

## Ivy Hill Prep Charter School

### Board of Trustees Meeting - Ivy Hill Prep

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#### Date and Time

Monday August 31, 2020 at 6:30 PM EDT

#### Location

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

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IVY HILL PREP - BOARD OF TRUSTEES

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#### Agenda

##### I. Opening Items

Opening Items

A. Call the Meeting to Order

- Welcome Guests
- Public Comments

**B.** Record Attendance and Guests

**C.** Approve July 2020 Board Meeting Minutes

**D.** Vote to Approve Agenda

## **II. Governance**

**A.** Review Staff Handbook

- Review Staff Handbook Policies
- Review Paid Time Off Policies

**B.** Update Committee Details

- Vote to Add New Committee Members
- Vote/Discuss any potential changes on standing meeting dates.

## **III. Finance Committee**

Finance

**A.** Review Current Financial Dashboard

- Discuss Current Financial Indicators

**B.** Vote on contingency line item in Year 2 Budget

- Discuss a contingency line item for unexpected Covid-related expenses.

**C.** Review Financial Goals

- Discuss Board Financial Goals

**D. Review Financial Deliverables**

- Discuss Audit Timeline and Deliverables
- Discuss other financial timeline deliverables

**IV. Director of Finance Hiring Taskforce**

- A. Taskforce Update**

**V. Academic Achievement**

Academic Achievement

- A. Vote Approve Amended Student & Family Handbook**

- Report Committee Recommendation on changes to handbook.

- B. Vote to Approve Homeless Student and Transportation Policy**

- C. Academic Dashboard**

**VI. Head of School Update**

- A. HOS Report**

- B. Update on Re-Opening**

- Discuss how re-opening is going
- Discuss any upcoming phases of re-opening

**VII. Facilities Update**

- A. Update on Renovation Process**

**VIII. Head of School Evaluation & Support Committee**

- A. Discuss Committee Next Steps

**IX. Development**

Development

- A. Update on Development

**X. Executive Session**

- A. Vote for Executive Session

- Discuss next steps.

**XI. Closing Items**

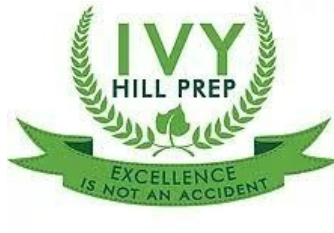
- A. Adjourn Meeting

# Coversheet

## Approve July 2020 Board Meeting Minutes

**Section:** I. Opening Items  
**Item:** C. Approve July 2020 Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting - Ivy Hill Prep on July 27, 2020

APPROVED



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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#### Date and Time

Monday July 27, 2020 at 6:30 PM

#### Location

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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IVY HILL PREP - BOARD OF TRUSTEES

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#### Trustees Present

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis, J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

#### Trustees Absent

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None

**Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Diana Williams, K. Wedderburn-Henderson (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

M. Michael called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Jul 27, 2020 at 6:38 PM.

**B. Record Attendance and Guests**

**C. Approve June 2020 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-22-20.

J. Small seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

N. Williams	Aye
T. James	Aye
M. Kane	Aye
J. Small	Aye
D. Lewis	Absent
M. Michael	Aye
A. Laniyan	Aye
A. Jimenez-Schulman	Aye

**D. Approve June Special Meeting Minutes**

M. Michael made a motion to approve the minutes from Special Meeting on 06-29-20.

J. Small seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

A. Jimenez-Schulman	Aye
J. Small	Aye
D. Lewis	Absent
M. Michael	Aye
M. Kane	Aye
T. James	Aye
N. Williams	Aye
A. Laniyan	Aye

**E. Vote to Approve Agenda**

M. Michael made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Small	Aye
M. Kane	Aye
T. James	Aye
N. Williams	Aye
A. Jimenez-Schulman	Aye
D. Lewis	Absent
M. Michael	Aye
A. Laniyan	Aye

**II. Governance**

**A. Annual Meeting - Vote on Trustee Officers for Fiscal Year 20-21**

Board member nominated Marsha Micheal to continue to be the Board Chair.

A. Jimenez-Schulman made a motion to Nominate Marsha Micheal for Board Chair.

J. Small seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

N. Williams	Aye
D. Lewis	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Aye
J. Small	Aye
M. Kane	Aye
T. James	Aye

M. Michael made a motion to Nominate Adam Jeminez- Schulman as Vice Chair.

T. James seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Michael	Aye
D. Lewis	Aye
A. Laniyan	Aye
N. Williams	Aye
T. James	Aye
J. Small	Aye
M. Kane	Aye

M. Michael made a motion to Extend Nataki's term.

J. Small seconded the motion.



The board **VOTED** to approve the motion.

**Roll Call**

- T. James                   Aye
- A. Jimenez-Schulman   Aye
- N. Williams              Abstain
- D. Lewis                 Aye
- M. Michael              Aye
- M. Kane                 Aye
- J. Small                 Aye
- A. Laniyan                Aye

J. Small made a motion to Nataki Williams as Treasurer.

M. Michael seconded the motion.

Discussion was held in support of Nataki remaining as treasurer. Question was posed to the board as to whether a less conservative financial view was needed and board agreed Nataki's perspective was in line with the board view. Discussion of board goal of cash on hand was also held. HOS indicated she reached out to David Frank who made certain representations about number of days of cash on hand for a first year school. HOS indicated she would share email correspondence with board chair and treasurer.

The board **VOTED** to approve the motion.

**Roll Call**

- A. Laniyan                Aye
- A. Jimenez-Schulman   Aye
- D. Lewis                 Absent
- M. Michael              Aye
- J. Small                 Aye
- M. Kane                 Aye
- T. James                 Aye

M. Michael made a motion to Adopt Committee Assignments.

A. Jimenez-Schulman seconded the motion.

Discussion was held as to adding Tanisha James to HOS support and evaluation committee.

The board **VOTED** to approve the motion.

**Roll Call**

- M. Michael              Aye
- J. Small                 Aye
- M. Kane                 Aye
- A. Jimenez-Schulman   Aye
- N. Williams              Aye
- A. Laniyan                Aye
- D. Lewis                 Absent
- T. James                 Aye

**B. Annual Meeting - Vote on Committee Members**

M. Michael made a motion to Maimouna Kane as Secretary.

A. Jimenez-Schulman seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

- A. Laniyan                   Aye
- N. Williams                Aye
- T. James                    Aye
- D. Lewis                   Absent
- A. Jimenez-Schulman   Aye
- M. Michael                Aye
- J. Small                    Aye

M. Michael made a motion to Adopt Standing meeting and committee dates.

A. Jimenez-Schulman seconded the motion.

Discussion was held about making changes to the start time of committee meetings to the early morning hours but discussion on change tabled to see if committee members could meet in the morning.

The board **VOTED** to approve the motion.

**Roll Call**

- M. Kane                    Aye
- N. Williams                Aye
- J. Small                    Aye
- A. Jimenez-Schulman   Aye
- M. Michael                Aye
- A. Laniyan                 Aye
- T. James                    Aye

M. Michael made a motion to Have August Board Meeting on the last Monday of the month, August 31, 2020.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** to approve the motion.

**C. Annual Meeting - Board Strategic Planning**

Discussion held that committees will develop its goals at the next committee meeting.

**D. Annual Report**

M. Michael made a motion to Approve annual report.

A. Jimenez-Schulman seconded the motion.

Discussion held regarding giving board more time to review Annual Report before voting on it. HOS sent over the final version of the report the same day of the board meeting leaving members only a few hours to review it.

The board **VOTED** to approve the motion.

**Roll Call**

- M. Kane                    Aye
- J. Small                    Aye
- N. Williams                Aye

**Roll Call**

A. Laniyan	Aye
T. James	Aye
D. Lewis	Absent
M. Michael	Aye
A. Jimenez-Schulman	Aye

**III. Finance Committee**

**A. Review Current Financial Dashboard**

Discussion was held on differed rent credit. Treasurer explained why differed rent was included in our statements and the benefit to reflecting it down the line. Discussion was held on free and reduced lunch.

**B. Vote to Approve Surplus Recommendation**

A. Laniyan made a motion to Approve the Surplus Transfer to Savings account.

M. Michael seconded the motion.

Discussion held on approving to transfer surplus to savings account while keeping 20K in a line item for Contingency Covid -19 funds.

The board **VOTED** to approve the motion.

**Roll Call**

A. Jimenez-Schulman	Aye
M. Kane	Aye
N. Williams	Aye
M. Michael	Aye
A. Laniyan	Aye
T. James	Aye
J. Small	Aye
D. Lewis	Absent

**C. Approve 990 Tax Filing**

M. Michael made a motion to Approve 990 Tax Filing.

T. James seconded the motion.

Discussion held about making sure board had sufficient time to review the filing prior to submission.

The board **VOTED** to approve the motion.

**Roll Call**

M. Michael	Aye
J. Small	Aye
A. Jimenez-Schulman	Aye
T. James	Aye
A. Laniyan	Aye
M. Kane	Aye

**Roll Call**

N. Williams                    Aye

**D. Vote to Approve Finance Director Taskforce**

Discussion held on the need for a Finance Taskforce. Board members volunteered to be on the taskforce.

J. Small made a motion to Creating Director of Finance Hiring Taskforce.

A. Laniyan seconded the motion.

Nataki Williams, Jennifer Small and Adam Jimenez-Schulman agreed to be members of the taskforce.

The board **VOTED** to approve the motion.

**Roll Call**

A. Jimenez-Schulman    Aye

A. Laniyan                    Aye

N. Williams                    Aye

D. Lewis                      Absent

M. Kane                      Aye

M. Michael                  Aye

J. Small                      Aye

T. James                      Aye

**IV. Academic Achievement**

**A. Vote Approve Amended Student & Family Handbook - TABELLED TO NEXT MEETING**

**B. Vote to Approve Homeless Student and Transportation Policy - TABELLED TO NEXT MEETING**

**C. Academic Dashboard**

Discussion held on student retention and adding data to the dashboard.

**V. Head of School Update**

**A. HOS Report**

**B. Vote to Approve Re-Opening Plan**

M. Michael made a motion to Approve Re-Opening Plan.

A. Jimenez-Schulman seconded the motion.

Discussion held on making changes to the reopening plan in eliminating the "floor" and keeping the "ceiling". Discussion held on age appropriate masks.

The board **VOTED** to approve the motion.

**Roll Call**

J. Small	Aye
A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye
A. Laniyan	Aye
M. Kane	Aye
M. Michael	Aye

**VI. Facilities Update**

**A. Update on Renovation Process**

Renovations are practically completed.

**VII. Head of School Evaluation & Support Committee**

**A. Discuss Committee Next Steps**

Committee in the final stages of completing HOS contract and updating job description.

**VIII. Development**

**A. Update on Development**

Committee to meet and decide on committee chair and report back on the goals created for the committee.

**IX. Executive Session**

**A. Vote for Executive Session**

M. Michael made a motion to Go into executive session.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Lewis	Absent
M. Michael	Aye
N. Williams	Aye
M. Kane	Aye
A. Laniyan	Aye
J. Small	Aye
T. James	Aye
A. Jimenez-Schulman	Aye

M. Michael made a motion to Pay Diana Williams \$4000.

T. James seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

M. Michael	Aye
M. Kane	Aye
J. Small	Aye
D. Lewis	Absent
N. Williams	Aye
A. Laniyan	Aye
T. James	Aye
A. Jimenez-Schulman	Aye

M. Michael made a motion to approve a COLA increase for Head of School.

M. Kane seconded the motion.

The motion did not carry.

#### Roll Call

M. Michael	No
A. Laniyan	No
M. Kane	No
N. Williams	No
T. James	No
J. Small	No
D. Lewis	Absent
A. Jimenez-Schulman	No

## X. Closing Items

### A. Adjourn Meeting

M. Michael made a motion to To adjourn meeting.

T. James seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

M. Kane

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### CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

**Secretary:** *Maimouna Kane*

**Date:** August 31, 2020

# Coversheet

## Review Staff Handbook

**Section:** II. Governance  
**Item:** A. Review Staff Handbook  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020-21 PTO Policies comments as of 8.21.20.docx  
2020-21 Employee Handbook comments as 8.21.20.docx

# Ivy Hill Prep

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Accommodations for Nursing Employees Policy



## COVID-19 NOTICE

To help employees affected by COVID-19, the federal government and New York State provide additional sick time and other leave rights to eligible employees. Some of these COVID-19 related sick time and leave benefits are in addition to the School's existing time off policies set forth below. If you or your family members are currently impacted by COVID-19 and you have any questions about time off from work, please contact the School Leader and/or Little Bird HR (hrsupport@littlebird.hr; 888-281-8956).

**Comment [1]:** there is a suggestion that we include the a separate document of COVID 19 benefits that are updated periodically with new changes.

## HOLIDAYS

The following are paid School holidays for all full-time exempt employees. Hourly and part time employees are not eligible for holiday pay.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day (July 3, 2020)
- Labor Day
- Columbus Day
- **Veteran's Day**
- Thanksgiving Day, ½ day prior, and day after
- Christmas Eve Day
- Christmas Day

**Comment [2]:** As per managements decision not have Veteran's day as a holiday this holiday should be removed.

**Comment [3]:** Done.

## PAID TIME OFF (PTO) PROCEDURES: FULL-TIMEEMPLOYEES

In addition to School holidays and breaks, eligible employees will receive PTO each year to be used for any combination of sick or personal time off. Managers have the authority to approve or deny any leave request presented to them. The number of annual PTO days and breaks for which each full-time employee is eligible is stated below (for purposes of PTO, the annual calendar shall start July 1 and end June 30. On these days, full-time hourly employees will be compensated for a maximum of 8hours.

Full-Time Employees	Annual PTO
Instructional Employees	8 PTO days
Non-Instructional Employees	5 PTO days

For purposes of employee leaves and PTO benefits, instructional employees are defined as employees who are scheduled to work during the School year, i.e. August – June. Non-instructional employees are defined as employees who are scheduled to work all 12 months.

Paid time off is granted in a lump sum on July 1<sup>st</sup> of each year. PTO will be prorated for employees hired to work after July 1st.

## PAID TIME OFF (PTO) PROCEDURES: PART-TIMEEMPLOYEES

**Comment [4]:** To summarize what we discussed on the last call, I think it's important that these breakdowns are reevaluated - we need clarity on the state regulation for minimum sick days and should consider aligning all staff to same number

**Comment [5]:** Current offerings are in compliance with the law: ESSTA Act. By law, the minimum time is 5 days.

Little Bird will update for the following:  
Instructional Staff: 7 PTO Days

**Comment [6]:** To summarize what we discussed on the last call, I think it's important that these breakdowns are reevaluated - we need clarity on the state regulation for minimum sick days and should consider aligning all staff to same number

**Comment [7]:** Current offerings are in compliance with the law: ESSTA Act. By law, the minimum time is 5 days.

Little Bird will update for the following:  
Instructional Staff: 7 PTO Days

**Comment [8]:** I would also strongly recommend considering a vacation policy for non-instructional staff, since they do not receive student breaks off, like teachers

It sounds like there was an organization-wide shut-down for

**Comment [9]:** Clarification here: Non-instructional staff do receive vacation days off along with teachers.

In the annual calendar, the non-instructional staff's vacation time will be clearly outlined with the time

Part-time employees are not eligible to earn paid time off. Part-time employees will receive pay for the days listed in the Holidays section only if such holidays occur on a day when the part-employee was scheduled to work.

Part-time employees must work the day before and the day after a holiday to be paid for the holiday or school closure day (e.g., the day before Winter Break and the day after Winter Break) unless the employee receives prior written approval from their manager.

Part-time employees understand that if they request time off and such request is granted, their time taken away from work will be unpaid.

**Comment [10]:** By NY law part time employers with more than 5 or more employees also have to provide sick time leave under the NYC earned safe and sick time provisions. so we should add "and (ii) the sick days discussed in the NYC Earned Safe and Sick Time section.)

**Comment [11]:** What if the person's part time schedule does not call for them to work the day before or the day after? Are they still entitled to be paid for the holiday?

**Comment [12]:** If the employee's schedule doesn't allow for them to work the day before or the day after, the employee will still be compensated for the holiday.

## PROCEDURES TO REQUEST PTO

**Future Time Off:** Submit PTO requests to your manager or the School Leader at least two (2) weeks in advance of the requested time off to allow for adequate time to plan for your absence. Requests must be approved by your manager or the School Leader prior to the time off being taken. Non-instructional employees are expected to schedule vacation time during School breaks or the summer when the School schedule is flexible as defined by the administrative calendar. (Eligible employees may not take more than 2 consecutive days of PTO.)

**Comment [13]:** Since PTO includes all time off what if someone needs 3 days off consecutively? Are they not able to take off more than 2 days at a time?

Your manager will approve/deny the PTO request, most often electronically. If necessary, your manager will meet with you to discuss the approval or denial of the PTO request.

**Comment [14]:** No, employees are not able to take off more than 2 consecutive days at a time, as per the school policy. If the employee is sick, the time off would not be denied. After 2 consecutive days, employees are then asked to provide a doctor's note.

**Time Taken in Past:** In the event that you are ill and need to take a day off before getting the day approved, as soon as you return to work, input the absence in the School's human resources software, the [Little Bird Nest](#).

If you cannot come to work due to an unexpected illness, inform your manager prior to your scheduled arrival time.

**Comment [15]:** We talked about linking to the call-out protocol that already exists

**Comment [16]:** Little Bird will update to say:

If you cannot come to work due to an unexpected illness, inform your manager prior to your scheduled arrival time, in accordance with Ivy Hill Prep's Calling Out Protocol.

## CRITICAL DAYS

At the beginning of each school year, the School Leader will identify "critical days" (also known as "blackout days") for which staff are restricted from using their PTO.

- Critical days include the day(s) before or following a holiday and/or School break, standardized testing days, professional development days, half days, new student orientation, the first day of school, and the last two weeks of the School year.
- Unless otherwise approved due to medical or personal emergencies, employees who do not report to work on a critical day will be considered as having an unapproved absence and may be subject to discipline up to and including termination. A doctor's note will be required for all critical day absences resulting from medical emergencies that cause an absence of more than three (3) consecutive workdays.
- The critical days for the 2020-2021 school year are outlined in the Academic Year Calendar provided by the school .

## APPROVAL/DENIAL OF PTO

Your manager has the discretion to deny any leave request that would create a significant burden for the School subject to applicable law. If your leave request has been properly denied and you still choose to take the unapproved day off, that is considered insubordination. Consequences for insubordination include being written up, losing the leave day, and/or termination. Other circumstances where these consequences would apply are:

- You did not seek your manager's approval for the time off in advance.
- You take more than your total number of eligible days.
- You take time off and don't report it to your manager.

## LATE ARRIVAL

If you expect to arrive to work later than your scheduled time for any reason, call your manager's cell phone as soon as possible.

## TREATMENT OF UNUSED DAYS

Unused PTO may not be rolled over. Each year, on June 30, your PTO balance will reset to zero. Staff is who is actively employed by the school on the last day of the School Year and who are in good standing (i.e., in compliance with all School policies) at the time of payment will be eligible to be paid for up to five (5) days of unused PTO, at the employee's daily rate. a rate of \$150 per day. If employment is terminated prior to the last day of the School Year, then no payment shall be made for unused PTO days.)

Upon separation from the School, an employee with unused paid time off will receive payment at the rate of their current base salary. Employees who have used more paid time off (PTO) than they have earned at the time of separation must repay the School for the overpayment, subject to applicable law.

## NYC EARNED SAFE AND SICK TIME

New York City's Earned Safe and Sick Time Act ("ESSTA") generally provides that employees in New York City are entitled to one (1) hour of paid safe/sick time ("PSST") for every thirty (30) hours worked, up to a maximum of forty (40) hours of safe/sick time in a calendar year. To satisfy this requirement, employees who are eligible for PTO under the School's PTO policy are permitted to use their PTO for any of the Covered Reasons described below, without any condition on such use which is otherwise prohibited by the ESSTA. Employees who are eligible for PTO are not eligible for additional PSST under this policy. However, employees in New York City who are eligible for PTO under the School's PTO policy may use up to five (5) PTO days in any calendar year for any of the Covered Reasons described below prior to their accrual under the PTO policy. These five (5) days (40 hours) of PTO will be deemed to be frontloaded at the beginning of the School's time off year, which begins on July 1.)

All other employees who work more than 80 hours in a calendar year but who are not regular full-time employees and thus are not subject to the paragraph above, are eligible to accrue one (1) hour of PSST for every thirty (30) hours worked, up to a maximum of forty (40) hours per calendar year. Such PSST will begin accruing immediately upon hire, but it may not be used until on or after the 120th day following the hire date. For purposes of this policy, exempt employees will be deemed to have worked forty (40) hours each workweek.

Comment [17]: We need to verify the parameters for this payout:

-What is the rate based on?  
-It should definitely be available for all employees for equity  
-We may also want some language that allows for flexibility in determining the extent of the payout, year to year (e.g. Board and Management will evaluate and determine days to pay out, capped at X)

Comment [18]: Per LB's legal counsel advisement, pay out cannot be at a fixed dollar amount. Instead, it must be at the employee's daily rate.

At this time, Ivy Hill cannot afford

Comment [19]: I suggest a use it or lose it. The payment of \$150 seems arbitrary. Also I am curious about legal counsel's advisement as it relates to what we did last

Comment [20]: Okay re: use it or lose it. Let's add this to the agenda for the upcoming meeting for the committee to make a final decision.

Comment [21]: The language in this section seems to allude to some of the regulations that I was talking about - we really just need to make sure we are referring to the correct

Comment [22]: The Sick Time Section (ESSTA) needs to be outlined separately since it is a separate act, and cannot be lumped with the PTO language,

Comment [23]: What does frontloaded mean? Does that mean this time is what is eligible for use first?

Comment [24]: Yes, this means as of July 1 employees are able to begin utilizing PTO.

Employees are expected to physically call the school via phone (voice-to-voice contact) to call out sick.

PSST may be used for absence from work due to the following reasons (“Covered Reasons”):

- a) your mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
- b) care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care;
- c) closure of the office by order of a public official due to a public health emergency or your need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency; or
- d) to do any of the following on behalf of you or your family member who is a victim of a family offense matter, sexual offense, stalking, or human trafficking:
  - o to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking, or human trafficking;
  - o to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of you or your family members from future family offense matters, sexual offenses, stalking, or human trafficking;
  - o to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
  - o to file a complaint or domestic incident report with law enforcement;
  - o to meet with a district attorney’s office;
  - o to enroll children in a new school; and/or
  - o to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of you or your family member or to protect those who associate or work with you.

For purposes of this policy, a “family member” includes a child (including biological, adopted, or foster child, a legal ward, or child for whom you stand in loco parentis), parent, stepparent, sibling (including a half, adopted or step sibling), grandparent, grandchild, spouse, domestic partner, or the child or parent of your spouse or domestic

partner, any other individual related to you by blood, or whose close association with you is the equivalent of a family relationship.

You may determine how much of safe/sick time you need to use, but no less than four (4) hours of PSST may be used at a time.

If you are eligible, you must provide reasonable notice of use of PSST. Where such need is foreseeable, you must give at least seven (7) days prior notice. Where such need is not foreseeable, you must provide notice as soon as practicable.

For an absence of more than three (3) consecutive workdays of PSST, you may be required to provide reasonable documentation that the PSST was used for a Covered Reason. You will be allowed a minimum of 7 days from the date you return to work to obtain such documentation.

The School will not require the disclosure of details relating to your or your family member's medical condition or require disclosure of details relating to your or your family member's status as a victim of family offenses, sexual offenses, stalking, or human trafficking as a condition of using PSST. Health information about you or your family member, and/or information concerning your or your member's status or perceived status as a victim of family offenses, sexual offenses, stalking or human trafficking obtained by the School in connection with your use of PSST under this policy will be treated as confidential and will not be disclosed, except as authorized by you and/or as required by law. You will be paid for PSST used no later than the payday for the next regular payroll period beginning after the PSST was used by you, unless the School has asked for reasonable verification documentation, in the event you are absent for more than three (3) consecutive days. In such a case, the School is not required to pay sick leave until you have provided such documentation or verification. As noted above, you will be allowed a minimum of 7 days from the date you return to work to obtain such documentation. If you delay or fail to provide such documentation, you will not be paid for the PSST until you have provided such documentation or verification.

The School may take disciplinary action, up to and including termination, against you if you use PSST for purposes other than Covered Reasons. Indications of abuse of PSST may include, but are not limited to a pattern of (i) use of unscheduled PSST on or adjacent to weekends, regularly scheduled days off, holidays, vacation, or pay day and/or (ii) taking scheduled PSST on days when other leave has been denied.

Employees will not be paid for accrued, unused PSST upon termination of employment or at any other time. When there is a separation from employment and the employee

is rehired within six (6) months of separation, previously accrued unused PSST will be reinstated and such employee will be entitled to use such accrued safe/sick time at any time after such employee is rehired.

Eligible employees who assert their rights to receive or use PSST will not be retaliated against.

Eligible employees will receive all paid safe and sick leave required by law, and this policy will be interpreted and applied, in accordance with New York City's Earned Safe and Sick Time Act, regulations thereunder, and all other applicable laws, and to the extent that this policy may conflict with those laws they are controlling over these policies. Furthermore, the School retains all rights and defenses under applicable law, whether or not specifically set forth in this policy.

## TIME OFF TO VOTE

If you are a registered voter who does not have sufficient time outside of your regular working hours within which to vote at any election, you may, without loss of pay for up to two (2) hours, take off sufficient time in the beginning or at the end of the regular workday to vote. If the polls are open for at least four (4) consecutive hours either before or after your regular workday, you will be deemed to have sufficient time outside of your regular workday to vote.

If you need working time off to vote, you must notify your manager not more than ten (10) nor less than two (2) working days before the day of the election that you need time off to vote.

## NEW YORK STATE JURY DUTY LEAVE

If you are called to serve jury duty, the School encourages you to fulfill your right and duty as a citizen. Time off will be granted for the duration of your jury duty. Please provide your jury duty summons to your manager as soon as possible so that proper arrangements can be made to cover your duties in your absence.

All full-time employees and part-time exempt employees who provide their manager with copies of the summons and notice of jury service at least five (5) working days



prior to absence from work will be paid their regular compensation during jury service, less any jury service compensation. {Jury Duty will be paid to a maximum of five (5) days per year. Employees summoned for jury duty on their day off will not receive jury duty pay.}

Part-time, non-exempt employees will receive \$40 per day for up to three (3) days of jury service.

The School reserves the right to request proof of jury service issued by the Court upon return. The School also expects you to return to work if you are excused from jury duty during your regular working hours (serving four hours or less) or dismissed for a complete day.

**Comment [25]:** I don't believe we can cap jury service payment as a public entity receiving public dollars. Curious as to legal counsel's read here.

**Comment [26]:** This is legal counsel's recommendation, but HOS has asked for additional explanation and will provide when received.

**Comment [27]:** We were able to confer with Little Bird's legal counsel on the aforementioned matter. We found out the following: The minimum for NYS is \$40 per day for up to 3 days. This is the legal minimum required in NYS. If the school cannot/does not want to provide 5 fully paid days to FT staff, we can change to this for all employees. So the school can change it to 3 but that is the minimum. Currently, we are in compliance.

## SPOUSAL MILITARY LEAVE

As a New York employee, you are entitled to an unpaid leave of up to ten (10) days if your spouse is a member of the armed forces who has been deployed during a period of military conflict to a combat theater or combat zone of operations (or a member of the National Guard or Military Reserves deployed during a period of military conflict), when the service member is on leave from active duty. The School will not retaliate against you for requesting or obtaining a leave of absence in accordance with this policy.

## NEW YORK STATE BONE MARROW AND BLOOD DONATION LEAVE

If you work an average of 20 hours or more each week, you are eligible to receive up to 24 hours of unpaid leave to donate bone marrow. The School reserves the right to request a written physician verification of the purpose and length of bone marrow donation leave.

If you work an average of 20 or more hours per week, you are entitled to up to three hours of unpaid leave in any 12-month period for blood donation leave.

You may choose to use available PTO in lieu of unpaid leave. Any leave that is accrued, but not used, will not carry over to the next calendar year.

## BEREAVEMENT LEAVE

You are allowed three (3) consecutive days of paid leave in the event of the death of your spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, grandparent.

You are allowed two (2) consecutive of paid leave in the event of death of your aunt, uncle, cousin, niece or nephew.

Proof of death may be requested.

Comment [28]: I think we should just provide a blanket bereavement leave.

Comment [29]: Updated to 3 days across the board.

## WITNESS AND CRIME VICTIM LEAVE

If you or your immediate family members have been victims of crimes, the School will grant you reasonable unpaid time off in order to appear as a witness in court or to consult with an attorney. You also may take time off to (i) attend court if you are subpoenaed to attend a criminal proceeding as a witness or making a victim statement in a criminal sentencing, (ii) attend family court, including applying for a protection-from-abuse order or enforcing that order if you are the victim of domestic abuse, and/or (iii) work with prosecutors in preparing a victim impact statement.

You may use available accrued PTO days or take such days as unpaid. You must give the School at least one day of notice of your desire for time off under this policy. The School reserves the right to ask for proof that you are requesting leave for this purpose.

Comment [30]: I don't believe granting unpaid leave to an employee who is the victim of a crime is in line with what we want to do as an organization. We should provide some paid time off.

Comment [31]: The second paragraph below the highlighted outlines employees can choose to use available accrued PTO days. The choice would be up to the employee.

The first paragraph has been updated to read, "The school will grant you reasonable paid or unpaid time off in order to appear as a witness in court or to consult with an attorney."

## EMERGENCY RESPONSE LEAVE

If you are a volunteer firefighter or volunteer ambulance personnel, you are entitled to unpaid leave whenever the governor declares a state of emergency for as long as you are engaged in the actual performance of your duties as an emergency responder. If you are requesting emergency response leave under this policy, you must provide written documentation from the head of your fire department or volunteer ambulance service notifying the School of your status as an emergency responder. Following the leave, the School may also require you to provide a notarized statement from the head of your fire department or volunteer ambulance service certifying the period of time that you responded to the emergency.

You may use available accrued PTO days or take such days as unpaid.

## PAID PARENTAL LEAVE

**Paid Parental Leave** (“Parental Leave”) is available to employees who fall into the categories of “primary caregiver” and “secondary caregiver”.

**Comment [32]:** Is this paid parental leave in addition to FMLA

The term “primary caregiver” means a person who has the primary responsibility for the care of a child immediately following the birth or the coming of that child into the custody or care of the parent for the first time.

The term “secondary caregiver” means a person who does not have primary responsibility for the care of a child immediately following the birth or the coming of that child into the custody or care of the parent for the first time.

Parental Leave provides time away from work for one of the qualifying events listed below:

- Birth of a child;
- Adoption of a child; or
- Accepting a foster child into one’s home.

To be eligible for Parental Leave, a primary caregiver must be continuously employed by the School on a full-time basis for at least twelve (12) months, the qualifying event must occur within the prior month, and for births, the employee must apply for and receive short-term disability coverage.

To be eligible for Parental Leave, a secondary caregiver must be continuously employed by the School on a full-time basis for at least twelve (12) months, the

qualifying event must occur within the prior month, and for births, the employee must apply for and receive paid family leave (PFL) coverage.

**Parental Leave provides the following:**

- An eligible employee who is the primary caregiver of a newborn child or child accepted for adoption or foster care is entitled to up to six (6) weeks of paid leave.
- An eligible employee who is the secondary caregiver of a newborn child or child accepted for adoption or foster care is entitled to receive three (3) consecutive weeks of paid leave.

**Leave Provisions:**

- Parental Leave runs concurrently with any short-term disability (STD) leave for eligible employees. During Parental Leave, the School will provide partial salary continuation payments (i.e., supplemental pay) while an employee is receiving STD benefits so that the combination of STD benefits and partial salary continuation result in the employee receiving their full base salary during the applicable Parental Leave period. STD has a 7-calendar-day (not workday) unpaid waiting period if the employee is not hospitalized at the start of their leave. If the employee is hospitalized at the start of their disability, there is no unpaid waiting period. The School will cover 100% of this waiting period as part of Parental Leave. Thereafter, STD will pay 60% percent, up to \$1,500/week, of an employee's pre-disability gross weekly wages for the period of disability (up to 26 weeks). The School will cover the difference, if any, between \$1,500 and the employee's pre-disability gross weekly wages for the remainder of the applicable Parental Leave period.
- If an employee is eligible for New York Paid Family Leave (PFL) while also eligible for Parental Leave payments under this policy, the School will provide partial salary continuation payments (i.e., supplemental pay) while an employee is receiving PFL benefits so that the combination of PFL benefits and partial salary continuation result in the employee receiving their full base salary during the applicable Parental Leave period. Please refer to the School's New York Paid Family Leave policy for additional details regarding PFL.
- Parental Leave cannot be taken intermittently and therefore must be taken in consecutive weeks immediately following the date of the child's birth or the placement of the child in your home.

- To obtain payments under this policy, you will need to complete a certification (available from Little Bird HR; hrsupport@littlebird.hr or 888-281-8956).
- Employees may be eligible for additional leave time and benefits pursuant to the School's New York Paid Family Leave Policy. When applicable, Parental Leave runs concurrently with STD, PFL, federal Family and Medical Leave (FMLA), and/or other leaves provided by state or local law. Parental Leave does not extend the period of leave permitted under the School's other leave policies.
- You must give your manager and the School Leader at least thirty (30) days' notice of a request for Parental Leave, where foreseeable.
- Parental Leave is provided to employees who intend to return to work. The School may request reasonable assurance of return from Parental Leave and may deny such leave if such assurances are not provided.

Any questions regarding Parental Leave and other available leaves in connection with the birth or adoption of a child should be directed to Little Bird HR (hrsupport@littlebird.hr or 888-281-8956).

## NEW YORK STATE PAID FAMILY LEAVE

Eligible employees are entitled to Paid Family Leave ("PFL") pursuant to the New York Paid Family Leave Benefits Law ("NYSPFL"). Both the number of weeks of leave employees are entitled to take and the amount of benefits they will receive while on leave will increase each year until 2021.

### **Eligibility:**

If your regular or average work schedule is 20 hours or more per week, you will become eligible for PFL after 26 consecutive weeks of employment. If your regular or average work schedule is fewer than 20 hours per week, you will become eligible after 175 workdays (not calendar days).

### **Covered purposes:**

PFL may be used for only the following "Covered Purposes":

- providing care for your child, domestic partner, parent, parent-in-law, grandparent, grandchild, or spouse with a serious health condition (including a serious mental health condition);

- bonding with your child within 12 months of the child's birth or placement for adoption or foster care; or
- attending to certain needs ("qualifying exigencies") arising from your child, parent, parent-in-law, spouse, or domestic partner's active duty service in the armed forces.

**Amount of leave:**

In 2020, eligible employees may receive up to ten (10) weeks of PFL during any rolling 52-week period. Starting in 2021, eligible employees may receive up to twelve (12) weeks of PFL during any rolling 52-week period.

Leave can be taken intermittently in units as small as one day. If you regularly work fewer than five days per week, the maximum days may be prorated based upon your schedule.

**Benefit level:**

In 2020, employees taking paid family leave will receive 60% of their average weekly wage, up to a maximum of \$840.70 per week. In 2021, employees will receive 67% of their average weekly wage, subject to the weekly cap in accordance with a formula set by state law.

Employees will generally receive this payment by applying to the School's insurance carrier (see "applying for paid family leave benefits" below). With permission from the School, employees may be able to substitute fully paid leave under some circumstances (see "substitution of fully paid leave" below), in which case the School may directly file a claim for reimbursement from the insurance carrier.

**Employee notice:**

If the PFL is foreseeable, such as due to an expected birth or other qualifying event, you must provide the School at least 30 days' notice before the leave is set to begin. If the leave is not foreseeable, then you should give notice as soon as practicable. In addition, if you are taking leave intermittently, you must provide the School with notice as soon as is practicable before each day of intermittent leave.

**Applying for paid family leave benefits:**

To apply for paid family leave benefits, you must submit the appropriate form to the School's insurance carrier, the paid family leave insurance carrier for the School. You can get a copy of this form from the School Leader, his/her designee, or Little Bird HR (hrsupport@littlebird.hr or 888-281-8956). However, as noted above, with permission from the School, you may be able to substitute fully paid leave under some

circumstances (see “substitution of fully paid leave” below), in which case the School may directly file a claim for reimbursement from the insurance carrier.

Complete the employee portion of the form (Part A) and submit the employer portion of the form (Part B) to the School Leader, his/her designee or Little Bird HR. The completed employer portion will be returned to you within three business days. You will also need to provide the insurance carrier with appropriate documentation of the need for leave, such as a birth certificate or documentation from a family member’s health provider and complete the appropriate form regarding that documentation. You are responsible for submitting the completed application to the School’s insurance carrier.

Any claim-related dispute with the insurance carrier, including eligibility, benefit rate, and duration of paid leave, arising under the NYSPFL may be subject to arbitration in accordance with the NYSPFL.

**Retaliation and reinstatement:**

You have the right not to be retaliated or discriminated against for exercising your rights under the NYSPFL, including the right to take PFL.

After taking PFL, you generally have the right to be reinstated to the position you held prior to leave or to a comparable position with comparable employment benefits, pay, and other terms and conditions of employment. Taking PFL generally will not result in the loss of any employment benefit accrued prior to the date on which leave commenced; however, you will not accrue seniority or employment benefits while on leave. Please note, however, that you have no greater right to reinstatement or to other benefits and conditions of employment than if you had not taken the leave (e.g., if due to economic conditions you would have lost your job regardless of whether or not you went on leave, you will not be entitled to reinstatement).

If you believe that your NYSPFL rights have been violated, you have the right to file a complaint with the Workers’ Compensation Board.

**Health insurance:**

You will receive your existing health insurance benefits on the same terms for the duration of the PFL as if you had not taken such leave. During leave, you must continue to make all required premium contributions by making arrangements to pay the School through a check or some other means of payment; the School will continue to pay for any portion of the premium the School pays for while you are not on leave.

**Payroll deductions:**

Pursuant to the NYSPFL, PFL will be funded by modest employee contributions deducted from employees' paychecks. For 2020, these deductions will equal 0.270% of employees' wages per pay period, up to a maximum annual contribution of \$196.72. These deductions will be used only to pay for paid family leave coverage as required by law.

**Substitution of fully paid leave:**

You may, but are not required to, substitute accrued paid time off or any other applicable type of fully paid time off for some or all of the leave to which you are entitled under the NYSPFL, subject to the terms and conditions of such other paid time off policy. If you choose to do so, you will still receive all applicable rights and protections under the NYSPFL.

**Interaction with disability benefits:**

You retain all applicable rights to disability benefits under both New York State law and the School's policy. You cannot collect both PFL and disability benefits at the same time. However, if you are simultaneously eligible for both PFL and disability benefits, you may choose how and whether to take those benefits sequentially, subject to all applicable rights and restrictions. Combined, PFL and disability benefits must not amount to more than the 26-week benefit maximum during any 52 consecutive calendar weeks.

**Interaction with leave under the Family and Medical Leave Act (FMLA):**

If you are covered by the federal Family and Medical Leave Act (FMLA) and you take PFL for a purpose and under circumstances also covered by the FMLA, the School may designate that period of leave as leave under the FMLA (i.e. may require that PFL and FMLA leave be taken concurrently). If the School chooses to do so, the School will notify you in writing, as required by law.

**Compliance with all applicable laws:**

You maintain all other applicable rights under city, state, and federal law, including but not limited to the Family and Medical Leave Act, the Americans with Disabilities Act, the Title VII of the Civil Rights Act of 1964, and the New York State Human Rights Law, the New York City Human Rights Law, and the New York City Earned Sick Time Act. The School will comply with all applicable legal requirements.

Eligible employees will receive all paid family leave required by law, and this policy will be interpreted and applied, in accordance with NYSPFL, regulations thereunder, and all other applicable laws, and to the extent that this policy may conflict with those laws they are controlling over this policy. Further, the School retains all rights and defenses under applicable law, whether or not specifically set forth in this policy.



**Seasonal or temporary employee waiver:**

If your schedule will never reach 26 weeks or 175 days (as applicable) in a 52-week consecutive period, such as for seasonal or temporary employees, you have the option, but are not required, to waive your PFL rights and not make contributions. You may do so by completing a written form that you can obtain from Little Bird HR (hrsupport@littlebird.hr or 888-281-8956). If you choose to waive your rights and circumstances change such that you will be employed or work for 26 weeks or 175 days (as applicable), this waiver will be automatically revoked within 8 weeks of the change in circumstances. If your waiver is so revoked, you will begin making contributions for PFL through payroll deductions, including any retroactive amounts due from date of hire, upon notification from the School.

## FAMILY MEDICAL LEAVE ACT

**Coverage Overview**

The federal Family and Medical Leave Act of 1993 (“FMLA”) entitles employees with twelve months or more of service and 1,250 hours of work to receive up to twelve weeks of unpaid leave for:

- the birth and care of a newborn child (“Bonding Leave”);
- the adoption of a child or the placement of a child for adoption or foster care (“Bonding Leave”);
- to care for an immediate family member (spouse, child or parent) with a serious health condition (“Family Care Leave”);
- the employee’s own serious health condition (“Serious Health Condition Leave”);
- a “qualifying exigency” for military operations arising out of a spouse, child or parent’s Armed Forces (including the National Guard and Reserves) active duty or call to active duty in support of a “contingency operation” declared by the U.S. Secretary of Defense, President or Congress, as required by law (“Military Exigency Leave”); or
- to care for a spouse, child, parent or next of kin (nearest blood relative of an individual) who is an Armed Forces member or veteran with a serious injury or illness incurred in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties or

that, in the case of a veteran, resulted in medical treatment within five years following discharge (“Military Caregiver Leave”).

In addition, some states have their own state family and medical leave laws, which may provide leave benefits different than or in addition to those outlined below. If you have any questions about family and medical leave coverage under federal or state law or about your eligibility for coverage, please contact Little Bird HR (hrsupport@littlebird.hr or 888-281-8956.)

### **Eligibility**

To be eligible for FMLA leave and benefits, you:

- must have worked for the School for at least twelve months (which need not be consecutive) prior to the date on which your leave is to begin;
- must have worked at least 1,250 hours during the previous twelve months preceding the leave; and
- the determination of whether you have worked 1,250 hours in the past 12 months must be made as of the date that the FMLA leave is to start, not the date when the leave is requested.

### **Length of Eligibility Leave**

An eligible employee may take up to a maximum of twelve (12) workweeks of unpaid leave in a “rolling” twelve-month period measured backward from the date that the employee’s FMLA leave begins, when the leave is taken for:

- Bonding Leave;
- Family Care Leave;
- Serious Health Condition Leave; and/or
- Military Exigency Leave

The maximum amount of FMLA leave available for an employee who needs to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single twelve-month period. A “single twelve-month period” begins on the date of the employee’s first use of such leave and ends twelve months after that date.

In the event that both spouses are employed by the School and are eligible for leave under FMLA:

- **For FMLA leaves that are Military Caregiver Leave only, or a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave: the**

**Comment [33]:** Families First Coronavirus Response act enacted in March 18, 2020 also expanded benefits provided under FMLA are we including that as part of our consideration of coverage.

spouses will be limited to a total of twenty-six (26) workweeks off between the two of them.

- **For FMLA leaves for a child's birth, adoption, or foster care placement:** the spouses' rights under this policy will be limited to a combined leave totaling twelve (12) weeks in any twelve-month period. FMLA leaves for the birth, adoption or foster care placement of a child must be concluded within twelve months of the birth, adoption or placement.

To the extent required by law, following the expiration of FMLA, an extension of leave may be granted when the leave is necessitated by an employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

### **Notice & Certification**

The following requirements apply when requesting family medical leave.

#### **Advanced Notice:**

If you are requesting a leave pursuant to the FMLA, you must submit a written leave request to your manager or Little Bird HR (hrsupport@littlebird.hr or 888-281-8956) at least thirty (30) days before the date that the leave is expected to begin. The School recognizes that unexpected emergencies can arise where it is not possible to provide thirty days' notice of the intended leave. In such situations, you are expected to provide as much advance notice as possible. You may be required to explain why you provided fewer than 30 days' notice of the need for foreseeable leave. If you fail to give timely advance notice with no reasonable excuse when 30 days' notice is required for foreseeable leave, the School may delay FMLA coverage until 30 days after you provide notice. You must provide sufficient information to enable the School to determine if the leave is FMLA-qualifying and must advise the School of the anticipated timing and duration of the leave. If you fail to respond to the School's reasonable inquiries for additional information, the leave may be denied.

#### **Certification:**

In cases where you are requesting a medical leave because of your own serious health condition or that of a spouse, child or parent, the School will require you to submit a written certification (medical certification) from a healthcare provider verifying the need for the leave. You must provide a complete and sufficient certification within fifteen calendar days after the School's request, unless it is not practicable despite your diligent, good faith efforts. The failure to provide the required medical certification within the time allotted may result in the denial of the FMLA leave. If a certification is incomplete or insufficient, Little Bird HR team or the FMLA benefits administrator will

notify you in writing of what information is necessary to complete the medical certification and provide you with at least seven calendar days to furnish the additional information. Failure to cure the deficiencies identified by the Little Bird HR team may result in the denial of the FMLA leave. After providing you seven days to cure any deficiencies in the certification, if the Little Bird HR team still has questions about the information provided, the School's FMLA administrator may contact your healthcare provider directly to clarify or authenticate the medical certification.

The School, at its own expense, may require you to receive a second opinion from a healthcare provider designated and approved by the School. If this opinion conflicts with the first opinion, the School, again at its own expense, may request a third opinion from a healthcare provider mutually agreed upon by both the School and you. The third opinion will be binding on both parties.

If your request for leave is for a qualifying military exigency, you will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military. You will also be required to complete a Certification of Qualifying Exigency form. If the request is for Military Caregiver Leave, you must provide a certification from a Department of Defense (DOD) healthcare provider, a Department of Veteran Affairs healthcare provider, a DOD TRICARE network authorized private healthcare provider or a DOD non-network TRICARE authorized private healthcare provider.

During your leave, you may also be required to provide the School with additional healthcare providers' statements at regular intervals, upon request from the School, attesting to your or your family member's continued serious health condition and inability to work.

### **Substitution of Paid Leave**

You will be provided with up to two weeks paid leave during an approved FMLA medical leave of absence for your own serious condition after your leave of absence has exceeded 7 calendar days. This is not applicable to the Parental Leave section of the policy. You may use all of your accrued paid time off benefits, such as salary continuation/STD, sick days and personal days, in lieu of unpaid leave and such paid time off will be counted toward your twelve-week FMLA leave entitlement. After you have exhausted all of your paid time off benefits, the remainder of your twelve-week FMLA leave period, if any, will be unpaid. The substitution of paid time off benefits for FMLA leave does not extend the duration of FMLA leave to which you are entitled beyond twelve workweeks in a twelve-month period.

### **Status of Benefits While on Leave**

While you are on family or medical leave pursuant to the FMLA, you will continue to be covered under the health insurance plan in effect at the time that your leave began to the same extent and under the same terms and conditions as would apply had you not taken leave. You will be required to pay whatever employee portion of the premium costs is normally required by making arrangements to pay the School through a check or some other means of payment. The School will ~~continue~~ to cover the cost of whatever portion of your premium they would normally pay while on an approved family or medical leave of absence.

Comment [34]: incorrect spelling

### **Intermittent & Reduced Schedule Leave**

FMLA leave for your own serious health condition or for the serious health condition of your spouse, parent or child may be taken intermittently or on a reduced schedule basis when medically necessary.

If the need for intermittent leave is based on planned medical treatment, you are required to consult with your manager or the Director of Operations to make a reasonable attempt to schedule the treatment in a manner that does not unduly disrupt the School or School operations.

When you request an intermittent leave or reduced schedule leave, the School reserves the right to temporarily transfer you, where possible, to an alternative position that better accommodates your leave schedule. The position to which you are transferred will be equivalent in pay and benefits to the one that you held prior to the transfer.

FMLA time available for bonding must be taken as a continuous leave and may not be taken as intermittent time or on a reduced schedule. Bonding time taken must be taken immediately following the child's birth, adoption, or placement into foster care.

### **Leave During School Closings**

For purposes of determining the amount of medical leave you use, the fact that a holiday may occur within a week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. However, extended School closings (five or more days) where the School's activities have temporarily ceased and employees generally are not expected to report for work for one or more weeks (e.g., winter vacation, summer breaks and February breaks as indicated in applicable contract) do not count against your FMLA leave entitlement, thus extending your FMLA leave entitlement for the period of time that corresponds to the period of School closing. However, the days the School is closed do not extend the period of any paid leave benefit.

If your leave coincides with summer break, you will receive your summer break pay in addition to your leave entitlement being extended to correspond with the period of time the School is closed. You may not elect to reserve the summer break pay entitlement to use at a later time.

### **Return to Work Certification**

If you are taking medical leave to care for your own serious health condition, you will be required to submit a return to work certification from your healthcare provider before returning to work, stating that you are able to resume your position. If you fail to provide the return to work certification from your healthcare provider, you may be denied reinstatement.

### **Restoration of Position and Benefits**

During the leave, all existing accrued benefits will be retained. If you are on family or medical leave, you are not entitled to the accrual of any seniority or employment benefits (e.g., holidays) during any period of leave, except as expressly stated herein or as otherwise required by law.

At the conclusion of your family or medical leave pursuant to the FMLA, you are generally entitled to the same position you held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. You should note that you have no greater right to reinstatement or to other benefits and conditions of employment than if you had not taken the leave (e.g., if due to economic conditions you would have lost your job regardless of whether or not you went on leave, you will not be entitled to reinstatement). The School also reserves the right to deny reinstatement to “key” employees, as permitted under applicable law.

After an approved medical leave, you will be asked to provide certification of your ability to return to work from your healthcare provider. The School may not allow you to return to work if you fail to submit such certification.

If you are not well enough to work after exhausting the entire allowable medical leave, you may be eligible to take an unpaid medical leave of absence. In such a case, your leave will become a medical leave of absence not covered by the Family and Medical Leave Act and you will not be entitled to any rights and benefits under this policy.

If you fail to return to work after an approved family or medical leave and are not authorized to take any additional leave time, then your position at the School will be considered abandoned. This will be treated as a voluntary resignation on your part.

### **Miscellaneous**

The FMLA does not affect any state or local law that provides greater family or medical leave rights. Please contact Little Bird HR (hrsupport@littlebird.hr or 888-281-8956) with any questions concerning individual state laws.

Unless state law requires otherwise, FMLA leave runs concurrently, rather than in addition to, time off due to a worker's compensation injury or disability.

### **If You Are Not Eligible for FMLA Leave**

If you are a full-time employee but not yet eligible for a job-protected leave under the federal FMLA, the School will extend a leave of absence to you to care for your own or your family member's serious health condition. This leave is available:

- for the birth and care of a newborn child ("Bonding Leave");
- for the adoption of a child or the placement of a child in foster care ("Bonding Leave");
- to care for an immediate family member (spouse, domestic partner, child or parent) with a serious health condition ("Family Care Leave"); or
- for your own serious health condition ("Serious Health Condition Leave").

Such leave, unlike leave taken pursuant to the FMLA, is not automatically job protected, and while the School will endeavor to hold your position open during the pendency of such leave, it reserves the right, in its sole discretion and consistent with applicable law, to replace your position as dictated by the needs of the School.

## **UNPAID PERSONAL LEAVE**

The School does not offer any unpaid personal leaves of absences unless required by applicable law.

## **REASONABLE ACCOMMODATIONS AND COOPERATIVE DIALOGUE POLICY**

The School will provide reasonable accommodations for employees who may require an accommodation: (i) related to a disability; (ii) related to pregnancy, childbirth or a related medical condition; (iii) for religious needs; or (iv) for needs as a victim of domestic violence, sex offenses or stalking. A reasonable accommodation is a change made to the work schedule, job duties and/or work environment of an employee to accommodate their specific needs and allow them to perform the essential functions of their job.

To initiate the process of determining a reasonable accommodation, you and the School will begin a cooperative dialogue. This dialogue involves an evaluation of your accommodation needs, consideration of potential accommodations that may address such needs, including alternatives to a requested accommodation, and possible accommodations that would allow you to perform the essential requirements of your job without creating an undue hardship for the School.

If you need a reasonable accommodation under this policy, contact the School Leader in person, by phone, or by e-mail. Upon receipt of an accommodation request, the School Leader or his designee will contact you to discuss your needs and consider the possible accommodations that would allow you to perform the essential requirements of your job or enjoy the right(s) in question, without creating an undue hardship for the School.

If you are requesting an accommodation due to disability, pregnancy, childbirth, or a related medical condition, you will be required to provide medical certification from your health care provider that includes the health care provider's diagnosis of your condition, specific limitations or restrictions, and suggested accommodation(s).

The School will determine the feasibility of the requested accommodation by considering various factors, including, but not limited to, the nature and cost of the accommodation, the School's overall financial resources and organization, and the accommodation's impact on the School's operations, including its impact on the ability of other employees to perform their duties and on the School's ability to conduct business.

Once a conclusion is reached, either to offer the requested accommodation or an alternative accommodation, or that no accommodation can be made, the School will promptly provide you with a final written determination identifying specifically any accommodation granted or denied.

The School is also committed to complying with all applicable provisions of the Americans with Disabilities Act and the New York State Human Rights Law, and the New York City Human Rights Law. In accordance with these laws, it is the School's



policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

**The School expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting a reasonable accommodation in good faith.**

## ACCOMMODATIONS FOR NURSING EMPLOYEES POLICY

The School provides a supportive environment where employees may pump (i.e., express breast milk) during work hours. The School will provide reasonable break time to nursing employees to pump for up to three years after childbirth. In addition, the School will provide nursing employees access to a lactation room in reasonable proximity to the employee's work area. The room will be sanitary and have a chair, table, electrical outlet, and a lock for privacy. Employees will also have nearby access to a sink and a refrigerator suitable for breast milk storage.

If the designated room is also used for other purposes, then the sole function of the room will be as a lactation room while an employee is using the room to express breast milk. The School will also provide notice to other employees that the room is given preference for use as a lactation room.

You have the right to request the use of a lactation room and may do so by submitting such request to the School Leader in writing. The School Leader will respond to your request within five (5) business days. If you and another employee need to use the lactation room at the same time, you should coordinate a schedule with the School Leader and/or their designee.

If your request for a lactation room creates an undue hardship on the School, the School will engage in a cooperative dialogue with you in accordance with our Reasonable Accommodations and Cooperative Dialogue Policy. Under the Cooperative Dialogue Policy, you may also request accommodations related to pregnancy, childbirth, and/or related medical conditions.

# Ivy Hill Prep

## 2020-21 Employee Handbook

Effective MONTH, DAY, YEAR

# Welcome!

Welcome to the Ivy League.

Thank you for joining Ivy Hill Preparatory Charter School (hereinafter, the "School"). We hope you agree that you have a great contribution to make to the education of our children by way of our community, and that you will find your employment at Ivy Hill Prep a rewarding experience. We very much look forward to the opportunity of working together to create a school environment that educates, encourages, and uplifts every scholar who walks through our doors. We also want you to feel that your employment will be a mutually beneficial and gratifying one.

You have joined an organization that is establishing an outstanding reputation for quality: excellence is not an accident. Credit for this will go to everyone in the organization. We hope you will find satisfaction and take pride in your work here. As a member of the Ivy Hill Prep team, you will be expected to contribute your talents and energies to further improve the environment and quality of the School. We extend to you our personal best wishes for your success and happiness at Ivy Hill Prep.

Sincerely,

Ivy Hill Preparatory Charter School

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Comment [2]: Done.

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## INTRODUCTION

Please read this employee handbook (hereinafter, "Handbook") carefully, familiarize yourself with its contents, and refer to this Handbook when you have questions about terms and conditions of your employment. While it should provide answers to most employment-related questions, it is not exhaustive. After reading this Handbook, if you have any questions, you are encouraged to discuss them with the Executive Director (hereinafter, "School Leader") of Ivy Hill Prep (hereinafter, "the School").

The contents of this Handbook supersede any prior or previous years' policy guidelines, employee handbooks, or personnel manuals provided to employees. Except for the policy of at-will employment, the School reserves the right to change or discontinue any of the policies contained in this Handbook from time to time and to interpret and apply them as it deems appropriate. No oral statements or representations can change the provisions of this Handbook. Please note that not all of the School's policies and procedures are set forth in this Handbook. We have summarized only some of the more important ones. The School Leader or their designee has the power to create and apply policies and procedures not set forth in this Handbook.)

The policies and procedures listed below are not intended as a contract between the School and its employees. The School may revise, discontinue, or suspend these policies and procedures, delete sections, or add additional components at any time, with or without prior notice. Any such action will apply to existing employees as well as those hired after the change is made. These policies and procedures are subject to the discretion of the School Leader or their designee. These policies apply to all full-time, part-time, and temporary employees of the School.

### School Overview

The goal of the School is to create one of the finest charter schools in the nation. We hope to serve the children of our community and to create a role model for charter school design that can be replicated everywhere that new educational alternatives are needed. A broad cross-section of the community has joined together to create this unique School:

**Comment [3]:** Add sentence: Additionally, the School may issue temporary or supplemental written policies to this Handbook in its sole discretion from time to time.

parents, educators, social service executives, elected officials, community leaders and business people. At the same time, the deep need for better educational alternatives is longstanding and well known.

Creating an outstanding School that meets the needs of all of its children and families is not easy work. Ultimately, however, parents and children have a right to good educational alternatives and a fair chance at life. For this reason, the best-designed charter schools will succeed and will raise the quality of traditional non-chartered schools along with them. We are glad you have joined us in this most worthy and noble effort.

## **What You Can Expect From the School**

The School believes in creating a professional working relationship between all employees. In pursuit of this goal, the School is working towards meeting the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace experience.
2. Provide employment opportunities on the basis of skill, training, ability, attitude, character, and business need, without discrimination with regard to race, color, religion, creed, sex, sexual orientation/affectional preference, gender (including gender nonconformity, status as a transgender or transsexual individual, and gender identity or expression), sexual and reproductive health decisions, ethnicity, national origin, ancestry, citizenship, age, physical or mental disability, handicap, genetic information, predisposing genetic characteristics, marital status, familial status, partnership status, caregiver status, pregnancy status, uniformed service, military and veteran status, employment status, or any other characteristic protected by law, rule or regulation.
3. Compensate all employees according to their effort and contribution to the success of the School.
4. Review wages, employee benefits, and working conditions regularly with the objective of being as competitive in these areas as possible, consistent with the various demands on the School's limited resources.
5. Assure employees an opportunity to discuss any issue or problem with their immediate manager which could be the Academic Director, the Operations Director, or the School Leader. Issues related to human resources could be brought to the manager or a representative from our Human Resources Services provider (Little Bird HR).

6. Take prompt and fair action to investigate and resolve any complaint that may arise in the everyday conduct of the School's business, including complaints of discrimination based on a protected trait or retaliation.
7. Respect individual rights and treat all employees with courtesy and consideration.
8. Maintain mutual respect in our working relationships.
9. Promote employees on the basis of their ability and merit.
10. Keep all employees informed of the progress of the School, as well as its overall goals and objectives.
11. Promote an atmosphere in keeping with the School's vision, mission, and goals.
12. Maintain an atmosphere that is free from harassment or discrimination on the basis of any protected classification or characteristic and free from retaliation for engaging in any activity protected by law.

## **What the School Expects From You**

The School needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, efficiently, correctly and pleasantly. Second, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. However, nothing in this Handbook is designed or intended to, nor should it be construed to, interfere with, restrain, prevent, or dissuade employees from engaging in legally protected activities, including those protected by the National Labor Relations Act, such as discussing wages, benefits, or other terms and conditions of employment, raising complaints about working conditions, and/or engaging in other activities for their and their fellow employees' mutual aid or protection. School employees have the right to engage in or refrain from such activities.

How you interact with fellow employees and those whom the School serves, and how you accept direction can affect the success of our School. In turn, the performance of one faculty member can have an impact upon the entire School. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This Manual offers insight into how you can perform positively and to the best of your ability to meet and exceed the School's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and impact your life. We believe in direct access to management. We are



dedicated to making the School an educational institution where you can approach your manager to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the School and to communicate with each other and with management in a professional and constructive manner.

## **School Vision and Mission**

Mission Statement: Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of promise and opportunity.

## **School Philosophy**

Ivy Hill Prep is a K-5 elementary school that is relentless in our pursuit of ensuring that all children who enter our doors receive the academic and leadership skills necessary to enter and succeed in the city's highest performing middle and high schools, and matriculate into the colleges and universities of their choice. To carry out our ambitious mission, the following five core beliefs drive our work:

**Intentional character development shapes the leaders of tomorrow.** We deeply believe that it is necessary for students to have a strong academic foundation coupled with character and leadership skills to be successful in middle school, high school, and college. If our mission is to prepare scholars to access lives of promise and opportunity, it is our duty to equip them with the academic tools necessary to succeed, as well as the leadership and character skills necessary to allow them to succeed in the face of adversity. According to studies that correlate grit and academic success, results affirm that "grit positively predicts achievement in challenging domains over and beyond mere talent. That grit – the tendency to pursue long-term challenging goals with perseverance and passion – [is] correlated with Black male collegians' grades, holding all other factors constant, underscores the significance of this trait to achievement." [1] At Ivy Hill Prep, we will intentionally teach character and build

leaders through (1) our Ivy **LEAGUE** values of **Leadership, Excellence, Academic Growth**, what makes you **Unique**, and we have **Confidence**, [SD2] and (2) Martial Arts curriculum as a schoolwide Character course.

**Every child is capable of greatness.** At Ivy Hill Prep we are committed to upholding our mission by serving all students. We welcome all students, regardless of their race, socio-economic status, home language, disabilities, or academic capabilities upon entry. We believe that with individualized supports and data driven instruction, every child at Ivy Hill Prep can and will reach the bar of excellence necessary to be on the path to college.

**Academic excellence drives everything we do.** We hold our students to high academic expectations because we are certain that they can meet those goals. We will implement high-quality curriculum for each content area and grade level, modeled after curriculum used at high-performing charter schools serving similar student populations. In alignment with New York State Standards, we will implement robust and rigorous curriculum designed to set students up for success once they matriculate from Ivy Hill Prep.

**Exceptional teachers produce exceptional results.** We know that impactful classroom teachers drive exceptional results for students. Our staff will demonstrate a growth mindset and will be equipped with the skills they need to be successful in the classroom. Beginning in the hiring process, we will seek out educators who are mission-aligned and hungry for feedback to further their development. Dedicating three weeks of Summer Professional Development before students arrive, teachers will be equipped with the tools necessary to manage a classroom effectively, engage students in a myriad of ways, internalize lesson plans, and execute with bite-sized goals at the forefront of their planning. All teachers will receive frequent, targeted feedback to rapidly improve their practice through weekly observations by their instructional coach to achieve their professional development goals and build the access of academic success of their scholars.

**Data drives instruction.** At Ivy Hill Prep, we are unapologetically focused on responding to data from student assessments. Teachers collect, analyze, and respond to daily exit tickets,

monthly unit assessments, and interim and literacy assessments administered every six weeks. With all collected data and with the support of school leadership, teachers under the supervision, closely analyze student misconceptions to address and close the gaps that exist, leading to continuously higher student achievement.

## EMPLOYMENT IN GENERAL

### Employment

#### At-Will

This Handbook is a general guide to the employment policies of the School. This Handbook does not create a contract of any kind or duration between the School and you. This Handbook is not a guarantee of employment or any particular conditions of employment for any fixed period of time. Rather, by agreeing to be employed by the School, you acknowledge that you are entering into an “at-will” employment relationship with the School. This means that either the School or you may terminate the “at-will” employment relationship at any time without notice or cause. This notice applies to all employees, regardless of the date of hire.

## Employee Types

You may be classified as one or more of the following employment types during employment with the School:

### 11-Month Instructional

Instructional employees are hired to provide academic, instructional, behavioral, and/or psychological services and support to students. Instructional employees may include (but are not limited to): instructional coaches, teachers, special education teachers, teaching assistants, speech and language pathologists, social workers, and psychologists. Exclusions include part-time, temporary and substitute teachers, and independent contractors who may be retained by the School to provide services and supports to students.

Comment [4]: should be singular "support"

Employees are hired to work in accordance with the Board-approved academic calendar including annual pre-service professional development. Compensation is based on the amount of days they work in accordance with the school academic calendar. Salaries are annualized and paid over a twelve-month period, also known as "annualized compensation." For the purpose of this employment type, the employee's annualized salary is stretched over twenty-four (24) pay periods in order to receive income during the summer recess and throughout the in-school breaks.

### 12-Month Non-Instructional

Non-instructional employees' job duties do not include specific, regular instructional duties relating to students. Typical non-instructional positions include: school operations manager, administrative assistants, office coordinators, operations assistants, clerical, technical, and other operations-related positions.

### Exempt Employee

Generally, employees employed in director, instructional and certain non-instructional capacities are exempt from the provisions of the Fair Labor Standards Act.

**Non-Exempt Employee**

A non-exempt employee is an employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in any particular week, they will be paid overtime at time and one-half (1.5) for those additional hours unless state law dictates otherwise. A non-exempt employee must only work according to a schedule approved by their manager.

**Full-Time Employee**

An Employee who is normally scheduled to work at least 30 hours per week is considered a full-time employee. Full-time employees are eligible to participate in the School's employee benefits package, subject to the terms and limitations of each benefit plan, program, policy, or arrangement.

### **Part-time Employee**

An employee who is scheduled to work fewer than 30 hours per workweek is a part-time employee. Part-time employees are not eligible to participate in the School's employee benefits package, and part-time employees do not receive paid time off or leaves of absence, with the following exceptions:

- All employees have workers' compensation coverage.
- All employees may be eligible for paid sick leave in accordance with applicable law.
- All employees are eligible for New York State Paid Family Leave.
- Any employee who is scheduled to work more than the required number of hours per year, as determined by the School's retirement plan rules, is eligible to participate in the School's retirement plan.
- Time off work without pay for a part-time employee may be granted at the sole discretion of the School Leader or their designee.

### **Temporary Employee**

From time to time, the School may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed three (3) months in duration and the employee is not eligible for benefits except as required by law. Summer employees, interns and seasonal employees are examples of temporary positions.

## Background Checks and Fingerprints

For safety and security reasons, all School employees who work around students must undergo a criminal background check prior to beginning employment. The school may require all employees to obtain an updated background check periodically as determined at the School's discretion. A third-party service is used to collect fingerprints for the background checks, which are forwarded to the Federal Bureau of Investigation (FBI) and the state equivalent, if applicable. The criminal history sent by such bureau(s) is reported as far back as a criminal history exists.

If either an applicant or an existing employee has been convicted of any crime, the School will determine whether employment is possible based on the following criteria: the position applied for, length of time in the position, contact with students, type and number of crime(s), date(s), and relevance to performance of job duties. An applicant or employee convicted of a felony that involves harm to a minor will be ineligible for employment or will be subject to termination (if they are a current employee). Applicants and existing employees have an ongoing obligation to notify their managers and the School Leader within three (3) days of all arrests and convictions (excluding minor traffic violations).

## E- Signature Policy

During the course of employment, you will be asked to sign certain employment-related agreements and documents via electronic signature. “Electronic Signature” includes, but is not limited to, the use of a keypad, mouse, or other device to select an item, button, icon or similar act/action. By signing the E-SIGNATURE ACKNOWLEDGMENT AND AUTHORIZATION, you are acknowledging and agreeing that: (a) you agree to the use of e-signature as standard practice for signing such employment-related documents and agreements; (b) your e-signature has the same effect as your traditional handwritten signature; (c) you waive the right to claim that your e-signature does not constitute a valid or binding signature on any such e-signed document or agreement, and (d) any electronic signature on any agreement or document executed prior to executing the E-SIGNATURE ACKNOWLEDGMENT AND AUTHORIZATION form is governed by this E-Signature Policy, constitutes your signature, and has the same effect as if actually signed in writing.

## Change of Personnel Status

We need to maintain up-to-date information about you so we can aid you and/or your family in matters of personal emergency. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be updated in our HR software, the [Little Bird Nest](#).



## Compensation

### **Payment Schedule**

You will be paid in accordance with the applicable payroll schedule established by the School.

### **Time and Place of Payment**

If you have requested direct deposit, your pay will be deposited into an account at your financial institution using the account information that you have provided in our payroll software, the [Little Bird Nest](#). If you do not have direct deposit, your paycheck will be mailed to the address you have on file.

### **Wage Garnishment**

The school complies with any and all court orders, the Consumer Credit Protection Act, and any other applicable laws or orders regarding wage garnishments and/or wage attachments. On receipt of a court order, the School will notify you immediately, begin withholding the specified portion of your wages, and provide you a copy of the order.

### **Policies for Errors in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made for any reason, including, but not limited to, an overpayment or underpayment, please contact your School Leader immediately. Paycheck errors of less than \$100.00 (overpayment or underpayment) will be corrected on the next regularly scheduled payroll period. Paycheck errors over \$100.00 will be handled on an individual basis depending on the circumstances.

### **Pay Advances**

Salary payments in advance of any normal pay period are not allowed under any circumstances.

## Employee Records

### Access to Employment Records

In keeping with the growing recognition of individual rights to privacy, we maintain only those records and collect only personal information that is necessary for organizational purposes. We make every effort to maintain the confidentiality of all personal information. However, the School will cooperate with and provide access to personnel files to local, state and federal agencies in accordance with applicable law. Employees who wish to inspect their own personnel files may do so in the presence of a School representative. Employees will not be allowed to view investigation records or any letters of reference.

**Comment [5]:** We should consider adding that personnel records are the property of the School

### Medical Records

Confidential health and medical records are not included in your personnel file. The School will safeguard such records from disclosure and will divulge only that information: (1) as allowed by law, as referenced in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or other federal or state law; (2) to your personal physician upon your written request; (3) as required for Workers' Compensation cases; (4) on a need-to-know basis, in connection with matters in which you have raised concerns about your health or ability to perform your job; or (5) as otherwise required by law.

### Pre-employment

Pre-employment and other background investigations are conducted in accordance with federal and state laws regarding individuals offered employment by the School. The School Leader's designee will review all background clearances unless it is the designee's own clearance, in which case the School Leader will perform the review.

### Verification of Employment

The School will provide dates of employment when employment verification is requested. The School will provide wage/salary information if the appropriate authorization and release has been provided by you.

### Form I-9

The School is required to maintain employment eligibility verification on U.S. Citizenship and Immigration Services Form I-9 for you, and if required by law, copies of the documents used to establish your identity and employment authorization.

## **WORK SCHEDULE**

## Work Days and Work Week

You are required to work according to a schedule – including (i) the pre-service schedule which is usually at least 10 days prior to the start of the school year for students; (ii) during some school breaks, depending on your role and responsibility; (iii) school events during the day and evening such as Parent-Teacher nights, depending on your role and responsibility; and (iv) days during the summer after students have been dismissed for the summer break. The School’s work schedule will be determined by the School Leader or their designee.

Regular attendance is essential to the School’s efficient operation and is a necessary condition of employment. You are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, you (or your designee if you are unable to notify the School) must notify your manager and/or School Leaders, by phone call, in accordance with procedures established by the School. If the absence is to continue beyond the first day, you must notify your manager and/or the School Leader or their designee on a daily basis unless otherwise arranged. It is your responsibility to notify the School Leader or their designee of each absence.

Comment [6]: should be "if you are unable to notify"

## School Closing

The School will close due to inclement weather or other conditions as determined by the School Leader. At the discretion of the School Leader, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year. In cases when the school is closed, all exempt and non-exempt employees will receive compensation for a standard workday(s).

If the School is open but you are unable to report to work due to inclement weather, you may not be paid. If you are a non-exempt employee who has any accrued paid vacation or other paid time off, you may use such time for which you qualify to receive pay for the day. Exempt employees may be required to use any available accrued paid time off in such instances. If you are an exempt employee who is unable to report to work for the full day and you have no remaining accrued paid time off, you will not be paid for the day and thus shall perform absolutely no work of any kind during the day.

Regardless of whether the facility remains open or closed, it is your decision to determine if you can safely arrive at work. If you elect not to work, the School requires the courtesy of a phone call or email to your manager advising as to your status for the day, before the start of your workday.

You will receive meal breaks in accordance with state law. The schedule for employee meal breaks will be established in accordance with the School's operational and staffing needs.

## Meal Breaks

Non-exempt employees who:

- work more than six (6) hours must receive at least one (1) unpaid 30-minute lunch break between 11 a.m. and 2 p.m.
- work a shift of six (6) or more hours between 1 p.m. and 6 a.m. must receive an additional unpaid 45-minute mid-shift meal break.
- start work before 11 a.m. and continue past 7 p.m. must receive an additional unpaid 20-minute meal period between 5 p.m. and 7 p.m.



## Working From Home

The School considers telecommuting to be an alternative work arrangement in cases where individual, job and manager characteristics are best suited for such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Additionally, in the event of an emergency such as a weather emergency or pandemic, the School may require employees to temporarily work from home to ensure business continuity.

Telecommuting is not an entitlement; it is not a School-wide benefit, and **it no** way changes the terms and conditions of employment with the School. You remain an at-will employee of the School, and accordingly, your employment may be terminated by you or the School at any time and for any reason.

### Procedure

Telecommuting must be agreed upon by both you and your manager. Before entering any telecommuting agreement, you and your manager, with the assistance of Little Bird HR, will evaluate the suitability of such an arrangement, paying attention to the following areas:

- **Employee Suitability** – you and your manager will assess your needs and work habits, compare them to traits customarily recognized as appropriate for successful telecommuters (e.g. telecommuting may not be appropriate where your performance does not indicate sustained high performance or where you require close supervision as indicated, for example, by your consistent need for guidance on technical matters).
- **Job Responsibilities** – you and your manager will discuss your job responsibilities and determine if the job is appropriate for a telecommuting arrangement (e.g., telecommuting may not be appropriate where you must

Comment [7]: the word in should be added "it in no way"

Comment [8]: We might want to consider adding that employees disclose where they are working from in light of health concerns related to the pandemic. For example where they are working in another state or actually at home.

Comment [9]: Do we have a work safety or disaster plan in accordance with our obligations to do so under OSHA

## PERFORMANCE REVIEW AND EVALUATION

## Performance Review and Evaluation

All School employees are required to work toward the standards outlined by the School for each role. Performance reviews and evaluations will take place in a variety of forms and will be based on the ongoing observations by the School Leader or their designee. These observations will be both formal and informal and may include walk-throughs as well as scheduled observations. You may receive both oral and written feedback as to observed strengths and areas for improvement. It is expected that you will make every effort to address the recommendations given in these observations and evaluations.

Evaluations may be conducted by the School Leader or their designee. One or more written evaluations of you may be performed annually. The format of the evaluation will be determined by the School and may change from time to time without prior notice. Your performance will be assessed according to the School's standards. You should read written observations and evaluations carefully and respond to them within the timeline provided by the School Leader or their designee. Concerns may also be addressed verbally through a meeting with your manager.

## EMPLOYEE BENEFITS



## Benefits Summary

All full-time employees who are eligible will be offered health insurance and other employee benefits offered by the School. Eligibility, coverage, and carriers of such benefits are subject to modification or termination at any time at the sole discretion of the School or the respective insurance carriers. Health insurance and other employee benefits may be modified or discontinued at the sole discretion of the School at any time.

The School will be your employer, and Little Bird HR will become your co-employer solely to facilitate the provision of medical, dental and other employee benefits to you and as may otherwise be mandated by applicable law. Except as set forth in the preceding sentence, Little Bird HR shall not have, and it shall not be deemed to have, any of the duties, obligations or responsibilities as your employer.

The School may also offer a retirement plan to all full-time and certain part-time employees in accordance with the eligibility requirements of the applicable plan.

For more information concerning health insurance and other employee benefits offered by the School, please email or call Little Bird HR at [hrsupport@littlebird.hr](mailto:hrsupport@littlebird.hr) or 888-281-8956.

## Workers' Compensation Insurance

Injuries that occur while performing official duties on behalf of the School are covered by workers' compensation insurance. If you suffer an injury while performing official School duties, you must file a report with the School Leader or their designee as soon as possible. You are responsible for filing any other necessary forms, applications, or other information as required by applicable government agencies, insurance companies or the School. {

**Comment [10]:** Do we know whether the details of our workers comp policy covers things which happen when working from home?

## WORKPLACE CONDUCT & ENVIRONMENT

### Code of Condu ct

You have an obligation to observe and follow the School's policies and to maintain proper standards of conduct at all times. The conduct of our employees reflects on the School, so you are encouraged to observe the highest standards of professionalism and integrity. The School expects you to conduct yourself ethically and appropriately. This not only involves sincere respect for the rights and feelings of others, but also demands that you avoid any behavior that might be harmful to yourself, co-workers, students or the School, or that might be viewed unfavorably by those with whom the School does business, by our students or families, or by the public at large.

**Comment [11]:** add in " regardless of whether you are working on the School's premises or remotely.

## Whistleblower Policy

The School requires its directors, officers and employees to observe high standards of professional and personal ethics, as such personal ethics relate to the organization, in the conduct of their duties and responsibilities. Employees and representatives of the School must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of the School's assets, or suspected regulatory, compliance, or ethics-related issues, concerns, or violations including policy violations such as Code of Conduct violations.

### **Reporting Responsibility**

It is the responsibility of all employees to report, in good faith, violations or suspected violations of personal ethical standards, as such personal ethics relate to the School, and/or applicable legal requirements ("Violations") in accordance with this Whistleblower Policy.

### **Reporting Violations**

Questions, concerns, suggestions, or complaints regarding the ethical and legal standards noted above should be addressed directly to their supervisor, the Head of School, the School Operations Leader, or any School leader that they feel comfortable with. If the concern involves a Board member or their family, it should be reported to the State Education Department or whatever other governing body authorized and oversees the School.

### **Compliance Officer**

The School Leader is responsible for investigating and resolving all reported Violations and shall advise the Board of Trustees of all reported complaints and allegations of Violations.

### **Accounting and Auditing Matters**

The Board of Trustees shall address all reported concerns or complaints regarding the School's accounting practices,

internal controls, or auditing. The School Leader shall immediately notify the Board of Trustees of any such complaint and work with the Board of Trustees until the matter is resolved. Promptly upon receipt, the Board of Trustees shall evaluate whether a complaint constitutes an accounting complaint, and if so, shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Board of Trustees will be free in its sole discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of results.

**Non-Retaliation**

No employee who in good faith reports a Violation or suspected Violation shall suffer harassment, retaliation, or adverse employment consequences because of such report. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the School prior to seeking resolution outside the School.

**Problem  
Resolution  
Procedure**

The School promotes a quality work environment for all employees, one that encourages a high level of individual and team contribution in support of organizational goals. The School believes that open communication is essential to a successful work environment and that all employees should feel free to seek answers to work-related questions and raise issues of concern without fear of reprisal or retaliation.

The School is firmly committed to the belief that undisclosed problems will remain unresolved and eventually lead to a decay of work relationships, dissatisfaction in working conditions, and a decline in operational efficiency. The School therefore tries to solve problems as quickly, fairly, and informally as possible. If a problem should arise between members of the community, employees are encouraged to speak directly to each other for discussion and resolution. If employees are unable to resolve their differences, concerns should be brought to one of the employees' managers within ten working days if possible and ultimately, if necessary, to the School Leader.

If for any reason you do not feel comfortable discussing a work-related concern with your manager, you should bring the issue to the attention of the School Leader. If after taking repeated steps you continue to feel that your issues have not been resolved (or if your concerns relate to the School Leader), you are encouraged to bring your work-related concern to the attention of the Board of Trustees. All such complaints should be in writing and include the following:

1. Name, address, and phone number of the complainant;
2. Detailed statement by the complaint, including the specific provision of the School's 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 Trustees will respond to the complaint in a reasonable amount of time. Where possible, determinations will be made in 30 days or by the next regularly-scheduled Board meeting unless extenuating circumstances in the complaint require an expedited review. If the complainant believes that the Board of Trustees hasn't resolved the complaint, they may present the complaint to the School's authorizer, the Board of Regents of the State University of New York ("Board of Regents"). The process for bringing a complaint to the Board of Regents can be found here: <http://www.p12.nysed.gov/psc/complaint.html>.

The Board of Regents has delegated authority to handle charter school-related complaints to the Commissioner of Education. The Charter School Office of the New York State Education Department, on behalf of the Commissioner, will investigate and respond to complaints that are appropriately filed, and has the power and duty to issue appropriate remedial orders. Nothing in this policy is designed to, nor should be construed to, alter your status as an at-will employee. You or the School may, at any time, with or without notice, for any reason not expressly prohibited by law, terminate the employment relationship.

## Discipline

If you violate a policy, procedure, rule or regulation of the School, if you fail to behave in accordance with the School's standards of conduct, if your attitude, conduct or demeanor becomes unsatisfactory, or your behavior interferes with the orderly and efficient operation of the School, corrective disciplinary measures will be taken. Disciplinary measures may include a verbal warning, written warning, suspension, transfer, reassignment or termination from employment, with or without notice. The appropriate disciplinary action to be imposed will be determined by the School. The School does not guarantee that one form of action will necessarily precede another.

Decisions to discipline will be based on an assessment of all relevant factors.

The following may result in disciplinary action, up to and including discharge:

- Violation of any School rule or policy.
- Violation of security or safety rules or failure to observe safety rules or the School safety practices; failure to wear required safety equipment; tampering with the School's equipment or safety equipment; unauthorized possession of dangerous or illegal firearms, weapons or explosives on School property or while on duty.
- Negligence or any careless action which endangers the life or safety of another person, including careless or negligent operation of a School vehicle.
- Possession, use or sale of alcohol or controlled substances (except medications prescribed by a physician that do not impair work performance) during working time or while on School property; being intoxicated or under the influence of alcohol or a controlled substance in any quantity while on School premises.
- Engaging in acts of violence or making threats of violence toward anyone on School premises or when representing the School; fighting or provoking a fight

on School property; or negligent damage of property.

- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; unreasonable refusal to help out on a special assignment.
- Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; negligently causing the destruction or damage of School property, or the property of fellow employees, suppliers, or visitors in any manner.
- Theft or unauthorized possession of School property or the property of fellow employees; unauthorized possession or removal of any School property, including documents, from the premises without prior permission from School's management; unauthorized use of School equipment or property for personal reasons; using School equipment for profit.
- Dishonesty; falsification or misrepresentation on your application for employment, other work records, or status of teacher certification; lying about the need for sick or personal leave; falsifying the reason for a leave of absence or other data requested by the School; alteration of School records or other School documents.
- Violating the Policy Prohibiting Harassment, Discrimination, and Retaliation (which includes the Equal Employment Opportunity policy).
- Violating the Confidentiality and Work Product section of this Handbook; giving confidential or proprietary School information to other organizations or to unauthorized School employees; working for an entity that creates (or creates the perception of) a conflict of interest.
- Immoral conduct or indecency on School property.



- Unsatisfactory or careless work; failure to meet performance standards as explained to you by your manager.
- Unexcused excessive lateness or absences; leaving work before the end of a workday or not being ready to work at the start of a workday without approval of the School Leader; stopping work before time specified for such purposes.
- Sleeping or loitering during working hours or excessive use of School telephone for personal calls.
- Creating or contributing to unsanitary conditions.
- Obscene or abusive language toward any affiliate of the School; indifference or rudeness towards parents, students or fellow employees; any disorderly/antagonistic conduct on the School premises.
- Failure to report immediately injury or harm to a student, or damage to or an accident involving School equipment.
- Alteration or falsification of any timesheets, attendance documents, or other records; failure to accurately record time worked.
- Violation of the New York State Dignity Act.
- Having inappropriate contact with students.
- Any other conduct deemed inappropriate by the School Leader.

These examples are not all-inclusive. We emphasize that decisions will be based on an assessment of all relevant factors.

## Dress Code

You serve as students' role models for successful and serious professionals and should always demonstrate this through your appearance and actions. This helps to create a professional atmosphere and projects a positive image of both you and the School. You are expected to present a neat, professional appearance at all times. A neat appearance and personal hygiene are required regardless of whether you are a non-instructional employee or work in a classroom. Guidelines for personal hygiene, grooming and attire are outlined below. If you require a reasonable accommodation with regard to this policy for reasons based on religion or disability, you should contact your manager and the School Leader or their designee in accordance with our accommodation policies. We prohibit any form of discipline, reprisal, intimidation, or retaliation for a good faith request for a reasonable accommodation.

**Comment [12]:** Add in "regardless of whether you are working on the School's premises or remotely."

Violations of these guidelines may subject you to disciplinary action, up to and including termination of employment. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work dressed and groomed in an appropriate manner.

Nothing in this policy is designed or intended to, nor should it be construed to, interfere with, restrain, prevent, or dissuade you from engaging in legally protected activities, including those protected by the National Labor Relations Act, such as discussing wages, benefits, or other terms and conditions of employment, raising complaints about working conditions, and/or engaging in other activities for your and your fellow employees' mutual aid or protection. You have the right to engage in or refrain from such activities.

**Comment [13]:** consider adding "Except as stated otherwise, this policy applies not only while an individual is on the School's premise but also in any setting related to the individual's employment and/or engagement with the School including but not limited to working from home, school events and/or travel outside the office."

### Dress Code

Your work attire should complement a workplace environment which is professionally operated, efficient, orderly, and pleasant. The School reserves the right to change, extend, revise, revoke or continue this policy at its discretion. Any questions about interpreting our dress code should be directed to the School Leader or their designee.

**Comment [14]:** This paragraph seems out of place topically and perhaps should be moved up in the document to before the dress code provisions.

*Neat and Well-Groomed* - You should appear neat and professional while performing official duties on behalf of the School. You are expected to be suitably attired and well groomed, and to ensure that your clothing is clean, fits properly, and is not wrinkled, ripped, or stained.

*Professional Attire* - You should use common sense and good judgment in determining what to wear to work. Generally, if you are doubtful about some clothing, it is not appropriate. Examples of appropriate work attire include:

- Dress shirts with collars or banded collars

## Substance Abuse Policy

The School seeks to maintain a safe workplace and learning environment by eliminating the hazards to health and safety created by alcohol and other drug abuse. Therefore, you are prohibited from the use, manufacture, distribution, sale and/or possession of any illegal drug, controlled substance or alcoholic beverage during work hours (including lunch and break time) in the School, on School property, in a School vehicle, or at a School-sponsored function (unless such function includes the service of alcoholic beverages). You are prohibited from being under the influence of, selling, offering to sell, trading, purchasing, using or possessing any illegal drug or alcohol while performing School business or job-related duties, while on School property or while operating School equipment or vehicles.

If you engage in the above-prohibited activities in violation of this policy, you are subject to disciplinary action, up to and including termination of employment. Furthermore, if you violate this policy or if you voluntarily seek assistance for substance abuse, you may be required, in connection with or in lieu of disciplinary actions, to participate in and successfully complete a school- approved drug and/or alcohol assistance or rehabilitation program as a condition of continued employment.

The School assures that any information concerning an individual's drug and/or alcohol use will remain confidential.

If you are taking a legal drug which could affect your job safety or performance, you are responsible for notifying your manager without disclosing the identity of the substance and for providing a physician's certificate stating the substance does not adversely affect your ability to safely and efficiently perform your job duties and/or provide any work restrictions. This certificate must be provided to the School Leader before you report to your work area. If the School and your physician have determined that (i) the substance does not adversely affect your ability to safely and efficiently perform your job duties or (ii) that a reasonable accommodation can be made, you may commence work. You may not be permitted to perform your job duties unless

such a determination or reasonable accommodation is made.

The School reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of shelves, desks or other suspected areas of concealment, as well as your personal property when the School has reasonable suspicion to believe that you have violated this Substance Abuse Policy.

**Bath  
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You shall have access to the restroom corresponding to your gender identity. If you have a need or desire for increased privacy, regardless of the underlying reason, you will be provided access to a single-stall restroom or private area, when available. However, you shall not be required to use such a restroom or private area.

**Smok  
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Free  
Work  
place**

You are role models for the students. As such, you are prohibited from smoking any substance, including e-cigarettes, on School grounds and at School-sponsored events.

## Safe Work place

The School seeks to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for employees, students, and visitors. The School expects you to conduct yourself in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any person or property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. If you commit or threaten to commit a violent act against any person while on the School's premises, while engaged in the School's activities, or while off the School's premises and acting as a representative of the School, you may be subject to immediate discharge.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening to harm an individual or an individual's family, friends, associates, or property.
- Intentional destruction of, or threatening to destroy, School property.
- Making harassing or threatening phone calls, sending threatening or harassing emails or text messages.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or use of firearms or weapons in the workplace or while engaged in School business.

**Comment [15]:** consider adding in direct messages, instant messages or other online chatting

We all share the responsibility to identify and bring a stop to threatening or violent behavior. If you are subjected to or threatened with violence or are aware of another individual who has been subjected to or threatened with violence, you should immediately report this threat or act to the School Leader or their designee. You must assume that any threat is serious. All reports will be carefully investigated, and your confidentiality will be maintained to the fullest extent possible, taking into consideration the need to address the

substance of the report.

The School expressly forbids the possession of firearms while on the School's property or while engaged in the School's business. The School has "zero tolerance" for possession of any type of weapon, firearm, explosive, or ammunition; such possession will be cause for discipline. In enforcing this policy and to ensure the safety and welfare of everyone on the School's property, the School reserves the right, on reasonable suspicion that the School policy is being violated, to request inspections of you and your desks, lockers, and personal effects. Your entry on the School's premises constitutes consent to searches or inspections. If you refuse to allow inspection, you will be subject to the same disciplinary action as being found in possession of firearms.

If you witness or suspect another individual of violating this policy, you should immediately report this information to the School Leader or their designee.

## Animals in the Workplace

You may not bring, possess, carry, keep, maintain or exhibit an animal on school premises except for educational or instructional purposes as part of the curriculum or and educational enrichment program relating to a specific course of study. You must request and receive permission from the School Leader before bringing an animal to school. The request must state the period that the animal is requested to be on School property and explain how the animal's presence in the School, as part of the curricula or in conjunction with a course of study can enrich educational programs, facilitate the learning experience, and otherwise provide valuable educational benefits for students.

Comment [16]: School

Comment [17]: Should be one or the other.

At least three (3) days prior to bringing an animal to the School, you must send written notice to parents/guardians of students as directed by the School Leader or his/her designee. The notice shall provide the opportunity to disclose known allergies, immune deficiencies, or other objections so that precautions and accommodations can be taken.

If you bring an animal onto School premises, you assume all risks of loss or harm related to the animal.

This policy is not applicable to animals trained as therapy-assisted pets. Animals trained to assist the blind are excluded from these guidelines.

## Bans on Acceptance of Gifts

You are not permitted to accept gifts of any kind of a value exceeding fifty dollars (\$50)—including but not limited to money, gift certificates, goods, food, entertainment, or services—directly or indirectly from: 1) individuals, schools, or companies serving as vendors or potential vendors for the School; 2) elected officials or their representatives; 3) candidates for public office or their representatives; 4) students or parents; or 5) political party officials or their representatives. Exceptions may be made by the School Leader, including instances where such gifts are intended for and will be used by the School. If you are offered such gifts in excess of fifty dollars, even if you refuse, you must communicate this immediately to the School Leader.



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You are strictly prohibited from engaging in personal relationships with students which are outside the scope of a professional adult/student relationship or which may give the appearance of being outside the scope of a professional adult/student relationship. This prohibition applies both on and off School grounds. Accordingly, you should refrain from contacting students via text or email for any personal and/or non-academic purposes.

If you violate this policy, you may be subject to disciplinary action, up to and including immediate termination; you may also be subject to being reported to law enforcement authorities if the conduct is believed to constitute a crime under state law. If disciplinary action is taken against you, a report will be made to law enforcement and/or a child abuse report will be made for violation of this policy. In addition, the parents of the student involved will be notified of the situation and the actions taken by the School.

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This policy is established to avoid disruptions in your and your co-workers' job duties, reduce personal and property liability, and help maintain the School's professional learning environment.

You are not permitted to have your children present with you in the workplace prior to the dismissal of the School's students. Your manager may grant an exception for temporary, unforeseen circumstances, but no parent or relative may have a child in the workplace without their manager's permission.

You must contact your manager as soon as possible to obtain permission to have a child accompany you while working. Factors that your manager will consider are how long the child needs to be in the workplace, the work environment in your area, and possible disruption to your and your co-workers' work.

A child you bring into the workplace is your responsibility and must be under your direct supervision at all times. The School accepts no liability for injuries to children who are at the workplace in violation of this policy. (

**Comment [18]:** Consider adding: When working remotely, work hours may not be used as an opportunity to perform household duties, care for children or other dependents or to attend to other personal business.

## **Fam ily Ma nag em ent Poli cy**

Given the potentially sensitive nature of familial management, the School has developed a policy related to employees managing family members of others on staff (e.g., spouses, siblings, parents, domestic partners, etc.). The School is committed to ensuring all employees have the resources and support needed to effectively support our students. The following outlines processes and policies to ensure that all employees are afforded the tools required for success in their roles:

### **Management**

- Employees cannot be directly managed by members of their own family
- Employees may be in a position where they are coached and supported by family members

### **Evaluation Structure**

- Evaluations for all employees must be completed by someone other than a family member
- All employees, but especially those that fall under the family management category, must have a rigorous, objective, formal evaluation once annually. All evaluations must be reviewed by the School Leader or the Board of Trustees if it pertains to the Head of School

### **Promotion**

- Only non-family members can recommend an employee for promotion; the decision must be ultimately made by the School Leader
- The School Leader and the Board of Trustees must discuss communication and transparency, while creating a plan to communicate to staff any promotion of employees in the family management category
- In cases of promotion, the School Leader must perform the evaluation with significant input from the person's manager

### **Salary**

- All salary recommendations for employees in the

family management category must come from the School Leader, their designee or the Board of Trustees, who may or may not choose to solicit input from the employee's immediate supervisor.

**Confidentiality**

At the outset of each year, the School Leader or their designee must discuss areas of school leadership that should remain confidential. These topics could include, but are not limited to:

- Salaries
- Performance of employees
- Personal information about employees

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FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. Questions about this act may be addressed to the School Leader.

## Suspected Child Abuse and Maltreatment

In order for the School's students to receive the full benefits of public education and to engage in all school activities for which they are qualified, they must be free from physical and emotional danger, abuse, maltreatment and neglect from their parent, guardian, or custodian. The School recognizes that because of your sustained contact with school-aged children, you are in an excellent position to identify abused or maltreated children and refer them for treatment and protection.

Pursuant to applicable law, if you have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, you have the legal right and responsibility to report this to the School Leader or their designee, who will report the case to the New York State Child Abuse and Maltreatment Register, as required by law. In accordance with the law, if you fail to report an instance of suspected child abuse or maltreatment, you may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist them and their family. The law grants you and other persons who report instances of child abuse immunity in good faith from any liability that might otherwise be incurred.

Therefore, School officials are authorized to take whatever action is necessary to report and protect children while in their custody whenever abuse or neglect is suspected. If you have cause to suspect that the death of any child is a result of child abuse or maltreatment, you must report that fact to the appropriate medical examiner or coroner.

You should not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not your responsibility to prove that the child has been abused or maltreated. The School will

cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse.

## SOCIAL NETWORKING AND ONLINE ACTIVITY POLICY

The School recognizes the value of your using online social media such as personal blogs, Facebook or Twitter to share your experiences with friends and families, collaborate with teachers, and participate in discussions about educational challenges and successes. While there are many advantages to social media, you need to be aware of the implications of using these outlets so that you can make informed decisions about how you share your experiences. Improper usage of social media can put our students at risk and undermine the School's collective credibility. The School is providing these guidelines on how to avoid these risks so that you can leverage the power of these technologies, while also keeping the interests of our scholars first.

Comment [19]: add "and other online activity"

## General Guidance

The School has a deep respect and commitment to the community we serve. As such, when posting online, the School asks you to keep the core values in mind and act in the same professional manner expected of you in your job. Consider how your words might be perceived by people in the community we serve, by your colleagues and by the broader education community. Colleagues, administrators, parents, and others may take offense at information they feel is unflattering, unfair, or, in the worst case, untrue.

Considering these obligations, you should be mindful that any online post should be presumed public, permanent, and beyond your control. Presume that anyone may have access to and use of your online statements for an indefinite amount of time. Once you've created or posted something on the Internet, it can be copied and/or forwarded, and (under extreme circumstances) you could be subpoenaed. Assume that in posting material, you will likely have no control over its ultimate use or dissemination.

The School expects and encourages you to provide constructive criticism about the School, which the School believes can lead to better results for our students. However, you can best help strengthen the School by providing honest, direct feedback and suggestions for improvement by directly speaking with our School Leader, rather than posting such feedback and suggestions publicly.

You should always respect the privacy, opinions, and interests of colleagues and others online. While a rude response may appear witty in the moment, it may be damaging to the School and to you in the long run. Thus, the School advises you to avoid such circumstances. If you realize that you have made a mistake in an online post, apologize and/or correct the mistake.

The School reserves the right to take disciplinary action, up to and including termination of employment, against you if you engage in any online activity that violates the law,



defames the School, its employees or scholars, or otherwise violates the School's anti-discrimination or anti-harassment policies.

## **Cameras, Photographs, and Electronic Recording**

You may not use a camera, camera on a cell phone, or camera on any other personal device to take photographs or record video of students, co-workers, or any other aspect of the School unless you are specifically required to do so.

In addition, you may not electronically record by audio, video, or other means, any School conversations or School meetings unless each and every person present has been notified and consents to being electronically recorded. If you wish to record a meeting, you must also obtain consent from anyone arriving late to such meeting. You may not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to being electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board of Trustee meetings, grievance hearings, or any other Board-sanctioned meeting recorded in accordance with Board policy.

If you engage in the above-prohibited activities in violation of this policy, you may be subject to disciplinary action, up to and including termination of employment.

## **E-Communication With Students**

If you have a profile or page on a site such as Facebook, Instagram, Snapchat, Twitter, TikTok or LinkedIn, you should not make that known to students or communicate with students via the Internet or social networking media. If a student attempts to contact you via the Internet or other social networking media, you should inform the School Leader or their designee immediately. Under no circumstances should you accept a "friend" request from a student on social media sites and accounts.

## Online Posting Policy

The School expects you to practice high standards of professionalism and personal ethics when using social networking (e.g. Facebook, Instagram, Snapchat, Twitter, TikTok and LinkedIn) or other publicly available (e.g. non-password-protected, web-based photo album, personal blog, etc.) websites. You are prohibited from posting a photograph of a student or using a student's name on any social-networking or other publicly available website (as well as offline) without first obtaining the written permission of the School and a parent or guardian of the student. You are also prohibited from posting or disclosure of personally identifiable student information or confidential information via social media sites or other publicly available website. The School strongly recommends that you not post comments on any social networking or publicly available website about the School, its students, or students' families that might interfere with the orderly and efficient running of the School and/or the privacy of the School and School employees, students, or students' family members. The School reserves the right to fully investigate any report of an inappropriate online posting.

In addition, you must obey the law and the rules of the website or social network site in which you participate.

## Computer, Email, And Internet Usage

All School-provided technology resources, including computers, cell phones, fax machines, copiers, email, and internet access are intended solely for school-related purposes and to support the educational mission of the School. The School expects that you will use technology resources in a manner consistent with this purpose.

You shall not use the School's technology resources to transmit, retrieve, reproduce, or store any communications that are defamatory, discriminatory, threatening, harassing, obscene or offensive or otherwise violate the School's policies or procedures.

As a user of the School's technology resources, you should have no expectation of privacy or confidentiality associated with the information stored on or transmitted through these systems. The School reserves the right to monitor or review any information stored on or transmitted through the School's technology resources, including any School networks and servers.

All communications including text and images may be disclosed by the School to law enforcement or other third parties without prior consent of the sender or the receiver to the extent allowed by law. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly and in conformity with this Policy.

You may not transmit via the Internet any copyrighted materials belonging to entities other than the School. You are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the School and/or legal action by the copyright owner.

Access to the School's Internet service is a privilege, not a right. The School reserves the right to deny, revoke or suspend specific user privileges and/or to take other

disciplinary action, up to and including dismissal, for violations of this policy. The School will advise appropriate law enforcement agencies of illegal activities conducted through the School's Internet service. The School also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

**Student  
Use  
of  
Social  
Media**

While the primary purpose of this guidance is to inform you of the implications of your own online activities, you may also become aware of inappropriate student usage of social media. It is illegal for students to share any inappropriate pictures of themselves or of another student online. Any incidents brought to your attention must be reported to the School and authorities immediately.

## SEPARATION

**Phasing-  
Out  
and  
Elimination  
of  
Positions**

We carefully create positions for the School. From time to time, it may be necessary to phase out or eliminate certain positions previously established within the School.

## Resignations

You are encouraged to provide at least thirty (30) days' advance notice of your resignation so that the School can arrange for alternate staffing. When thirty (30) days' notice is not possible, you should provide notice as soon as practicable.

Should you resign prior to the first day of orientation (e.g. "pre-service") for the upcoming academic year, you are not entitled to be compensated for any portion of the upcoming academic year. To the extent permissible by law, you will be expected to return to the School any unearned payments, income, or other compensation paid to you for the upcoming academic year.

For other vacations throughout the year (e.g., winter or spring breaks), should you resign and fail to return to School at the conclusion of such break, you are not entitled to compensation for such break and, to the extent permissible by law, will be expected to return to the School any payments received for that period.

## Exit Interviews

If you separate from the School, you may be asked to participate in an exit survey and/or interview. The exit survey and interview are used to collect feedback about your employment with the School and any other information that you think the School should know. This feedback will help the School maintain successful policies and practices and focus on areas that need improvement.

## Return of School Materials

If you are terminated or if you resign, you must return all School keys, identification, security cards and codes, computers, cell phones, parking permits, and School-owned materials and supplies (including intangible "items" such as passwords, codes, or log-in information to software, safes, etc.) in your possession to the School Leader or their designee. No information or copies of information, including but in no way limited to files, memos, computer-stored items, lists, contact information, or other similar information, may be taken by you without the express written permission of the School Leader or their designee.

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Under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and New York State law, if you terminate employment with the School, you are entitled to continue participating in the School's group health plan for a prescribed period of time, usually 18 months. In certain circumstances, such (your) divorce or death, the length of coverage period may be longer for qualified dependents. To the extent permissible by law, COBRA coverage will not be extended to you if you were terminated for gross misconduct.

For detailed information or questions on COBRA, please contact Little Bird HR (hrsupport@littlebird.hr or 888-281-8956).

Contact your local or state unemployment office to determine eligibility for unemployment benefits.

**Unem  
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**Comment [20]:** should be "such as your"



## SCHOOL PROPERTY AND COMMUNICATIONS

Comment [21]: "Communications" - spelled incorrectly in document

### Confidentiality and Work Product

The School has and will develop, compile and own certain confidential information which has great value to the School (referred to collectively as "Confidential Information"). The School may disclose Confidential Information to you in the course of your work (or application to work) for the School. Confidential Information includes not only information disclosed by the School, but also information developed or learned by you during the course of your work with the School. Confidential Information is to be broadly defined, and includes all proprietary information which has or could have commercial value or other utility due to its confidentiality in the work in which the School is engaged or contemplates engaging or the unauthorized disclosure of which could be detrimental to the interests of the School, whether or not such information is identified as Confidential Information by the School. Confidential Information includes, but is not limited to, all information concerning curricula, student information, grading systems, disciplinary procedures, educational processes, lesson plans, innovations, inventions, specifications, data know-how, formats, marketing plans, strategies, forecasts, unpublished financial statements, budgets, projections, and student, employee, and family identities.

Unless necessary in the course of your work for the School, you should not disclose Confidential Information to anyone.

## Media and Public Relations

The School strives to build a solid public reputation; thus, it needs to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, all media contacts are to be handled by the School Leader, regardless of who the media representative is, whom they represent, or how innocuous the request. All press releases or other promotional materials are to be approved by the School Leader prior to dissemination. In the event the School Leader is unavailable, such media contacts and materials are to be approved by the Board of Trustees. [

No one in the School other than the School Leader or their designee is authorized to respond either verbally or in writing to personnel inquiries of any type about any employee of the School.

**Comment [22]:** Add in (In addition, the School holds the right to record, videotape and photograph images of faculty and use such media for academic and promotional purposes. Please consult the media and photo release policy for further detail.

## Personnel Inquiries

## Care of Equip ment

The School believes in providing you with the tools that are needed to succeed. This means that the School will try to equip you with access to a computer, a desk, and/or other materials the School deems necessary for you in your role. All materials and equipment provided to you by the School are intended for school-related use only and are the property of the School.

Except for items clearly intended for you to use off-premises, all the School's equipment, materials, and supplies should never leave the School's premises for your use without the permission of the School Leader or their designee.

It is understood that accidents happen, but you are encouraged to take the best possible care of all the School's property. If equipment or materials are damaged or malfunction, notify the School Leader or their designee immediately so that the School can address the problem quickly. You may be asked to reimburse the School for School equipment that you damage or lose. All items and services purchased through the School remain the property of the School.

You may be asked to sign a document acknowledging the receipt and condition of equipment intended for use off-premises when you first take possession of a piece of equipment and when you return it. The School may request that you return equipment or submit equipment for inspection.

## Use of Electronic Resources

The School's Electronic Resources are to be used by you for business purposes. Electronic Resources must be used in a manner that does not violate FERPA. Personal use of the School's Electronic Resources during non-working time, in a manner that does not violate this policy or any other policy, is permitted.

### **Misuse of Software**

Without prior written authorization from the School, you may not do any of the following: (1) copy School, Little Bird, or third-party software for use on your home computers; (2) provide copies of software to any independent contractor or other third party; (3) modify, revise, transform, recast, or adapt any software; (4) reverse-engineer, disassemble, or decompile any software; (5) download from the Internet or otherwise install software on your School workstation, desktop or laptop computer, School-provided cell phone, or other School-provided device. All software must be loaded by the School and must be for business purposes only. If you become aware of any misuse of software or violation of copyright law, you should immediately report the incident to your manager.

### **Communication of Trade Secrets**

Sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the School, its students and/or of Little Bird, its clients or vendors, is strictly prohibited. Unauthorized dissemination of this information may result in disciplinary action, up to and including termination of employment, in addition to substantial civil liability and severe criminal penalties under the Economic Espionage Act of 1996.

### **Passwords**

You are responsible for safeguarding your passwords for access to any Electronic Resources. Individual passwords should not be printed, stored online, or given to others. You are responsible for all transactions made using your passwords. You are not permitted to access any Electronic Resources with another employee's password or account. The use of passwords to gain access to Electronic Resources or to encode particular files or messages does not imply that you have an expectation of

privacy in the material that you create, transmit, or receive on these Electronic Resources. The network provider has access to all material stored on its Electronic Resources regardless of whether that material has been encoded with a particular user's password.

**Inform  
ation  
Security**

**Accessing Other Computers & Networks**

Your ability to connect to other computer systems through the network, VPN, or otherwise does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

**Security**

You may not attempt to circumvent the School's or Little Bird HR's data protection measures or attempt to uncover security loopholes or bugs. You may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. You should not tamper with any software protections or restrictions placed on computer applications, files, or directories. If you engage in this type of activity, you may be subject to immediate termination.

**Portable Storage Devices**

Portable storage devices (i.e., flash drives, zip drives, iPods or other storage devices) can be used for School purposes only and under the following conditions: You must comply with all policies, including the Confidentiality & Work Product policy. Documents stored on a portable storage device should be copies of documents that exist in other locations on the School's network. Nothing should exist solely on a portable storage device. Social security numbers, confidential personnel information, health records (or any information that would violate HIPAA), student records, trade secrets, or other Confidential Information relating to either the School or Little Bird must never be transported or saved on a portable storage device. Vendors and visitors may not use a flash drive or other portable storage device on any School or Little Bird network computer. If you lose a portable storage device containing School or Little Bird information, please notify your manager immediately.

**Comment [23]:** Add and remote work policy.

**Viruses**

Viruses can cause substantial damage to computer systems. To ensure security and avoid the spread of viruses, if you are accessing the Internet through a computer attached to the School or Little Bird network, you must do so through an approved Internet firewall. You are also responsible for taking

reasonable precautions to ensure that you do not introduce viruses to the network. To that end, all material received on flash drives, downloaded from the Internet, or downloaded from computers or networks that do not belong to the School or Little Bird HR must be scanned for viruses and other destructive programs before being placed onto any computer system.

### **Encryption Software**

You may not install or use encryption software on any computers provided by the School without first obtaining written permission from the School. You may not use passwords or encryption keys that are unknown to the School. The federal government has imposed restrictions on export of programs or files containing encryption technology (e.g., e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside of the United States without prior written authorization from the School.

## Solicitation

The School has established rules applicable to all employees to govern solicitation and distribution of written material during working time, on the premises and in work areas. You are expected to comply with these rules.

1. You shall not solicit or promote support for any cause or organization during your working time or during the working time of the employee(s) at whom the solicitation is directed; and
2. You shall not distribute or circulate any written or printed material in work areas at any time during your working time or during the working time of the employee(s) at whom the distribution is directed.

As used in this policy, "working time" includes all time for which you are paid and/or are scheduled to be performing services for the School. This excludes meal or other breaks, rest periods or other times during a shift when you are not engaged in performing services for the School.

Comment [24]: add "whether or not on the School's premises".

Comment [25]: "meal breaks"

In addition, the School's electronic resources (including computer systems, software, e-mail, phone systems, voicemail, and cell phones) shall not be used for personal gain or advancement of individual views. Utilization of e-mail or other School-provided electronic resources for purposes of non-business solicitation or for personal gain or the promotion of events and causes is likewise prohibited.

## Copyrights

Copyrights, payments and/or royalties that occur as a result of any of your projects for the School will remain the property of the School. The Board of Trustees may assign copyrights, royalties, or other payments to the author, authors, or project participants.



## POLICY PROHIBITING HARASSMENT, DISCRIMINATION & RETALIATION

### Equal Emplo yment Oppor tunity

The School is strongly committed to providing equal employment opportunities for all employees and all applicants for employment. The School does not discriminate against any person on the basis of that person's race, color, religion, creed, sex, sexual orientation/affectional preference, gender (including gender nonconformity, status as a transgender or transsexual individual, and gender identity or expression), sexual and reproductive health decisions, ethnicity, national origin, ancestry, citizenship, age, physical or mental disability, handicap, genetic information, predisposing genetic characteristics, marital status, familial status, partnership status, caregiver status, pregnancy status, uniformed service, military and veteran status, employment status, or any other characteristic protected by law, rule or regulation. All employment-related decisions are conducted on a non-discriminatory basis and in full compliance with federal, state, and local laws prohibiting discrimination in employment. This policy applies to all aspects of employment, including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion, discipline and termination. Violations of this policy are strictly prohibited, and you are expected to comply with this policy.

### Prohib ition Again st Haras sment ,

The School strictly prohibits and does not tolerate discrimination against employees, applicants, student teachers, or any other covered persons because of race, color, religion, creed, sex, sexual orientation/affectional preference, gender (including gender nonconformity, status as a transgender or transsexual individual, and gender identity or expression), sexual and reproductive health decisions, ethnicity, national origin, ancestry, citizenship, age, physical or mental disability, handicap, genetic information, predisposing genetic characteristics, marital status, familial status, partnership status, caregiver status, pregnancy status, uniformed service, military and veteran status, and any other characteristic protected by applicable local, federal, or New

## Discrimination & Retaliation

York State law (collectively, “Protected Characteristics”).

## Sexual Harassment and Protected Characteristics Harassment

The School is committed to maintaining an environment that is built on mutual respect and is free from discrimination and harassment. In keeping with this goal, the School will not tolerate sexual harassment or harassment of any kind of its employees by anyone, including, but not limited to any manager, co-worker, volunteer, vendor, visitor, parent, or student. Likewise, the School strictly prohibits any employee from engaging in sexual harassment or harassment of any kind against an applicant for employment, student teacher, independent contractor, subcontractor, vendor, consultant, student, parent, or any other individual conducting business with or engaging with the School (collectively referred to as “third parties”). This policy applies regardless of an individual’s immigration status. Additionally, this policy applies not only while an individual is on School premises, but also in any setting related to the individual’s employment and/or engagement with the School (including events and/or travel outside the office or via communications on personal devices).

To achieve our goal of providing an environment free from sexual and Protected Characteristics harassment, we have included in this policy definitions and examples of conduct that will not be tolerated and have provided a procedure by which individuals who believe they have encountered harassment can formally complain.

## Sexual Harassment

The School specifically prohibits workplace sexual harassment, which it considers a form of employee misconduct. Workplace or work-related sexual harassment constitutes discrimination and is illegal under federal, state, and local laws and will not be tolerated by the School. The prohibition against sexual harassment applies equally to male and female employees, and includes harassment where the harasser and the victim are the same sex or the opposite sex such as men toward men, women toward women, men toward women, and women toward men. It also includes harassment on the basis of sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a third party's engagement;
- (ii) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or engagement (such as favorable reviews, salary increases, promotions, increased benefits or continued employment); or
- (iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment, even if the complaining individual is not the intended target of the sexual harassment.

Although it is not possible to list all examples of conduct that constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances:

- Unwelcome sexual advances—whether they involve physical touching or not
- Requests for sexual favors in exchange for actual or

Comment [27]: add "whether occurring on or off the School's premises"

Comment [26]: Policy needs to be distributed to any service provider including independent contractors, perhaps making it an exhibit so that it can be easily distributed to all would make sense.

promised job benefits, such as a favorable review, salary increase, promotion, etc.

- Touching in a way that may make an individual feel uncomfortable, such as kissing, hugging, patting, pinching or intentional brushing against another's body
- Making obscene gestures
- Displaying sexually suggestive objects, pictures, posters, cartoons, screensavers, calendars, etc.
- Sending email or voicemail messages containing sexual content or references
- Use of sexual epithets, jokes, vulgar or offensive conversations, teasing, or gossip regarding one's own (or another's) sex life, deficiencies, or prowess
- Commenting about a person's physical appearance in a suggestive manner
- Inquiries into one's sexual experiences or discussion of one's sexual activities
- Sex stereotyping, i.e., actions indicating that a person's conduct or personality traits are inappropriate because they may not conform to others' ideas or perceptions about how individuals of a particular sex should act or look
- Other conduct directed toward a person because of their gender or sexual orientation
- Other verbal or physical conduct of a sexual nature

**Comment [28]:** Under NY law do we do annual sexual harassment training. If so we should add: In compliance with NYS local law all service providers of the School are required to undergo annual interactive and anti-sexual harassment training provided by the School. The School requires service providers to sign an acknowledgement form once training is complete and will maintain acknowledgement form records for no less than 3 years.

**Protected  
Characteristics  
Harassment**

Harassment on the basis of any Protected Characteristics is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Characteristics, and that:

(i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;

(ii) Has the purpose or effect of unreasonably interfering with an individual's performance; or

(iii) Otherwise adversely affects an individual's economic opportunities. Although it is not possible to list all examples of conduct that constitute protected class harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending upon the totality of the circumstances:

- Use of derogatory words, phrases, epithets, jokes, slurs or negative stereotyping
- Committing threatening, intimidating or hostile acts towards an individual or group based on a protected class trait
- Sending e-mail or voicemail messages containing derogatory statements regarding a particular ethnic group, race, religion or other legally protected status
- Demonstrations of a racial or ethnic nature such as use of gestures, pictures or drawings which would offend a particular protected individual or group
- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an individual's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an individual's birthplace or ancestry
- Negative comments regarding an individual's age

**Comment [29]:** add "whether occurring on or off the School's premises"

- Derogatory or intimidating references to an individual's mental or physical impairment

While this policy sets forth our goals of promoting a workplace that is free of unlawful harassment, it does not limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

**Retali  
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Fear of retaliation could discourage an individual from coming forward to make or support a harassment or discrimination claim. For this reason (among others), retaliation is prohibited by federal, state, and local law. New York State law protects any individual who has engaged in “protected activity” (made a complaint of harassment, either internally or with any anti-discrimination agency; participated in an investigation of a harassment complaint; testified or assisted in a proceeding involving harassment under applicable law; opposed unlawful harassment by making a verbal or informal complaint to management, or by simply informing a manager of harassment; reported that another employee has been harassed; or encouraged a fellow employee to report harassment). Even if the alleged harassment ultimately is not found to rise to the level of a violation of law, the complainant is protected from retaliation if they had a good-faith belief that the practices were unlawful. However, this retaliation provision is not intended to protect persons making intentionally false complaints of harassment or discrimination.

It is a serious violation of this policy to retaliate against any employee or third party for reporting discrimination or harassment or for participating in an investigation of a claim of discrimination or harassment. Violators will be subject to disciplinary action, up to and including termination of employment.

## Complaint Procedure

The School requires the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals (including any third parties) who believe that they have experienced or witnessed conduct that is contrary to the School's policy must report such issues to their manager, the School Leader, and/or the School Leader's designee. If the School Leader or their designee is involved in the reported conduct, or for some reason the individual feels uncomfortable making a report to the School Leader or their designee, the individual should make a report directly to the School's Board of Trustees. Complaints may be made using the Harassment Complaint Form enclosed with this policy. If not, complaints must be written. The School will protect the confidentiality of discrimination, harassment, and/or retaliation complaints to the extent possible.

Gossip, hearsay, rumors and similar sources are difficult, if not impossible, to investigate. The more specific and detailed a complaint is, the better able the School is to investigate it and take corrective action.

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. The School requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The School will make every effort to stop alleged harassment but can do so only with your cooperation.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that their behavior is unwelcome and requesting that it stop. The School encourages but does not require individuals who believe they are being harassed to promptly notify the offender that their behavior is unwelcome.



## Investigation

Any reported allegations of discrimination, harassment or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may involve a review of the allegations, as well as the collection of relevant records and the implementation of interim measures, as necessary. It may also include interviews with the parties involved in the complaint, coworkers, former employees, and other witnesses who may have knowledge of the situation.

You are required to cooperate in any investigation conducted by the School concerning complaints or allegations related to this policy. Refusal to cooperate may result in disciplinary action.

Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with an adequate investigation and appropriate corrective action.

When the School has completed its investigation, to the extent appropriate, it will inform the person(s) filing the complaint and the person(s) alleged to have committed the conduct of the results of the investigation.

## Corrective Action

Any conduct that violates this policy – including engaging in harassment and, with respect to managers, failing to report and/or allowing any such conduct to continue – will subject the individual engaging in such misconduct to corrective action. Corrective action may include, for example, mandatory training, referral to counseling, monitoring of the offender and/or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination of employment, as the School believes appropriate under the circumstances. Sexual and/or other unlawful harassment is considered a form of employee misconduct. Sanctions will be enforced against individuals engaging in sexual and/or other unlawful harassment, as well as any supervisory and managerial personnel who knowingly allow such behavior to continue.

## Legal Protec tions

Sexual harassment and other unlawful harassment are prohibited not only by the School but also by federal, state and, where applicable, local law. Sexual harassment is unlawful under New York law when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful under New York law, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

Aside from the internal process at the School (as set forth above), you may also choose to pursue legal remedies under the following laws, with the governmental entities described below.

New York State Human Rights Law (the “NYSHRL”): The NYSHRL applies to all employers in New York State with regard to sexual and other unlawful harassment and protects employees, paid or unpaid interns and third parties, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the Division of Human Rights (the “DHR”) or in New York State Supreme Court. Complaints with the DHR may be filed any time within one year of the harassment (three years beginning Aug. 12, 2020 for sexual harassment claims). If an individual did not file at the DHR, they can sue directly in state court under the NYSHRL within three years of the alleged harassment.

The DHR will investigate your complaint. If it is ultimately found that harassment has occurred, remedies may include monetary damages, attorneys’ fees, civil fines or ordering the employer to take action to stop the harassment.

The DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. For more information, visit [www.dhr.ny.gov](http://www.dhr.ny.gov).

Civil Rights Act of 1964: The Equal Employment Opportunity Commission (the “EEOC”) enforces federal anti-discrimination laws, including Title VII of the Civil Rights Act of 1964. An individual can file a complaint with the EEOC anytime within

300 days from the harassment. A complaint must be filed with the EEOC before filing in federal court. Federal courts may award remedies if discrimination is found to have occurred.

Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual has filed a complaint with the DHR, the DHR will cross-file the complaint with the EEOC to preserve the right to proceed in federal court.

New York City Human Rights Law: Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

Local Law Enforcement: If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### **HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to (or have witnessed) sexual harassment or other unlawful harassment, you are encouraged to complete this form and submit it to the Board Chair at Ivy Hill Prep Charter School. This should be addressed to the Board Chair of Trustees and mailed to 475 East 57<sup>th</sup> Street. Brooklyn, NY 11023

Once you submit this form, Ivy Hill Prep will investigate any claims pursuant to its **Policy Prohibiting Harassment, Discrimination and Retaliation**. If you are more comfortable reporting verbally or in another manner, Ivy Hill Prep will also investigate any claims pursuant to the policy above. You will not be retaliated against for filing a complaint.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](https://ny.gov/programs/combating-sexual-harassment-workplace)**

#### **COMPLAINANT / YOUR INFORMATION**

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In Person

#### **MANAGER INFORMATION**

Immediate Manager's Name:

Title:

Work Phone:

Work Address:

#### **COMPLAINT INFORMATION AND DETAILS**

1. Your complaint of sexual and/or other harassment is made against:

Name: Title:

Work Address: Work Phone:

Relationship to you: Manager Subordinate Co-Worker Other

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Date(s) sexual harassment and/or other unlawful harassment occurred:

Is the sexual harassment and/or other unlawful harassment continuing?

Yes No

2. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

*The last question is optional but may help our investigation.*

3. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND E-SIGNATURE ACKNOWLEDGEMENT AND AUTHORIZATION**

I have received a copy of the School’s Employee Handbook, including Exhibit A: Time Off Benefits, Leaves of Absence & Accommodation Policies and Exhibit B: Purchases, Travel & Reimbursements (collectively, the “Handbook”).

I acknowledge my obligation to read and understand its contents.

I understand that it is my responsibility to acquaint myself with the contents of this Handbook, that this Handbook is not a contract of employment for any purpose or for any specified duration and that my employment with the School is “at-will,” meaning that either the School or I may terminate my employment at any time, with or without notice or cause, unless I have a written contract signed by the Board of Trustees or its designee. I further understand that no other communication from the School shall constitute a contract of employment for any specified duration or alter the “at-will” nature of employment. I hereby agree to abide by the rules, regulations, and policies of the School.

I understand that the information contained in the Handbook represents guidelines only and that the School may change, rescind or add to any policies, benefits or practices described in this Handbook at any time at its sole and absolute discretion with or without prior notice.

This Handbook supersedes any previous employee manuals or handbooks that may have been issued by the School.

I agree to comply with all School policies and procedures contained within this Handbook.

Furthermore, I specifically acknowledge that I have thoroughly read the School's Policy Prohibiting Harassment, Discrimination and Retaliation. I agree to abide by the Policy's requirements.

I also acknowledge that if there is any provision of these policies, or any other School policy, that I do not understand, I will seek clarification from the School Leader.

I acknowledge that I have reviewed the E-Signature Policy in the Employee Handbook and recognize that during the course of my employment, I may be asked to sign certain employment-related agreements and documents by Electronic Signature. "Electronic Signature" includes, but is not limited to, the use of a key pad, mouse or other device to select an item, button, icon or similar act/action.

By clicking below, I consent to and agree that my signing of a document or agreement via Electronic Signature constitutes my signature and has the same effect as if I actually signed in writing. Furthermore, I hereby waive any right to claim that the Electronic Signature does not constitute my valid and/or binding signature. To the extent I have signed any agreement or document via Electronic Signature prior to executing this E-SIGNATURE ACKNOWLEDGMENT AND AUTHORIZATION, I hereby confirm that such Electronic Signature is governed by the E-Signature Policy in the Employee Handbook and constitutes my valid and binding signature and agreement to the terms of such document or agreement.

By clicking below, I further understand and agree that my Electronic Signature executed in conjunction with this ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK and E-SIGNATURE ACKNOWLEDGEMENT AND AUTHORIZATION is legally binding and such transaction will be considered authorized by me.

[Employee Name]

[Employee E-Signature]

[Date]

[Work Location]

---

[SD1] I will update this once the edits are final. It crashes my MS Word when I update, so I'll need to figure out a solution once we're done.

[SD2] Should this be something with an E? Does not spell LEAGUE

# Coversheet

## Review Current Financial Dashboard

**Section:** III. Finance Committee  
**Item:** A. Review Current Financial Dashboard  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Ivy Hill Monthly Financials - July 2020.xlsx



## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Ivy Hill Monthly Financials - July 2020.xlsx

# Coversheet

## Review Financial Deliverables

**Section:** III. Finance Committee  
**Item:** D. Review Financial Deliverables  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020 Ivy Hill Audit Planning Communication - PDF.pdf



Ivy Hill Preparatory Charter School  
Audit Planning Communication  
June 30, 2020

July 29, 2020

Presented by

Gus Saliba  
Partner  
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Supervisor  
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A large, thick teal circle graphic that frames the central text.

**KNOW  
GREATER  
VALUE**



July 29, 2020

Board of Trustees  
Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn, NY 11203

We are in the process of planning our audit of the financial statements of Ivy Hill Preparatory Charter School (the "Organization") as of and for the year ended June 30, 2020.

Professional standards require us to communicate with you regarding audit matters that are, in our professional judgment, significant and relevant to those charged with governance ("TCWG") in overseeing the financial reporting process. This communication is intended to provide you with these required communications as well as other information regarding our audit.

We are pleased to be of service to you and the Organization and appreciate the opportunity to perform the audit of the financial statements of the Organization as of and for the year June 30, 2020. We are also pleased to discuss other matters which may be of interest to you and to answer any questions you may have.

This information is intended solely for the information and use of those charged with governance and management of the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*PKF O'Connor Davies, LLP*

PKF O'Connor Davies, LLP



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## Timing of Audit and Deliverables

Area	Date
<b>Audit planning meeting</b>	March 26, 2020
<b>Interim testing - remote</b>	Week of June 22, 2020
<b>Audit planning / risk assessment</b>	July 2020
<b>Year end audit procedures – remote</b>	Week of August 31, 2020
<b>Draft financial statements</b>	Late September 2020
<b>Discuss financial statements and management comments with management</b>	Early-October 2020
<b>TCWG closing meeting with auditors to review financial statements and significant matters</b>	To Be Determined – October 2020
<b>Final audit due date</b>	No later than November 1, 2020
<b>File tax returns</b>	Prior to November 15, 2020; Due no later than May 15, 2021 with one extension.

## Planned Audit Scope and Approach

### Significant Audit Areas

- Cash and cash equivalents
- Grants and contracts receivable
- Property and equipment
- Accounts payable and accrued expenses
- Accrued payroll and payroll taxes
- Revenue recognition and per-pupil operating revenue
- Salaries and employee benefits
- Credit card transactions
- Grant management

### Other areas of audit focus

- Significant accounting estimates
- Subsequent events
- Fraud and illegal acts
- Methodology of functional expense allocations
- Audit procedures under *Government Auditing Standards*
- Potential effect of the COVID-19 pandemic on the financial statements, including the required footnote disclosures

### Tax and information returns and other services

- Preparation of Form 990



## PKF O'Connor Davies, LLP's Responsibilities

- Forming and expressing an opinion about whether the financial statements are presented fairly, in all material respects, in conformity with U.S. GAAP
- Planning and performing the audit in accordance with professional standards to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement, whether caused by fraud or error
- Considering internal control for the purpose of determining our audit procedures but not to express an opinion on internal control
- Accumulating misstatements identified during the audit and communicating material corrected and uncorrected misstatements to management and TCWG
- Conducting our audit with professional skepticism
- Communicating significant matters related to the audit that are, in our professional judgment, relevant to the responsibilities of TCWG in overseeing the financial reporting process, including:
  - All significant deficiencies and material weaknesses identified during the audit; however, our audit is not specifically designed to detect significant deficiencies or material weaknesses in internal control over financial reporting
  - Any fraud or illegal acts noted during the course of our audit, unless clearly inconsequential; however, our audit cannot be relied upon to identify all instances of fraud or illegal acts
  - The process used by management to formulate particularly sensitive accounting estimates and our conclusions about the reasonableness of such estimates





## Responsibilities of Management and Those Charged With Governance

### Management is responsible for:

- Fairly presenting the financial statements in accordance with U.S. GAAP
- Selecting and using appropriate accounting policies
- Establishing and maintaining effective internal control over financial reporting
- Complying with laws, regulations, and provisions of contracts and agreements
- Providing all financial records and related information to the auditors
- Providing a signed representation letter to the auditors

### Those charged with governance are responsible for:

- Communicating with the auditors and overseeing the financial reporting process

### Management and those charged with governance are responsible for:

- Setting the proper tone at the top and maintaining and encouraging a culture of honesty and high ethical standards
- Designing and implementing policies and internal controls to prevent and detect fraud

**Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities.**

### Restrictions

This presentation is intended solely for the use of the Organization's management and TCWG and is not intended to be and should not be used by anyone other than these specified parties. This presentation is not intended for general use, circulation or publication and should not be published, circulated, reproduced or used for any purpose without prior written permission in each specific instance.



## On the Horizon

### Contributions Received and Contributions Made (New Requirements for 2020)

During 2018, the FASB issued Accounting Standards Update (ASU) 2018-08, which is intended to clarify and improve the scope and accounting guidance for contributions received and made, primarily for not-for-profit organizations. Prior to issuance of the ASU, there was difficulty and diversity in practice among NFPs with:

1. Characterizing grants and similar contracts with government agencies and others as reciprocal transactions (exchanges) or nonreciprocal transactions (contributions)
2. Distinguishing between conditional and unconditional contributions

The ASU provides a more robust framework for determining whether a transaction should be accounted for as contribution or as an exchange transaction. To accomplish this, the ASU clarifies how an organization would evaluate whether the resource provider is receiving value in return for the resources transferred based on certain criteria.

The ASU also requires organizations to determine whether a contribution is conditional based on whether an agreement includes:

- A barrier or barriers that must be overcome
- Either a right of return of assets transferred or a right of release of the promisor's obligation to transfer assets

If the agreement includes both, the recipient is not entitled to the transferred assets (or a future transfer of assets) until it has overcome the barriers in the agreement.

#### **Effective Dates:**

*For resource recipients that are:*

- Public companies or NFPs that have issued, or are conduit bond obligors for, securities that are traded, listed on an exchange or an over-the-counter market: Annual reporting periods beginning after June 15, 2018, including interim periods within that annual period.
- All other organizations: Annual reporting periods beginning after December 15, 2018, and interim periods within annual periods beginning after December 15, 2019.

*For resource providers that are:*

- Public companies or NFPs that have issued, or are conduit bond obligors for, securities that are traded, listed on an exchange or an over-the-counter market: Annual reporting periods beginning after December 15, 2018, including interim periods within that annual period.
- All other organizations: Annual reporting periods beginning after December 15, 2019, and interim periods within annual periods beginning after December 15, 2020.



## On the Horizon (*continued*)

### **Statement of Cash Flows (Restricted Cash) (New Requirements for 2020)**

In 2016, the FASB issued ASU 2016-18 to address diversity of practice pertaining to classification and presentation of changes in restricted cash on the statement of cash flows. Prior to issuance of this ASU, GAAP did not include specific guidance on the cash flow classification and presentation of changes in restricted cash or restricted cash equivalents other than limited guidance for not-for-profit entities. Specifically, there was no guidance to address how to classify and present changes in restricted cash or restricted cash equivalents that occur when there are transfers between cash, cash equivalents, and restricted cash or restricted cash equivalents and when there are direct cash receipts into restricted cash or restricted cash equivalents or direct cash payments made from restricted cash or restricted cash equivalents.

The amendments in this ASU require that a statement of cash flows explain the change during the period in the total of cash, cash equivalents, and amounts generally described as restricted cash or restricted cash equivalents. Therefore, amounts generally described as restricted cash and restricted cash equivalents should be included with cash and cash equivalents when reconciling the beginning-of-period and end-of-period total amounts shown on the statement of cash flows. The ASU does not provide a definition of restricted cash or restricted cash equivalents.

#### **Effective Dates:**

- Effective for public business entities including not-for profit entities that are conduit bond obligors for fiscal years beginning after December 15, 2017 and interim periods within those fiscal years.
- For all other entities, for fiscal years beginning after December 15, 2018 and interim periods beginning after December 15, 2019.
- Early adoption is permitted.
- The amendments in this ASU should be applied using a retrospective transition method to each period presented.



## On the Horizon (*continued*)

### New Revenue Recognition Standard

The FASB issued a new revenue recognition standard (ASU 2014-09) in May 2014, which as extended, becomes effective for most non-public companies, including not-for-profit entities and employee benefit plans beginning in 2019. This ASU may have a significant impact on revenue recognition and disclosure for certain businesses and industries. The core principle of the ASU is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. To achieve that core principle, an entity should apply the following steps:

Step 1: Identify the contract(s) with a customer

Step 2: Identify the performance obligations in the contract

Step 3: Determine the transaction price

Step 4: Allocate the transaction price to the performance obligations in the contract

Step 5: Recognize revenue when (or as) the entity satisfies a performance obligation

- The ASU does not apply to contributions. It does, however apply to program revenue and other fees generated by not-for-profit organizations.
- The most significant implications to not-for-profit organizations are likely to be within the health care sector.
- Self-pay patients - The amount of revenue to recognize will likely change, and bad debt is likely to be an operating expense again
- Prepaid health care services – contract acquisition costs can now be capitalized if recoverable

#### **Effective Dates:**

Non-public entities: Annual reporting periods beginning after December 15, 2018 and interim reporting periods within annual reporting periods beginning after December 15, 2019

Public business entities: Annual reporting periods beginning after December 15, 2017, including interim reporting periods within that reporting period

On June 3, 2020, the FASB issued ASU 2020-05, which extends the effective date of the revenue recognition standard by one year.



## On the Horizon (*continued*)

### Leases

On February 25, 2016, FASB issued ASU 2016-02 on leases (the “ASU”). The core principle of the ASU is that a lessee should recognize the assets and liabilities that arise from leases on their statement of financial position. Consequently, all leases that were classified as operating leases under prior lease guidance will now be recognized as assets and liabilities, initially measured at the present value of the lease payments. The lessee will recognize a single lease cost in its statement of activities calculated so that the cost of the lease is allocated over the lease term, typically on a straight-line basis. For leases with a term of 12 months or less, a lessee is permitted to make an accounting policy election to not recognize such leases as assets and liabilities in their statement of financial position. The accounting applied by a lessor entity is largely unchanged from prior lease guidance.

#### **Effective Dates:**

For public business entities, the ASU is effective for fiscal years beginning after December 15, 2018, including interim periods within those fiscal years; for nonpublic business entities, the ASU is effective for fiscal years beginning after December 15, 2019, and interim periods within fiscal years beginning after December 15, 2020. Early application is permitted for all entities.

In November 2019, the FASB unanimously approved an additional delay for private companies, including most not-for-profit companies, to postpone the required implementation date by one year. Accordingly, private companies, including most not-for-profit organizations, will be required to implement the ASU in financial statements for years beginning on or after December 15, 2020. Public business entities, including not-for-profit conduit bond obligors, will continue to be required to adopt the ASU as discussed above. Early adoption is still permitted.

On June 3, 2020, the FASB issued ASU 2020-05, which extends the effective date of the lease standard by one year.

## About PKF O'Connor Davies, LLP

Founded in 1891, PKF O'Connor Davies has evolved from an accounting firm to a corps of high-caliber professionals that delivers to a global and growing client base a complete range of audit, tax and advisory services as well as insights and expertise at the highest level. As our business has grown, our commitment to active value creation has allowed us to connect our clients to sound business advice, key players and resources across diverse industries.

### An Acknowledged Global Leader

Not only are we one of the nation's most rapidly growing accounting and advisory firms, we are also the lead North American firm in the growing PKF global network of independent accounting and advisory firms. This enables us to provide clients with preferred access to top-tier experts and firms in over 400 locations, in 150 countries around the world. It also establishes us as the primary referral point for international businesses with needs in North America, an advantage for our domestic clients seeking connections outside the U.S.

### Active Partner Involvement Dedicated Engagement Teams

We have built strong relationships with our clients by being proactive, thorough and efficient. Firm partners are involved in the day-to-day management of engagements, ensuring a high degree of client service and cost effectiveness. Multi-disciplinary teams ensure solutions are customized to address specific needs and integrated for greater efficiency.

### A Higher Standard: Beyond Passive Value Calculation to Active Value Creation

Our focus on value has driven our growth, propelling PKF O'Connor Davies to the Top 29 on *Accounting Today's* 2018 "Top 100 Firms" list and gaining us acclaim as one of the country's fastest-growing firms. With unmatched client focus, we unlock genuine value hidden at key connection points in every engagement within regional, national and international arenas. Through these connections, our team of specialists continually drives efficiencies, uncovers opportunities and manages risk – delivering value where others can't.

## Industry Recognition

- **Ranked 27 of "2020's Top 100 Firms"**  
– *Accounting Today*, 2020
- **Ranked 7 of the "Top Firms in the Mid-Atlantic"**  
– *Accounting Today*, 2020
- **Ranked 10 of "New Jersey's Top Accounting Firms"**  
– *NJBIZ*, 2019
- **"Tax Advice Award"**  
– *Family Wealth Report Awards*, 2018
- **"Best Multi-Family Office – Client Service – Over \$10 Billion"**  
– *Private Asset Management Awards*, 2020
- **Ranked #1 Best Accounting Internship**  
– *Vault*, 2020
- **"Best Reporting Solution Award"**  
– *Private Asset Management Awards*, 2016
- **"Best Places to Work in New Jersey"**  
– *NJBIZ*, 2019
- **Ranked 13 of the 50 "Best Accounting Employers to Work for in North America"**  
– *Vault*, 2021

KNOW GREATER VALUE™

## Agility, Responsiveness and Recognition

Since our founding, PKF O'Connor Davies has maintained its commitment to gaining a deep understanding of each client's operations and financial history in order to help meet their every challenge and objective. We fulfill this mission by providing resources that match those of larger firms in scope – but with the agility only a mid-sized firm such as ours can demonstrate...and yet, we still rank among them. Our services include:

### Accounting and Assurance Services

- Accounting Outsourcing
- Agreed-Upon Procedures (AUPs)
- Audits, Reviews and Compilations
- Employee Benefit Plans
- Government Entity Audits & Compliance
- International Financial Reporting Standards (IFRS)
- IT Audit & Cybersecurity Reviews
- Public Company Accounting Oversight Board (PCAOB)
- Public Sector Audits and Compliance

### International Services

- China Desk
- General Data Protection Regulation (GDPR)

### Tax Compliance and Planning Services

- Employee Benefit Planning & Tax Compliance
- International Tax Services
- IRS Representation & Tax Controversies
- Personal Financial Planning
- Private Foundation Services
- State and Local Tax (SALT)
- Tax Compliance & Reporting
- Tax-Exempt Organizations
- Tax Research and Strategic Planning
- Trust and Estate Planning

### Advisory Services

- Bankruptcy & Restructuring
- Cybersecurity Advisory Services
- Digital Forensic Services
- Forensic, Litigation and Valuation Services
- Management Advisory Services
- Risk Advisory Services
- Specialty Industry Advisory Services
  - Employee Benefit Plan Services
  - Entrepreneurial Business Advisory Solutions
  - Public Sector Advisory Services
  - Healthcare Advisory Services
  - Hospitality Advisory Services
  - Medical and Dental Advisory Services
- Transaction & Financial Advisory Services
- Wealth Services

### Family Office Services

- Accounting & Reporting
- Advisory
- Charitable Giving
- Investment Monitoring & Oversight
- Lifestyle Support
- Personal Financial Management
- Tax Planning
- Wealth Planning

**We offer an exceptional breadth of advisory services across diverse industries and sectors.**

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.



# Coversheet

## Vote Approve Amended Student & Family Handbook

**Section:** V. Academic Achievement  
**Item:** A. Vote Approve Amended Student & Family Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IHP Scholar Family Handbook\_Y2.docx





**2020-2021**  
**Scholar & Family Handbook**

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## SECTION 1: OUR FOUNDATIONS

### 1.1 Overview

Ivy Hill Prep is born out of the Building Excellent Schools Fellowship, a national nonprofit committed to training leaders to found and lead high-quality charter schools. Through this Fellowship, our Head of School had the opportunity to learn from over fifty of the nation's strongest charter schools. Ivy Hill Prep's design represents the combination of these national best practices with a deeper understanding of Brooklyn, our assets, and our areas for growth. Ivy Hill Prep was authorized by the New York State Education Department in June 2018, and was officially incorporated as a charter school on June 12<sup>th</sup>, 2018. Ivy Hill Prep opened on August 28, 2019 with a Founding Class of 120 scholars in Kindergarten and First Grade, and continue to add one grade each year, until the school is a full K-5 school serving 360 scholars and families.

### 1.2 Mission & Vision

**Mission:** Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of promise and opportunity.

**Vision:** Ivy Hill Prep is built on the unwavering belief and expectation that all children can, and will, achieve at high academic levels when presented with a challenging, engaging, and supportive school community. We believe that in order for children to be strong leaders in their communities, they need to develop their character and leadership skills as their strong academic foundation is built.

### 1.3 Core Beliefs

- Intentional character development shapes the leaders of tomorrow
- Every child is capable of achieving greatness
- Academic excellence drives everything we do
- Exceptional teachers produce exceptional results
- Data drives instruction

### 1.4 Commitment to Diversity

Ivy Hill Preparatory School welcomes scholars, families and staff from all cultures and backgrounds and will represent a community that is rich in a variety of racial, ethnic, cultural and socio-economic backgrounds. Throughout Ivy Hill Prep's programs, our

school will affirm, respect, and celebrate the individuality of members of the community as well as their common goals.

We believe that our separate heritages, beliefs and choices of expression help to define us as individuals, and that our commitment to learning about each other and the larger world unites us as a community. The goal of Ivy Hill Prep is to instill within its scholars a strong sense of identity and personal pride, a willingness to see the common threads that run through all our lives, and a high regard for the value and breadth of our differences.

## **1.5 Communication Overview**

At Ivy Hill Prep, we strongly believe that it takes a village to raise a child. Your child's village consists of administration, staff, parents, and caregivers. Hence, open communication is very important to us. We strive to keep open lines of communication. If you are looking for information about an upcoming meeting, community activity, school performance, etc. check these sources:

- The Ivy Hill Prep Website ([www.ivyhillprep.org](http://www.ivyhillprep.org)) or Ivy Hill Prep's social media pages: Facebook and Instagram (@IvyHillPrep)
- School emails & calls

## **1.6 Board of Trustees**

A Board of Trustees who reports to the school's chartering entity, the New York State Education Department, governs Ivy Hill Preparatory Charter School. The Board's responsibilities include appointing the Head of School who is responsible for the day-to-day operations of the school, establish school policies, and ensure we adhere to the mission of our charter. The calendar for board meetings can be found on the Ivy Hill Prep website.

## **1.7 Accountability**

The New York State Education Department reviews the school annually. Ivy Hill Prep's charter is renewed every 5 years and the school must go through a rigorous review process. The Board of Trustees reviews the Head of School annually and staff is also evaluated annually.

## SECTION 2: SCHOOL POLICIES & PROCEDURES

### 2.1 Uniform Policy

#### Shirts & Outerwear

- Ivy Hill Prep polos should only be worn with Ivy Hill khaki pants, not with jumpers.
- Ivy Hill Prep polo (in either color) with Ivy Hill Prep logo (short sleeve or long sleeve). Shirts should always be neatly tucked in.
- Undershirts (short or long sleeve) must be solid white, black or gray.
- Scholars may wear an IHP cardigan. If choosing to wear a cardigan, parents are strongly encouraged to write their child's name in the cardigan's tag.
- No jackets, scarves, gloves, etc. are permitted to be worn during the school day except where mandated by legitimate religious requirements.

#### Pants, Skirts & Jumpers

- Ivy Hill Prep khaki bottoms (pants or jumper) must be purchased from Ivy Hill Prep's uniform vendor: (YourStudentStyles.com)
- Khaki Jumpers should only be paired with a Peter Pan blouse.











#### Tights, Socks & Shoes

- For girls wearing jumpers, white tights only.
- 100% all-black, closed-toe shoes or sneakers.
- Kindergarten Only: All black Velcro/no lace shoes are preferred for scholars who cannot tie their shoes.
- Solid white or black colored socks with no logos
- Boots are not permitted to be worn during the day. In the winter months, scholars can wear boots to school and change their shoes upon arrival and dismissal.
- Flip flops, sandals, and heels are not permitted.

#### Jewelry

- Earrings may only be worn in ears.
- Necklaces may be worn but will be tucked in if they serve as a distraction for scholars.
- Jewelry including but not limited to watches and bracelets may be worn but will be placed in backpacks if they serve as a distraction for scholars.

## Girls' Uniform Options

<p><b><u>Ivy Hill Jumper with Logo</u></b></p>  <p><b>\$23.99</b></p>	+	<p><b><u>Ivy Hill Peter Pan Blouse (Short Sleeve)</u></b></p>  <p><b>\$10.99</b></p>	<p><b><u>Ivy Hill Peter Pan Blouse (Long Sleeve)</u></b></p>  <p><b>\$12.99</b></p>	<div style="border: 2px solid #76923c; width: 60px; height: 60px; margin: auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; color: black;">✓</span> </div>
<p><b><u>Pull Up Uniform Pants</u></b></p>  <p><b>\$14.99</b></p>	+	<p><b><u>Green or White Polo with Logo (Short/Long Sleeve)</u></b></p>  <p><b>\$12.99</b></p>		<div style="border: 2px solid #76923c; width: 60px; height: 60px; margin: auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; color: black;">✓</span> </div>
<p><b><u>Ivy Hill Jumper with Logo</u></b></p> 	+	<p><b><u>Green or White Polo with Logo (Short/Long Sleeve)</u></b></p> 		<div style="font-size: 3em; color: red;">✗</div>
<p><b><u>Pull Up Uniform Pants</u></b></p> 	+	<p><b><u>Ivy Hill Peter Pan Blouse (Short Sleeve)</u></b></p> 	<p><b><u>Ivy Hill Peter Pan Blouse (Long Sleeve)</u></b></p> 	<div style="font-size: 3em; color: red;">✗</div>

## Boys' Uniform

Green Polo with Logo (Short Sleeve)



**\$14.99**

White Polo with Logo (Short Sleeve)



**\$14.99**

Green Polo with Logo (Long Sleeve)



**\$19.99**

White Polo with Logo (Long Sleeve)



**\$19.99**

Pull Up Uniform Pants



**\$14.99**

Ivy Hill V-Neck Cardigan with Logo



**\$34.99**



## 2.2 Hours of Operation

The length of the instructional school day is 7:30 A.M. to 4:30 P.M for all scholars. All scholars are expected to arrive to school on time. Doors open at 7:30am to greet our bus scholars. Breakfast service begins at 7:30am and Morning Meeting begins promptly at 7:55 A.M. Scholars arriving after 7:50 A.M. are considered late and are expected to be signed in at the main office by their parent/guardian.

Fridays are our Early Dismissal Days. The length of our Early Dismissal day is 7:30 A.M. – 1:30 P.M.

## 2.3 Morning Arrival

Bus scholars, car drop offs, and walkers will be dropped off at 7:30 A.M. Breakfast is available from 7:30 to 7:50am. *Please Note:* Scholars who arrive at or after 7:40 A.M may not have enough time to finish their breakfast, since activities start promptly at 7:55 am. Therefore, if parents and guardians want their child to receive breakfast, the scholar must arrive at school no later than 7:40 A.M to have enough time to eat without feeling rushed.

The front door will be closed promptly at 7:50 A.M. Any scholar who arrives after 7:50 A.M will be marked as tardy.

Scholars arriving via bus or car will be greeted by a staff member and escorted into the morning greeting line. Families arriving via car will park and escort their children to the outside drop off line. Parents must stay with their children if arriving prior to doors opening at 7:30 A.M.

It is critical that your child arrive to school between 7:30 A.M and 7:50 A.M. Each day of school begins with Morning Meeting at 7:55AM. Morning Meeting is an essential part of the day and an integral part of the Ivy Hill Prep program. It helps to create a positive climate for learning, reinforces academic and social skills and builds community – all essential components for academic success. Children who arrive late to school miss this very important beginning of the day!

## 2.4 Tardies

Scholars arriving after 7:50 AM must be escorted to the main office by a parent/guardian. Three (3) tardies will be counted as a full absence. Tardies caused by school-provided bus transportation will not be counted against a scholar.

### Tardiness Consequences

- Three Tardies in a Trimester: If a scholar is late three times in a trimester, it is considered a serious issue. When our scholars are late, they miss critical aspects of instruction. At this point, our team will help the family devise an “on time” plan.

- Five Tardies in a Trimester: Upon the sixth tardy, families must meet with a member of the Leadership Team to develop a more intensive “on time” plan.
- Monthly, scholars participate in a *Perfect Attendance Party*. It is important that all scholars experience the fun! Scholars who are tardy more than 3 times per month will unfortunately not be able to attend this function.

## 2.5 Afternoon Dismissal

Dismissal for all scholars will take place at 4:30 PM. Parents/Guardians picking up at dismissal should wait outside of the school gate on Avenue D until your child’s class dismisses. At that time, parents will wait in a single file line to pick up their child from their classroom’s designated pick-up area. Parents will have a 15-minute window to pick up their scholars from the pick-up area. At 4:45 PM scholars who are not picked up will be identified as “Late Pick-Up Scholars”. These scholars will wait for their parents inside of the school building. This will require parents to enter the building, proceed to Ivy Hill’s floor, and sign out their child from the main office.

On days with inclement weather, we will follow our Indoor Afternoon Dismissal Protocol. On these days, parents will pick up their children from the front entrance.

Bus transportation home will be provided by NY DOE at 4:30 P.M. Route times and information will be provided by the district in early August.

If a child is to go home with a different adult than is listed, parents must:

**OPTION 1:** For advanced changes, communicate in writing by sending in a written, signed note in their scholar’s binder

**OPTION 2:** For last minute changes/emergencies: (1) Call the Main office to notify our Office Coordinator of the difference in pick-up AND send in a written e-mail to the school that says the name and contact information of the person picking up.

*For example:*

*I permit Tony Chavez, Anna Chavez’s uncle, to pick her up from school today. His phone number is (347) 455-2233. Please call me with any questions.*

## 2.6 Early Departure

We encourage families to schedule dental, doctor, and other appointments outside of the school hours, especially on Friday afternoons when students are dismissed early. If families must pick up their children early for an emergency, they must notify the office through written notice, or through an email or call to our Office Coordinator. Scholars must be accompanied by a parent/guardian or other authorized adult and must sign out in the office

prior to departure. The school will record dismissals before 12:00 PM as half-day absences. The school will record dismissals after 12:00 PM but before 4:30 PM as present but dismissed early. In general, scholars must be present for at least  $\frac{1}{2}$  of the allotted instructional time on a given day in order to be considered present.

## 2.7 Attendance Expectations & Consequences

In order for our academic program to be successful, it is absolutely essential that scholars be present in school on a consistent basis. The attendance policy at Ivy Hill Prep has been formed in order to ensure that this remains the case. Attendance will be considered as a component when making decisions regarding promotion to the next grade. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical or other reasons. Additionally, if a scholar accrues an excessive number of absences, the Director of Operations may contact Child Services or a Truancy Officer to assist in resolving the situation.

Parents and guardians are expected to call the school as early as possible but no later than 8:30 AM if their child will not be attending school for any reason. Earlier, written notice is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. If a scholar is not at school and the school has not been notified that he or she will be absent, Ivy Hill Prep's staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person.

**Excused and Unexcused Absences:** We strongly believe that strong attendance is a must for your child's success at Ivy Hill Prep. We will only count the following absences from school as excused:

- A doctor's note, explaining the nature of an illness. *Please note:* all routine doctor and dentist appointments should be conducted outside of school hours.
- A death in the immediate family.
- Religious holiday.
- Court-mandated appearances with proper documentation.

All other absences will be considered unexcused. Scholars will not be excused for family vacations or any other engagement. If a scholar is absent from school due to suspensions, he/she will be entitled to 2 hours of alternative instruction for each day of the suspension.

Please be aware of the following specific policies pertaining to excessive absences:

- As discussed above, excused absences are defined only as those that are accompanied by a doctor's note verifying the dates of absence were due to illness,

due to a religious observance, a death in the family, or a court-mandated appearance with proper documentation. Under certain circumstances, Ivy Hill Prep will also consider scholars' IEPs, accommodation plans and individualized health care plans in determining whether an absence is "excused."

- Excessive total absences (including excused absences and tardies) are a factor in retention at all grade levels. Should a scholar miss more than 15 total days (including excused and/or unexcused) in one year, it will be at the Head of School's discretion to determine if retention is appropriate for the current grade.
- Scholars will be held accountable for work missed due to suspension, vacation, or absences. Work may or may not be provided in advance of absences.
- Scholars who are absent from school cannot attend or participate in any other school sponsored activities occurring on the day of the absence, unless advance permission has been given by the school.

If a scholar is absent for the first five days of school, or at least 20 consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar will lose his or her seat at Ivy Hill Prep and will be considered un-enrolled from the school.

Attendance Consequences: In order to help ensure that scholars do not exceed 15 absences, Ivy Hill Prep has certain support policies in place. They are detailed below:

- *No Absences in a Trimester:* The scholar and family are congratulated and recognized for exceptional attendance and commitment to their education. If a scholar has perfect attendance for the entire year, scholars and families will be honored and recognized at the End of the Year celebration with a medal and trophy highlighting their joint victory. On a monthly basis, scholars will be invited to a 100% Attendance Party at the end of each month to celebrate the hard work of all families!
- *Three Absences in a Trimester:* If a scholar is absent three days of school in one trimester, it raises serious concerns. Our team will contact the parent/guardian to help create an attendance plan to help your family get to school every day.
- *Five Absences in a Trimester:* If a scholar is absent five days of school in one trimester, it raises serious concerns. The parent/guardian will be asked to meet with the child's teachers immediately. At this meeting, both the family and the school will discuss the problem and its impact on the scholar's education and a more intensive attendance plan will be developed.
- *Ten Absences in a Year:* At this point, parent/guardian will meet with the Head of School and school Social Worker to discuss the impact on the scholar's education, and the potential solutions that can prevent absences in the future. The possibility of grade level retention is also discussed.

- *Fifteen Absences in a Year:* If a student is absent fifteen or more times in a year, the student may be considered truant. When this occurs, the student is at risk of not being promoted to the next grade. The school reserves the right to retain any student who misses 15 or more days of school. In addition, a report may be filed with the New York State Office of Children and Family Services, in accordance with New York State Law.

Under New York law, school-age minors, age six to 17, must attend school regularly. The compulsory education law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. New York State compulsory education law requires that each child from six to 17 years of age, mentally and physically fit, will be in regular attendance for the entire academic year. Ivy Hill Prep operates in compliance with all New York Department of Education attendance and truancy requirements, which can include mandated reporting of truancy to appropriate state agencies. Ivy Hill Prep keeps accurate records of attendance and will make the records available for inspection as needed.

## 2.8 Emergency Situations

Families/guardians are responsible for completing all information requested on the Scholar Registration Forms prior to the start of the school year. It is the family's responsibility to notify the school of any changes that occur during the year. It is especially important to have updated phone numbers and addresses.

Families/guardians are responsible for providing transportation home in the event of an illness or other emergencies.

## 2.9 Emergency School Closings

Occasionally weather, and rarely other circumstances, may force cancellation of school. The Ivy Hill Prep team will update all social media accounts (Facebook and Instagram) and send out automated calls, e-mails, and text messages when school is closed or delayed. Ivy Hill Prep might not always follow the closing schedule of DOE, so it is imperative to check the mediums mentioned above to ensure you have accurate information. When in doubt, please call the school office at 917-789-8959.

## 2.10 Breakfast & Lunch Procedures

Breakfast: Breakfast is served from 7:30 AM until 7:50 AM. Scholars who arrive after 7:45 AM are unfortunately not able to be served breakfast since instruction begins at 7:55 AM promptly. When scholars enter the cafeteria, they will place their Life's Work binder in their class bin, put away their belongings, and proceed to their assigned seat. Once they are seated,

they may begin to eat their breakfast. Scholars who have had breakfast at home are able to complete their Morning Bright Work until the end of Breakfast. For safety reasons, it's important that scholars remain seated during breakfast. After scholars finish breakfast, they may work on their Bright Work activities. Scholars will receive a 5-minute signal before breakfast ends. During this time, teachers and scholars will begin cleaning up breakfast tables.

Lunch: Scholars are welcome to bring their own lunch from home. Lunch menus will be posted on Ivy Hill Prep's website for easy parental access. Scholars will not have access to a microwave to heat any lunches, but thermoses are a great substitute. Soda and candy are not permitted at school, even in lunches brought from home. For safety reasons, scholars are expected to remain seated during lunch.

Food Allergies: The school will make all reasonable efforts to accommodate scholars with food allergies. Families are required to inform the school of all food allergies and their severity. Once families have informed the school, the school nurse will meet with the family in order to develop an Individual Health Care Plan.

## **2.11 Internet Acceptable Use Policy**

Acceptable Use: The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Ivy Hill Prep offers Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the Internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means.

Unacceptable Use: The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet service:

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating

in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;

- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Head of School;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

**Safety Issues:** Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, families' names, families' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

**Privacy:** Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. The school reserves the right to examine all data stored on any medium involved in the user's use of the school's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.



**Violations:** Access to the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

### **2.12 Drug and Tobacco Free Zone**

Ivy Hill Prep is a Drug and Tobacco Free zone. New York State law specifically prohibits any type of tobacco on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, scholar, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.

### **2.13 Skateboards, Bicycles, Roller skates, Roller blades**

Scholars are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft and be registered with the school and local police station. Scholars may not use roller skates, roller blades, or roller shoes as a means of transportation to or from school. Roller skates, roller blades, roller shoes, and shoes with wheels are not allowed on campus at any time.

### **2.14 Electronics and Restricted Items**

All electronic devices including electronic dictionaries, CD players, cassette players, Gameboys, iPods, iPads, tablets, smart watches, and MP3 players must be turned off and stored in the scholar's backpack. Scholars may carry a cell phone as long as it remains silent and unused during the school day in the scholar's backpack. If a cell phone is seen or heard, it will be confiscated by staff and returned only to a parent guardian at the end of the day. Ivy Hill Prep is NOT responsible for the loss, damage, and/or theft of any of these electronic devices. Toys, electronic devices, magazines, hats worn inside the building, and any other item that violates school policy or disrupts the class or causes a hazard will be confiscated. Upon finding one of these restricted items, school personnel will confiscate, and only a parent/guardian may pick up these items in person from the school office.

## **SECTION 3: ACADEMICS**

Ivy Hill Prep is committed to supporting the academic achievement and personal growth of all of our scholars by implementing a strong and rigorous academic program. Ivy Hill Prep operates with an extended day and a longer school year. Scholars attend 185 school days, and our school day begins at 7:30 AM and ends at 4:30 PM, with the exception of every Friday,



which operates from 7:30 AM to 1:30 PM to provide teachers with on-going, targeted professional development.

### **A Challenging Curriculum**

Ivy Hill Prep's curricula are aligned to the Common Core Standards, internal standards, internal assessments, the NWEA MAP Assessment, and the NY State 3-8 ELA & Math Assessments. Our academic program will ensure that our scholars are prepared to compete and excel in a fast paced and rigorous middle school, high school, and college.

### **Exceptional Teachers**

Ivy Hill Prep's focus on class structure and exceptional teachers ensures that we can run high-quality small group instruction and give one-on-one help to all scholars. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Ivy Hill Prep teachers know that scholars learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the scholars' lives. Our teachers consistently foster a climate of success through a positive disposition, well maintained and organized classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills. Ivy Hill Prep teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Teachers ask many critical thinking questions throughout the course of the day, as well as pack each class with a number of activities designed to keep scholars motivated, focused, and engaged.

## **3.1 Life's Work**

### **Life's Work**

At Ivy Hill Prep, we refer to homework as Life's Work, as we view the practiced skills and self-discipline as essential skills for success in "life." Life's Work is an essential component of Ivy Hill Prep's educational program. Life's Work reinforces the concepts and skills that are taught in class, which helps scholars to develop a deeper understanding of academic concepts and promotes the habits that we recognize will be important in college and in life. Approximately 20-45 minutes of Life's Work will be assigned every night at Ivy Hill Prep, including on weekends. It is critical that families review their child's Life's Work and monitor progress every night.

### **Reading Log**

In addition to the 20-45 minutes of Life's Work, scholars are required to read for 15 minutes every night, including weekends, holidays, and vacations. As a part of Life's Work, our families and guardians will be required to sign their child's Reading Log every night. It's important that Life's Work be completed in full and meet the high standards that Ivy Hill Prep sets for effort and presentation. If parent's fail to sign their child's Reading Log, Life's Work will be marked as incomplete. To ensure our scholars are reaching their benchmarks, it's imperative that they practice their reading every night.

### **Behavior Log**

At Ivy Hill we believe it takes a village to raise a child. Our Behavior Log serves as direct communication between our school and parents. Teachers will fill out a Behavior Log daily for each scholar that explains how well their day went. A color will be highlighted to indicate the productivity of their day and on some days comments will be attached for parents to read. Our parents **must** sign their scholar's Behavior Log **nightly**. **If the Behavior Log isn't signed, homework will be marked as incomplete.**

All components will live in an Ivy Hill Prep binder that includes the Behavior Log, Reading Log, and Life's Work. All components will be completed and signed nightly turned in to teachers every morning as soon as the scholar arrives at school.

Before signing, families should go through the Life's work and make sure all components are completed. Parents will know they've completed the Life's Work by seeing a page titling the next day of the week. Families should go through each assignment with their child and check the work. In the primary grades, we do not consider parent/guardian help on Life's Work cheating; instead, we consider parent/guardian help on Life's Work a key component of academic success. Families should feel free to mark incorrect work and go over it again with their child. This shows our scholars how much their **family values** academic success and also offers them additional academic tutoring. Families should not write answers for their child unless the teacher has specifically requested this. The Life's work should be returned to school within the Life's Work binder, and the entire binder should be turned in using the designated process as soon as scholars enter the cafeteria.

If Life's Work is consistently late, missing, incomplete, or of poor quality, parents/guardians will be notified to discuss a system to help better support you and your family.

Scholars will not be excused from completing Life's Work assignments for any reason. If a scholar has an absence, the scholar will need to complete the Life's Work no later than one day after returning to school (unless the teacher has given approval for an extension).

Scholars are expected to complete their Life's Work assignments each day it is assigned. If a scholar has completed less than 90% of Life's Work assignments in a trimester, consequences may include: parent/guardian conferences, loss of privileges, or if ongoing, retention.

## **Life's Work Expectations**

### **Teachers Commit To:**

- Create meaningful assignments
- Make sure that Life's work is accompanied with a daily Behavior Log & Reading Log
- Vary the types of assignments

- Use Lifework as a way to check for understanding of the skill and content being taught in class

#### **Scholars Commit To:**

- Give parent/guardian the Life's work assignment by showing them the daily Life's Work Log
- Be responsible for completing assignments on time, accurately, and neatly
- Read every day
- Show maximum effort by completing every question and showing work, even when difficult

#### **Families & Guardians Commit To:**

- Provide time and a quiet place for their children to study with no distractions, electronics, or television
- Help their children develop responsibility by making sure they complete all of their assignments
- Be aware of all assignments (by looking at the Life's Work Log), review the child's work, and assist as needed
- Make sure that every assignment is completed to Ivy Hill Prep's standards
- Talk to their child about what he or she learned at school and encourage their child to develop a positive attitude about learning
- Read to or with their child every night for 15 minutes and sign the reading log

The Life's Work folder is also the School's way of sending home parent/guardian and family communication. Please be sure to check the front pocket of the folder every night for any important information. Additionally, if you need to communicate something to the school, you may include the message within the binder. We will be sure to check for incoming messages.

### **3.2 Promotion Policy**

We will make grade level promotion decisions based on reading achievement on STEP (Ivy Hill Prep's literacy assessment), number of absences and grade level standard mastery. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absence on any child's academic progress.

Scholars who are not reading or doing math on grade level by the end of the academic year may be eligible for retention. Scholars who are reading more than half a year below grade level according to the final STEP Test and/or more than half a year below grade level in Math according to the final Math assessment results may be retained in their current grade-level. Families of scholars who are in jeopardy of being retained will receive notice of this possibility

in writing at the end of the second trimester and will thereafter receive monthly updates on student progress.

Elementary scholars are graded on a scale of 0 to 4, as outlined below:

Proficiency Standard	Percentage	Description	Traditional Grade
4	90-100%	Above grade level	A
3	80-89%	Grade level	B
2	70-79%	Below grade level	C
1	60-69%	Far below grade level	D
0	68%-below	No credit	F

Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Head of School. All efforts will be made to avoid retention including multiple conferences with the family, teachers, scholar, and school leadership. These decisions will not be made lightly, but will always reflect what is in the best interest of the scholar. The school reserves the right to make exceptions to this policy given special circumstances.

### 3.3 Progress Reports, Report Cards and Parent/Guardian Meetings

Teachers and staff will use report cards to communicate scholars' academic and behavioral performance.

Families will also be expected to meet with their children's teachers during the three Family Achievement Conferences held each year. New families are also required to attend a mandatory parent/guardian orientation before the start of the school year.

In addition to the standards-based grading outlined above in Section 3.2, scholars will also be graded on their demonstration of the Ivy Hill Prep creed values (Leadership, Excellence, Academic Growth, what makes you Unique, and confidence). Scholars will receive one of the following ratings for the frequency at which they demonstrate each value:

- E = Excellent
- G = Good
- D = Developing

## SECTION 4: STUDENT DISCIPLINARY CODE OF CONDUCT

Ivy Hill Prep is characterized by a culture that is structured, supportive, joyful and focused on academic work. At Ivy Hill Prep, we are intentional about setting our students up for success. This means that we hold scholars to high academic and behavioral expectations, only after ensuring those expectations were clearly stated and understood. We know that when our scholars know what is expected of them and are surrounded by adults who support them, they will thrive.

Core Values: Ivy Hill Prep’s five creed values – Leadership, Excellence, Academic Growth, what makes you Unique, and confidence- are at the heart of our community and represent the cornerstones of the school’s Code of Conduct. Our staff models these creed values, and in turn are confident in our scholars’ ability to uphold the same values.

### 4.1 STAR Behavior Code

We believe that a structured, achievement-oriented classroom establishes a platform for academic success; learning cannot happen in chaos. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently. Structure provides a framework for learning to take place. The structure that Ivy Hill Prep provides will ensure that school is a safe place where scholars are free of the stress that unstructured, undisciplined settings create.

**STAR:** To help scholars learn professional habits and maximize instructional time, Ivy Hill Prep utilizes the STAR code. The rationale for each aspect of the STAR code is explained to students at the beginning of each year to ensure they understand the “why” behind the system.

- **Stand/Sit up straight.** At Ivy Hill, scholars demonstrate good posture throughout the day, which assists in their focus on the lesson objective. During instructional lessons, scholars, like teachers, sit with their backs straight, their bottoms safely on their chairs, and their feet safely on the floor. When standing and walking, Ivy Hill scholars keep their hands at their sides to prevent physical contact or physical play with other scholars. When sitting on the rug, scholars sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.
- **Track the speaker with your eyes.** At Ivy Hill, scholars and teachers “track” the speaker, which means we look at the teacher or student who’s speaking. At our school, we believe that we’re all teachers and we’re all learners. We “track” the speaker to not only show respect (which adults do in professional and personal settings), but to teach and learn from one another. In conjunction, we teach our scholars that their voices take up space, their voices are important, and their voices should be heard. To emphasize this, we show respect to our community by tracking other individuals when they speak.
- **Always do your work and be on task.** Ivy Hill Prep scholars are expected to be on task 100% of instructional time with very few reminders by teachers. Scholars ask and answer questions by raising their hand and waiting for their teacher to call on them,

or by waiting for their turn when utilizing habits of discussion. Habits of Discussion requires scholars to respond without a raised hand. These instances will be made clear for scholars. In order to be successful in this realm, scholars must be on task to participate.

- **Respect at all times.** There are no excuses for disrespectful behavior at Ivy Hill Prep. A scholar who has a disagreement with another scholar is expected to follow one of three actions to address the problem depending on its severity: (1) ignore the scholar, (2) ask the scholar politely to stop, and (3) tell the teacher. Scholars who have been corrected by a teacher may not respond to that correction in a way other than following directions given by the teacher. If a scholar feels that a consequence has been unfairly applied, the scholar may speak to the teacher after the lesson has ended. In some instances, the teacher may agree with the student and rectify his/her consequence. The decisions made by the teacher will be final.

#### 4.2 Hallway Behavior

Hallways are shared spaces and carry noise. We ask that all scholars and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one class to another silently, in two lines, in a safe manner with their hands to themselves and not touching other students.

#### 4.3 Bathroom Behavior

In order to ensure that students are present in class to the greatest extent possible, we encourage scholars to use the bathroom before classes begin, during bathroom breaks, during lunch, and after school. When scholars have a bathroom emergency during class time, they will follow their individual class's protocol for receiving bathroom permission.

Scholars are expected to be potty trained before starting kindergarten, including the responsibility of wiping and cleaning themselves. School staff will not engage in any bathroom assistance unless it is an emergency.

Bathrooms are shared spaces, and we teach our scholars to treat all spaces with care and pride. We teach scholars to pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. We do not permit scholars to bring anything with them to the bathroom, including writing instruments. We fully expect scholars to follow these rules, however, should a scholar break our bathroom rules, the scholar will receive a consequence and might not be permitted to use the bathroom alone.

At all times a scholar is expected to obtain permission from the teacher to use the restrooms. Scholars are not to write on the walls or damage the facility in any way. A scholar who is feeling ill should report to the office and not remain in the restroom alone.

#### 4.4 Behavior System

At Ivy Hill Prep, scholars have the opportunity to earn rewards for demonstrating excellent behavior, academic growth and good citizenship. Scholar behavior is monitored throughout the school day through use of our color chart. The color chart will have various color bands that equate to levels of scholar behavior (silver, green, yellow, red, etc.). Teachers will fluidly move scholars' colors up or down depending on their behavior at a given time. When a mistake is made, scholars receive a reminder from their teacher which is called a "check". Teachers will give a reminder/check to get the scholar back on task. Three checks will be given prior to a color going "down". When scholars are demonstrating consistent model behavior and/or academic work, a praise is given in the form of a "star". Three stars will be given prior to a color moving "up". Teachers will consistently narrate the behavior that resulted in a color change. The movement of colors both up and down reinforces the idea that we can learn from our mistakes, can bounce back from poor choices, and are rewarded for hard work and dedication.

Every day, in the child's Life's Work binder, families will sign a Behavior Log that identifies how their child ended the day on the color chart. If a scholar receives a colored star, this means that he/she ended the day on Green or Silver. If the colors, "Yellow" or "Red" are written in place of the star, this is an indication that your scholar struggled in some way. These colors will always be accompanied with a written explanation or phone call. Parents are encouraged to discuss their child's progress daily to encourage the good work, or to assist in the planning of displaying more leadership qualities in the classroom.

### **4.3 School Reward Opportunities**

At Ivy Hill Prep students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship. We also have an end of year awards ceremony to celebrate scholars and families for various achievements attained throughout the Ivy Hill Prep academic year, including perfect attendance, high honor roll, honor roll, and creed value awards. Positive reinforcement is broken down as follows:

#### **Daily Praise**

- Teachers will recognize students who excel behaviorally and academically by giving praise and sometimes providing students with stickers or notes. Teachers will also recognize scholars who have demonstrated considerable growth, both academically and behaviorally.

#### **Weekly Praise**

- At the end of every week, scholars who have ended the day on silver or green for at least 4 days will earn the chance to pick a prize from our school store treasure chest.
- As a schoolwide community, teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment, or exemplified the schoolwide creed value for the month.

#### **Homework Superstars**

At the end of the month, any student who has completed Life's Work (homework) assignments to the Ivy Hill Prep standard for every single day of the month will be able to

participate in a lifework celebration and receive a prize.

#### 4.4 Community Violations

We believe that our consistent use of the color chart, positive narration, and support will address the large majority of scholar behavior concerns. However, if the misbehavior is more serious or continues despite corrections and support, our team will partner with the scholar's parents to devise an Individual Behavior Plan to support. These serious infractions may include, but are not limited to:

- continued disrespect of an adult, including rolling eyes, sucking teeth, or other such body language, defiance, or rudeness;
- disrespect of a fellow scholar, such as name-calling, insulting, or excluding;
- disrespect of the school, such as drawing on a table or book, taking school supplies without permission;
- unsafe behaviors, such as hitting, kicking, biting, pushing, play fighting or throwing tantrums;
- making verbal or physical threats, empty or otherwise;
- leaving class without permission;
- cheating or plagiarism, or copy of anyone else's work; • use of inappropriate language; and
- extreme disruption of class.

Please note that these infractions apply to students while on school grounds, on the school bus, and at any school related trip or activity.

- The first, second and third Community Violations of the trimester will be accompanied by a phone call home at the end of the day. The teacher may also request a conference with a parent/guardian.
- If a scholar receives four or more Community Violations in a trimester, a parent/guardian will be required to attend a mandatory conference with the Head of School, Dean of Culture, classroom teacher(s) and the scholar.
- At the 6th Community Violation of a trimester, the parent/guardian will be required to observe their child in class for 60 to 90 minutes. This parent/guardian observation helps teachers, families, and scholars create a behavior plan for the scholar in order to successfully keep the scholar in class.
- Ivy Hill Prep offers students many privileges that can be taken away as a consequence for choices that negatively impact their learning, the learning of others, their safety, or the safety of others. Privileges that can be lost include but are not limited to:
  - Specials Blocks
  - Choice Time
  - Recess
  - Participation in birthday celebrations



- Participation in field trips
- Socializing with classmates during snack time, breakfast, or lunch

Families will receive a phone call home for each Community Violation; the phone call will be made by the classroom teacher or a member of the Leadership Team.

Ivy Hill Prep believes that our use of community violations will minimize our need to rely on in-school or out-of-school suspensions. We do, however, reserve the right to assign these consequences if the misbehavior presents a serious safety or other concern.

#### 4.5 Suspension

In the case of a suspension, the scholar will be removed from class and will be sent to the Main Office or another designated school location, following which, the scholar's parent/guardian or guardian will be notified of the incident by the school. In all cases where the scholar has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

Due process states, scholars are guaranteed due process and fair treatment at school. Therefore, prior to Ivy Hill Prep taking disciplinary action against a scholar, the School will provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the scholar of the disciplinary issue and giving the scholar an opportunity to respond. As described below, more formal procedures will be followed when the discipline proposed is greater than ten days of suspension.

In every case of scholar misconduct for which suspension or expulsion may be imposed, the Head of School shall exercise discretion in deciding the consequences for the offense; consider ways to re-engage the scholar in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports. **Suspension Under or Equal to 10 Days (Short-Term)**

Scholars in grades K-2 may receive a suspension for egregious acts of disrespect or defiance. If a scholar commits one of the infractions listed below, the scholar may receive a suspension in addition to receiving a Community Violation.

If a scholar commits one of the infractions listed below, the scholar may receive an out of school suspension rather than receiving a Community Violation. The Head of School may suspend any scholar for up to 10 school days. Before the scholar is returned to class, the scholar, his or her parent/guardian or guardian, and the Head of School will meet in order to address the scholar's behavior and plan for improvement. Furthermore, scholars will not be allowed to return to class after a suspension without a parent/guardian signature on the suspension letter. If the school is unable to contact the parent/guardian/legal guardian, the suspended scholar will be held in school until the end of the day. The parent/guardian/legal guardian shall be held liable for all damages caused by a scholar. Scholars are not entitled to appeal a short-term suspension. These serious infractions that may merit immediate

suspension include, but are not limited to:

- Gross disrespect of a fellow scholar, staff member, or school property
- Continued tantrums that disrupt the learning environment
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Skipping school or class
- Using abusive, vulgar, or profane language or treatment
- Making verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from class, building, or school-sponsored activity
- Forgery of any sort, including parent/guardian signatures
- Cheating or plagiarism, or copying of anyone else's work
- Violent or threatening behavior
- Bullying or harassing conduct
- Repeated and fundamental disregard of school policies and procedure

### **Suspension Over 10 Days (Long-Term)**

Using the same list of infractions listed under short-term suspension, the Head of School will make a recommendation to the Governing Board, if the suspension of a scholar is more than 10 days.

Prior to a suspension of more than 10 days, the following due process procedures will apply:

- The parent/guardian/legal guardian will be notified of the intent to suspend for over 10 school days
- Date, time and place of a hearing will be sent to the parent/guardian/legal guardian with at least five working days' notice
- Notice of the right at the hearing to:
  - Be represented by his/her families, legal or other representative (at the scholar's/parent/guardian's own expense)
  - Present evidence
  - Confront and cross-examine witnesses
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- This hearing must include the scholar, the Head of School (or other staff), and the parent/guardian/legal guardian.
- The Governing Board has decided that the all expulsion hearings shall be held at a Special Executive Meeting to protect the privacy of the scholar unless the parent/guardian requests that it be open to the public.

- The student and/or parent/guardian may submit any complaint regarding this process to the New York State Education Department.

#### 4.6 Expulsion

In the case of an expulsion, the scholar will be removed from class and will be sent to the Main Office or another designated school location, following which the scholar's parent/guardian or guardian will be notified of the incident by the school. In all cases where the scholar has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. Expulsion is defined in as the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.

The Head of School may recommend to the Governing Board expulsion of a scholar for serious cause, including, but not limited to:

- Being on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin;
- Assaulting another scholar, school employee, school consultant, or school volunteer on school premises or at school-sponsored or school-related events, including athletic games;
- Extreme bullying and/or harassment
- Continued acts of violence that endanger community
- Possession, use, sale, or transfer of drugs and alcohol;
- Destruction or attempted destruction of school property including arson

In addition to any of the preceding infractions, any breaches of federal law or law may be handled in cooperation with the law and may result in expulsion.

**Due Process:** Scholar disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals.

- The parent/guardian/legal guardian will be notified of the intent to long-term suspend or expel a scholar;
- The date, time and place of a hearing will be sent to the parent/guardian/legal guardian with at least five working days' notice
- The scholar and parent/guardian will be given written notice of the right at the hearing to:
  - Be represented by his/her families, legal or other representative (at the scholar's/parent/guardian's own expense);
  - Present evidence;
  - Confront and cross-examine witnesses;

- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request;
- The hearing will include the scholar if he or she chooses to participate, the Head of School (and/or or other staff), and the parent/guardian/legal guardian if he, she, or they choose to participate;
- All expulsion hearings shall be closed to the protect the privacy of the scholar unless the parent/guardian requests that it be open to the public;
- A scholar and/or parent/guardian, upon request, will have the right to review the scholar's records;
- The decision by the board will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to inform the parties of the reasons for the decision;
- The student and/or parent/guardian may submit any complaint regarding this process to the New York State Education Department.

Scholars have the right to reapply for admission after one year of expulsion. The Governing Board has the right to deny admission of a scholar who has been expelled from another school or is in the process of being expelled, and to deny, upon review of a request, readmission of a scholar previously expelled from Ivy Hill Prep.

#### **4.7 Discipline of a Scholar with Special Needs**

Ivy Hill Prep will meet all requirements of Section 504 of the Rehabilitation Act as defined in Part B of IDEA, and State laws regarding disciplining of scholars with disabilities.

As explained above, under the Fourteenth Amendment to the United States Constitution, scholars are guaranteed due process and fair treatment at school. Therefore, prior to the School taking disciplinary action against a scholar, the Head of School will provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the scholar of the charges against him/her and giving the scholar an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten days of suspension.

Scholars may have additional rights pursuant to laws governing the provision of educational services to scholars with disabilities.

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible scholars with certain procedural rights and protections in the context of scholar discipline. A brief overview of these rights is provided below.

**Short-term suspensions:** School personnel may refer a scholar to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions the school year which do not constitute a change in placement:

1. The school must provide Free and Appropriate Public Education (FAPE) services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.

2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

**Change of placement:** A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals (exceeding 10 days in total) with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, families/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the school, families/guardians and any other relevant members. The team must consider all relevant information in the scholar's file, teacher observations, and relevant information from the families/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the district's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the scholar's disability.

If the team determines that the conduct was a manifestation of the disability, the scholar must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The scholar is entitled, however, to receive educational services to enable progression in the general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will be provided.

**Appeal Rights:** When a parent/guardian/guardian disagrees with the Team's decision on "manifestation determination," or an alternative placement, the families/guardians have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

**Exceptions for Specified Conduct:** Under certain special circumstances as defined by federal law, school personnel may place the scholar in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the scholar possesses, uses, sells or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. The federal definition for serious bodily injury means bodily injury that involves:

1. A substantial risk of death;
2. Extreme physical pain
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of a bodily member, organ or mental facility.

Otherwise, if the scholar's continuation in the current placement is substantially likely to cause injury to himself/herself or others the district may request an expedited hearing for an order to place a scholar in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

Scholars with Disabilities under Section 504 Scholars who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are entitled to certain procedural protections associated with Section 504.

## 1.8 Complaint Process

**Introduction:** It is Ivy Hill Prep's policy to ensure that scholars or families with a grievance relating to Ivy Hill Prep, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

1. **Initial Conversation:** If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.
2. **Where to File A Complaint.** Any scholar who believes that Ivy Hill Prep has discriminated against or harassed her/him because of her/his race, color, creed, ethnicity, national origin, sex, sexual orientation, mental or physical disability, age, or ancestry in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint in writing with the Director of Operations. If the Director of Operations is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Head of School. These individuals are listed below and are hereinafter referred to as "Grievance Administrators."
  - Head of School
  - Director of Operations

**Complaints of harassment by peers:** In the event the complaint consists of a scholar's allegation that another scholar is harassing him/her based upon the above-referenced classifications, the scholar may, in the alternative, file the complaint with the Head of School.

**Complaints of discrimination based upon disability:** A scholar who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of that scholar, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act should first contact the Head of School. If the complaint remains unresolved after contacting the Head of School, the procedure set forth by the Governing Board of Trustees must be followed.

**Contents of Complaints and Timelines for Filing.** Complaints under this Complaint Policy must be filed within 30 school days of the alleged discrimination. The complaint must be in

writing. Any person of the scholar's choosing, may assist the complainant with filing the complaint. The written complaint must include the following information:

1. The scholar's name and the parent/guardian's name who is filing the complaint on behalf of the scholar.
2. The name, address, telephone number, and e-mail address of the scholar's legal representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the scholar or parent/guardian wants the complaint to be resolved.

**Investigation and Resolution of the Complaint:** Respondents will be informed of the charges as soon as the Director of Operations or Head of School deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Director of Operations, Head of School, or one of their designees will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, a member of the Leadership Team will meet with the scholar, parent/guardian and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the scholar, parent/guardian, and/or representative, the member of the Leadership Team will provide written disposition of the complaint to the scholar, parent/guardian and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by Ivy Hill Prep involves disciplinary action against an employee or a scholar, the resolution shall be kept confidential, except for the people that are involved.

All the timelines above will be implemented as specified, unless the nature of the investigation or circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such timelines will be followed.



Confidentiality of scholars/respondents and witnesses will be maintained, to the extent possible.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

**Appeals.** If the scholar/parent/guardian is not satisfied with the disposition of a complaint, the scholar/parent/guardian may appeal the disposition to Governing Board within one week after receiving a decision from the school. The Governing Board will issue a written response to the appeal within 30 school days of receiving the appeal. The Board expects that all prior steps have been followed before action is taken at a Board level. All applicable public open meeting laws will be followed for the Board's meeting, including prior notice and the right of the employee to request that any potential employment action be held in an open meeting. Upon Resolution of complaint, Ivy Hill Prep must provide: (1) Written determination of complaint and any remedial action taken, and (2) Written notice that complainant may appeal to NYSED.

#### **4.9 Field Trips**

The school's curriculum may sometimes call for outside learning experiences. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity is a temporary extension of the school grounds. A permission slip that allows scholars to attend each school field trip will be sent home prior to the trip and must be signed by a parent/guardian or guardian. Scholars who fail to return the signed slip – or who are not permitted to attend the particular trip as a result of a loss of privileges – will not be eligible to participate and will be required to remain either in another classroom or in the office during the field trip. If families or other volunteers assist with field trips, scholars must give these families or other volunteers the same respect they would give to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school provided transportation. No younger/older siblings who are not enrolled with Ivy Hill Prep may attend the field trips due to safety.

If a student presents a safety concern to him/herself, or other classmates, due to significant misbehavior, a scholar may not be permitted to attend.

During registration, families grant their student permission to participate in school-related field trips that are within walking distance by completing the Handbook Sign-off Page. Families will be required to sign permission slips for any field trips that require transportation (bus or subway) and the school will send home permission slips prior to the trip.

At times, teachers will ask for a limited amount of family chaperones to attend field trips. Family chaperones are required to supervise students at all times and uphold Ivy Hill Prep's expectations. Family chaperones may not leave the field trip early and must come to and from the school with the class.



#### 4.10 Forgery

Shared information and constant communication among teachers, scholars, and families are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including progress reports and report cards, to be brought home by scholars, signed by families, and returned by scholars the next school day. Scholars who forge their parent/guardian's signature, or forge parent/guardian or guardian approval on any official or unofficial school communication, including community violations, may face an out-of-school suspension.

may face an out-of-school suspension.

### Section 5: Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its scholars and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

#### 5.1 Closed Campus

Under no circumstances are scholars to leave the school building without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult. Scholars need to be aware that the school has several neighbors and should be respectful and courteous of their needs. Once scholars have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

#### 5.2 Visitors/Volunteers

**Visitors:** Ivy Hill Prep is happy to have visitors. Anyone, including family members who wish to visit the school, must first call the office to set up an appointment. Our Office Coordinator will make every attempt to arrange the visit within 24 hours of the request.

**Volunteers:** As a family member, you are an essential part of the Ivy Hill Prep community. Your input is welcome on all levels and volunteerism is encouraged in the school throughout the year. Volunteer opportunities are plentiful. A volunteer coordinator will organize and schedule family volunteers. When volunteering in the school, please keep in mind the following:

- You should arrange with the teacher the specific time you would like to volunteer at the school ahead of time. If you are unable to keep your scheduled time, please let the school know.
- Younger siblings should not accompany a parent/guardian/guardian to school during his/her volunteer time.
- When in the classroom, please support the school philosophy and model the

**Comment [PA1]:** You'll need something in this handbook that covers expectations for parents inside the building, including how they interact with staff. We had 1-2 parents each year who were extremely disrespectful on campus and we had to bar them from entering going forward.

code of behavior scholars and staff follow school wide.

Volunteers often inadvertently have access to sensitive information. Any information about scholars or their grades, discipline, or any personally identifiable information about School employees, including address, salary, Social Security number, or telephone number, etc. is to remain confidential. If a volunteer has a concern involving something that is witnessed or overheard it should be discussed with a faculty member or the Head of School. If a volunteer disregards this policy, the privilege of volunteering may be revoked. All employees of charter schools, and school volunteers who work with scholars, shall be fingerprinted and have a criminal background check conducted as required by statute.

Any visitor, including families and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors should wear visitor badges at all times to indicate that they have checked-in at the main office.

### 5.3 Scholar Searches

In order to maintain the security of all scholars, Ivy Hill Prep reserves the right to conduct searches of its scholars and their property. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the greatest extent possible, and that scholars and their families are informed of the circumstances surrounding, and results of, the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of the school and scholars have no expectation of privacy in these areas. All school premises are subject to random searches by school officials at any time.

### 5.4 Emergency Drills

**Fire Drill:** During the first month of school and frequently throughout the school year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is important for scholars to follow instructions quickly and quietly during an emergency drill. Procedures are as follows:

- Everyone must respond immediately to the fire alarm.
- All electrical equipment must be turned off before exiting a room.
- All doors must be closed but not locked.
- Exit silently in a single file line.
- Use either the primary or secondary exit.
- Proceed to assigned area where attendance will be taken and absences reported to a school administrator.
- Scholars should turn away from the building and remain silent to listen for further directions.
- Scholars must remain with their class, in sight of the teacher.
- No one may return to the building until an “all clear” signal is given.

**Lock Down Procedures:** A school administrator or staff member who sees that there is an immediate need for an emergency lock down will initiate the following procedures:

1. Notify the school office immediately upon observing a situation that may put children in imminent danger
  - a. A school administrator will notify school personnel to lock down.
2. At this time, teachers will complete the following steps as quickly as possible:
  - a. Lock their doors – once the door is locked, teachers are not to unlock it for any reason (not even to permit a scholar to enter);
  - b. Cover the door window with paper;
  - c. Have the scholars move away from all windows and sit silently on the floor;
  - d. Take attendance and call the office if they are missing any scholars (they may be in the bathroom or in another classroom);
3. Under no circumstances are teachers to open their classroom doors until they hear the code word or are directed to do so by local law enforcement or fire officials.

Volunteers/guests must also follow the above procedures for a fire alarm and lock-down.

## **Section 6: Family Involvement**

Ivy Hill Prep is an academically rigorous, disciplined, and joyful elementary school in which all members of the school community – leaders, teachers, families, scholars, and board members – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic growth, character growth, and development of every child. Although the responsibility of making decisions of school policy belongs to the Governing Board and Head of School, families are involved on an individual level and through organized parent/guardian groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school’s activities and expectations.

### **6.1 Family Communication**

It is vitally important that the school have methods of contacting families through the child’s parent/guardian or other authorized family member. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Families are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

In case of an emergency, families or guardians should contact the Main Office either by phone or in person. Under no circumstances should families or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office. Additionally, parents should not call their child’s cell phone during school hours. Instead, they should contact the main office.

## 6.2 Parent/Guardian and Family Involvement

Family involvement in a child's educational life is critical to a child's success. We encourage families to develop strong positive partnerships with the school.

**Visiting Classes:** Our school has an open-door policy that allows family members to sit in on class during any time after the first six weeks of school. During the beginning of school, it is critical for scholars to transition into their new setting, and the presence of families in the classroom can slow this process. Beginning in mid-October, we encourage families to come into the classroom and see our dedicated teachers and scholars at work. To schedule a visit, please call our Main Office at least 24 hours in advance to schedule your observation.

- Please do not bring other children into the classroom.
- When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Family members who are disruptive to the educational process will be asked to leave. Visitors need to sign in at the office before visiting a classroom and wear a visitor badge while in the school.

**Family Orientation:** New families of Ivy Hill Prep are asked to bring their children in to the school before the start of school to meet with school staff and review expectations. These sessions are mandatory and will last approximately 1.5 hours; a family is only required to attend one session. It is critical that all families and children attend this initial Orientation session. At the orientation, teachers will explain vital information about class rules and discipline systems, class specific policies, give an overview of the general daily schedule, and answer any general questions that families have about the classroom. It will also give families a chance to meet families of other scholars in the school!

**Curriculum Nights:** We are excited about our curriculum at the school and want to share what is going on in our classrooms. Throughout the year, we will hold parent/guardian curriculum nights, and we encourage all families who can attend to do so. We will send out a calendar at the start of the year that has all of the dates for the monthly curriculum nights.

**Volunteer at Ivy Hill Prep.** Families are asked to host and give tours to school visitors, assist classroom teachers with various needs, serve as chaperones for school field trips, and participate in planning sessions for school activities that support the school's mission. All employees of charter schools, and school volunteers who work with scholars, shall be fingerprinted and have a criminal background check. We demonstrate appreciation of all of our families for entrusting us to educate their children to the highest quality, and we honor and recognize families that go above and beyond the required efforts to enhance their scholar's achievement and our mission.

**Parent Teacher Conferences:** Parent Teacher Conferences at Ivy Hill Prep are mandatory. Conferences are a crucial component of our educational program. A parent/guardian is expected to attend conferences as indicated on the school calendar, and at other times as

requested by the classroom teacher or Head of School. Families should plan on attending a 30-minute conference during that school day or at a pre-arranged time before or after school during that week.

## **Section 7: General School Information**

### **7.1 Address**

Ivy Hill Preparatory Charter School  
 475 East 57<sup>th</sup> Street  
 Brooklyn, NY 11203  
 Telephone: 917-789-5989  
[www.ivyhillprep.org](http://www.ivyhillprep.org)

### **7.2 Phone Use**

Although Ivy Hill Prep aims to have as much communication as possible with families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach scholars or teachers during the day. Teachers will, however, receive messages after 4:30 pm. Scholars are prohibited from using school telephones unless it is an emergency that requires immediate attention.

The office phone is a business phone and should be used by scholars for emergencies only. The phones may not be used by scholars to arrange for delivery of any items, including signed report cards, or missing Life's Work assignments. If families need to leave a message for their child, they should call the office, to leave a message before 12:30 PM. Scholars will not be called from class to the office to speak with a family member except in case of an emergency.

### **7.3 Lost and Stolen Property**

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that scholars bring to school which may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to a parent/guardian; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

### **7.4 Birthday Celebrations**

On the first Friday of each month of the school year, we celebrate all of our scholars who have birthdays in that month. This ensures that scholars' birthdays are celebrated in a way that does not interrupt the academic day. However, individual birthday celebrations are permitted if parents would like to celebrate their child individually. Two weeks prior to the desired celebration, parents are responsible for coordinating a date with the scholar's classroom teacher. All celebrations will take place during Choice Time between 4:00 PM and 4:20 PM. Snacks and treats are permitted, but must be approved by the classroom teacher in

advance. Parents will be informed if there are any food allergies in the class. If there is a food allergy in the class, we ask families to be considerate and avoid that food product in the birthday snacks. Families, guardians, family, and friends are asked not to have flowers, cakes, balloons, etc. delivered to school for scholar celebrations. These are disruptive in the classroom and are a safety concern at school. If they are delivered, they will be kept in the office and the scholar's parent/guardian/guardian will be notified to pick up these items. According to the New York State Department of Health Services, all food distributed in the classes must be pre-packaged and store-bought.

If your child does not celebrate birthdays, please send a note in writing informing us that your child is not permitted to participate in birthday celebrations. This note will be held in the scholars' file.

## 7.5 Enrollment Policy

In the 2020-21 school year, Ivy Hill Preparatory Charter School will enroll 180 students in Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade. We will grow one grade each year until we reach full scale in year 5, at which point we will enroll students in grades K-5. Ivy Hill Preparatory Charter School's admission policies and procedures are in accordance with Education Law §2854. Ivy Hill Prep is a tuition-free, public charter school. Admission of students will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, sexual orientation, gender identity, socioeconomic status, parent's/guardian's marital status, political affiliation, or any other protected status. Any child who is qualified under the laws of New York State for admission to a public school is qualified for admission to Ivy Hill Preparatory Charter School.

### Enrollment Eligibility

**New York State Resident.** All student applicants must be residents of New York State at the time of enrollment. To complete the enrollment process, all parents are mandated to attend one (1) of the designated Enrollment Days organized by the school to secure their child's seat. In the event of unexpected school closure, the submission of student documents and the completion of school specific enrollment documents will be completed electronically prior to a specific date that will be decided upon by the school. At the time of enrollment, whether in person or if done electronically, families must provide **two** proof of residency documents for the student. Acceptable proof of residency includes: lease agreement, mortgage statement, residential utility bill, property tax bill, water bill, government-issued identification which has not expired and includes the address of residence, income tax form, NYS driver's license which has not expired, voter registration documents, or evidence of custody of the child that include name of student and address of residence. Students in temporary housing, as defined by McKinney-Vento, are not required to submit proof of residency documentation.

**Age.** All students that enroll in Kindergarten must turn five by December 31<sup>st</sup> of that school year. For the 2020-2021 school year, all students that enroll in Kindergarten must turn five by December 31, 2020.

As a public charter school, we do not require any action by a student or family (such as an

admissions test, interview, attendance at an information session, etc.) in order for an applicant to receive or submit an application for admission.

### Enrollment Process

**Application Submission.** Ivy Hill Preparatory Charter School participates in the New York City Charter School Common Application and also provides paper applications for families when necessary to meet all accessibility needs. The application form is available in English and Spanish, and will be made available in other languages as needed. The application is available at [www.ivyhillprep.schoolmint.net](http://www.ivyhillprep.schoolmint.net) and [www.ivyhillprep.org/apply](http://www.ivyhillprep.org/apply). Ivy Hill Prep's application period will close at 11:59pm on April 1<sup>st</sup> of each year. Should the number of applications exceed the capacity of the grade level, we will conduct a random, public selection process (lottery) to enroll students.

**Lottery.** In accordance with Public Officers Law § 104, the date, time, and location of the lottery will be made known to the public. Two weeks prior to the lottery, we will provide notice of the time and location of the lottery to the same media outlet we use to post information about our Board meetings and will also post this information on our website. All families that have submitted an application by the deadline will be notified of the date, time, and location of the lottery. While families are welcome to attend, they are not required to do so and will not be penalized in any way if they do not attend. The lottery will be open to the public, in accordance with NYS Education Law §2854(2)(b), and a disinterested party will draw the lottery (8 NYCRR 119.5).

**Accepting an Offer.** Families will receive a phone call and email notification if their child is accepted by the lottery, and will have two business days to respond to the offer of acceptance. If families do not respond or formally accept the seat within two (2) business days, the seat will be filled from the waitlist in numerical order. Families can respond to the offer by phone (917.789.8959) or by email ([info@ivyhillprep.org](mailto:info@ivyhillprep.org).) If a family initially declines an offer and then seeks a seat for the same child at a later point during that school year, that family will be added to the end of the waitlist.

**Vacant Seats.** We will backfill vacant seats in kindergarten through third grade up to and including the last day of second quarter. Seats vacated between the initial lottery and the last day of second quarter will be offered to students on the waitlist. Seats vacated in the third or fourth quarter will remain vacant through the end of the academic year and will be filled for the next academic year through the public lottery. If a seat becomes available before the third quarter, we will contact the next family on the waitlist in numerical order and allow them two (2) business days to formally accept the seat. Families can respond to the offer by phone (917.789.8959) or by email ([info@ivyhillprep.org](mailto:info@ivyhillprep.org)). Should the family not accept or respond to our offer, we would move to extend an offer to the next family on the waitlist. Per our commitment to fulfill our mission for each student, we will not fill vacant spots that become available during the third or fourth quarter.

**No-Show Policy.** If a student does not attend and misses 20 consecutive days, and the student's family does not respond to communication from the school during this period of absence, the student may be removed from Ivy Hill Preparatory Charter School. Ivy Hill Prep will make every effort to reach absent families during the course of the first week of the school year, but will remove students and fill vacant seats in accordance with the process



outlined above.

### Enrollment Preference

In accordance with New York State Charter School Law, enrollment preference will be given to students residing in the district of the school's location, siblings of students applying or already enrolled at Ivy Hill Prep, and students of Ivy Hill Prep employees.

**In District of Location.** We will accept students residing in the district of the school's location before accepting students living outside of that district. If we have fewer In-District applications than available seats, we will automatically accept all In-District applicants, and then fill the rest of our open seats through the lottery process described above.

**Returning Students.** Students returning to Ivy Hill Preparatory Charter School in a subsequent school year are exempt from the lottery process, and automatically enrolled in the next school year.

**Siblings of Applying and/or Enrolled Students.** If a child is selected through the lottery for a seat at Ivy Hill Prep, their siblings will be automatically granted enrollment if there is space available in their grade level. Siblings of currently enrolled students will be exempt from future lotteries and will be automatically granted a seat if there is available space at their grade level. Siblings are defined as children whose primary guardian(s) are also the primary guardian(s) of other children applying or already enrolled at Ivy Hill Prep. This is defined as guardian(s) who have custody of children and include half-siblings, step-siblings, or other family members such as cousins, nieces, or nephews being cared for as primary dependents. Siblings that apply simultaneously to Ivy Hill Preparatory Charter School, will also receive priority in the lottery process.

**Children of School Employees.** Children of school employees will be exempt from the lottery provided that the parent employed at Ivy Hill Preparatory Charter School has full or joint custody of the child. Employees include anyone who works at least half-time for Ivy Hill Prep and who started work on or before the first day of school of the year in which they are submitting their application. The number of students enrolled who are children of school employees will not exceed 15% of the total enrollment. Should the number of school employees' children applying exceed 15%, then all children of employee applications will be included in the general enrollment lottery.

### Withdrawal Process

Students may be withdrawn from Ivy Hill Preparatory Charter School at any time in accordance with the procedure outlined below. Only the enrolling custodial parent/guardian may withdraw a student:

1. Ivy Hill Prep will verify that the withdrawing parent/guardian is the custodial parent/guardian.
2. The withdrawing custodial parent/guardian must complete a withdrawal form and provide a signature to confirm the withdrawal decision.
3. Ivy Hill Prep will confirm receipt of the completed withdrawal form and signature, and will remove the student from the school's roster.

Seats that open as a result of a withdrawal will be filled in accordance with the steps outlined



in the **Vacant Seat** section above.

## 7.6 Enrollment and Records

Upon acceptance of a seat, each student applicant will be required to complete and submit enrollment forms along with the following documents:

- A copy of the pupil's birth certificate or other acceptable proof of age;
- An up-to-date record of immunizations and current physical;
- Last report card (unless registering for kindergarten);
- Custody papers (if applicable);
- IEP, psychological reports, and/or other documentation of special education (if applicable);
- 2 Proofs parent/guardian's address. Please see below for possible proofs of address, or visit [https://www.schools.nyc.gov/docs/default-source/default-document-library/pre-registration-checklist\\_english](https://www.schools.nyc.gov/docs/default-source/default-document-library/pre-registration-checklist_english) for a full list of accepted documents.
  - A residential utility bill (gas or electric) in the resident's name issued by a utility company (such as National Grid or Con Edison)—must be dated within the past 60 days
  - A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
  - Rent receipt which includes the address of residence—must be dated within the past 60 days
  - Income tax form for the last calendar year
  - Official NYS Driver's License or learner's permit, which has not expired
  - Voter registration documents, which include the name of the parent and the address of residence
- A photo ID of the parent/guardian

## 7.7 Health Information

Health screenings are provided annually in order to identify scholars with health problems such as vision or hearing deficits that may now, or in the future, affect their education. Families/guardians are requested to notify the office if a scholar has a health problem. School personnel make every effort to comply with physicians' recommendations.

Families and guardians are requested to keep scholars home if the following symptoms are present: nausea and/or vomiting, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a physician as non-infectious, severe headache, or other pain. State law requires that scholars be excluded from school if they are suspected of having a communicable disease.

**Emergency contact:** Families/guardians must make arrangements to have either a parent/guardian, neighbor, or other responsible person available at all times to pick up a child

who is ill. Because it is occasionally necessary to contact families/guardians, it is very important that families/guardians inform the school immediately of any phone number or address changes. School officials may contact Child Protective Services if a child is not picked up within two hours of the parent/guardian/guardian being contacted.

**Chicken Pox:** The scholar must remain home seven to ten days after the first pox appear so that all pox can be completely scabbed over before the scholar returns to school.

**Emergency Form:** Families are required to complete an emergency medical referral form for each of their children every year. Tell us how to contact you or another responsible adult if your child becomes ill or is injured at school. Families are expected to notify school officials regarding scholars' health problems including allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone number business phone or emergency phone number changes during the school year.

**Flu:** School officials immediately send home scholars who exhibit an abrupt onset of any of the following symptoms: fever, chills, headache, muscle aches, vomiting, or severe sore throat.

#### Health Screening Programs

- **Hearing:** We follow the guidelines recommended by the New York State Department of Health Hearing Conservation program. Hearing tests are given to scholars at specified grade levels.
- **Vision:** We follow the guidelines of the New York State Department of Health Services Vision program. Vision tests are given to pupils at specified grade levels.
- **Pink Eye:** Pink eye (conjunctivitis) is an eye infection with symptoms of red, swollen, runny and/or sticky eyelids, especially in the morning. Bacteria or a virus can cause pink eye that is easily spread from person to person by contact with discharge from the infected person's eyes. When it is necessary to send a child home because of pink eye symptoms, we encourage the parent/guardian to call the child's doctor and report the symptoms. The doctor will then decide if an antibiotic eye medication is necessary. If medication is prescribed, the child can return to school after using the medication for 24 hours.

#### **New York State Immunization Requirements**

Many of the New York State health mandates affect Elementary School aged scholars. The following are state requirements:

- Four to Five doses of tetanus, pertussis, and diphtheria toxoid
- Three of more doses of polio vaccine
- Two doses of measles and one dose of rubella vaccine

- One dose of mumps vaccine
- Complete Hepatitis B series
- Chickenpox vaccine for scholars born after Jan. 1, 1994
- Tdap booster for scholars born on or after Jan. 1, 1994.

These immunizations are required by the state of New York and enforced by state law; scholars may be barred from attending school until the requirements have been met. Families must provide written documentation of these immunizations as well as school physicals on an annual basis to the school nurse. There are several local service providers that may provide assistance with both immunizations and school physicals. Please contact the school nurse or the main office for connections to those agencies.

**Over-the-Counter Medication Policy:** Administration of prescription medication is governed by the school's separate Policy for Administration of Prescription Medications at School. For over-the-counter (OTC) medications, families must fill out an Emergency Information Card that will remain on file in the front office. This form will also allow families to indicate permission for the scholar to take specific OTC medication (e.g., acetaminophen or ibuprofen). If a scholar must take any OTC medications while at school, the parent/guardian must bring the OTC medication to the health office and complete an additional permission form with signed instructions for administration. Dosage requested by the parent/guardian or guardian shall be in keeping with the manufacturer's recommendations. Each instance of administration of a prescription or non-prescription (OTC) drug shall be documented in the school's database by the administering office staff. The school does not provide any medications; therefore, families will need to provide any OTC medications their child will need. This includes cough drops, ibuprofen, antacids and acetaminophen. Scholars are not permitted to keep OTC medications on their person or in their backpacks on campus (all drugs, including cough drops, are kept locked in the health office). The Head of School must be notified immediately of scholars suspected of breaching these regulations. All medication must be kept within the health office. If a scholar has regular medication needed daily, the school needs to be able to keep the medication rather than sending it home each day (inhaler, epipen, breathing treatment, etc).

**Restricted Physical Education Activities:** If for any reason you feel your child should have restricted physical education activities, please provide school officials with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to the classroom teacher.

**First Aid Provision and Medical Emergencies:** Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by the school nurse and administrators. In the event that a child requires emergency medical care, a parent/guardian or guardian will be notified as soon as possible. If a parent/guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each scholar's Office/Health Emergency Card, which provides up-to-date contact information for

families and guardians, and which gives the school permission to initiate emergency medical treatment if a parent/guardian or guardian cannot be reached.

In the event of an emergency, the school will attempt to contact the parent/guardian or emergency contacts provided by the parent/guardian. If the condition is life threatening, beyond the scope of the health office staff, or the families/emergency contacts cannot be contacted, the school will contact Emergency Medical Services (EMS) to assess and treat the scholar. If medical transport is required, as determined by EMS, the families are responsible for any costs incurred.

### **7.8 Administration of Prescription Medication**

In the event that a physician and parent/guardian or legal guardian determine that a scholar needs medication which can be administered while the scholar is at school or during school activities, the following shall apply:

- All medication or testing equipment will be kept in the school office. In the case of diabetes, the parent/guardian or legal guardian shall also provide a diabetes medical management plan, signed by the scholar's physician. School personnel will not administer medication by injection or perform diabetes testing that involves breaking the skin unless the diabetes medical management plan provides specific written notice that the scholar's health would be seriously impaired without the injection or testing during school hours or school activities, and also provides specific written instructions for techniques used to determine the proper dosage of medication in a specific situation. It is the parent/guardian or legal guardian's responsibility to provide adequate staff training for administration of medicine or diabetes testing. In no event will school personnel administer medications in dosages not prescribed by a physician.

### **7.9 Child Find**

The intent of Child Find is that schools identify, locate, and evaluate all children from birth through age 21 with delays or disabilities in order for the children to receive the supports and services they need. Public schools are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs. Child Find procedures include identification (screening), referral, and evaluation procedures. The Child Find process includes the diagnostic testing, the Scholar Supports Team (SST), and review of enrollment data and educational performance for transferring scholars. For children suspected of having a disability, the SST will recommend that a multidisciplinary evaluation team conduct a full and individual evaluation to determine eligibility and need for special education.

### **7.10 FERPA - Annual Notification to Families and Eligible Scholars Regarding Scholar Records**

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to scholar educational records. It is directed to families (including a natural parent/guardian, a guardian or an individual acting as a parent/guardian in the absence of a parent/guardian or guardian) and eligible scholars (scholars aged 18 or older) or attending an institution of postsecondary education).

### Parent/Guardian Rights

- The Right to Inspect and Review the Scholar’s Educational Records. If you wish to inspect/review the scholar’s educational records, please contact the Head of School to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. Ivy Hill Prep will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.
- The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Scholar’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent. Ivy Hill Prep will limit the disclosure of information contained in a scholar’s education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

**Directory Information:** Your consent is not required for Ivy Hill Prep to release the following scholar information designated as “directory information.” If you wish to refuse to permit Ivy Hill Prep to release directory information, you must submit your written refusal to the Head of School’s Office within two weeks of the date of this notice.

Name	Date and Place of Birth	Class Designation
Address	Grade level or major field of study	Previous School or District Attended
Telephone	Participation in officially recognized activities and sports	Wt. and Ht. for athletic teams
Parent/guardian Name	Scholar Photograph	Dates of Attendance

Email	Degrees and awards received	
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**Disclosure to School Officials.** Ivy Hill Prep may disclose personally identifiable information from a scholar’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the scholar or the scholar’s family.

- The Right to Seek Amendment of the Scholar’s Education Records that the Parent/guardian or Eligible Scholar Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Scholar’s Privacy Rights. If you believe the scholar’s records contain information that is inaccurate, misleading, or in violation of the scholar’s privacy or other rights, you may ask Ivy Hill Prep to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if Ivy Hill Prep decides not to alter it according to your request. A form for this purpose and additional information is available in the Head of School’s office.
- The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by Ivy Hill Prep to Comply with the Requirements of FERPA. You are entitled to file a Complaint with the U.S. Department of Education if you believe Ivy Hill Prep has violated FERPA.

Ivy Hill Prep complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.

Families and eligible scholars have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the scholar records laws and regulations with the New York State Department of Education. Complaints relative to federal statutes and regulations governing scholar records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

## **Title I – Right to Know**

We are pleased to notify you that in accordance with the No Child Left Behind Act of 2001, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please provide a written request to our Main Office.

### **7.11 Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that protects the rights of scholars with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the scholar's families and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

### **7.12 Custody**

In most cases, natural families shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent/guardian to access a child and/or the child's official school records.

It shall be the responsibility of the natural parent/guardian who has a court order restricting the rights of the other (non-custodial) parent/guardian to a child or the child's official school records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order. In cases in which a person other than the natural parent/guardian has been granted guardianship, the rights and privileges of the natural parent/guardian shall be considered divested, in the absence of court action granting the natural families specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

### **7.13 Reporting Child Abuse**

Child abuse is something that will not be ignored at Ivy Hill Prep. All school employees are required by New York state law and school policy to report any suspected child abuse. Ivy Hill Prep is required by law to report to Child Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.

### **7.14 Non-Discrimination**

Ivy Hill Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

### **7.15 Harassment**

Ivy Hill Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors, or other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Ivy Hill Prep requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

#### **Definition of Harassment:**



**In General.** Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

**Sexual Harassment.** While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a scholar.
3. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities. The conduct creates an intimidating, hostile or offensive work or school environment.

**Harassment and Retaliation Prohibited:** Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, scholars, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Ivy Hill Prep.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

## **7.16 Bullying and Cyberbullying**

Bullying is illegal and will not be tolerated at Ivy Hill Prep. Scholars have a right to be free from any form of bullying. Scholars, families, and school employees have a right and a responsibility

to report incidents of bullying. Any scholar who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Cyberbullying (bullying via the internet on any electronic device) that is conducted at school will be treated the same as in-person bullying and all consequences will apply. Scholars will be trained in what to do if they are being cyberbullied (starting in third grade).

**Family Student Handbook Sign-Off Page**



*Please complete this form and return it to your school's Main Office.*

**Handbook:** I have received the Ivy Hill Prep's Family Student Handbook. I understand it is my responsibility to read the Handbook to understand the school's policies and procedures, and to discuss them with my child.

**Interest Acceptable Use Policy:** I have read the Ivy Hill Prep's Internet and IP Acceptable Use Policy in this handbook and agree to the terms of the policy.

**Permissions to Release Address and Phone Numbers:** I hereby give Ivy Hill Prep permission to print my address and phone number. I understand that this information will only be used by staff, parents and guardians who are members of the school's community.

**Field Trip Permission:** I hereby give permission for my child to walk to recreational spaces with a two-mile radius of my child's school. Notification for field trips and special activity dates and locations will be sent in advance of the field trip or special activity. I may decline my child's attendance by submitting a request in writing.

**Student Media Consent and Release Forms:** I have received the Ivy Hill Prep Student Media Consent and Release Form as included in the Family Student Handbook and have returned the signed form to my school's main office.

By signing the Family & Scholar Handbook sign-off page, you are indicating that you agree to all the policies and procedures as document. You are committed to working together with Ivy Hill Prep to adhere to our expectations for all scholars. If you have multiple children attending Ivy Hill Prep, please list each of them below:

Today's Date	
Name of Child(ren)	
Name of Parent/Guardian	



# Coversheet

## Vote to Approve Homeless Student and Transportation Policy

**Section:** V. Academic Achievement  
**Item:** B. Vote to Approve Homeless Student and Transportation Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Homeless and Transportatopn Policy\_2020 - amended.docx



## **Enrollment Policy for Homeless Students**

Ivy Hill Preparatory Charter School is dedicated to meeting the needs of youth who may be experiencing instability in their home lives.

Our enrollment paperwork process requires the documentation of living arrangements of the student, including asking if they are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; with relatives or others due to loss of housing, economic hardship or a similar reason; shelters; cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; are abandoned in hospitals; or have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. This includes migratory children living in circumstances described above.

### **Transportation Policy for Homeless Students and Those Living in Foster Care**

Our school is a Title 1 school and we are a 1 building LEA. If any of our students become homeless, and/or take refuge in a shelter or comparable dwelling or arrangement, a portion of our Title 1 funding can and will be used to provide transportation for affected students and/or wages for tutors to convene with affected student/s to ensure that grade level expectations are continuing to be strived for. In no case will we accept the fact that the lack of an adequate living arrangement should come into conflict with educational goals that all students are held to.

The New York City Office of Pupil Transportation provides yellow school bus service to eligible students. All eligible scholars will be assigned a bus stop location for morning pick up and afternoon drop off. School bus routes are determined by student address, so it is imperative that you contact the school when your address changes.

Door to door yellow school bus service may be requested for scholars with transportation services indicated on their IEP, scholars with medical conditions, and scholars whose family has moved to temporary shelter housing. Please notify the school to find out if your child will qualify for any of the above special circumstances. Our Social Emotional team works quickly to ensure that this happens if a student's housing arrangements change due to homelessness or foster care placement. At no time will a child's ability to arrive on time to school be jeopardized due to homelessness or foster care placement.

# Coversheet

## HOS Report

**Section:** VI. Head of School Update  
**Item:** A. HOS Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Head of School Report\_August.docx



# Ivy Hill Prep Board of Trustees

## Head of School REPORT

**IVY HILL PREPARATORY CHARTER SCHOOL**

**Head of School REPORT**

August Board Meeting

Submitted by: Ambrosia Johnson

*Data as of 8/8/2020*

**I. Facility Update**

- Given by Director of Operations

**II. Enrollment Report**

**2019 – 2020 Enrollment  
(Current Year)**

	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<b>Enrollment</b>	66	86	31
<b>Waitlist</b>	126	0	11
<b>Total Enrollment</b>	<b>183</b>		
<b>Authorized Enrollment</b>	<b>180</b>		
<b>Budgeted Enrollment</b>	<b>162</b>		

**III. Hiring Report SY 2020-2021**

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
Teacher	9	8	1	7-15-2020	In Progress
Special Education Teacher	1	0	1	7-15-2020	In Progress

Total Hires Needed:	10
Total Hired:	8

**IV. School Updates**

Summer Break