



BRONX, NEW YORK

**Parent/Student Handbook
2016-2017**

*** Parent Student Compact**

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**INTERNATIONAL LEADERSHIP CHARTER HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2016-2017**

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Message from the Chief Executive Officer

2016-2017

Dear Parents and Students:

Welcome to the International Leadership Charter High School. On behalf of the parents, students, faculty and Board of Trustees, it is with great pleasure that we launch our new look and logo, which we believe, best represents our school's mission and vision for ILCHS. The book that the globe sits upon reflects the academic rigor, international knowledge, and inquiry that serve as the foundation for the world class education and preparation for college that we aim to provide to all of our students.

We hope to be ready for next fall and winter. For the 2016-17 academic year, we are looking forward to a more successful chapter in his road to fulfill the dreams and aspirations of the University for hundreds of students. In addition, we hope to expand our mission of high academic expectations supporting a college preparatory curriculum in a positive atmosphere and a productive learning environment that values respect, discipline and dedication to the belief that "no one raises low expectations." We are proud to announce that on June 29, 2016 95% of our seventh senior class graduated and 100% of students of 12th grade receive college acceptance letters.

Globalization is driving the demand for the development of internationally competent leaders and professionals in environments that require increased knowledge of other regions and culture. The increasing diversity in our nation's classrooms, workplaces, and communities, with rapidly increasing population from different parts of the world require greater understanding of the myriad cultures and histories students bring to the classrooms. At ILCHS we need to ensure that the next generation has the knowledge and understanding to solve global problems and build a shared future in The Bronx and the rest of the world!

Thank you for your continued support of our students and our school's mission.

Sincerely,

Dr. Elaine Ruiz López
Chief Executive Officer and Founder
International Leadership Charter High School

"Be the Change you wish to see in the world".--Gandhi

OUR MISSION

The International Leadership Charter High School (ILCHS) is a tuition-free High School located in the Bronx. ILCHS implements an academically rigorous Regents and college-preparatory curriculum that elevates the students' intellectual capacity, and provides a superior high school education.

Our ultimate goal is to expand knowledge of international studies, including the social, economic and political issues that affect our daily lives, and to cultivate leadership skills with a commitment to community development, social action and participation in global economy. Our staff and faculty are dedicated to empowering the leaders of tomorrow using the best practices in education.

Our Goals:

Our educational goals will, without exception, strive to provide a program of study that is designed to exceed New York State New York State performance standards with clear data-driven measures of progress. The features of our educational program include:

- Dedicated school leadership and highly qualified/certified teachers
- Accelerated math and science instruction
- Focus on international studies and participation in the Model United Nations program
- Vision for the teaching of world languages: Spanish, Mandarin and Korean
- Extended school day and school year* (7:30- 4:30/ September- June)
- Tutoring and Saturday Academy for students who require additional instructional support and enrichment
- Instructional support in all of the core subject areas for ESL students
- Instructional Support for students with special needs
- Rigorous College Prep courses for seniors
- Internships in Junior and Senior Year
- Tae Kwon Do Courses

A VISION FOR CULTURAL COMPETENCE

Our teachers will encourage students to think like global citizens. We believe that this process occurs when students gain an appreciation and understanding of their history, language and culture as it relates to the world. This trans-cultural perspective is designed to build an acceptance of cultural differences and similarities within, among and between groups.

ARRIVAL AND DISMISSAL TIMES & PROCEDURES

9th grade arrival begins at 7:30 am	Class begins at 7:55am—4:40 pm
10th grade arrival begins at 7:30 am	Class begins at 8:00am—4:40 pm
11th grade arrival begins at 7:45am	Class begins at 8:15am—4:45 pm
*12th grade arrival begins at 7:45am	Class begins at 8:15am—3:00 pm

*For Seniors Tae Kwon Do will take place on Tuesdays and Thursdays and the dismissal for the seniors will be 4:40 PM

Students will use the stairs to enter the building. Any other means of entrance is seen as trespassing unless otherwise approved by ILCHS administration. After dismissal students are not allowed to loiter in front of or across the street from the building and must go directly home.

Dismissal Time:

9th Grade: 4:40 PM
10th Grade: 4:40 PM
11th Grade: 4:45 PM
*12th Grade: 3:00 PM [see note above]

Students are expected to leave directly for the nearest form of public transportation unless they live within walking distance. Students who are involved in after-school programs or extra-curricular activities must provide ILCHS staff of name of organization, time and place of activity. **Permission must be requested in advance and in writing.** Parents requesting early release must notify the school in writing and in advance to make appropriate accommodations. Parents are encouraged to schedule medical appointments after 4:30 PM and on weekends. We are implementing these procedures to ensure the safety of your child as well as continuity in instruction. The arrival and dismissal procedures will be strictly enforced.

STUDENT CODE OF CONDUCT

Article 1: Philosophy

The school's leadership, Board of Trustees, faculty and staff at the International Leadership Charter High School, are committed to the principles that are found in this document and to act as role models in the behaviors that we desire our students to emulate. We believe that every student has the opportunity to develop as an educated and productive member of the school community. The benefits derived from this investment depend very much on the student's attitude toward learning, commitment to it, and adherence to high standards of behavior.

ARTICLE 2: Expectations

Each student is expected to behave in a responsible manner by:

- Consciously participating in class and being supportive of an effective learning and teaching environment.
- Demonstrating courtesy and respect for others.
- Attending all classes daily and on time.
- Preparing for each class; taking appropriate materials and assignments to class.
- Being well groomed and dressing appropriately, as defined by the Dress Code in the Student Handbook.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of other students, charter school staff, and other adults on campus, or at school-related activities, on or off-campus.
- Respecting the property of others.
- Cooperating with school staff in maintaining school safety, order, and discipline.
- Paying required fees and fines.
- Reading and adhering to the Student Code of Conduct.
- Signing, obtaining parental signature and returning the Student Code of Conduct verification page.

Article 3: Disciplinary Infractions

Students are prohibited from:

- Leaving school grounds or school-sponsored events without permission of the appropriate school official.
- Disobeying school rules
- Failing to comply with lawful directives given by school personnel, thus resulting in insubordination.
- Public display of affection.
- Possessing or using matches or a lighter except as part of an instructional program.
- Possessing, smoking, or using tobacco products.
- Behaving in any way that disrupts the school environment or educational process.
- Violating safety rules.
- Violating dress and grooming standards.
- Violating other communicated campus or classroom standards of behavior which includes inappropriate language, inappropriate dress, grooming in the classroom, as well as disrespect for teachers and other school employees.
- Being in facilities of the opposite sex in facilities designated as faculty, janitorial only, or administrative only.

Consequences

Students at International Leadership Charter High School will be given an opportunity to follow a standard code of behavior. Oral correction, cooling-off or time-out periods, seating changes, calls to parents, counseling, parent-teacher conferences, parent-teacher-administrator conferences, behavioral contracts, office referrals, teacher after-school detention, assigned school duties, will be options at the teacher's discretion.

Any student will be given every opportunity to avoid disrupting the educational process. If the teacher and the administration reach a decision that a student's presence is disruptive, and after all avenues to redirect the misconduct have been pursued by the teacher and the administration, the student will be suspended for up to three to five days. If upon returning to school with a parent/guardian, the behavior does not improve, continued referrals may indicate a recommendation for expulsion from the International Leadership Charter High School. Please note that all due process and alternative instruction requirements will be adhered to for general education as well as special education students.

Article 4: Zero Tolerance

The following conduct is prohibited at school and shall be deemed severe enough that the student is immediately sent to the office to meet with school administration. The following list is not exhaustive however they are examples of infractions that will receive no warning and may result in the student being immediately removed from school and will result in immediate suspension and expulsion after all facts are investigated. Please note that these infractions may also require that our administration refer the matter to law enforcement.

- **Threats of violence or harm toward any faculty, staff or administrator, student(s) in building**
- **Fighting; bullying towards students and/or school staff**
- **Possession of any instrument which may be perceived as a weapon or firearm, whether it be a toy gun, cap pistol or other instrument simulating a weapon**
- **Any criminal activity, including, but not limited to, possession or use of weapons or controlled substances, aggravated assault, terrorist threats, arson, sexual assault or retaliation.**
- **Any behavior that is dangerous or potentially dangerous to school community.**
- **Engaging in conduct that disrupts the teacher's ability to continue class instruction or that disrupts the school environment, whether it be in the classroom, the café, in or outside of the building**
- **Possession of tobacco or tobacco-related products**
- **Possession of matches or lighters**
- **Damaging school property or vandalism**
- **Failure to comply with requests given by faculty or staff**
- **Sexual acts on school property or at school sponsored events**
- **Bullying in person or on social networking sites such as Facebook or MySpace, etc.**
- **Intimidation in person or on social networking sites such as Facebook or MySpace, etc**
- **Hazing of any kind to staff, faculty, administration or students**

Article 5: Maintenance of Public Order on School Property

The following rules shall govern the conduct of students, teachers, staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the charter school. These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any Federal, State or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein. Additionally, these rules and regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct and policies established for the school, such as the NYS Approved Discipline Code found in our Charter Agreement.

Staff members are required to report known violations of these rules to the school's administration and to make reasonable efforts to stop the prohibited conduct. All administrators, faculty and staff are legally and morally responsible for the enforcement of these rules.

Guests & Visitors

Any guest or visitor of students or staff, including family members, must report to the main office to be signed in. Guests and Visitors are expected to comply with all school rules and behavior expectations.

Philosophy and Overall Approach to Discipline

Discipline is a shared responsibility of teachers, administrators, staff members, students and parents. Because it is a shared responsibility, everyone must understand it. At ILCHS teachers, administrators and staff will support and contribute to student achievement by establishing, communicating and enforcing a fair and consistent discipline policy. To that end, a school-based student support committee exists at ILCHS for the purpose of supporting students in their efforts to change inappropriate conduct and negative behaviors into positive and successful ones. When a student becomes involved in the formal discipline process, (s) he will be assigned to work with our *Director for School Culture and Discipline* and members of the counseling team where appropriate.

ILCHS recognizes that it may become necessary from time to time to discipline a student for inappropriate conduct and behavior, and that such discipline may result in removal of a student from the educational setting, out-of-school suspension, or some other disciplinary measure, including, in extreme cases, expulsion. In recognition of the constitutional and legal rights of ILCHS students, and in order to ensure compliance with those rights, this disciplinary policy and procedure document outlines: (1) examples of inappropriate and prohibited conduct; (2) the general range of penalties for exhibiting such conduct; (3) the steps that must be taken before discipline is imposed; (4) the due process protections provided to a suspended student implemented to ensure that his or her right to public education is not infringed; (5) additional protections afforded students with disabilities to ensure compliance with federal and state laws; and (6) the appeals process.

Inappropriate and Prohibited Conduct

The following conduct is inappropriate and prohibited. The list is NOT exhaustive, and is intended only to provide examples and guidance to the school community with respect to the type of conduct ILCHS deems inappropriate and prohibited in school, at school-sponsored events, and on the school bus. ILCHS also reserves its rights to impose discipline for off-campus and out-of-school conduct consistent with established law.

1. Unexcused absences
2. Chronic Lateness to school and/or class
3. Unauthorized use of telephone, cell phone, elevator or other school property
4. Not returning school property
5. Non-payment for school meals

6. Unapproved use of computers, cell phones, e-mail, text, and other messaging accounts, handheld gaming and personal music devices such as Game Boys, PSPs, i-Pod, i-Pad, i-Touch, and other similar devices
7. Engaging in cursing at other students or adults, verbally rude or disrespectful behavior
8. Smoking
9. Lying, false reports or distributing defamatory information and rumors about students or any employee at ILCHS
10. Disrupting the educational environment
11. Engaging in scholastic dishonesty (e.g., but not limited to, cheating and plagiarizing)
12. Falsifying records or signatures, including, but not limited to, parent notes, permission slips, report cards, internship logs, etc.
13. Destruction of school property, including, but not limited to, graffiti, dismantling chairs, furniture or equipment
14. Unauthorized entry or presence on school property
15. Inappropriate use of the Local Area Network or Internet
16. Insubordination; defying or disobeying any school employees, representatives, agents, consultants, volunteers, or other personnel involved in the administration or implementation of the school's educational and/or extracurricular programs
17. Fighting or engaging in aggressive, bullying and/or threatening behavior
18. Engaging in inappropriate or unwanted physical contact of any kind
19. Violation of Non-Fraternization policy i.e. overt signs of affection—kissing, touching of a sexual nature, etc.
20. Stealing or taking the property of others without permission
21. Sexual harassment
22. Sexual acts on school property or at school sponsored events
23. Bullying in person or on social networking sites such as Facebook or MYSpace, etc.
24. Intimidation in person or on social networking sites such as Facebook or MYSpace, etc
25. Hazing
26. Discriminating in any way based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability
27. Engaging in behavior which creates a substantial risk of or results in injury
28. Engaging in threatening, dangerous or violent behavior
29. Conspiring or participating in an incident of group violence or gang-related violence on or off school campus
30. Using force against or inflicting or attempting to inflict serious injury against another student, school personnel, or other personnel involved in the school's educational program, including parents and volunteers
31. Using extreme force against or inflicting or attempting to inflict serious injury upon students or staff
32. Using, selling or distributing illegal drugs or controlled substances , but not limited to, alcohol and tobacco
33. Possessing any weapon including, but not limited to, a firearm, switchblades, Swiss Army knives etc.
34. Using any item as a weapon
35. Acting in any way that may endanger the health, welfare and safety of the school and neighborhood community.
36. Without authorization, remain in any building or facility after it is normally closed, nor without permission enter any building or facility prior to its normal opening.
37. Refuse to leave any building or facility after being required to do so by the head of school or an authorized administrative officer or his or her designee.
38. Willfully obstruct or interfere with the free movement of persons and vehicles.

39. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings
40. Distribute or post on school property any written material, pamphlets or posters without the prior approval of the head of school.
41. Fraternalize with former students and/or staff during school hours and field trips

Penalties

Penalties for violations of these standards of acceptable behavior shall include, but are not limited to the following, any of which can be imposed at any time at the sole discretion of ILCHS:

1. Verbal and written warnings to the student and or parents/guardians
2. Probation
3. Reprimand
4. Peer mediation
5. Learning and behavioral contracts between the school, parents and student
6. Before or after-school detention
7. Restoration to the Community / Community Service
8. Suspension from athletic, social, extracurricular activities, and other school privileges
9. In-school suspensions
10. Out-of-school suspensions
11. **In extreme cases violations that fall under Zero Tolerance will result in expulsion and the Due Process provisions associated with this penalty is described in more detail below.**

Special Note: The Dignity for All Students Act

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



The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. This legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes.

Cyberbullying

Cyberbullying is a form of electronic aggression and that both it and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment.

Cyberbullying is “the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others.”

Cyberbullying, unlike physical bullying, does not provide an option for its victims to walk away (http://criminaljustice.state.ny.us/missing/i_safety/cyberbullying.htm). NYSDCJS defines sexting as “sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or email” (http://criminaljustice.state.ny.us/missing/i_safety/i_intro.htm)

Zero Tolerance and Out of School Suspensions

This policy and applicable federal case law govern out of school suspensions. The Regulations of the Chancellor of the New York City Department of Education and NYSED regarding student discipline (and all other subjects) are wholly inapplicable to ILCHS.

I. Suspensions of 5 days or less

A. *Due process procedures.*

1. When ILCHS proposes suspension of a student, the Director of Instruction, or Director for Guidance as the Head of School’s designee, shall immediately notify the student verbally. If the student denies the misconduct, the *Administrator for Discipline or Designee* must provide the student with an explanation of the basis for the proposed suspension.
2. The parent of a student who is considered for a suspension of five days or less shall receive, at the last known address, written notification, in the parent’s dominant language, of the proposed suspension within 24 hours after the suspension is proposed. To ensure receipt by the parent, delivery must be made by overnight courier or personally by an authorized representative of the school. If possible, the *Director for School Culture and Discipline* will telephone the parent to communicate the content of the notice letter after it is sent. Oral notification may only be used to supplement, not substitute, the requisite written notice.
3. The written notice shall:
 - (a) Describe the basis for the suspension;
 - (b) Advise the parent of the right to request an informal conference with the Head of School or her designee [or Director for Guidance] to discuss the incident giving rise to the discipline; and
 - (c) Inform the parent of his/her right to question witnesses against the student.

4. Suspension Conference: The notice and opportunity for an informal conference shall take place *before* the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. The parent/student may *not* bring an attorney to the informal conference.
5. After the Suspension Conference, the Head of School or her designee shall promptly advise the parents in writing of the school's decision.

II. Suspensions of more than 5 days and expulsion

A. *Due process procedures.*

1. The parent of a student who is considered for a suspension of more than five days or expulsion shall receive written notification of the proposed suspension prior to its implementation.
2. The written notice shall:
 - (a) Be made in the parent's dominant language and delivered to their last known address;
 - (b) Describe the basis for the suspension or expulsion;
 - (c) Advise the parent of the student's right to a formal hearing before the Head of School or her designee;
 - (d) State the student's right to counsel at the formal hearing; and
 - (e) Indicate the student's right to question and present witnesses at the hearing.
3. If possible, the *Administrator for Discipline* or *Director for Guidance* will telephone the parent to communicate the content of the notice letter after it is sent. Oral notification may only be used to supplement, not substitute, the requisite written notice.
4. Formal Conference.
 - (a) A formal conference before the Head of School's designee, *Administrator for Discipline* or *Director for Guidance*, shall be held as soon as practicable after the parent has received notice of the proposed suspension or expulsion. The student may be represented by an attorney and may cross-examine any witnesses against him or her. The student may also present witnesses in his or her defense and may testify on his or her own behalf.

DRESS CODE

ILCHS has a mandatory Uniform Policy. Students are expected to come appropriately dressed which includes a pressed uniform and a pristine overall appearance. All students will be required to wear uniforms that include Sky Blue colored tops with school's logo and Navy Blue bottoms. All students will wear uniforms throughout the academic year. Students are not to come without a uniform on Fridays or any other day of the week. Students will only wear athletic shoes and clothing for extra-curricular activities and required PE. Parent(s) were advised about our uniform policy during enrollment. It is important that every student understand that parent(s) are to ensure that all school policies are followed. Administration holds the discretion to determine the appropriateness of attire and grooming. Following are specific expectations about dress code.

Boys

- Sky blue colored polo and/or button down shirt with appropriate school logo
- Navy blue slacks
- Solid navy blue tie
- Solid navy blue or black belt
- Solid navy blue or black shoes/Hush Puppies
- Solid navy blue sweater with logo
- No earrings, beads of any kinds bracelets or body piercings
- No ponytails, short groomed hair only

Girls

- Sky blue colored polo and/or button down shirt with logo
- Navy blue slacks, or skirt
 - Skirt must be knee length
 - Solid navy blue opaque stockings must be worn with skirt
 - Navy blue or black belt must be worn with pants
- Solid navy blue or black shoes/HushPuppies
- Solid navy blue sweater with logo (optional)
- No ties of any kind
- No exaggerated jewelry, bangles, earrings, or chains
- No earrings, beads of any kinds bracelets or body piercings
- No open toed shoes or sandals

All students must observe the following:

- No hooded sweaters of any kind
- No patterns or designs on sweaters, ties, or stockings
- No studded belts, exaggerated belt buckles, or belts any color other than navy blue or black
- No extravagant hairstyles, haircuts, or hair coloring
 - (e.g. Mohawks, shaven designs, any loud colors such as red, blue, purple, etc.)
- No headgear of any kind
- No visible body art or body piercings
- No beads of any kind
- No timberland boots or sneakers

School's administration has the final word on acceptability.

COMPULSORY ATTENDANCE LAW

Attendance Philosophy

It is the International Leadership Charter High School's belief that there is a clear and positive correlation between students learning and consistent attendance. The majority of the curriculum we present is sequential. Therefore, learning requires continuity of attendance and effort from both the students and parents. The classroom environment invites discussions with the purpose of allowing exchange of ideas with peers and teachers, as well as learning about other cultures and languages. If a student is absent these essential opportunities are lost and even if students make up the missed work, they lost a chance for increased learning and skill development.

In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the required assignment. The inconsistent attendance means that students will not get the full benefit of the courses offered at ILCHS and thus attendance should be and will be a significant factor in the determination of a student's grade. The regular contact of pupils with one another in the classroom and their participation in well-planned instructional activity under the direction of a knowledgeable teacher are vital to this purpose. This is a well-established principle of education. Each time a student is absent a part of their education is lost.

Purpose of the Attendance Policy

It is mandated that each student attend school every day. If there is a need for a student to be absent, the student must return to school with a note from parent, guardian, or doctor. It is the student's responsibility to make up all missed class assignments. Chronic unexcused absences will be investigated and if necessary, reported as Educational Neglect and reported to the Administration of Children Services. Parent(s) will be notified if their child has been absent. Phone calls will be made and letters will be written and mailed home which should be returned to the school with an explanation of why the child was absent.

Students are expected to have a minimum of a 95% attendance throughout the school year.

Excessive Excused Absences

It is recognized that students must occasionally miss class. It is essential that students and parents inform the office of all absences by calling the school. Students with excessive excused absences can anticipate that they will meet with the Chief Executive Officer and/or Guidance Counselor and discuss attendance issues and its impact on their academic performance. Teachers at International Leadership Charter High School may request an intervention if a student incurs eight or more excused absences.

The following will occur:

1. The Guidance Counselor will meet with the student to discuss the importance of attendance in the class.
2. Parent and teacher will be notified of results of the meeting.
3. If further excused absences occur, the student and parent/guardian will be referred to the Department of Education for support services. Students experiencing attendance problems may also need to discuss alternative school plans with the Guidance Counselor and/or Lead Instructor regarding the required number of credits needed to graduate.

Attendance Guidelines:

Responsibilities of Parents

- Parents should make every effort to have their son/daughter present in school each day. This is essential to ensure accurate attendance accounting.
- Parents must call to inform the attendance office of student absences by no later than 9:00am on the day of the absence.
- If an emergency prevents a phone call, Parents must excuse the absence within 48 hours or it will be considered unexcused.

- Parents should remind students about checking with their teacher about make-up of assignments and exams.

Responsibilities of Students

- Students must attend all classes.
- When ill, students should report to the Health Administrator or the Counselor.
- Students exiting school for a pre-excused appointment must sign out at the main office before leaving the building. Students should stop at the main office prior to the pre-excused absence to pick up an admit note.
- On the day a student returns to school, students should arrange makeup work with their teachers.
- If a student is late to class, students are responsible to ensure that teachers change the absence notation to a tardy.
- Absence from school may jeopardize participation in any after school activity.
- Students that are absent on a regular basis or for a prolonged period are required to submit a doctor's note.
- It is the students' responsibility to ensure that all missed homework is completed according to the directions of the teacher.

Responsibilities of Teachers

- Teachers are required to take attendance during each class period during the day.
- Teachers are expected to make contact with parents about attendance issues on a consistent basis.
- Carefully monitor the attendance documents.
- Address attendance concerns with the Counselor/Social Worker.

Responsibilities of Administrators

- Address unexcused absences as quickly as possible with consistent consequences.
- Explain the attendance policy to staff, parents, and students.
- Provide each student with an admit pass or other appropriate paperwork after the receipt of an absence note.
- Provide a forum for periodic review of the attendance policy's effectiveness.
- Enforce the attendance policy in a consistent manner.
- Classification of Absences

School-Caused Absences

These absences need to be verified at the time of the absence.

Make-up work should be made available. Examples of school-caused absences include: field trips, music competition/tours, interscholastic meets/events, a ceremony in which the student is being honored or presented with an award, student government activities, school support groups (not to exceed one meeting per week and limited to non-test days), participation in regional/state competitions, AP exams, and other school approved activities or counselor appointments.

Excused Absences

These absences need to be verified at the time of the absence. Make-up work should be made available. Examples of excused absences include illness, bereavements, medical/dental appointments that cannot be made outside of school time, college visits, and taking drivers' license examination/permit test. Excused absences must be resolved within 48 hours or they will be considered unexcused.

Unexcused Absences

Described as absences that cannot be verified by school or parent(s).

Absences Due to Suspension

Absences due to suspension are not considered either excused or unexcused. They constitute a separate category. They are, however, included in the total number of absences that a student experiences during the semester/school year. Students absent due to suspension are responsible for working in cooperation with their teachers to ensure that missed assignments are completed and that credit for those assignments is discussed with the teacher.

Tardiness

Students are expected to arrive to class prepared and on time. Students more than ten minutes late will receive a detention for that day. Tardiness negatively impacts a students' academic performance. Students who are experiencing tardiness problems will have a discussion with the Guidance Counselor/Social Worker.

Attendance Appeals Process

The Guidance Counselor will work with truant students and their parents to create an academic plan focusing on the attendance issues and the ability to earn credits. Students may make an appeal for being dropped from a class due to a lack of attendance if their reason falls under the excused absence guidelines.

Examples of situations eligible for an appeal

A. Chronic Illness: Excessive absences resulting from chronic health conditions, chronic illness and or major illness, surgery or treatment programs for chemical/alcohol abuse, or eating disorders. Absences in this category must be supported by documentation from the student's physician, including reason for absence, dates of absences, and any restrictions on student activity. In some circumstances a request maybe made for the Licensed School Nurse to speak with your child's physician.

B. Other: There may be other valid reasons that result in excessive absences. The rationale presented for excessive absences will be considered for each appeal by the team, which includes the Head of School, Counselor, Director of Instruction and teachers.

Attendance Problems Related to Chronic Illness

International Leadership Charter High School recognizes that some students may experience excessive absences related to a chronic health condition, a major illness or surgery or for specific treatment programs. Parents should contact the school, if such a situation exists for their child.

ACADEMIC POLICY

International Leadership Charter High School is a school of choice. Students choose to attend this school instead of their zoned school. This policy is intended to encourage students to work to their full potential.

- Any student whose academic average falls below a 2.0 grade point average at the end of any twelve-week grading period will be placed on Academic Probation. If the student fails to achieve at least a 2.0 GPA the following twelve-week grading period, the student will be mandated to attend Saturday Academy and tutoring. The student will remain on Academic Probation until overall GPA is 2.0 or higher. If students continue to perform poorly and not meet the performance expectations, the student will not be eligible for promotion to the next grade and will have to repeat the grade. Parents will be informed of this after two consecutive marking periods of repeated failure.
- The first grading period of each semester is the exception to this rule. A parent/teacher/student conference will be scheduled to discuss the student's poor performance. A mutually agreed upon plan will be put in place to improve the student's poor success.

ACADEMIC GRADES

Evaluation of student work shall be by numerical grades. The numerical grades are as follows:

Quality of work	Numerical grade	Letter grade
Excellent progress	90 - 100	A
Above average progress	80 - 89	B
Average progress	75 - 79	C
Below average progress	70 - 74	D
Unsatisfactory progress; failing	below 69	F

A grade below 55 shall not be given without the review and approval of the Head of School and the Director of Instruction and Curriculum.

MAKE-UP WORK

Students must make-up missing classroom assignments and homework if absence is an excused absence as described in the **Compulsory Attendance Law** section. Students must complete all classroom and homework assignments within two days of returning to school. Extensions from the teacher must be in writing and filed with the Director of Instruction. Make-up work due to unexcused absences, including disciplinary reasons, generally will be accepted. No make up work can be submitted after a final grade has been entered.

INCOMPLETE GRADES

In some cases, students who have missed assignments and/or concepts in a class may be given an incomplete grade. All incomplete work must be submitted for grading within 10 days of initial due date.

PROGRESS REPORTS

Progress reports will be sent home by the sixth week of each twelve-week grading period for all students. Copies are mailed to the home. Progress Reports should be signed by the parent or legal guardian, the student, and returned to the school. Parent/student/teacher conferences should be scheduled a minimum of once per term. Check the school calendar for a schedule of progress reports and report cards.

REPORT CARDS

Report cards are issued to students during the week following the end of each twelve-week grading period. Report cards are mailed to the home address. Report card dates will be posted in the school lobby.

SPECIAL NEEDS STUDENTS

As part of the annual review process, the International Leadership Charter High School, in consultation with the CSE, will complete an Individual Education Plan for each special needs student that specifies the requirements for graduation. This document identifies all required State of New York exit requirements

PROJECTS

Papers or projects assigned over a lengthy period must be turned in on or before the due date. A student who is absent on the due date for any reason must turn in the completed assignment when the student returns to school. All exceptions must be discussed with the teacher and the agreed upon resolution be in writing and submitted to the principal.

ASSESSMENT

International Leadership Charter High School recognizes that accountability begins with the understanding that it takes a village to educate a child. This philosophy is crucial to the success of our school and the academic achievement and safety of our students. First and foremost we will recruit teachers who have the teaching skills that are aligned with our mission and goals for academic rigor. With the strong belief that what happens in the classroom makes a difference, ILCHS will seek to implement a system of accountability that is performance driven.

ACADEMIC ACHIEVEMENT RECORDS AND TRANSCRIPT REQUESTS

- 1) Official transcripts will only be sent in response to a written request from the *Registrar* or *Admissions Office* of the school making such request. Official transcripts will not be provided to a parent, a student or third party under any circumstance. Copies to students and parents will be issued upon request at the completion of each academic year, upon withdrawal or completion of graduation requirements at ILCHS.
- 2) A student's transcript is not an official record unless it is mailed by the REGISTRAR of the sending school directly to International Leadership Charter High School.
- 3) Transfer of Credit: Parents of students, who transferred to ILCHS from either a credited or non-accredited public, private, or parochial school, including home schooling, must request for a review of such credits and validation of credits and approval by ILCHS.

Note: These credits can only be validated with the authority of the CEO/Head of School. All transfer credits are not weighted the same and are not automatically transferrable toward graduation requirements at ILCHS.

- 4) Requests for letters of recommendation for Seniors who are no longer in attendance at ILCHS, must be submitted in writing to the School's Leadership and active faculty members from whom the letter is being requested.

Note: The decision to honor such requests for students' no longer in attendance at ILCHS is not an obligation and is at the discretion of the individual faculty member to provide the requested letters of recommendation.

GRADUATION REQUIREMENTS

9th Grade	Seat Time	10th Grade	Seat Time	11th Grade	Seat Time	12th Grade	Seat Time
Global History I	180 Min. Per Week	Global History II	180 Min. Per Week	U. S. History & Government and/or AP American History	180 Min. Per Week	Government and Economics or AP U.S. Govt & Economics	180 Min. Per Week
Algebra/Geometry	180 Min. Per Week	Algebra 2/Trigonometry	180 Min. Per Week	Pre-Calculus	180 Min. Per Week	Calculus and/or Statistics	180 Min. Per Week
English I	180 Min. Per Week	English II	180 Min. Per Week	English III and/or AP Language & Composition	180 Min. Per Week	English IV and/or AP Literature & Language	180 Min. Per Week
Living Environment	180 Min. Per Week	Chemistry	180 Min. Per Week	Physics	180 Min. Per Week	Advanced Biology/Physics/Chemistry	180 Min. Per Week
		PE/Health	180 Min. Per Week	PE/Health	180 Min. Per Week	PE/Health	180 Min. Per Week
Language Other Than English	180 Min. Per Week	Language Other Than English	180 Min. Per Week	Language Other Than English	180 Min. Per Week	Language Other Than English	180 Min. Per Week
		Art	180 Min. Per Week	Art	180 Min. Per Week	Art	180 Min. Per Week
Youth Leadership Advisory*	180 Min. Per Week	Youth Leadership Advisory*	180 Min. Per Week	YLA/Internship	180 Min. Per Week	YLA/Internship	180 Min. Per Week
9th Grade Credit Accumulation Schedule		10th Grade Credit Accumulation Schedule		11th Grade Credit Accumulation Schedule		12th Grade Credit Accumulation Schedule	
2.0 Credits in English		2.0 Credits in English		2.0 Credits in English		2.0 Credits in English	
2.0 Credits in Mathematics		2.0 Credits in Mathematics		2.0 Credits in Mathematics		2.0 Credits in Mathematics	
2.0 Credits in History		2.0 Credits in History		2.0 Credits in Social Studies		2.0 Credits in Social Studies	
2.0 Credits in Science		2.0 Credits in Science		2.0 Credits in Science		2.0 Credits in Science	
1.0 Credit in LOTE		1.0 Credit in LOTE		1.0 Credit in LOTE		1.0 Credit in LOTE	
.5 Credit in Art		.5 Credit in Art		.5 Credit in Art		.5 Credit in Art	
		1.0 Credit in PE/Health		1.5 Credit in PE/Health		1.5 Credit in PE/Health	
1.0 Youth Leadership		1.0 Youth Leadership		1.0 Youth Leadership		1.0 Youth Leadership	
Total Credits=10.5		Total Credits=11.5		Total Credits=11.5		Total Credits=11.5	

TOTAL CREDITS REQUIRED FOR GRADUATION=45

***Advisory**

Procedures and Policy for the Administration of NYS Regents Examinations and Regents Competency Tests at ILCHS

In order to graduate from the ILCHS students must pass Five Regents examinations in addition to meeting all of the graduation and 45 credit requirements. All students are afforded an equal opportunity to take advantage of every resource available in preparation for the regents' exam. Students who are English Language Learners (ELL) and Special Needs are provided with an additional safety net and are eligible to take the Regents Competency Tests (RCTs) which will assist students to complete this requirement. Our goal is to ensure that our students are well prepared for the NYS Regents Examinations in order to prevent feelings of discouragement that may negatively impact a student's self-esteem and progress as a result of taking a test that they may not be prepared for.

Therefore, our school's policy and procedures for identifying students for admission to the NYS Regents examinations are implemented with the above-mentioned goal in mind. The criteria and formula for success for every student that is used by the school's administration in order to determine if a student is prepared to sit for a regents exam includes the following criteria.

- 1) Passing the course >70.
- 2) Passing at least Two or More Mock Regent >65
- 3) Passing Course Final >85
- 4) Over 85% attendance.

Please note that students must be able to demonstrate successful completion of course and cooperate with instructors and sit for all final exams and take 1 mock regent examination at the very minimum. Students and parents are advised to pursue every avenue toward completion of the Regents requirement. If a student is eligible for an RCT the school may determine that a student has a greater opportunity for success if he/she sits for that examination. Please also note that if a student/parent decides to not sit for an RCT this diminishes the students' options and may negatively impact graduation from ILCHS.

Finally, it is also important to keep in mind that at ILCHS we accelerate students in the area of Mathematics and Science therefore we prepare the students for the rigor of the exams by grade 9. This increases the likelihood that students will go into the 10th grade with at least two regents being satisfied. The courses that students take in each grade are aligned with the course taken and Regents exam to be administered pursuant to our charter school goals.

Regents 9th Grade

Living Environment (Biology)

Integrated Algebra

Regents 10th Grade

Global History and Geography

Algebra 2 Trigonometry

*Physical Setting/*Chemistry*

Regents 11th Grade

Comprehensive English

U.S. History and Government

LOTE Comprehensive Spanish

* Physical Setting/*Physics*

12th

If students fail the NYS Regents exams, students can continue to take the Regents exam through the 12th grade and can be programmed to sit for the exams in neighboring New York City public high schools for the August administration of the Regents with the permission of the principal of that school. This is coordinated by the administration of our school where we mail a letter with a list of those students who will retake the exams.

*Please Note that *Physics and Chemistry* are advanced sciences which students should only sit for if they meet the criteria noted above. Once a student passes the Living Environment Regent (Biology) the student has fulfilled the science requirement and sitting for the Physics and Chemistry Regents is optional and based on performance over 85% on Mock Regents and on the Final Exam

JUNE 2009

PARENT-TEACHER COMMUNICATIONS AND CONFERENCES

Parents are encouraged to actively participate in their students' education. Teachers will communicate regularly with parents using email or tele-parent whenever possible. Parents may request appointments if necessary. Please note that all meetings are appointment only; walk-ins cannot be serviced.

DISMISSAL FROM SCHOOL

Upon arrival on school property, students may not leave the campus at any time or for any reason without checking out in the office. Students requesting to leave school during the day must either bring a note from a parent or be checked out by the parent or legal guardian in the office. Students are not permitted to leave campus during the school day with another student unless written permission from both parents/guardians is submitted to the office in advance. Students who violate this school policy will be recommended for expulsion.

LOITERING

Students have a responsibility to be good neighbors. Students must not congregate in the parking lots or any area adjacent to school grounds. Students are not allowed to loiter in the restrooms or other unsupervised areas of the school. Our school is housed in a private facility.

WITHDRAWAL

Parents must inform the school of intent to withdraw their child at least 24 hours before their last day in school so that all records are cleared, a withdrawal form issued and teachers notified. Parents are responsible for ensuring enrollment in an appropriate education setting.

TRANSPORTATION

International Leadership Charter High School will work in collaboration with OPTS (Office of Pupils and Transportation) to provide metro cards. Only those students who qualify for metro cards will receive them. Parent(s) must complete an OPTS application request for metro-card and forward to our office. We will then submit your request to the OPTS office. You must forward the application to us as soon as possible in order to best service your child.

WELLNESS POLICY

The International Leadership Charter High School will be working closely with the Department of Education and in consultation with the Department of Health and Human Services, who will provide information and technical assistance for use in:

- (a) Establishing healthy school nutrition environments;
- (b) Reducing childhood obesity; and
- (c) Preventing diet-related chronic diseases.

Technical assistance provided by USDA and New York State Department of Education shall:

- (d) include relevant and applicable examples of schools and LEAs that have taken steps to offer healthy options for foods served in schools;
- (e) include such other technical assistance as is required to carry out the goals of promoting sound nutrition and establishing healthy school nutrition environments that are consistent with this section;
- (f) and involving students in extra-curricular activities or physical fitness through the arts.
- (g) International Leadership Charter High School will in the near future create physical fitness through the art (i.e. dance) programs.

IMMUNIZATION RECORDS

A copy of the immunization record must be on file with the office before a student begins class. An updated copy of immunization records must be submitted at the beginning of each school year.

COMMUNICABLE DISEASES

State law prohibits all public schools from allowing children with certain communicable diseases to attend school. Communicable diseases are those, which may be passed directly or indirectly from one person to another. The NYC Department of Mental Health and Hygiene publishes a complete list of communicable diseases, which may require a student to be excluded from attending school. Common disease include, but are not limited to, common cold with fever, ringworm of the scalp, pink eye, scabies, hepatitis, impetigo, measles (initial outbreak), chickenpox (initial outbreak), and whooping cough.

ADMINISTRATION OF MEDICATION

The school allows administration of prescription medication and over-the-counter medication with written consent of the parent. To administer any medication, the medication must be in its original container, properly labeled, and must be accompanied by a written request from the parent or legal guardian. The school will not administer prescription medication obtained outside the U.S. Students must not carry any prescription or over-the-counter medications at school or school-related activities unless permission is obtained from the principal. The school shall not administer vitamins, herbal remedies (such as herb tea) or other home remedies to any student. All medicines are to be taken to the office upon arrival at school. Parents must fill out and sign a consent form prior to the student(s) enrollment.

ILLNESS

When a student becomes ill, the student is sent to the office. A student with fever or in need of medical care must go home. Parent/guardians will be contacted. Students cannot leave the campus unless a parent/guardian gives permission and arrangements for transportation are made. If a child has a chronic illness, such as asthma or a condition that warrants frequent use of the bathroom, it is the parent(s) responsibility to notify the school and classroom teacher in writing by September. In the first week of school you will be receiving a package from the school nurse regarding medication.

EMERGENCY CONTACT

It is extremely important that the emergency contact information be filled out completely and returned to school officials' first week of school. Please inform the school of any information changes. This information is the only means to contact parent(s) or family member(s) in case of illness or other emergency situation.

EMERGENCY MEDICAL PROCEDURES

Parents complete an emergency care form each semester. Other information that may be required in an emergency must be provided and updated by the parent as necessary. In case of a serious accident or illness, the student's parent will be notified immediately. If the parent cannot be reached, the specific instructions of the parent for emergency care shall be followed unless deemed inappropriate by the ambulance attendant. In that instance, the ambulance will transport the student to the nearest medial facility with appropriate services. School authorities will follow instructions on the signed medical treatment authorization form. The staff of International Leadership Charter High School will be certified in CPR and the use of the defibrillator(s) in case of an emergency.

STUDENT RECORDS

Student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student. By law, both parents (whether married, separated, or divorced) and the student have access to the records of an enrolled student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

CLOSED CAMPUS FOR LUNCH

Free and Reduced lunches are available to all students who qualify. Students may bring their own lunch or enroll in the free lunches program. Students may not leave campus for lunch. Students caught off campus during lunch are considered truant. Students who violate this school policy will be recommended for expulsion.

VISITORS

Any person visiting the school property must show photo ID and sign in the front office upon entering the building and obtain a visitor's pass to be worn while on campus. This includes visitors to main building, parking lot, and any other school property location. Students from other schools are not allowed to visit, unless accompanied by parent/guardian, or on a pre-approved tour.

LOCKERS

International Leadership Charter High School has lockers. Students are asked to carry only notebooks, pens/pencils. Other items should be kept in lockers throughout the day. It is advised that students bring only items necessary for the school day and items that are permitted on campus. All backpacks and totes are subject to inspection by the administration. Never bring items of value or expense such as iPods, cell phones, etc.

DELIVERIES TO STUDENTS

Food deliveries or deliveries of any kind to students are prohibited and will not be accepted by security or staff.

CARE OF SCHOOL PROPERTY

Students will be held responsible for care of school property and accountable for any property destruction. Repayment will be required for any damage caused by student neglect and/or misuse.

STUDENT SAFETY

Each student, while participating in or observing any of the following courses of instruction:

1. Vocational, technical, chemical, or chemical-physical, involving exposure to:
 - a. hot molten metals, or other molten materials;
 - b. milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. gas or electric arc welding, or other forms of welding processes; and/or
 - e. caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated; is required to wear an appropriate industrial quality eye protective device at all times. All students participating in Lab class will only do so under the supervision of a teacher.

REGULATORY MANDATES

Fire safety

Annual fire safety inspections and instruction are conducted.

Reporting the results of each buildings twelve fire drills a year, in which eight must be complete prior December 31, 2009.

FIRE AND EMERGENCY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. International Leadership Charter High School will perform twelve fire drills during school year in, which eight will be done prior to December 31st. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to have conversations during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers and staff will direct students to the fire exit located by the restrooms and the other in the back of the building. Students must follow proper rules of conduct during fire drills. A public telephone is located near the restrooms. All classrooms are equipped with sprinklers as well as in the waiting room. There are two fire alarms located by the receptionist area and by the rear stairs exit. The Director of Finance and Operations will check the floor prior leaving the building to make sure everyone was evacuated.

FIRE AND OTHER EMERGENCY DRILLS

Students, teachers and other school employees will participate in drills of emergency procedures. When the alarm is sounded, all students should follow emergency drill procedures, as briefed by the teacher.

EMERGENCY SCHOOL CLOSING/DELAYED OPENINGS

In case of severe weather, please listen to the radio (WCBS, WINS, WADO) or watch Bronx 12 or CBS (2) on TV to find out if there will be a school closing or delayed opening. All closings or delays will be posted by 6:00am on the radio or TV.

DRUG AND SMOKE FREE SCHOOL

Our campus is a drug and smoke-free zone. Students are expected to maintain a drug and smoke-free lifestyle while at the school.

Possession or Influence of Drugs and Alcohol

State law prohibits the sale, use, delivery, possession, or being under the influence of any controlled substance, dangerous drug, alcohol beverage or volatile chemical while on campus, within 300 feet of school property, or while attending school sponsored activities on or off school property. Students who engage in any of these activities shall be expelled from school.

Smoking

State law prohibits cigarette smoking and/or use of tobacco products on any school property. Cigarette and tobacco product use is also prohibited during all school-sponsored activities, on or off campus. Violation of this section will result in suspension. No warning is required!

POSSESSION OF A FIREARM

Zero tolerance laws for firearms in schools. The Gun-Free Schools Act (31) stipulates that each state receiving federal funds must have a state law requiring local educational agencies to expel a student from school for at least 1 year if a firearm is found in the student's possession at school. Expulsion may lead to alternative school placement or to "street" placement (full expulsion, with no linkage to formal education). In contrast to the 3,523 firearms reported confiscated under the

Gun-Free Schools Act in the 1998--99 school year, school surveys (32) indicate that an estimated 3% of the 12th grade student population in 1996 (i.e., 85,350 students) reported carrying firearms on school property one or more times in the previous 30 days. Thus, even if only 12th grade students carry firearms, fewer than 4.3% of firearms are being detected in association with the Gun-Free Schools Act.

Any student found with a weapon on or near the campus will automatically be placed in the custody of the authorities. Parent(s) will be contacted and a meeting with the Chief Executive Officer afterwards in which the student will be expelled from school.

LOST AND FOUND

Articles found on school grounds should be taken to the front office where the articles will be kept until the end of the semester.

PARKING

There is a parking garage available. Parking permits are required and or pay for parking fee. Vehicles parked on the school ground without the required parking permit will be towed at the owner's expense and without warning.

Students are not to loiter in the parking garage at any time during the school day. This includes before, after school, and during lunch. **Students are not allowed in the parking garage throughout the day without permission from a staff member.** If this rule is violated, suspension will follow after one warning.

ELECTRONIC DEVICES (Updated)

*Personal electronic devices, (which include cellular phones, videogames and iPods or any music device), are discouraged and must **NOT** be brought to campus. Use in the classroom will result in the device being confiscated by school administration. Confiscated items will be returned to the parent after one week and a conference with the parent.*

Due to an increase in the inappropriate use of such devices, all cellular phones will be collected when students arrive. Phones will be held for the duration of the day. Students will receive their phones back at dismissal. **Students found using cellular phones during the day will have their phones confiscated. All confiscated items will be returned in a week after a conference with the parents. In addition, failure to comply with the policy will result in a suspension.**

PEST CONTROL

Notices of planned pest control treatment will be posted in the front lobby of International Leadership Charter High School within 48 hours before the treatment. Please request information about pest control treatments if there is a concern about routine pest control.

FUND RAISING ACTIVITIES

All fund raising activities at International Leadership Charter High School are voluntary; no minimum amount of sales is required. However, your active participation in these voluntary programs is vital to the pursuit of excellence for our school and all our children. We thank you for your generosity and support.

FIELD TRIPS

Field trips serve an educational purpose and their value is an integral part of the school's instructional program. A package will be sent from your classroom teacher regarding the planning of field trips.

PARENT CONCERNS/COMPLAINTS

The *International Leadership Charter High School* is dedicated to promoting a positive and productive school community that has the best interests of our students as a first priority. We look forward to working with every stakeholder to ensure that we comply with our mission and accomplish our goals for a quality education and the academic achievement of all students. With all concerns involving a teacher or other campus-level staff, parents and/or students should contact the school's administrative office and schedule a conference with the teacher as soon as possible. If the problem is not addressed at this level, the parent and/or the student should bring the concern to the attention of the head of school.

If the concern involves a decision or action of the head of school, a call should be made to set up a conference with the head of school. The head of school will make every attempt to address the parent's concerns. If after a conference with the head of school the concerns have not been appropriately addressed, a written request for a conference with the head of school and Board Chair should be requested in writing.

Section 2855 (4) of the [NYS Charter Schools Act](#) provides that parents the right to go directly to the Board of Trustees with a complaint if he/she chooses to. In addition, if, after making your complaint, you are unsatisfied with the school's board of trustees' determination and action (or after a reasonable period of time, the board or its designee does not respond to your complaint in writing—or does not respond within the time that the school provides in its formal complaint policy), you can make a formal complaint to the charter school's authorizer. In this case, this would be the Charter Schools Office at the NYCDOE.

Thereafter, if you are unsatisfied with the Authorizer's response, you can complain to the Board of Regents/State Education Department. It is very important that before you use this formal complaint process (either with the school or afterwards with the school's authorizer) that you determine positively that your complaint involves a violation of the charter or law. If it does not, this process is not the appropriate avenue for you to seek a solution to your problem.

CONFIDENTIALITY

There is a professional and moral ethic that requires all people to safeguard all information of a privileged nature. It is imperative that such information be regarded as a binding trust between both parties.

If there is evidence of knowledge that could impact on the health or safety of any person, the teacher, administrator or member of the guidance staff, has the responsibility to share the information with the CEO/Head of School Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect abuse of any kind.

I confirm that I have read the Student Code of Conduct and agree to comply with the defined behaviors. I have received and read the Parent Student Handbook which contains our Parent Student Compact. **I understand that signing is voluntary and failure to sign does not jeopardize my child's admission into ILCHS.**

Student Signature

Date

Parent Signature

Date