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****United States Department of Education National Blue Ribbon School*** ****New York State Recognition Schools***

**Jeffrey Litt, Superintendent**
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# ICAHN CHARTER SCHOOLS

## MIDDLE SCHOOL HANDBOOK

## GRADES 5-8

# 2021-2022

Icahn Charter Schools are chartered by the New York State Board of Regents and the State University of New York Charter Schools Institute and is a result of the collaborative efforts of the Foundation for A Greater Opportunity and the Center for Educational Innovation-Public Education Association. The Icahn Charter Schools are public schools open to all children on a space available basis, by lottery.

# ICAHN CHARTER SCHOOLS
## Middle School Handbook


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Dear Icahn 5 Students,

Welcome to Middle School!

From this point forward you are preparing for entrance to the best high schools in New York City as well as college. You have all certainly worked very hard and have made your parents and teachers very proud of you.

From the time you began taking the New York State Exams, you have clearly demonstrated your capability to excel in all subjects. The middle school expectations will be even more challenging, yet we all have every confidence in your continued ability to persevere.

As a middle school student, you will be required to sharpen your focus and devote more time to studying. Your success is determined by your performance and the every day decisions you make. You are responsible for your actions, and you should take this responsibility seriously.

You will now be competing with all middle school students in New York City for the highly coveted seats in the best high schools in New York, and future admission to college. As an adult, you are measured not only by your intelligence, but the ability to rise to all occasions and most importantly the power to brush yourself off when you have been knocked down, and continue to succeed in times of adversity.

In closing, we are honored to guide and to assist you in building a solid foundation which will in turn lead to a secure future. Get ready for this next chapter in your life. The best is yet to come!

Sincerely,

Jeff Litt, Superintendent

# OUR MISSION

Icahn Charter Schools, using the Core Knowledge Curriculum developed by E.D. Hirsch, will provide students in grades K-8 with a rigorous academic program offered in an extended day/year setting. Students will complete the 8th grade armed with the skills and knowledge to participate successfully in the most rigorous academic environments, and will have a sense of personal and community responsibility.



# ICAHN CHARTER SCHOOLS

## SCHOOL CALENDAR 2021-2022

| | | |
|---|---|---|
| Wednesday-<br>through the following Friday | September 1-3, 9,10 | All Staff Report for Professional Development<br>**(There will be no classes)** |
| Monday-Wednesday | September 6<br>September 7, 8 | Labor Day **(Schools Closed)**<br>Rosh Hashanah **(Schools Closed)** |
| Monday | September 13 | First Day of School for All Students |
| Thursday | September 16 | Yom Kippur **(Schools Closed)** |
| Monday | October 11 | Columbus Day **(Schools Closed)** |
| Tuesday | November 2 | Election Day **(Remote Learning Day for Students)**<br>***All staff report for Professional Development** |
| Thursday | November 11 | Veterans' Day **(Schools Closed)** |
| Thursday - Friday | November 25 & 26 | Thanksgiving Recess **(Schools Closed)** |
| Friday through the following Friday | December 24-<br>December 31 | Winter Recess (including New Year's Day)<br>**(Schools Closed)**<br>***All staff & students return on Monday, January 3rd** |
| Monday | January 17 | Dr. Martin Luther King Jr. Day **(Schools Closed)** |
| Tuesday | February 1 | Lunar New Year **(Schools Closed)** |
| Monday - Friday | February 21-25 | Midwinter Recess (including Presidents' Day)<br>**(Schools Closed)**<br>***All staff & students return on Monday, February 28th** |
| Friday<br>through the following Monday | April 15-22 | Spring Recess (including Good Friday & Passover)<br>**(Schools Closed)**<br>***All staff & students return Monday, April 25th** |
| Monday | May 2 | Eid al-Fitr **(Schools Closed)** |
| Monday | May 30 | Memorial Day **(Schools Closed)** |
| Friday | June 17 | Half Day for Students **(12:00 Dismissal)**<br>***All staff report for Professional Development** |
| Monday | June 20 | Juneteenth Observed **(Schools Closed)** |
| Friday | July 1 | Last Day for Students and School Staff<br>**(12:00 Dismissal)** |

*Network staff, principals/office staff/staff developer/security report until Friday, July 29th

The Icahn Charter Schools 2021-2022 calendar reflects 182 instructional days.

# WE ARE A TEAM

## SCHOOL WIDE PARENT INVOLVEMENT POLICY

The Board of Icahn Charter Schools believe that all parents and families want the best for their children and acknowledges research showing that children do best when parents are enabled to play four key roles in their children's learning:

The Board recognizes parents/guardians are full partners with educators, administrators, and the Board to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways.

- Teachers – Helping children at home
- Supporters – Contributing their skills to the school
- Advocates – Helping children receive fair treatment
- Decision Makers – Participating in joint problem-solving with the school

## GENERAL EXPECTATIONS

**The school will:**

- Send progress reports five (5) times a year.
- Send home a monthly syllabus that will let you know what the children will be leaning in all core subject areas.
- Offer flexible scheduling of parent meetings, training sessions, and school functions to maximize parent participations.
- Promote open communication between home and school.
- Provide translations of written notifications and interpreters as needed.
- Acknowledge individual student accomplishments.
- Address individual student needs with progress reports and parent meetings as needed.
- Attend to cultural diversity while promoting the development of the whole child.
- Provide quality instruction and programs that identify activities that parents, staff and students will undertake to share responsibilities for improved academic achievement.
- Use technology via email, telephone, voicemail & telephone conference to facilitate parental involvement in the instruction of our children.

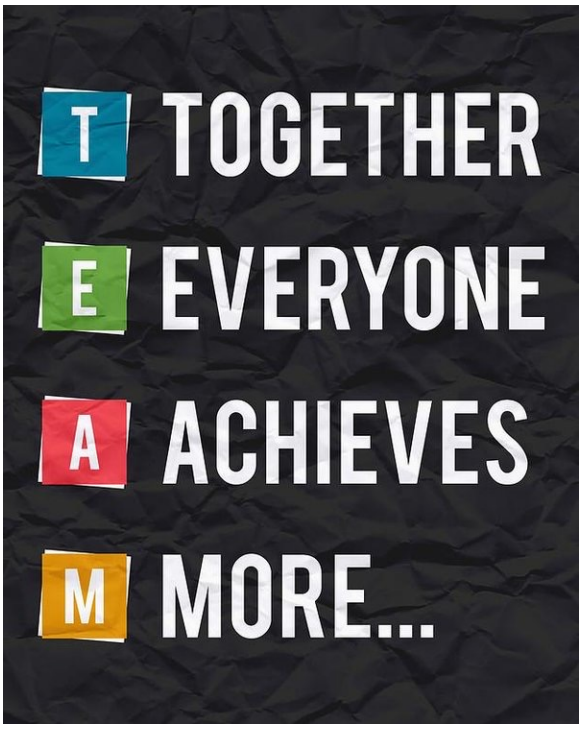
**As a parent I will:**

- Be supportive of our school, including attending Parent/Teacher Conferences, school-wide functions, programs and activities in which my child is participating.
- Be willing to ask appropriate personnel for support or clarification as needed.
- Provide a quiet time and place for homework and assist my children with assignments.
- Ensure that my child attends school for the full day, every day.
- Report absences immediately to the school office.

- Encourage good student habits.
- Read to my child regularly and be an interested listener as s/he reads to me.
- Seek information from my child's teacher regarding his/her progress.
- Ensure that learning takes place at home as well as at school.

**As a student I will:**

- Always come to school on time.
- Complete all my homework every night.
- Do my work neatly and carefully.
- Listen when the teacher or a classmate is speaking.
- Raise my hand when I wish to ask or answer a question.
- Show respect for fellow students and adults.
- Show respect for my school and school property.



# STUDENT ATTENDANCE

## ABSENCE AND LATENESS

- Regular, punctual school and class attendance is essential to a student's educational success. Unless a student is excused, attendance is required every day.
- Excused absences include: personal illness, appointment with a health professional that could not be scheduled after school, observance of a religious holiday, a family emergency, or a planned absence for a personal or educational purpose that has been approved in advance by the school.
- Upon returning to school after an absence, a student is required to provide a note signed by a parent or guardian that explains the reason for the absence. A doctor's note is requested when the reason for absence included an appointment. Without a note, the absence is marked as "**UNEXCUSED**".
- Students who arrive after school begins must sign in at the late desk at the front doorway or report to the office for a late arrival slip before going to first class.
- Each student's permanent transcript indicates the number of absences and lateness per school year.

## ARRIVAL

- Classes begin at 8:30 AM. It is your responsibility to be prepared. Think about how long it will take to arrive at school, eat breakfast (if you wish to), socialize with friends, and be ready to start your day **before** 8:30 AM.

## DISMISSAL




- School ends at 3:45 PM.
- Arrangement must be in place for students to go home via...
  - School bus
  - Public Transportation
  - Walking
  - Parent/Guardian/Other Pick Up (this must be documented on the student's emergency contacts card)
- Students may not remain in the school building after school hours unless they are part of a school organized program or activity that is supervised by an adult.

## ATTENDANCE REQUIREMENTS

Icahn Charter School students are required to be present in school 90% of the school year, unless a doctor certifies absences, or an emergency existed. Each student's permanent transcript indicates the number of absences and lateness per school year.

# HEALTH AND SAFETY

## MEDICATION

Children are not to have over-the-counter or prescription drugs on their person. In the event that a child requires medication, and a doctor's note is on file, the medication will be kept in the nurse's office for the child to take. Parents/Guardians will have to pick up the medication and return it the next day if they need to have the medication at home after school. Over-the-counter medication will be administered in the nurse's office upon the written parent/guardian request and a 504 form, which will indicate the type of medication (Tylenol, etc.), amount and frequency.

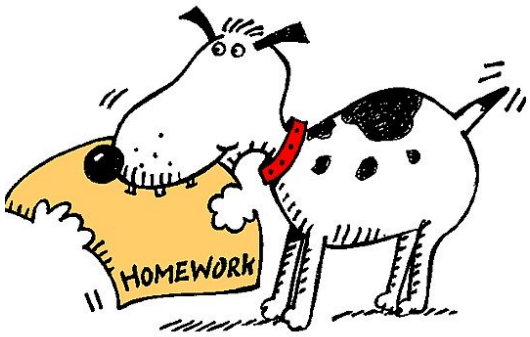
# CURRICULUM AND ACADEMICS

## HOMEWORK

**Teachers assign homework for a variety of reasons, including:**

- To help students understand skills/concepts currently being learned.
- To help students review prior skills/concepts learned.
- To help students prepare for upcoming skills/concepts about to be learned.
- To assess student understanding.
- To instill good study and work habits.
- To develop independence and responsibility.
- To help students learn how to research and use information.
- To provide an important communication link between school and home that shows parents what children are learning.

★ Homework must be completed every night.




**The best homework is done...**

- In a quiet place at home
- Without a television or radio on
- On a table or desk with a light
- Before it is too late at night

**Homework should...**

- Be neat and clean
- Be completed to the best of a student's ability
- Demonstrate that it was completed with care, accuracy, and pride
- Be returned to school on time to receive full credit

★ If you are having difficulty completing homework, you should seek supportive guidance and feedback. Be sure to tell your teacher what you had trouble with so that they can offer you the correct type of support.

## MONTHLY SYLLABUS

All children will receive a list each month that tells families what they will learn. This is called a syllabus.

A syllabus is very important. If you look at the syllabus, you will know what the children will learn in science, social studies, mathematics, reading, art, music, geography and all the other subjects.

## PROGRESS REPORTS

All parents will receive a Progress Report five times a year. The Progress Report is designed to inform parents about how their child is doing in all subject areas and will include the child's attendance and lateness.

One Progress Report will be given to the parents in the fall and spring during the Parent/Teacher Conferences. The other three Progress Reports will be given to the students to bring home. After receiving the report, all parents are asked to sign and return it to school to ensure your have both received it and reviewed it with your child. Parents may feel free to make appointments with their child's teacher to discuss their child's grades.

The exact dates of Progress Report distribution will be provided to you in the newsletters from the principal and superintendent.

## PROMOTIONAL REQUIREMENTS

Icahn Charter Schools follows a rigorous Core Knowledge curriculum in all subjects. The curriculum is supported by the McGraw-Hill Reading and Mathematics programs.

Promotion to the next grade requires satisfactory performance in the following areas:

- Attendance ... children are required to be present in school 90% of the school year, unless absences are certified by a doctor, or an emergency existed.

- Class work ... children are required to perform at a satisfactory level of proficiency level for all subject areas. In addition, students in Grades 3-8 **must achieve level 3 or higher on NYS English Language Arts and Mathematics exams**. A level 3 or higher is also required on the NYS Science Exam.

- Teacher judgment will be given serious consideration if the teacher believes that the actual performance level is higher than test scores, and that the child will be able to perform satisfactory on the next grade level.

# DRESS CODE AND CODE OF CONDUCT




## UNIFORM POLICY

All students at Icahn Charter Schools are required to wear a school uniform each day.

**Tops:**

- Short/long sleeved collared (polo) shirts in white with the school logo or not.
- Shirts must be either tucked into skirts or pants or extend no lower than the top of the pants pocket (rear).
  - Long sleeve shirts will not be permitted to be worn under a short sleeve polo.
  - For colder temperatures, it is suggested that families purchase a white long sleeve polo shirt/blue sweater or school uniform sweater with Icahn logo.
  - Hooded sweatshirts **may not be worn** in the building.

**Bottoms:**

**Boys and girls:**

- Casual, dress, or uniform pants sized to fit the student in a solid navy blue.
  - All other types of pants, including but not limited to jeans, overalls, cargo pants, painter pants, sweatpants, velour, or other athletic pants or shorts, stretch pants, skinny pants, and sagging pants are **not permitted**.
  - Only students in Grades K-2 may wear shorts.

**Girls:**

- Skirts or jumpers that are not more than 3" above the knee, sized to fit the student in solid navy blue may be worn.
  - Tight fitting skirts or jumpers are not permitted. Tights or spandex type pants may not be worn under shorts or skirts.

★ Please note that bottoms, pants, shorts or skirts may be purchased from a vendor of your choice. Please be sure your selections are navy blue and meet the requirements listed above.

**Footwear:** Dress shoes (closed toe only) or sneakers may be worn to school.

**Outerwear:** Students are not to wear jackets, coats, or any outer clothing in the school. Hats are not permitted to be worn in the school.

**Makeup:** The use of makeup by students is prohibited in school. This will serve to prevent distractions from the teaching-learning process. Makeup in this regard shall include, hair dyes, lipstick, eye makeup, nail polish, lip gloss, etc. Students found to violate the prohibition of makeup shall be given the opportunity to remove it, or will spend the day doing their assignments in the office.

**Enforcement and Discipline:**
All students reporting for school in the fall **must be** in compliance with the Icahn Uniform Policy to be allowed to attend classes. Students who fail to meet compliance **will not** be permitted to attend classes until their clothing meets policy guidelines above.

Let me also dispel the myth that on ones birthday or on a half-day that you do not have to wear a uniform. This makes it seem as if it is a punishment to wear a uniform. It is not. It is the policy of the school that you come dressed in a uniform everyday unless instructed in writing not to do so.

Let's remember..."You are preparing for college today".

## CONDUCT

At all times, children are expected to behave properly. This includes:

- Showing respect for fellow students
- Showing respect for adults
- Showing respect for our school
- Taking care of schoolbooks and property

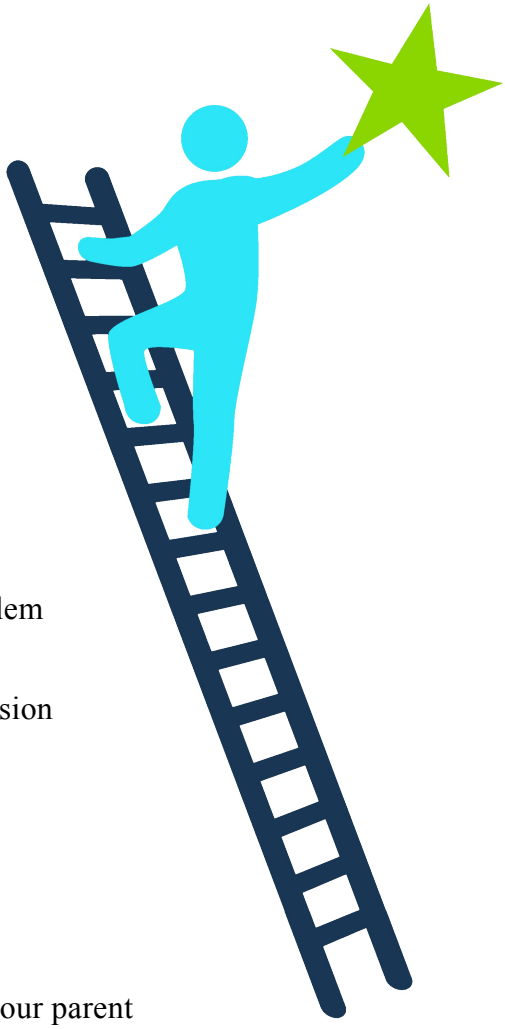
# THE ICAHN CHARTER SCHOOLS CODE OF CONDUCT:

- Respect for learning;
- Respect for the feelings of others;
- The use of appropriate language at all times;
- Trip and neighborhood walk safety;
- Respect for the property of others;
- Respect for school property;
- Getting along with other children;
- Following directions from school staff;
- Arriving to school on time; and
- Appropriate ways to solve problems with peers.

These topics will be included in regular classroom lessons in a uniform manner to ensure continuity in all classes:

- **Respect for learning**
    - We always come to school on time
    - We complete our homework every night
    - We do our work neatly and carefully
    - We listen when the teacher or classmate is speaking
    - We raise our hand when we wish to ask or answer a question
- **Respecting the feelings of others**
    - Be polite and friendly to others
    - Never tease anyone
    - Never call anyone by a name that is hurtful
    - Try to help someone when they make a mistake
- **The use of appropriate language at all times**
    - We never use curse words
    - We talk to each other with respect at all times
    - We do not call people names that hurt their feelings

- **Trip and neighborhood walk safety**
    - We always wear our name tag on trips and walks
    - We stay on line with our partner
    - We do not run
    - We sit still on busses or trains
    - We walk quietly so that we do not disturb others
    - We always return things we borrow
- **Respect for the property of others**
    - We do not take anything from someone without asking
    - We treat other people's property with respect
    - We always return things we borrow
- **Respect for school property**
    - We never write in library books
    - We do not tear pages from any book
    - We do not write on walls or desks
    - We do not throw books or school property
    - We behave properly in the bathroom
    - We keep our school neat and clean
    - We pick up something that we dropped
    - We do not touch student displays
- **Getting along with other children**
    - We do not yell at other children
    - We never hit other children
    - We talk to someone about our feelings
    - We ask a teacher to help us if we have a problem
- **Following directions from school staff**
    - We never leave the classroom without permission
    - We stay with our class at all times
    - We always talk to teachers with respect
- **Arriving to school on time**
    - We always come to school on time
    - We come to school straight from home
    - We come to school ready to learn
    - If we are late or absent, we bring a note from our parent
- **Proper ways to solve problems with peers**
    - We explain to others how we feel
    - We ask a teacher to help us solve a problem



# MODEL POLICY OF MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY

The following rules shall govern the conduct of students, teachers, staff, licenses, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the Carl C. Icahn Charter School.

These rules and penalties are not to be considered exclusive, or to preclude in any way the prosecution or 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 to exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

## PROHIBITED CONDUCT

No person, either singly or in concert, shall:

A. Willfully cause physical injury to any other person, or threaten to use force that would result in such injury.
B. Physically restrain, or detain, any other person, nor remove such person from any place where he or she is authorized to remain, except as necessary to maintain the established educational process.
C. Willfully damage, deface or destroy school property, nor remove or use such property without authorization.
D. Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
E. Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
F. Without authorization, remain in any building or facility after it is not normally closed, nor without permission enter any building or facility prior to its normal opening.
G. Refuse to leave any building or facility after being required to do so by the Principal or an authorized administrative officer or his or her designee.
H. Willfully obstruct or interfere with the free movement of persons and vehicles.
I. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and deliberately interfere with the freedom of meetings or deliberately any person to express his or her views, unless such disruption is necessary to maintain order of the educational process.
J. Possess on school property any rifle, shotgun, pistol, revolver, knife, chain, club, or other weapons, whether or not the person has a license to possess such weapons.

Further, it is the duty of the Principal to inform the police of the presence or use of any such weapons or implements used as weapons on school property.

K. Commit acts that threaten the safety and welfare of persons on school property.
L. Violate any Federal or State statue or regulation, local ordinance or school policy.
M. Possess, use, be under the influence of or distribute alcohol, drugs or drug paraphernalia.
N. Harass or coerce any person.
O. Refuse or fail to comply with a lawful order or direction of a school official in the performance of his or her duty.
P. Distribute or post on school property any written material, pamphlets or posters without the prior approval of the Principal.

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 constructed to limit, but rather to exist in conjunction with, any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

## DISCIPLINE POLICY

It is the philosophy of the school that in most cases, proper student discipline will be maintained through the use of a challenging and exciting learning environment, a clear understanding by children and their parents or guardians of the expectations for behavior.

When students behave in ways that are not acceptable under the Code of Conduct, there will be a variety of responses, depending on the level of the problem. Generally it is hoped that in-school suspension will be the most severe punishment necessary, but there may be situations in which more severe responses are necessary. We provide a list below of possible infractions and their responses. Depending on individual circumstances of the incident and the student's disciplinary record, the Principal may determine that an alternative response from the one on the chart below should be made.

## POSSIBLE INFRACTIONS AND RESPONSES

For most infractions of behavior, the teacher, parent and administration will determine the appropriate in-school course of action. Children displaying inappropriate or disruptive behavior will participate in a conference with the teacher, parent/guardian and principal. The purpose of the conference will be to modify the behavior. As an alternative to suspension, when appropriate, the child will temporarily be placed in another class. An in-school suspension will mean that a child is placed in another class of the same grade for a one to two day period after consultation with the teacher, child, principal and parent. The consultation will give the parent and child the information about the reasons for the suspension and with an opportunity to respond. Articulation with the sending and receiving teacher will be held at the direction of the Principal to insure the continuity of instruction while the child is attending the other class.

Please note that students who exhibit inappropriate behavior on the school bus will be subject to the same disciplinary response as if they were in school.

In the event that a parent/guardian or person in the position of locus parentis causes a student to be absent from school in contravention of the school's absence policy other than for illness of family emergency of a short duration, the parent/guardian or person in the position of in locus parentis will be notifies in writing that expulsion may result from the illegal absence. In addition, the Principal will notify, as may be required, the Administration for Children's Services of educational neglect, pursuant to the Principal's requirement as a mandated reporter.

# ELECTRONIC DEVICES AND TECHNOLOGY

## ACCEPTABLE USE OF POLICY FOR TECHNOLOGY

Networked resources, including Internet access are available to all students in the school. All users are required to follow the conditions laid down in the policy. Any breach of these conditions will be considered a disciplinary matter and may lead to: the withdrawal of the user's access, an investigation of the user's use of services, and in some instances could lead to criminal prosecution. The school expects that students will use new technologies as appropriate within the curriculum.

## COMPUTING FACILITIES

Users are expected in the main to make use of the school's computing facilities for educational purposes. All users are expected to act responsibly and to show consideration to others.

## ACCOUNT SECURITY

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Users should not choose passwords that are easy to guess. Users should not logon to or use any account other than their own, and should logoff when leaving a workstation, even for just a short period of time.

## USE OF FACILITIES

It is not acceptable to:

1. Attempt to download, store or install software to school computers.
2. Attempt to introduce a virus or malicious code to the network.
3. Attempt to bypass network or system security.
4. Attempt to access another user's account.
5. Attempt to gain access to an unauthorized area or system. .
6. Connect any device to the network that acts as a Wireless Access Point (WAP), bridge or router.
7. Connect any device to the network that has access to the Internet via a connection not provided by the school.
8. Access, download, create, store or transmit material that is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful and/or brings the name of the school in to disrepute.
9. Engage in activities that waste technical support time and resources.
10. Students and parents are not permitted to record lessons or conversations with school personnel.

## INTERNET ACCESS

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Students should be aware that the school logs all Internet use.

1. The use of public chat facilities is not permitted.
2. Students should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards.
3. Students should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.
4. Students agree not to use their own devices to connect to the Internet from outside of school.
5. The use of the Internet is solely for educational purposes. The use of the Internet for any other purpose is strictly prohibited. Students who use the Internet for any other purpose will be subject to disciplinary procedures.

## EMAIL

Automated software scans all email and blocks messages and attachments that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

1. Students are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use.
2. If a student receives an email from an unknown person or that is offensive or upsetting, the relevant teacher or a member of the staff should be contacted. Do not delete the email in question until the matter has been investigated.
3. Do not open attachments from senders you do not recognize, or that look suspicious.
4. Students Users should periodically delete unwanted sent and received emails.

## INSTANT MESSAGING / SOCIAL NETWORKING

The use of Instant Messaging (IM), and social networking (SN) sites is NOT allowed.

Students should ensure that electronic communications with staff using IM and social networking is not conducted.

## PRIVATELY OWNED COMPUTERS

Personal laptops and desktops are NOT allowed to be connected to the school network.

## PRIVACY AND PERSONAL PROTECTION

Users must, at all times, respect the privacy of others.

Users should not forward private data without permission from the author.

Students should not supply personal information about themselves or others via the web or email.

Students must not attempt to arrange meetings with anyone met via the web or email.

Students should make sure they have read the school's E-Safety policy.

Users should realize that the school has a right to access personal areas on the network.

Privacy will be respected unless there is reason to believe that the Acceptable Use Policy or school guidelines are not being followed.

## DISCIPLINARY PROCEDURES

Those who misuse the computer facilities and break the Acceptable Use Policy will be subject to disciplinary procedures.

## DAMAGE TO SCHOOL PROPERTY

Icahn Charter schools go to great expense to ensure that our students have all necessary and up to date texts, as well as each child having their own computer, called a Chromebook. Unfortunately, in the past, a few children vandalized and thereby destroyed their Chromebooks. Parents had to reimburse the school to replace the Chromebook. This is a reminder that **parents will be responsible** for ensuring that their child takes proper care of all school materials.

## CELL PHONE USE

Students may not use cell phones during the school day. Students must follow all cell phone policies set forth by the building principal.

# THE DIGNITY FOR ALL STUDENTS ACT (DASA)

**What is The Dignity for All Students Act (DASA)?**
The Dignity for All Students Act (Dignity Act) was signed into law on September 13, 2010. The intent of the Dignity Act is to provide all public school students with an environment free from discrimination and harassment, including bullying, taunting or intimidation, as well as to foster civility in public schools. The Dignity Act took effect on July 1, 2012.

**What kind of conduct or behavior does the Dignity Act prohibit?**
The Dignity Act prohibits harassment against students by students and/or employees on school property, or at a school function. The Dignity Act further prohibits discrimination against students by students and/or employees on school property or at a school function based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex.

The Dignity Act also creates a framework for promoting a more positive school climate through, among other things, training/professional development and classroom curricula.

**Who is protected under the Dignity Act?**
The Dignity Act protects **all** New York State public school students from discrimination and harassment by students and/or employees on school property or at a school function.

**What is the relationship between bullying and harassment?**
Bullying is a form of harassment.

**Does the Dignity Act address issues related to cyber bullying and/or conduct that occur off school property?**
The Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyber bullying.

Although the Dignity Act does not specifically address cyber bullying, it, like bullying is considered a form of harassment.

**What does The Dignity Act require schools to do to meet this new mandate?**

- Develop policies intended to create a school environment that is free from discrimination or harassment.

- Develop guidelines for school training programs to discourage discrimination or harassment that are designed to:
- Raise awareness and sensitivity of school employees to potential discrimination or harassment and;
- Enable employees to prevent and respond to discrimination or harassment.
- Develop guidelines relating to the development of non-discriminatory instructional and counseling methods and require that at least one staff member be trained to handle human relations issues.

## DIGNITY ACT COORDINATOR

The school principal will designate the appropriate Guidance Counselor (lower or upper) as the **Dignity Act Coordinator** who will complete and receive the BULLYING COMPLAINT FORM and/or any other related DASA document.

In addition, all principals, assistant principals, and staff developers have received the training and may address Dignity Act issues.

**What is the role of the Dignity Act Coordinator?**
The Dignity Act Coordinator is the point person for the Dignity Act in the school. Students who have been subjected to discrimination or harassment, parents whose children have been subjected to such behavior or other students or staff who observe such behavior, are encouraged and expected to make a report to the Dignity Act Coordinator.

**Where can I find out additional information concerning The Dignity Act?**
http://www.p12.nysed.gov/dignityact/resources.html




★ **If you believe you, or someone else, has been the target of harassment, bullying, including cyber bullying or discrimination, please use the bullying incident reporting form to report all allegations. You may also contact your guidance counselor or any DASA coordinators to report information.**

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**Jeffrey Litt, Superintendent**
**Richard Santiago, Deputy Superintendent**

**Edward Tom, Deputy Superintendent**
**Kaitlyn O'Connor, Director/Curr. & Instr.**

# RECEIPT/REVIEW OF 2021-2022
# MIDDLE SCHOOL STUDENT HANDBOOK

I have read the Student Handbook and reviewed it with my parent/guardian. I will do my best to work hard, and to follow the Icahn Charter Schools Code of Conduct.

**Icahn Charter School #** _____

_____ _____
**Student Name** **Grade/Teacher**

_____ _____
**Parent Guardian Signature** **Date**