child's up-to-date vaccinations, OR
- Provide a valid medical exemption from vaccination

Students who do not receive immunizations due to medical reasons must provide documentation from a medical provider stating that their child has a medical condition that prevents them from receiving the required vaccine(s). There are no nonmedical exemptions to the school vaccine requirements in New York State.

Failure to submit the required documents could result in a suspension from school until documents are turned in.

Student Illness

When a student becomes ill at school, parents will be called and asked to pick up their child. Children who are ill should be kept home. Children with the following symptoms are considered ill:

Diarrhea**

Fever**

Vomiting**

Green mucus discharge

Pink Eye

Sore throat/swollen glands

Bed bug bites

Lice and Ringworm***

**Diarrhea, fever and/or vomiting require a 24-hour symptom free period prior to returning to school.

***If your child is sent home with lice or nits, he/she may return to school when the condition has been treated by the recommended shampooing and removal of all nits.

A student suspected of having pink eye will be sent home and asked to visit a doctor for evaluation prior to returning to school. Once antibiotic treatment has begun for pink eye, the child may return to school. Viral pink eye does not require antibiotics, but a note from the child's physician is required to return to school.

Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

Medication & Other Services

Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have. PAVE works with the Department of Health to provide the health



services required by law. Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

Student medications should be given at home, either prior to, or after school hours, if at all possible. There are students, however, who may need to take medication in the school setting; the student's parent/guardian must submit an Authorization to Dispense Medication form and must give the medication in the original container to the Front Office Manager and stored with the School Nurse. The properly completed paperwork with a parent's signature must accompany **any** medication to be given, prescription, or over-the-counter. This form remains at the school and is valid for the entire school year. Families can get a copy of this form by calling or stopping by the school. Families are responsible for ensuring that the school has up to date paperwork and are responsible for ensuring that the school has medication that has not expired.

No medication may be taken to/in the classroom (including Tylenol, aspirin, allergy relief, and asthma inhalers). The parent/guardian of any student who is required to carry medication on his/her person must provide an Authorization to Dispense Medication form specifying that the student needs to carry the medicine with him/her and additional stock of the medicine that is kept with the School Nurse.

Certified school staff/faculty may, under rare exceptions, administer medication to supervise and assist self-directed students with the taking of their own oral, topical, and inhalant medication. All student medicines will be kept in a locked cabinet. The Operations Team and School Nurse will keep a detailed log of all medicines that are administered.

In the event a student has a known life-threatening allergy, an emergency injection using an EpiPen may be needed in an extreme emergency. A physician's Authorization Form must be completed with directions for use of the EpiPen. The EpiPen will go with the student when the student leaves the building for a school activity or field trip. Parents of students that have EpiPens are highly encouraged to accompany the class when their child is off school grounds. If an EpiPen is administered, 911 will be called immediately and parents notified.

No medication may be taken to/in the classroom unless allowed by a student Medical Administration Form.

COVID-19

PAVE establishes COVID safety and testing protocols in adherence with the Center for Disease Control and Prevention (CDC) and the New York City Department of Health and Mental Hygiene (NYCDOH). Any changes to our policies are immediately communicated with parents and guardians.

Smoke Free Environment

PAVE maintains a smoke-free environment. By law, there is no smoking within 20 feet of the school property line, in or near the school playground or in any of the local public parks.

Emergencies

PAVE has robust protocols in place designed specifically to deal with emergency or crisis events, including: Medical emergencies, severe weather, fire, acts of violence and community disasters. For all emergencies the school Safety Captain



will assume command and act accordingly. For more information about the school's safety plans, please ask a PAVE administrator.

Emergency Preparedness Drills

PAVE is required to do 12 emergency preparedness drills (evacuation, lock-down, and shelter in drills) throughout the school year. It is imperative that students understand the seriousness of these drills and behave accordingly. Talking, failing to follow an adult's directions, or otherwise acting inappropriately during an emergency preparedness drill will result in disciplinary action and a phone call home.

Inclement Weather and School Closings

In most cases of severe weather, PAVE will conduct school virtually. PAVE will be closed for inclement weather including natural disasters when the Local District Public School System is closed. Any exception to this will be announced over local media and the PAVE robocall system.

Faculty and Staff Qualifications

To ensure students are being cared for appropriately and safely, PAVE meets state certification requirements and requires teachers to possess a minimum of a four-year college degree. All are highly qualified under the provision of No Child Left Behind. All staff have undergone a formal background check.

School Food

PAVE recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. As a result, we are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle.

Through the State and National Dietary Guidelines, PAVE provides breakfast, lunch and snack, which are consistent with the current Dietary Guidelines of America published by the United States Department of Agriculture. All families may be required to complete a form that enables the school to participate in the free or reduced-price meal program. A variety of daily food choices are available for students during their regularly scheduled dining period. Families need to notify PAVE's main office of any food allergies or sensitivities that their child has regarding meals.

Families may send breakfast, lunch and snacks to school; however, please note that students will not have access to a refrigerator or microwave. If you are sending any food or snacks to school with your child, please send in nutritious foods. Avoid sending your children with beverages and food items that are heavy in sugar and sodium. Candy, gum, sunflower seeds and soda are not allowed at school for any reason. If students bring these items to school, we will ask them to put them away or we will confiscate them and return them to the scholar at the end of the day. If you choose to send lunch, the entire lunch must be in one bag or a container labeled with the student's name and class.

If you are interested in sending your own snack, please note that peanuts and/or peanut products are NOT permitted, as this can be life threatening for children with peanut allergies.

The following is a recommended list of snacks for PAVE:

<ul style="list-style-type: none"> ● Fresh fruits (apples, oranges, grapes, bananas) ● Mini individual fruit cups ● GoldFish ● Graham Crackers ● Barnum's Animal Crackers ● Fruit Snacks or Dried Fruits ● 100% Fruit Juices ● Water 	<ul style="list-style-type: none"> ● Mini Applesauce snack packs ● Raisins (Individual boxes) ● Soft Oatmeal Cookies ● Crackers (*NO peanut butter allowed due to allergies) ● Granola Bars or Fruit "Breakfast Bars" (any flavor) ● Mini Banana or Blueberry Muffins ● Saltine or Town House Crackers ● Carrot Sticks or Mini Carrots
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Academic Approach

Educational Philosophy

PAVE Academy Charter School is established on the following four pillars:

Curriculum and Content: We believe that one of the biggest contributors of student achievement is rigorous curriculum delivered by teachers with deep content knowledge. Through a comprehensive inquiry-based methodology, we inspire a love of learning. We prioritize strong intellectual preparation and masterful facilitation of student discourse, recognizing that our own skills and understanding of content must be exceptional in order to guide and motivate our students.

Data Driven Practices: Feedback is the number one driver of student achievement and we believe that data is exactly that: feedback! We use data to track student progress, inform curricular design, and continuously improve instruction, ensuring we can meet the learning needs of our students. Teachers and leaders at PAVE also use academic and other data to establish priorities, set goals and plan for professional development.

High Expectations: Our belief in our students is unwavering and we want them to realize their full potential. As a result, we expect excellence from our staff and students. We maintain high expectations for our scholars and ourselves, with love, through intentional development, practice and frequent reflection

Whole Child: Academic success alone is not enough. Our scholars work to cultivate the character strengths needed to build healthy relationships with themselves and others, and develop the social and emotional tools that will help them navigate life within and beyond the classroom.

Special Education

There are many supports that make up the Special Education Services at PAVE Academy. These supports include Integrated Co-Teaching, Special Education Support Services, Counseling, and other related services that are supported on-site through outside organizations. PAVE works in conjunction with the local special education agencies and the Department of Education to provide an accurate and robust Individualized Educational Plan for all scholars who require special services through IDEA and other state and local laws. If you are unsure if your child receives services or would like to determine if your child is eligible for related intervention services, please contact your child's teachers or the Dean of Student Support Services.

Under the Individuals with Disabilities Education Act (IDEA), all school districts are required to locate, identify, and evaluate all children with disabilities, regardless of the severity of their disability. If a parent suspects their child may have a disability and is in need of special education or related services, the parent may initiate an IDEA evaluation by contacting the Dean of Student Support Services.

Homework policy

Homework is an independent activity designed for practice or maintaining mastery. Homework does not take the place of classroom instruction, but rather serves as a valuable extension of each student's efforts in the classroom. Homework must be completed in full and in accordance with PAVE's high standards for hard work and professional presentation. If a student is having difficulty with a concept, please note it for the teacher.

Parental support for homework is vital to ensure success in school. The parent's or guardian's responsibility regarding homework is to ensure that the student has a quiet workspace to complete his or her homework and that the student

completes all assigned work. It is critical that family and friends refrain from helping a student complete homework assignments as such assistance makes it difficult for teachers to determine a student's true mastery of skills and concepts.

All students are provided a PAVE Homework Folder with "in" and "out" compartments. Homework Folders are designed to teach students essential organizational skills. All assigned homework must be completed and in the folder. For students who miss homework assignments, parents will be contacted by phone or notified during conferences. Homework will be graded based on effort and completion. Incomplete class work/and or homework assignments will be reflected on progress reports and report cards.

Daily reading and reading log

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. Students are accountable for reading or listening to books read aloud for 20-30 minutes every night, including weekends. Using the form provided by their teachers, students must maintain a daily log of their reading, and parents and guardians must sign the log as requested

Assessments:

PAVE employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Teachers analyze the results to inform their instruction, identify students in need of additional academic support or enrichment, and to assess the overall effectiveness of the school's curriculum. Results of assessments are shared with families through the PowerSchool Parent Portal and the majority will be sent home with students. Some assessments may be used as internal measures, data collection and/or for a student's portfolio.

- **Daily Assessments:** the purpose is to collect daily information on scholar's' mastery of standards and skills and identify any misconceptions to allow the teacher to make adjustments within the lesson and assign scholars to small groups.
- **Quizzes:** administered at least once every three weeks, these formative assessments measure content taught during ELA and Math.
- **Unit Tests/Projects:** administered at least once every six weeks. Unit tests and Projects measure content taught during core subject units in the unit and align with Interim Assessments (IAs) and Common Core standards.
- **Reading Assessments:** These assessments are administered three - four times per year to find scholars' independent and instructional reading levels.

The Fountas and Pinnell Benchmark Assessment System (F & P BAS) is a diagnostic reading assessment used for grades kindergarten through 4th grade, and is required for all students. The assessment is administered on a one-to-one assessment and the teacher prompts students to read and answer questions and records the students reading behaviors and skill level.

The Literably assessment is a diagnostic reading assessment used for 5th - 8th grades, and is required for all students. The assessment is administered during ELA class, via technology and assesses students' comprehension and fluency.

- **Interim Assessments (IAs):** Interim Assessments occur 2-3x per year in Math and ELA and measure content taught to date in the academic year and are aligned to Common Core State tests.

- **NWEA MAP Tests:** The NWEA MAP Test is an adaptive achievement and growth test given at the end of the year. It adapts to each student's learning level, precisely measuring progress and growth for each individual student.

NY State Tests

The New York State Testing Program consists of several high-stakes tests; namely one in English Language Arts and another in Mathematics. Additionally, Science exams are conducted in grade 8. All students are expected to meet very specific benchmarks for performance on these assessments as they are summative in nature and aligned to CCSS in ELA and Math. Scores are reported as performance levels (1-4) that are based on scale scores derived annually by the Department of Education based on cuts from raw scores. Scale scores and their corresponding performance levels vary from year to year. The test is administered to our 3rd-8th grade scholars.

Grades 3-8	1	2	3	4
Performance Levels	Not Meeting Standards	Approaching Proficiency	Proficient	Advanced Proficient

Grading and Reporting

PAVE has a two semester grading system with report cards provided to parents at the end of each semester and interim progress reports issued half way through each semester. Conferences will be scheduled half way through the semester for all students. K-1 students will have Family Conferences. Students 2-8 will have Student led conferences. During student led conferences, students will take the lead on reporting to their families regarding their current performance and reflect on their progress. Teachers, students and families all share their contributions and commitments in support of the child.

Grades are derived from a variety of assessments (exit ticket, unit assessments, projects, etc), class participation, and homework. Grades should be entered into gradebooks. The requirements for the number of assessments and assignments as well as the weights for each type of assignment or assessment are outlined below.

All Subjects (except Specials):

Components of Grade	Weight
Classwork (Participation & Effort)	30%
Exit Tickets	10%
Homework	10%
Tests/Projects	30%
Quizzes	20%
Total	100%

Specials:

Components of Grade	Weight
Classwork (Participation & Effort)	70%
Assessments	30%
Total	100%

All grades will follow the grading scale below

Letter Grade	GPA	Cutoff %	Grade Value
A+	4.00	98	100
A	3.84	94	97
A-	3.67	90	93
B+	3.34	87	89
B	3	84	86
B-	2.67	80	83
C+	2.34	77	79
C	2	74	76
C-	1.67	70	73
D+	1.34	67	69
D	1	65	66
F	0	0	64

* At the end of the school year, performance from all 2 semesters is aggregated to determine a “Final Grade.”

** GPAs are only calculated for middle school students. Elementary school grades will be represented numerically and with a letter grade.

Promotion & Retention

PAVE will make decisions about retaining students in grade for the following year by the month of June. The school makes every effort to communicate these decisions in person prior to the last day of school. Decisions about retention in grade are not based on State test scores or on any single data point. Students are retained only when the preponderance of student data (academic, social, emotional and attendance, etc.) indicates that the child is not ready for the next grade’s academic program and if retention is a viable intervention. Parents will be notified throughout the year if their child’s promotion is in doubt. Teachers, leaders and families will collaborate and intervene early in support of the child. Parents may appeal retention decisions in writing to the Principal. If families still wish to appeal the decision of a child’s retention, they may do so in writing to the Executive Director.

Student Behavior, Code of Conduct, and Disciplinary Measures

We expect every member of the PAVE community, whether staff member, student, or parent/guardian, to treat every other person in the school with dignity and respect. Every student has the right to learn in a safe, orderly, and supportive environment. The actions of one student must never be permitted to undermine the school community or the development of his or her peers. We are committed to building a positive school culture that supports high-level academic achievement and we will explicitly teach students the social and emotional skills that they need to be successful at PAVE and beyond.

PAVE utilizes the Responsive Classroom Approach to discipline which emphasizes helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs. Our goal is to teach, not to punish. To that end, we will employ Logical Consequences - a non-punitive response to misbehavior that allows teachers and staff to set clear limits and students to fix and learn from their mistakes while maintaining their dignity. This means that we assign consequences that are related, relevant and realistic to the child and circumstance.

PAVE's Code of Conduct offers students and their parents or guardians a guide to the consequences of unacceptable behaviors. PAVE school leaders, faculty, and staff enforce the Code with fidelity in the interest of the entire school community.

Code of Conduct

The Code of Conduct establishes reasonable boundaries for students and provides clear, fair, and predictable consequences for breaking the rules. We expect students to avoid violations, and in cases when they make mistakes, we expect them to accept responsibility and learn from the experience.

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

- A disciplinary offense may occur while the student is: at school and/or on school grounds; participating in a school-sponsored activity; traveling to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation or a yellow school bus; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds. School-related disciplinary offenses may also include misconduct outside the school, such as activity on social media or other cyber activities that reasonably could affect the school or impact the learning environment.

School leaders and faculty will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student's misconduct, taking into account the following factors and other relevant issues:

- The student's age and maturity level
- The nature and seriousness of the infraction, the impact and the circumstances that led to the infraction
- The student's previous disciplinary record
- The effectiveness of other forms of discipline
- Information from parents or guardians, teachers and/or others, as appropriate

- The student's response

When a student does not meet behavioral expectations and a violation of the school's Code of Conduct has occurred, clear and consistent disciplinary action will ensue, and other consequences as further described below.

Progressively more serious disciplinary consequences shall be imposed upon any student who repeatedly commits one or more disciplinary offenses. The school reserves the right to contact law enforcement when appropriate.

Category I Behavior Violations

The following behaviors may result in consequences as determined by the child's teacher, school leader or other staff member and may include, but is not limited to: taking a break, loss of a privilege, fixing the error, a phone call home, additional practice during lunch or recess, afterschool support. In minor cases, teachers will provide students with a reminder or redirection. After the reminder or redirection has been given, a student may incur a larger consequence as referenced above. Please note that this list is not exhaustive and may include other infractions as well as consequences. Repeated Category I violations, based on severity and/or frequency, may result in a Dean's Referral or be treated as Category II violations.

Failure to Meet Expectations: Each student must comply with the school's established rules and expectations. Students must also follow the directions of every staff member.

Behaving in a manner which disrupts the education process: Classroom and school rules are established to protect the integrity of the learning environment, and students must follow them at all times. Students who cause a disruption by talking out of turn, making noises, throwing objects, inappropriate displays of affection, or otherwise distracting classmates or the teacher are disrupting the education process. This includes being disruptive or uncooperative during any instances of remote learning.

Uniform violation: Students must wear the school uniform to school every day. Students who do not meet the dress code expectations will be provided with the appropriate clothing item and the child's guardian will be notified.

Scholastic dishonesty: Students must not engage in academic cheating. Cheating includes, but is not limited to, the giving or receiving of any unauthorized aid on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structures, ideas and/or thoughts of another person, including fellow classmates and representing it as one's own original work.

Electronic media and communication devices: Students may not use personal electronic media and/or communications devices at school. These devices will be collected and/or stored at the beginning of the day and returned at the end. Should a student use such a device at school, in addition to other consequences deemed appropriate by school staff, the item may be confiscated and held until the end of the day or until an adult picks it up.

Engaging in or causing disruptive behavior on the school bus: Students must obey the bus rules, and not engage in disruptive behavior or language. Students may lose the privilege of bus service for a short or extended time period. Serious behavior violations may be categorized as a category II or III violations and treated as such.

Failing to be in one's assigned place: Students should only be in the rooms and other areas of the school to which they have been specifically given permission.

Teasing: Students must not make fun of, provoke, or disturb others playfully or maliciously.

Play fighting and threatening: Students may not play fight and/or threaten others as such behavior compromises the safety of the community.

Category II Behavior Violations

The following behaviors may result in in-school suspension, short term suspension (10 days or less), loss of privileges, increased supervision and/or other disciplinary consequences depending on the circumstances. Repeated Category II violations may be treated as Category III violations. Students who repeatedly engage in Category II behaviors or have serious offenses in Category II behaviors may also be subject to long-term suspension or expulsion.

Defiance: Students must follow the directions of every adult in the school, including administrators, teachers, educational assistants, secretaries, custodians, lunchroom workers, and security guards. We acknowledge that students may have legitimate questions and explanations that they wish to express at any given moment. We do not wish to suppress their voice and agency; however, it is unacceptable for students to refuse to comply, walk away from adults and/or demonstrate disrespect and/or defiance, verbally or nonverbally.

Profanity or obscenity: Students must not say or write inappropriate words or make obscene gestures. Students must not draw or show sexually explicit pictures to anyone at school. Cursing or swearing is also strictly prohibited.

Smoking: Smoking and possession of any kind of tobacco or nicotine products at school, on school grounds, or at any school-related activity are prohibited (including e-cigarettes, vape etc.)

Alcohol, drugs, and drug paraphernalia: Students must not bring alcohol, drugs, or any drug paraphernalia to school. They must not manufacture, sell, handle, possess, use, deliver, or be under any degree of influence of any alcoholic beverage, intoxicant, or drug (legal intoxication is not a requirement). Students must not inhale any substance for the purpose of becoming intoxicated or under the influence. Prescribed medication must be delivered to the school by the parent or guardian with the written authorization of a physician. All prescribed medication must be administered at school by the school nurse. As described below, the possession of narcotics with the intent to sell or distribute is a Category III violation and may lead to immediate suspension, a recommendation for expulsion, and a police referral.

Pornographic material: The possession or creation of pornographic material is not tolerated.

Stealing: Students must not take without permission anything that does not belong to them or have in their possession anything that has been stolen.

Aggressive disorderly conduct: Students must not, by any type of conduct (including but not limited to violence, force, noise, coercion, threat, intimidation, fear, or passive resistance), cause the disruption, disturbance, or obstruction of any school function, activity, or event. Students may not urge other students to engage in such conduct for the purpose of causing such

disruption or obstruction.

Gang activity: Gang activity is defined as an assembly of individuals who gather on a continuing basis, whose purpose the school reasonably believes is to violate school policy. Students must not wear or display any clothing, jewelry, colors, or insignia that a teacher or administrator may reasonably perceive as evidence of membership in or affiliation with a gang or that otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol, or gesture that intentionally identifies them as members of a gang or otherwise symbolizes support of a gang, nor try to recruit others to gangs.

Defacement or destruction of property: Students must not mark, damage, break, or destroy school property or anything that belongs to someone else. Students who destroy or vandalize school property are required to fix what is broken and/or pay for losses or damages, in addition to other consequences deemed appropriate by school staff.

Sexual misconduct or inappropriate touching: Students must not engage in sexual activity of any kind or touch themselves or others in an unacceptable way. "Unacceptable" is defined using the "reasonable person" standard, i.e., if a reasonable person in our community would find a given action to be rude or offensive, then it is unacceptable.

Lookalike weapons: The possession, handling, or transmission of any object or instrument that is a "look-alike" weapon or instrument (e.g., rubber knife, or toy gun) is strictly prohibited.

Abusive or profane language or treatment: Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial epithets or sexist or homophobic remarks).

Engaging in inappropriate use of social media and technology: Students may not engage in online conduct or communication that may harass or intimidate any members of the school community, or reasonably lead to a disruption of the educational environment. PAVE does not tolerate attempts to access the school's files or other inappropriate uses of technology or the Internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. This offense may result in suspension and/or expulsion or other disciplinary consequences, depending on the circumstances.

Refusing to follow health and safety protocols: During any periods of elevated health risks resulting in the enactment of rules designed to keep the school community safe, students must follow all protocols (e.g., masking, social distancing hand-washing).

Category III behavior violations

Any student who engages in any of the behaviors in this category may lead to long term suspension or expulsion from the school.

Committing assault or assault and battery: Students may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person.

Intimidation or bullying (including cyber-bullying): Bullying is defined as a series of acts or a single negative act (depending on severity) that involves a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) individual student harasses another student less powerful or perceived to be less powerful. Bullying can take many forms, including but not limited to: (1) physical, e.g., hitting, kicking, spitting, pushing, and taking personal belongings; (2) verbal, e.g., taunting, malicious teasing, name-calling, making threats; and (3) psychological, e.g., spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation. Cyber-bullying involves the use of information technology, including e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems in the deliberate harassment, threatening, or intimidation of students. Examples include sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including "sexting"); and impersonation.

Extortion: Students must not coerce a person – through intimidation, threat, or force – into doing anything that person does not wish to do. Students must not engage in the act of securing or attempting to secure money or other items of value from an unwilling person.

Harassment: Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not make unwelcome sexual advances or requests for sexual favors; or engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, sexual orientation, religion, height, weight, marital status, or disability (e.g., sexual or racial comments, threats or insults, or unwanted touching). Students may not engage in the harassment of students off school property under circumstances where such off-campus conduct: 1) affects the education process; 2) actually endangers the health and safety of our students; or 3) is reasonably believed to pose a danger to the health and safety of our students. This includes written and/or verbal harassment, including cyberbullying, which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the academic work and culture of the school.

Weapons: Students must not possess, handle, transmit, or use as a weapon any instrument that can be used to harm another person. Weapons include, but are not limited to:

- Firearms: Any weapon (including a starter gun) that is designed to, or may readily be converted to, expel a projectile by the action of an explosive
- Explosives: Any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person, including fireworks and firecrackers
- Knives: Any knife or blade of any size
- Chemicals such as mace, pepper gas, or like substances
- Stun gun; brass knuckles; or blackjack
- Dangerous items: Prohibited items not designed as weapons that can be used or perceived as such, including but not limited to razors, box cutters, hammers, and metal combs of any length with a sharpened handle

Possession of narcotics or controlled substances with intent to distribute or sell: The possession of narcotics or controlled substances with the intent to distribute or sell may be cause for immediate suspension, a recommendation for expulsion to the school's board of trustees, and referral to law enforcement officials.

False fire alarms or bomb reports: Students must not break or pull the fire alarm at any time unless there is an emergency, nor make bomb threats.

Starting a fire: Starting a fire or conspiring to start a fire on school property is strictly prohibited.

Gun-free Schools Act

Federal and state laws require the expulsion from school for a period of not less than one year of a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the school 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).

Any such expulsion must be consistent with the requirements of the Individuals with Disabilities Education Act and its implementing regulations, for a student with or presumed to have disabilities.

“Firearm,” as used in this law, is defined by 18 USC §921(a), and includes firearms and explosives.

The definition of “firearm” includes but is not limited to:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar devices

The principal shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm or weapon to the school. “Weapon” as used in this context shall mean any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and a half inches in length.

Short-term suspensions

Short-term suspensions may be imposed by the Principal, Executive Director or the Board. The School shall follow due process procedures consistent with *Goss v. Lopez*, 419 U.S. 565 (1975) relating to short term suspensions. If a student commits an offense that calls for short-term suspension (10 days or less), s/he is subject to the following:

- If necessary for safety reasons, the student is immediately removed from class and/or school.
- The student is informed of the report that was made against him or her.
- The student is entitled, but not required, to respond to the charges against him or her. Refusal to respond will not mitigate or exacerbate the consequence.
- Investigation will proceed and determination of consequence will be made based on evidence gathered.
- The parent/guardian is notified of the imposition of short-term suspension by PAVE in writing. Written notice shall be provided through the student, personal delivery via a PAVE administrator, email, or express mail delivery to the last known address(es) of the parents or guardians. Notification shall also be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardian of

their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language of the mode of communication used by the parents or guardian if known by PAVE to be other than English.

- The school will schedule a meeting with a parent or guardian in order to discuss the infractions, consequences and the plan for student reintegration and restoration into the community. Students and guardians may be required to participate in a restorative circle in order to address the matter and its impact through conversation with relevant parties.

Long-term suspension and expulsion

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary for safety, the student is immediately removed from class and/or school.
- The student is informed of the charges against him or her.
 - The student is entitled, but not required, to respond to the charges against him or her. Refusal to respond will not mitigate or exacerbate the consequence.
- Upon determining that a student's action warrants a possible long-term suspension, the Principal shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.
- The parent/guardian is notified in writing by PAVE. Written notice shall be provided by personal delivery or express mail delivery to the student's 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 a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The school sets a hearing date
- The student and/or his/her parent/guardian are notified in writing of the: charges and a description of the circumstances that gave rise to the hearing date, time and place of a hearing notice of the right at the hearing to: be represented by legal counsel (at the student's/parent's own expense) present evidence and question witnesses
- The School will also attempt to reach the family by phone call to discuss the hearing. In advance of the hearing, Statements and a witness list will be provided to the Student's family/counsel.
- In advance of the hearing, any documents on which the school intends to rely and a witness list will be provided to the Student's family/counsel. The school reserves the right to add additional documents and/or to make changes to its witness list. If necessary, records will be redacted in accordance with FERPA.
- The Executive Director or the designee of the Executive Director, shall serve as Hearing Officer and preside over the hearing. The Hearing Officer shall, within four school days of the hearing, issue a written decision to the student, the parent/guardian, and the school's Board. The decision of the Hearing Officer may be appealed to the School's Board or a committee of the Board. That determination shall be final.
- The hearing shall not exceed two hours in length, unless the Hearing Officer elects to extend that limit. An audio transcript shall be made of the proceedings and a copy of that recording shall be made available to the student upon request.

- Should the student seek to appeal the ruling, he or she may do so by submitting a request for an appeal.
- A request for an appeal must be received by the School's Board Chair within two weeks of the Hearing Officer's written decision. Upon receipt of such a request, a committee composed of no less than three trustees who were not involved in the initial hearing will hear the appeal within 30 business days. Each party will have twenty minutes in which to make a statement. The scope of the appeal will be limited to positions and the record established during the first disciplinary hearing. In rendering its decision, the committee may consult the transcript of the disciplinary hearing and any evidence submitted in connection with it. The committee will provide a written ruling within five school days. For matters alleging a violation of law or of the School's charter agreement, submissions of complaints may be made to the school's authorizer, SUNY. If still not satisfied, the complainant may further appeal to the New York State Board of Regents through the New York State Education Department. Its ruling shall be final.

Provision of Instruction During Removal

PAVE will ensure that alternative educational services are provided to a child who has been suspended or expelled, to the extent of the law. Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. All suspended students are entitled to receive alternative instruction commencing within 24 hours of the suspension or expulsion. Alternative instruction dates and times will be listed on the student's suspension letter. All students will be provided with a minimum of two hours per day of alternative instruction.

For a student who has been expelled, alternative instruction will be provided in the same manner as a suspended student until the student enrolls in another school or until the end of the school year, whichever comes first.

Instruction will take place in one of the following locations: the student's home, a contracted facility or a suspension room at another PAVE school. One or more of the following individuals will provide instruction: teacher, teacher aide, or a tutor hired for this purpose. Please note that whoever administers this instruction will meet all certification requirements as stipulated in Section 2854(3)(a-1) of the New York State Education Law.

Discipline for Students with Disabilities

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

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

Students whose IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will immediately be referred to the appropriate Committee on Special Education



(CSE) for any consideration of changes.

If a student identified as having a disability is suspended during the course of the school year for a total of ten (10) days, such student will immediately be referred to the CSE of the student's district of residence for a manifestation determination and reconsideration of the student's educational placement. Such student shall not be suspended for a total of more than 10 days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement.

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

PAVE will ensure that the special education coordinator or special education teachers and/or the general classroom teacher will attend all meetings regarding their students initiated by the CSE from the student's district of residence. These meetings could be relating to the development and implementation of behavioral intervention plans, initial referrals, change in service, or annual review, Manifestation Determination Reviews (MDRs), among other things.

Provision of services to students with disabilities during removal

The School will place students in an interim alternative educational setting as appropriate and mandated by 34 C.F.R. § 300.531.

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

During any subsequent removal that, combined with previous removals equals ten (10) or more school days during the school year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to progress appropriately in the general curriculum and achieve the goals of his or her Individualized Education Program (IEP). In these cases, school personnel, in consultation with the child's special education teacher, shall make the service determination.

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

During any removal for drug, weapon, controlled substance and/or serious bodily injury offenses pursuant to 34 CFR §300.530(g), services will be provided to the extent necessary to enable the child to progress appropriately in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence.

Additional due process for students with disabilities (manifestation determination review - MDR)

If discipline that would constitute a change in placement is contemplated for any student with a disability, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parent(s) or guardian(s) of the student with a disability shall be notified by the school of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten (1) school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel shall meet and review the relationship between the student's disability and the behavior subject to the disciplinary action.

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

A student's parent(s) or guardian(s) may request a hearing to challenge the manifestation determination. Except as provided below, the student will remain in his or her current educational placement pending the determination of the hearing officer.

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

Students with a 504 plan and "deemed to know" students

With regard to disciplinary actions, including suspension or expulsion, the Section 504 rights of charter school students with disabilities are the same as other students with disabilities.

When addressing discipline for students with disabilities, including students with 504 plans or those who are "presumed to have a disability," PAVE will comply with applicable legal requirements governing the discipline of a student for misconduct.

Compliance with the child find requirements of IDEA

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

Corporal Punishment

No employee or agent of the school shall inflict corporal punishment upon a student as a penalty for unacceptable conduct. The term “corporal punishment” means any act of physical force upon a student for the purpose of punishing that student. The term does not mean the use of reasonable physical force by a teacher to protect himself or herself from physical injury; to protect another person from physical injury; to protect property, or to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts, and provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve these purposes.

Search Procedures

For the safety of students and everyone in the PAVE community, school property that is assigned to students, including lockers, coat racks, cubbies, and desks, remain the property of the school. Students, therefore, have no reasonable expectation of privacy in these areas. School safety will make an individual search of a student’s bag, desk, cubbies, lockers, and person only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process. Searches will be conducted under the authorization of the principal or his/her designee. Items that are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from students’ desks, bag, backpack, cubbies, lockers and person by school authorities.

Students may be subject to unannounced metal detection scanning searches from time to time in accordance with APCS’s search and seizure policy, which may be obtained by contacting the main office. This would include a metal detector scan or a scan by means of a hand-held detector.

PAVE is not responsible for omissions in the Code. The School reserves the right to amend the contents and reissue this Code. Final authority on all matters rests with the administration and Board of Trustees when applicable. It is the responsibility of the student, parents/guardian, and staff to review this Code periodically. Should you have any questions regarding the Code, it is your responsibility to bring this to the attention of the school administration.

Uniform Expectations

Students and their families have the primary responsibility for acceptable student dress and appearance. Teachers and staff will exemplify and reinforce acceptable student dress and help students develop an understanding of the appropriate appearance of scholars as they PAVE their way to success in college. All students must come to school daily in their PAVE uniform. If a student comes to school without the proper uniform, families will be contacted and the uniform will be corrected. Students with repeated uniform violations will lose the privilege of participating in dress down days.

Students may not change out of the PAVE uniform at any point during the school day. Students must wear the PAVE uniform on all school field trips, unless otherwise stated in writing by a PAVE administrator.

ELEMENTARY SCHOOL Uniform Grades K - 4th	MIDDLE SCHOOL Uniform Grades 5th - 8th
Shirts: <ul style="list-style-type: none"> ● Light blue Polo with PAVE Logo ● Navy blue sweatshirt with PAVE Logo 	Shirts: <ul style="list-style-type: none"> ● Navy Blue Polo with PAVE logo ● White long sleeved oxford with PAVE Logo ● Navy blue sweatshirt with PAVE Logo
Bottoms: <ul style="list-style-type: none"> ● Navy Blue pants, shorts, skirts, or dresses (from any store) ● Jeans are not allowed! ● <i>NO holes or rips in pants.</i> 	Bottoms: <ul style="list-style-type: none"> ● Navy Blue or Khaki pants, shorts, skirts, or dresses (from any store) ● Jeans are not allowed! ● <i>NO holes or rips in pants.</i>
Shoes: Black sneakers (must be sneakers since students are active during recess and gym)	Shoes: ANY color sneakers (must be sneakers since students are active during recess and gym)

Sweaters/Jackets

Only solid Navy Blue sweaters or sweatshirts with PAVE logo may be worn during school. Hoodies are not allowed. All jackets, sweaters, and sweatshirts that do not fit this criteria must be removed before entering classes but may be worn during school sanctioned outdoor activities and at the time of dismissal

Shoes/Socks/Stockings

Elementary School students may only wear black sneakers. Socks and stockings for students K-4 must be plain black, white, gray, or navy. Students in Middle School may wear sneakers, socks and stockings of any color. Students may not wear shoes with wheels or lights and may not wear boots during the school day, although snow or rain boots can be worn to and from school and during outdoor recess. Students may not wear sandals of any kind. Please buy sneakers that have non-marking soles as students will be utilizing gym floors during the day.

Change of Clothes

To ensure that your child is comfortable throughout their school day, all K-2 PAVE Scholars (and of older students with a record of bathroom accidents) must leave a change of clothing in school in case of an accident. This change of clothes should include: pants, uniform shirt, socks, and all appropriate undergarments. All clothing must be labeled with your child's first name & last name initial (ex: Joshua H.) Clothing should be stored in a plastic 2-gallon bag, labeled with your child's full name & class. Please make sure your children are capable of cleaning and changing themselves in case of an emergency. PAVE reserves the right to call families in the event of an emergency. PAVE staff and families cannot enter the student restrooms and will not be able to assist your child in cleaning or changing should an accident occur. If a child has an accident and does not have a change of clothes, we will loan the child uniform items as long as supplies are available. Families must wash and return clothes loaned to their scholars for accidents. that child may be required to sit in the office until someone can bring a change of clothes for the student.

<p style="text-align: center;">Other Uniform Requirements</p>	<p style="text-align: center;">All uniforms should be labeled with student name for easy identification.</p>
<p>Fit: Clothing must be clean and fit appropriately. Shirts must be tucked in at all times. Bottoms (skirts, shorts, dresses) must be no shorter than three inches above the knee. Underwear, midriiffs, cleavage, etc. must not be showing, including when arms are raised or when students bend down.</p> <p>Jewelry: Jewelry should not distract from the uniform and/or learning environment. Smart watches are not allowed. Earrings must be no larger than a quarter. Jewelry that makes noise or causes disruption in class is not allowed. If students bring or wear jewelry that serves as a disruption, then the student will be asked to remove it and put it away or a PAVE administrator shall hold it for parent/guardian pick-up. Rings can interfere with young students learning proper handwriting so students should avoid wearing rings in grades K-2.</p>	<p>Head Coverings: Students must remove all hats, head-wraps, bonnets, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation.</p> <p>Hair: All hairstyles are welcomed here at PAVE. Students should come to school with hair already groomed.</p> <p>Makeup/Nails: Makeup is discouraged at PAVE Academy. We want to avoid any distraction or disruption to learning. Nails must be kept short for safety reasons. Nails can be no longer than 1cm above the top of the finger.</p>



Use of Technology

Computer and Internet Policy

PAVE takes reasonable precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet websites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher.

Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. There should be no expectation of privacy for files stored on school file servers; students have no right to privacy when using PAVE technology. PAVE has the right to monitor all Internet traffic and electronic communication and to retrieve and review any data composed, sent, received or stored on the PAVE network.

Student use of email is not allowed in the Elementary School. Student use of chat and user groups is not allowed without approval from the supervising teacher. The school reserves the right to search student chat's and user groups.

Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of Internet sources without proper citation constitutes plagiarism. (Will be applicable to students in grades three and up). Downloading from the Internet without approval from the supervising teacher is not allowed. Students may not use school computers to access private Internet providers.

Cellphones

According to PAVE policy, students are not allowed to use school phones or cellphones in school or on school field trips. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and returned at the end of the day. Repeated violations of this policy may result in confiscation until a parent/guardian picks it up, irrespective of any costs or fees students and/or their families may incur as a result. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. If improper use of the cellular phone is discovered during school hours, disciplinary action may be taken.

In middle school, cell phones will be collected and stored prior to the start of the day to prevent disruption during the school day. Please note that the school is not liable for any damage or theft of property while the scholar is at PAVE.

Our telephone system with voicemail will accept your messages for members of the PAVE Staff. However, PAVE cannot guarantee that messages will actually reach students or teachers during the day. Students and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events. If you need to get a message to your child's teacher, please call the Main Office number and leave a message on

his or her voicemail. Teachers check their messages once a day after school. They will return your call within 24 hours. If they do not, please call the Principal to ensure that your issue is addressed.

Social Media Policy

Introduction/Purpose

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

Definition of Social Media

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

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

Employee Professional Social Media Use

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

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

Student Personal Social Media Use

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



- o PAVE students should exercise caution and behave responsibly when using personal social media sites.
- o PAVE students should be mindful of their behavior on social media and should conduct themselves with respect for themselves and others in the community.
- o PAVE students are prohibited from engaging in action that may negatively affect the learning environment including cyber-bullying. Cyber-bullying takes many forms, and is defined as online social cruelty or electronic bullying that involves the use of information technology, including email, instant messaging, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate students. This includes but is not necessarily limited to sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person (including but not limited to “sexting”); and/or pretending to be someone else in order to make that person look bad.

Applicability of PAVE Policies and Other Laws

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

This policy is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact a PAVE administrator. As these Guidelines address rapidly changing technology, PAVE will regularly revisit these Guidelines and will update them as needed.



Student Possessions

School Supplies

Rolling backpacks are not allowed at PAVE. Please do not purchase a rolling backpack since these can be dangerous when used on staircases.

All other major school supplies brought from home (water bottles, backpacks, and lunch boxes) must be clearly labeled with names using a permanent marker. Please check backpacks and homework folders daily for communications from the school and/or your child's teacher.

Student Personal Belongings

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions; these items include, but are not limited to, game cards (Yu-gi-oh Cards, Pokémon Cards, etc.), trading cards (baseball cards, football cards, etc.), portable electronic games, toys, and portable electronic devices. Cell phones may be brought to school but must remain in the off mode and must remain in student backpacks at all times. PAVE is not liable for lost/stolen/broken phone and any costs associated.

Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences. In addition, the School may, at its discretion, require a student to present a cell phone for inspection to ensure it is not being used inappropriately. Any student bringing a cell phone or other electronic communication device does so without the expectation of privacy regarding the phone or device. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Toys and other non-academic related items are not permitted at school. Individual classes may however allow for sharing times that relate to the curriculum, in this event, teachers will send advance notice home via homework folders.

Student Search and Seizure Policy

A student and/or the student's belongings may be searched by a PAVE staff member if the staff member has a reasonable suspicion that a search of that student and/or the student's belongings will result in evidence that the student violated the law or a school rule. The school reserves the right to remove items revealed in a search, which are prohibited on school property or those, which may be used to disrupt or interfere with the educational process. This includes accessing a cell phone that is brought to school. Legal items removed will be returned to parents/guardians who come to the school and request them, but will not be retained beyond the end of the school year. Illegal items will not be returned and may be turned over to law enforcement.

All school-related property always remains under the control of PAVE and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place nor keep in a locker, desk or other school-related property any article or material which is of a non-school nature and may cause or contribute to the



disruption of the mission of the school. The following rules will apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

School authorities will make an individual search of a student's locker, desk, or other school-related property only when there is reasonable suspicion that a student is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.

Searches shall be conducted under the authorization of the Principal or his/her designee. School authorities may remove items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process. Searches of an individual will be made upon reasonable suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present. Searches of students and school property may be conducted on school grounds or whenever the student is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

Student Responsibility

PAVE emphasizes respect for the rights of others and their possessions. Borrowing and lending (paper, pencils and other supplies) are permissible, but students are continually reminded to be accountable and prepared. Damaging another student's property or taking another's possession violates a person's rights. It is understood that any damages or losses, whether accidental or not, will be acknowledged and reimbursement will be made by the individual family involved. This includes the borrowing (and returning) of books from classroom libraries.

Lost and Found

Lost and found boxes are maintained in PAVE's Main Office. At the end of each semester, unclaimed articles will be donated. The school invites parents/guardians to check the lost and found box when items are missing. **Please write all names on shoes, bags, and clothing to assist us in returning missing property.** It is the responsibility of parents/guardians and students to keep track of all student articles. PAVE is not responsible for lost items.



Family Involvement

PAVE believes that a child's education is a responsibility shared by the school and the family. We need and value family involvement at PAVE. Families, staff members, and community organizations working as partners can promote increased student achievement and positive attitudes about self and school. PAVE supports the development, implementation and regular evaluation of a comprehensive family involvement program to involve families in a variety of roles.

Our Commitment To Each Other

PAVE's commitments to families as a school include but are not limited to the following:

- *Welcoming all families:* Families are active participants in the life of the school, and are welcomed, valued, and connected to school staff, each other and to what students are learning and doing in class.
- *Communicating effectively:* School staff engage in regular, meaningful, and timely communication with families about student learning. Families communicate any changes of address, contact information, or health information as soon as possible, and respond to school communication in a timely manner.
- *Supporting student success:* School staff work together to support students' learning and healthy development at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively. Families reinforce school expectations and encourage students' learning, healthy development, and positive behaviors at home, in order to create a unified set of expectations for their child.
- *Speaking up for every child:* Staff members and family members act as advocates for all students to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- *Sharing power:* Families and school staff are partners in decisions that affect children and families and together inform and influence policies, practices and programming.
- *Collaborating with community:* School staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Connecting and Communicating with Staff:

PAVE encourages a close working relationship between families and staff. PAVE will make every effort to communicate your child's daily activities to you both verbally, email and other technological means. Texting for school-related purposes is permitted between families and staff, but as much as possible, important concerns and questions should be discussed face to face: virtually or in-person. PAVE appreciates families sharing with us any situation in your child's life that could influence his or her progress or daily behavior at PAVE.

Additionally, impromptu conversations with a teacher may disrupt the planned schedule for the class. General family meetings are not appropriate times to discuss individual students with teachers. Families who wish to visit the classroom are to make an appointment and check in at the office upon arrival. It is extremely important for families to discuss any classroom concerns with the teacher involved first. Once the family has had a conference with the teacher, a PAVE administrator is available to discuss and help families with individual and family concerns. Contact information for teachers will be distributed to families at the beginning of the year. Families may also call the school office and leave a voice message for the teacher. The teacher will return your call within 48 hours.

Adult Conduct:

Please note that staff are expected to address all families with respect. We also expect families to communicate respectfully with staff. Cursing, threats and fighting will not be tolerated from staff members or families. It is critical that we model and maintain a safe and orderly learning environment for our students. Family members whose conduct is disruptive to the school and/or is threatening in nature will be asked to leave the premises. If the expectations are repeatedly violated, a family member may be issued a warning and/or banned from school premises for a set period of time.

Visiting Classes

Due to COVID-19, updated CDC and Department of Health recommendations, and for the health and safety of our students and staff, all visitors must be vaccinated. We will re-evaluate this policy as recommendations and restrictions change throughout the school year.

Family Conferences

PAVE will host a Back to School Night (virtually and/or in person) for all families to meet formally with the entire school faculty & staff. Student led/Family conferences will be scheduled in the fall and the spring in alignment with progress reports. An additional conference for students who are promotion-in-doubt will be held in the winter. Sign-up information will be communicated to families via email beforehand. Student led/Family conferences are a crucial component of PAVE's educational program. Families are expected to attend conferences after progress reports are sent home and at other times as requested by the Classroom Teacher or Principal. Families should plan on attending a 20-minute in person conference during the school day or at a prearranged time before or after school during that week. **All families must attend family conferences each semester.**

Family Advisory Board

In addition to supporting your child and learning more about PAVE's programs, you have the opportunity to contribute to the school via the school's Family Advisory Board. The Board supports the involvement of families through monthly meetings that feature workshops, guest speakers, policy updates, and event planning.

Please contact the Dean of Students or the Main Office for more information regarding the Family Advisory Board.

Volunteerism

PAVE family members are encouraged to volunteer. The Family Advisory Board assists the school with organizing a strong volunteer group. Please contact any of the Family Advisory Board staff members to discuss areas of need. You may serve as a field trip chaperone or creative consultant for the many events and programs throughout the school year. PAVE enjoys an abundance of talent, both in PAVE students and families. The joys and benefits of volunteerism are priceless!

Field Trip Chaperones:

Chaperones must read and be familiar with the Field Trip requirements as follows:

- All chaperones (parents, guardians or other family members) must be at least 21 years of age or older
- Unauthorized stops during trips are prohibited (i.e.: fast food restaurants, personal errands, etc.)
- Providing food and drinks during travel is not permitted. It is insensitive to others and therefore, not permitted to purchase food, drinks, or souvenirs for students on field trips
- Any inappropriate behavior must be reported to the classroom teachers promptly
- Use of cell phones is limited to emergencies only



- Chaperones must stay with the assigned students for the duration of the field trip – being cautious that students are always in your sight
- If for some reason your group returns to school without the teacher: Please supervise your group of students until their teacher returns to the classroom
- Smoking (of any form) on trips or in front of students is not permitted
- Siblings are not permitted to attend field trips

Other Forms of Family Communication

- **The PAVE Website:** www.paveschools.org.
- **Social Media:** Instagram: [@PAVE Red Hook](https://www.instagram.com/PAVE_Red_Hook); Facebook: [PAVE Academy Red Hook](https://www.facebook.com/PAVEAcademyRedHook)
- **PAVE Press:** At the beginning of each month, newsletters are sent for our Elementary School and our Middle School, respectively. These newsletters include upcoming important dates, classroom spotlights, and messages from both our Culture and Operations Teams.



Concerns

We need your support. PAVE is a very demanding school, with high expectations for academics and behavior. Parents, teachers, and administrators are working hard to help your child PAVE their way to college. We are all part of your child's team.

PAVE welcomes conversations of concern and understands that as parents, you have very strong feelings about issues concerning your child. We promise to take you and your concern seriously. We encourage you to address all but formal complaints (see below) with the appropriate staff member at PAVE by telephone or email. All faculty & staff members are committed to responding within 48 hours to parent/guardian concerns. Concerns can also be addressed to the Principal or the Dean of Students.

Addressing Informal Complaints

An informal complaint is a concern about a school policy, academic grade, discipline decision, or anything else that does not involve an alleged violation of the school's charter, Charter Schools Act, or any other provision of law relating to the management or operation of the school. Please address your concerns with the classroom teachers first. This is the level where most issues are resolved. The classroom teachers are ultimately responsible for your child's well-being at the school. If an issue is not resolved within 48 hours or satisfactorily, please contact one of the Deans or the Principal to discuss the matter further. If the matter is still not resolved in a timely manner or satisfactorily, please contact the Executive Director. All meetings with school staff must be scheduled.

Informal complaints not handled satisfactorily by a PAVE administrator, and any complaints about the Executive Director, may be presented in writing to the PAVE Board of Directors.

Submitting Formal Complaints

Section 2855(4) of the New York Education Law (part of the New York State Charter Schools Act (CSA) provides that any individual or group may bring a complaint directly to the school's Board of Directors, without first going to the Principal or Executive Director alleging a violation of the CSA, a school's charter, or any other provision of law relating to the management or operation of the school. All such complaints should be in writing and include the following:

1. the name, address, and phone number of the complainant;
2. a detailed statement of the complaint, including the specific provision of the charter or law that allegedly has been violated;
3. the relief sought by the complainant; and
4. the response, if any, received from the school thus far.

The Board of Directors will respond in writing to any complaint submitted in writing no later than 30 days from receipt of the written complaint. Depending upon the circumstances, the Board's first response to a complaint may be to advise the complainant as to the timeline for further review, investigation, and resolution of the complaint, rather than an immediate resolution of the complaint.

If the complainant believes that the Board of Directors has not adequately addressed the complaint, the individual or group may then present the complaint to the charter entity for the school, the Trustees of the State University of New York ("SUNY"). SUNY has delegated authority to handle complaints concerning charter schools to its Charter Schools Institute (CSI). CSI, on behalf of the SUNY, will investigate complaints concerning charter schools. If the complainant is not satisfied by CSI's determination, the complainant may present the complaint to the New York State Board of Regents, through the State Education Department's Office of Charter Schools. The determination of the Regents shall be final.



Organizational Information

Governance

PAVE is a non-profit corporation and has, or will apply, for 501 (c)(3) status. The school is governed by a Board of Trustees whose purpose is to oversee the operation of the school with its stated mission. Specifically, reassessing and modifying these policies, carrying out a continuous evaluation of the school, and overseeing the fiscal health of the school. The administration of the school policies is the responsibility of the Principal and Director of Operations, who consults regularly with the Board of Trustees and attends all meetings of the Board as an ex-officio member. Trustee nominations are submitted to the Governance Committee of the Board that recommends future trustees in accordance with the Board of Trustees Bylaws.

PAVE complies with all provisions of the Open Meetings Law. Meetings are open to family members and other members of the public. Minutes from the meetings will be available to the public at the school upon request within two weeks of a regular meeting and one week of an executive session. PAVE's full Open Meetings Policy is available upon request from the Principal.

School Records

The school administration is in charge of student records. Parents/guardians wishing to examine a child's record should submit a request in writing to the Main Office. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it.
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied; or
- Denying the request in writing.

PAVE complies with the Freedom of Information Law. Freedom of Information records requests are addressed under the school's Freedom of Information Policy. PAVE also has policies in place to comply with all provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Please see the Annual Notice of Rights of FERPA found at the end of this Handbook for more information.

PAVE also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the School's student records. PAVE shall arrange to provide translations of this notice to non-English speaking parents/guardians in their native language.



Compliance & Legal Notes

Compliance with Data Reporting Requirements of the IDEA

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

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

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

Compliance with the Child Find Requirements of IDEA

PAVE Schools will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a PAVE schools will be screened by a team of teachers (including both regular and special education teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified special needs of the student. More information may be found at this link:

<http://www.specialeducationguide.com/early-intervention/early-identification-how-the-child-find-program-works/>

Rehabilitation Act of 1973 – Section 504

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the school's Learning Support Coordinator who has been designated as the Section 504 Coordinator. The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the Section 504 Coordinator. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs reasonable accommodation in order to do so, they should contact the school's principal to request an accommodation. In addition, if you suspect that your child has a disability that may qualify him/her for support under Section 504, you should contact the school's principal to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.



Dignity for All Students Policy

PAVE Academy Charter Schools is committed to providing safe and productive learning environments in which all students are treated with respect and dignity. In accordance with New York State's Dignity for All Students Act, each school will promptly address all incidents of harassment and/or discrimination of or by any student enrolled at PAVE. This includes bullying, taunting, or intimidation in all their myriad forms.

Students' Rights. No student shall be subjected to harassment or bullying by employees or students on school property or at a school function. Additionally, no student shall be subject to discrimination based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function. Harassment may include, among other things, the use, both on and off school property, of information technology such as email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites to harass or threaten others. This type of harassment is referred to as cyber bullying, and it is considered a form of harassment, like bullying.

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

Dignity Act Coordinator (DAC). PAVE designates the Principal as the Dignity Act Coordinator (DAC). The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. The DAC will be accessible to students and employees for consultation and advice. Contact information for each school's DAC will be posted on the school's website.

Curriculum. The school shall conduct bullying and cyberbullying education during morning meetings, advisory or community meetings in every grade. The instruction is age appropriate, and is intended to support maintenance of an environment that is free of bullying, harassment, and discrimination.

Professional Development. Each school shall provide annual professional development to all employees on the Dignity for All Students Act and this policy, which shall address the social patterns of harassment, bullying, and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex; the identification and mitigation of harassment, bullying and discrimination; and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings.

Reporting and Investigating. All staff members are responsible for reporting harassment of which they have been made aware of to their immediate supervisor or the school director within one school day, and must file a written report within two school days of the notification.

Any student who believes that s/he is being subjected to harassment, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, shall report the harassment to any staff member, the DAC, or to the school director. A staff member who witnesses harassment or who receives a report of harassment shall inform the school director.



The principal shall promptly investigate the complaint and take appropriate action which may include, if necessary, referral to the board of trustees or a board designee. Follow-up inquiries, discipline, and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that harassment has not resumed and that those involved in the investigation of allegations of harassment have not suffered retaliation.

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

No Retaliation. PAVE Academy Charter School prohibits retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the reporting and investigation of allegations of harassment. All complainants and those who participate in the investigation of a complaint in conformity with state law and this policy, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

FERPA: Annual Notice of Rights Under the Family Educational and Privacy Act

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

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

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. “Educational agency”, for purposes of this notice, means PAVE. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information (“PII”) is confidential information that includes, but is not limited to, the student’s name, name of parents and other family members, the address of the student or student’s family, and personal information or personal characteristics that would make the student’s identity easily traceable.
- Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honor roll, recognition lists, awards received, and the most recent previous educational agency or institution attended.
- FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. “Parent(s)” for purposes of this notice means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent in the absence of a parent or guardian. They are: Parents have the right to inspect and review a child’s education record. PAVE will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Plan “IEP” or any due process hearing, but in no case more than forty five (45) days after the request has been made.

Requests should be submitted in writing, indicating the records the parents wish to inspect, to the Principal. Parents have the right to a response from PAVE to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While PAVE cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child’s records. PAVE must receive a signed, dated and written consent from a parent that specifically states a representative may inspect and review their child’s records. Such release must be sent to the Principal or designee and must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made and the time period that the release is in effect. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

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

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

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

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

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

The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for:

- School administrators, teachers, support staff, and other school officials which have a legitimate educational interest
- Persons or organizations with whom the school has outsourced services or functions and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)
- Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and as long as a proper records release request is received by the sending school



- Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction
- Accrediting organizations to carry out accrediting functions
- Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the parent of the order or subpoena
- Appropriate parties in a health or safety emergency

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by PAVE to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Parents are also encouraged to contact the Principal to discuss any concerns regarding FERPA.

Handbook Dissemination

PAVE will distribute the handbook to families before school begins each year. PAVE will also make the Handbook available at other times in the Main Office upon request. PAVE will provide all current teachers and other staff members with a copy of the handbook and a copy of any amendments to the Handbook as soon as practicable after adoption.



Mandated Reporting

Child Abuse and Mandated Reporter Status

Under State law, school employees are “mandated reporters” of suspected child abuse, meaning that they are legally required to report suspected child abuse, maltreatment, or neglect, when they have reasonable cause to suspect that such abuse, maltreatment, or neglects has occurred or is occurring.

In New York, you can find more information on the website of the New York Central State Register for Child Abuse & Maltreatment at: <http://ocfs.ny.gov/main/cps/default.asp>.



Family Acknowledgement and Commitment

Please sign and return this page to PAVE by September 9, 2022

I will do my best to partner with PAVE teachers, leaders and staff members in support of my child. I have read the Student Family Handbook, in its entirety, and I understand the guidelines set forth by PAVE. I commit to ensuring that my child adheres to the expectations outlined in the Handbook.

Student's Name: _____

Student's Homeroom: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____