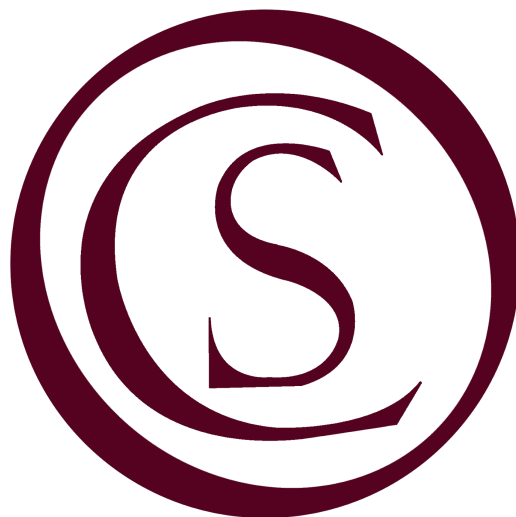


# **Opportunity Charter School**



## **Parent and Student Handbook 2020-2021**

**240 West 113th Street  
New York, NY 10026  
Main Number: 212-866-6137  
Fax: 212-665-7436  
Website: [OCSNY.org](http://OCSNY.org)**

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High School Assistant Principal

**Crystal Chandler**  
High School Assistant Principal

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**Barbara Felipe-Pacheco**  
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**Annibel Grullon**  
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**Katherine Martinez**  
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## *Message From Opportunity Charter School Principals*

Dear Students and Families,

Welcome to yet another exciting year at Opportunity Charter School! We are honored that you have chosen Opportunity Charter School for your child's education and we look forward to sharing this year with you.

This handbook contains essential information for reaching the highest levels of success at OCS. Please read it together as a family in its entirety and contact us with any questions. All students and families are responsible for complying with the policies and procedures outlined in this handbook.

Sincerely,

Kaitlin Francis

High School Principal

Sade McCaw

Middle School Principal

## I. OCS VISION AND MISSION

### A. Vision Statement

Opportunity Charter School (OCS) is a school that provides students, regardless of past academic success, the opportunity for a fresh start and the necessary academic skills for postsecondary success in college and work.

### B. Mission Statement

The mission of Opportunity Charter School is to provide youth who suffer from complex learning disabilities with intensive intervention that is responsive to their individual needs and fosters academic excellence, emotional stability, and social acceptance that prepares them to be successful in college or a career setting.

## II. STUDENT ADMISSIONS

### **Krystal Vazquez, Supervisor for Admissions**

Tel: 212-866-6137 ext. 4230 | Email: [Krystal.Vazquez@ocsny.org](mailto:Krystal.Vazquez@ocsny.org)

Opportunity Charter School will not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. The School shall be open to any student who is eligible under the laws of New York State for admission to a public school, and the school will ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and Section 2854(2) of the New York Education Law, governing admission to a Charter School. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, ethnicity, race, gender or religion.

### A. Expected Behaviors

- Language is appropriate and respectful in addressing adults and other students.
- Rooms and school premises are kept clean by keeping food and drink out of the classrooms, stairwells, and hallways.
- Students show respect and pride in being an OCS student by coming to school every day in uniform and prepared for class.



- Electronics are stowed away and turned off so focus and complete attention can be given to being a member of the classroom community.

## **B. Enrollment Period and Admissions Lottery**

- During the Fall, Opportunity Charter School will make available applications for admission for the following school year. Families can meet with staff to review the expectations of the School. Interested families can contact the admissions department for more information on application submissions and the lottery.
- If the number of applicants exceeds capacity, a random lottery conducted by an individual unaffiliated with the Opportunity Charter School will be used to assign spaces. The process is described below.
- The following preferences will be honored:
  - First preference will be given to returning students, who will automatically be assigned a space within the School.
  - Second preference will be given to siblings of students already enrolled in Opportunity Charter School. For definition purposes, “siblings” are two or more children that are related either by birth, by means of the same biological father or mother, or by legal adoption.
  - The third preference for admission is for students who reside in the district that the school is located, Community School District 3.
  - Finally, any remaining slots will be available to applicants residing outside District 3.

In the event that a lottery is necessary to determine enrollment, names will continue to be drawn after all available spaces have been filled in order to form a waiting list for each preference category for each grade level. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to the Opportunity Charter School. When vacancies arise, based upon the order of random selection from the lottery, we will invite students to attend OCS. The waiting list shall expire annually at the lottery drawing.

### III. PARENT INVOLVEMENT

#### A. Parental Involvement Policy

- Opportunity Charter School agrees to implement the following statutory requirements:
  - The school will put into operation programs, activities and procedures for the involvement of parents in the school with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - Consistent with section 1118, the school will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
  - In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
  - If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
  - The school will be governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:
    - a. Parents play an integral role in assisting their child's learning;
    - b. Parents are encouraged to be actively involved in their child's education at school;

- c. Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
    - d. Parents carry out other activities, such as those described in section 1118 of the ESEA.
  - The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.
- Opportunity Charter School will take the following actions to involve parents in the joint development of its school’s parental involvement plan under section 1112 of the ESEA:
  - Establishment of a Leadership Committee consisting of faculty members, school administrators, UFT chapter leader, parents, and students to foster and develop a successful, high achieving climate at the school that will work in conjunction with the PTA.
- Opportunity Charter School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Establishment of a Leadership Committee consisting of faculty members, school administrators, UFT chapter leader, parents, and students to foster and develop a successful, high achieving climate at the school that will work in conjunction with the PTA.
- Opportunity Charter School will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - Individual Access to OCS Social Workers.
  - Access to Highly Qualified Staff members through workshops and meetings to describe curriculum to parents.
  - Leadership Committee will communicate to parents at PTA meetings all future plans to improve school performance.

- Opportunity Charter School will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described:
    - a. the State's academic content standards,
    - b. the State's student academic achievement standards,
    - c. the State and local academic assessments including alternate assessments,
    - d. The requirements of Part A,
    - e. How to monitor their child's progress, and
    - f. How to work with educators:
      - Annual Title I Meeting
      - Children's Aid Society
      - OCS Social Workers
      - Referrals to outside sources
- The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
  - The PTA will poll their membership to find out their needs in this area and respond by providing appropriate parent workshops and outside resources.
- The school will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
  - Leadership Committee will conduct an annual parental survey.
  - Provide Professional Development to staff based on the result of the survey.

- The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, and the Parents as Teachers Program, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
  - Direct access to OCS Clinical and Guidance Departments
    - a. Such programs have included Parent/Family Life Workshops addressing the need for parents to advocate for the children’s education.
  
- The school will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
  - Information will be distributed through:
    - a. Mailings
    - b. “Backpacked” home with students
    - c. Automated phone calls / Email blasts
    - d. Posted on the school's website where appropriate

## B. Communication

We believe strongly that education is a team approach. We will support you and answer all questions and concerns within 24 hours or will let you know otherwise. Email is the preferred form of communication for our teachers and all families are expected to have at least one member with a Teacherease account. Please be sure to leave detailed messages that include your name, your student’s name, and the best way to reach you. To ensure we are providing the strongest educational plan possible we will also need to reach you many times throughout the year.

It is expected of all families to return calls and emails from the school promptly when the school requests a return call or email. It is also expected that all families keep up to date records. If your address or phone number changes you must contact the supervisor for Admissions and Alumni at ext 4230 immediately to update your records. **Opportunity Charter School is not responsible for any information that does not reach families**

**due to out of date records.** Failure to communicate effectively with the school can result in an educational neglect report made to Administration for Children’s Services (ACS).

### C. School Visits and Meetings

At Opportunity Charter School we practice an open door policy. This means that family members indicated on each student's account as primary caregivers may visit the school at any time to see what we are doing. All visitors to the school must sign in at the security desk and in the Main Office (room 406).

If you are visiting the school and need to meet with a staff member you **MUST** make an appointment prior to arriving. When arriving for your scheduled appointment please be prompt. In order to provide your child with the most enriching education possible our staff members are required to keep very busy schedules, if you are more than 15 minutes late to a scheduled appointment we may not be able to see you at that time.

### **REMOTE LEARNING POLICY:**

Please note that there are no visits to the school building at this current time. If you need to schedule a call or video call with a teacher or an OCS staff member you can reach out to them by using the school [directory](#).

### D. Communication with Students During the Day

Cell phones and other electronic devices (iPods, MP3 players, video games, etc.) are not permitted to be out during the school day. As the students are expected to store these devices in their lockers for the entirety of the school day including lunch and recess, should parents need to contact their children during the school day, they may call the Main Office at 212-866-6137 ext. 4060. Please note that texting or calling your child on their personal cell phone during the school day may result in disciplinary action for your child. For further information please see the attached discipline policies.



## **E. Parental Notification of Medical Interventions**

### Emergency Room Visits

There are times when the school must make an immediate decision regarding a student's need for medical intervention. These times center around a student presenting with a physical or clinical crisis that has placed themselves or others in imminent danger. Please keep in mind OCS follows the governing laws & regulations outlined by the Department of Health & Hygiene and the New York City Board of Education.

If a student presents with a physical health crisis, the parent/legal guardian is notified by the school nurse (located on the 1st floor of the building in Room 118) and/or a representative of the OCS Clinical Department. The decision to call 911 is made following a medical assessment by the School Nurse. In the event that 911 is called and the student must go to the ER, the parent will be informed immediately and a school social worker will accompany the student to the hospital and wait for the parent/legal guardian to arrive. If this is an emergency, the school's expectation is that the parent/guardian come immediately or send a designated family representative over the age of 18 with appropriate identification to the hospital in their place. If a parent/legal guardian is able to arrive at the school prior to the ambulance, the school will not send the social worker with the student unless requested by the parent/legal guardian.

If a student presents with a clinical (mental health) crisis, a school clinician will conduct a clinical assessment to determine the level of crisis. The decision to call 911 is made after the assessment is conducted and the level of severity is determined as a student being "in imminent danger/ or posing a threat of harm to self and/or others." Parents are immediately notified of this intervention. If a 911 call is not deemed necessary, the parent is notified by the school social worker of the crisis and the parent/legal guardian may be required to come pick up the student, for future safety reasons, or to attend a school meeting facilitated by the clinical staff.

## **F. The Parent Association**

We want your support in shaping and strengthening the school and therefore strongly encourage you to become an active member of our Parent Association (PA). Attending meetings will ensure that your voice is heard and also keep you up to date on school culture and events. In addition, PA meetings are also a great way to socialize and meet new people with common interests! We will do our best to keep these meetings entertaining and fun while also informative and welcome any and all suggestions.

Tentative meeting dates are listed below but please check your email and phone messages prior to meetings, as dates and times are subject to change. All meetings will take place virtually. Information will be posted on our website with meeting information along with email and text message notification:

Thursday, October 1st  
Thursday, November 19th  
Thursday, December 17th  
Thursday, January 28th  
Thursday, February 25th  
Thursday, March 25th  
Thursday, April 29th  
Thursday, May 27th  
Thursday, June 10th

## G. Parent Survey

In an effort to identify the effects of our school wide parent/community involvement, the Department of Education (DOE) asks that all parents participate in a yearly survey administered in early spring. The survey is an important tool for our school; it highlights our strengths and provides constructive feedback from parents. Parents are expected to complete one survey per child enrolled at the school. **Please note that not completing these surveys negatively impacts the school's ability to continue to grow.**

For more information regarding parental involvement policies or NCLB in New York State, please visit: <http://www.emsc.nysed.gov/deputy/nclb/parents/parents.htm>.

## H. Personal Gifts to Staff Members

Working with our students and seeing them succeed is reward enough for our staff. We know that families love to show their appreciation during holidays and at the end of the year. Please note that staff members can accept handmade gifts that can be publicly displayed. However, they cannot accept gifts that would indicate a personal relationship with a student, make other staff or students feel uncomfortable, or obligate the staff member or student in any way.



## I. Complaints

Any individual or group may bring complaints to the Administration of the Opportunity Charter School or The Board of Trustees. Complaints can be submitted at anytime. Emergency issues will be dealt with on an as-needed basis. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint.

- **How to make an informal complaint about a child's education:**
  - If you have a complaint, which you would like to resolve informally, we encourage you to speak with your child's teacher, guidance counselor, assistant principal or principal. It's best to tell someone about your complaint as soon as possible so the appropriate staff members can work to address the issue in a timely manner.
  - If the principal or other members of the school's staff are unable to resolve your complaint, or if you would like to file a formal complaint with the DOE, please follow the steps described below. Please note if the child is a student with a disability and you have an unresolved special education issue you may call 311 and request to speak to the Special Education Call Center. The Special Education Call Center staff will work with you to resolve your issue.
  - If after contacting the school's leadership you are not satisfied with the outcome or decision pertaining to the complaint, you may appeal to the school's Board of Trustees. The Board meets publicly on a regular basis. Parents are encouraged to either contact the Board directly to schedule items on the meeting agenda or contact the school/parent committee that deals with such matters.
- **How to file a formal complaint:**
  - If after your appeal you are not satisfied with the Board of Trustees' decision, and if your complaint involves a violation of either the school's policies or its charter, you may submit a formal complaint to the school's

authorizer (NYCDOE) by completing the Charter School Complaint Form.

If you are still not satisfied with the outcome after going through the first three levels of the complaint process, you may write to:

The NY State Board of Regents  
NY State Education Department  
Charter School Office, Room 465 EBA  
89 Washington Avenue,  
Albany, NY 12234  
518-474-1762

Or send an email to [charterschools@mail.nysed.gov](mailto:charterschools@mail.nysed.gov) (Open external link) (subject line should include the name of the school and the word “Complaint”).

For more information and to obtain a copy of the Charter School Complaint Form please go to:

<https://www.schools.nyc.gov/school-life/support/get-help-at-your-charter-school/file-a-formal-complaint-at-your-charter-school>

## IV. STUDENT ATTENDANCE

### **Katherine Martinez**

Tel: 212-866-6137 ext. 4211/ Cell: 917-576-5664 | Email: [kmartinez5@ocsny.org](mailto:kmartinez5@ocsny.org)

Regular attendance is mandatory, and is important to a student’s success in school; it establishes good work habits and self-discipline. Students who are not in attendance may not receive credit for their classes, may not be allowed to participate in extracurricular activities, and will be placed on academic probation.

### **A. Remote Learning Attendance Policy**

Opportunity Charter School is dedicated to ensuring that all of our students are actively present and engaged in remote learning. We recognize that each family may have different obstacles that can prevent them from connecting with teachers during scheduled class time so flexibility is key when monitoring attendance. As a result, attendance will be based on both Zoom class attendance (synchronous) and our students’ engagement on Google Classroom (asynchronous), our online learning platform.

**Attendance Recording:** At the beginning of each class, attendance is taken through TeacherEase. If a student is not present for their Zoom class he/she will be marked absent. If a student arrives late he/she will be marked tardy.

Cameras are expected to be on at all times and students should be clearly visible. If a student has their camera off or is not visible they will be redirected to be visible or to turn on their camera. If they do not comply, they will be marked absent as the teacher will not be able to say they were present and participating in class. However, if a circumstance arises, parents or students should reach out to their teacher informing them of this circumstance (please note that this must be an extenuating circumstance).

**Staying Connected:** Each student is assigned a mentor and a school culture team member. Mentors are responsible for speaking with students regarding their academic progress. They will review each of the mentees grades through TeacherEase with each student and will get them the support they need if they are struggling in class or emotionally. School Culture Team Members will be logging into Zoom classes each period to monitor attendance. If they see that a student is not present for class they will reach out to the student/parent to ensure they are logged on.

Both staff members will reach out to students based on our color coded tiered system for outreach. Each student is color-coded based on their attendance and their engagement on Google Classroom.

**Tier 1:** 1 call/week

**Tier 2:** 3 calls/week

**Tier 3:** 5 calls/week

**Chronic Absenteeism:**

During these difficult times, the creation of positive school relationships may be a lifeline for students who are not attending school.

Opportunity Charter School has assigned a mentor and a school culture team member to each student in order to prevent chronic absenteeism.

As per state guidelines: “An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child’s prompt and regular attendance in school or keeps the child out of school for impermissible reasons resulting in an adverse effect on the child’s educational progress, or imminent danger of such an adverse effect.”

As a result, OCS is mandated to reach out to social services if there is an instance of educational neglect. However, OCS will be proactive and will work with families to ensure we do not have to initiate this process.

OCS will always work with the families and agencies we serve to address their concerns.

**Excused Absences:** Students who are absent due to a doctor's appointment must email a picture or send a text message of an image of a doctor's stationery signed by the doctor indicating the exact dates the student is to be excused to Ms. Martinez (Cell: 917-576-5664 | Email: kmartinez5@ocsny.org). Please make every attempt to schedule appointments after school. It is the parent's responsibility to report a student's absence to the school office before 8:00 am on the day of the absence. The answering machine will be available before and after school hours for anyone who needs to leave a message. Three or more unexcused consecutive absences will result in referral to the appropriate social worker for further action.

### In Person Learning Attendance

#### **B. Absenteeism**

In order to meet the instructional classroom time requirement established by the State, **students who have more than ten (10) unexcused absences within a semester in high school may fail the course. Administrators will determine which students are eligible to receive an appeal.** The parents of students who are consistently late or absent will be called in for an attendance meeting. Students who have missed more than 10 consecutive days or 20 days per semester without a verified excuse may be reported to the Administration for Children's Services (ACS) for educational neglect and a meeting will be held with the administration.

Students who are absent due to a doctor's appointment must present a note on doctor's stationery signed by the doctor indicating the exact dates the student is to be excused. Please make every attempt to schedule appointments after school. It is the parent's responsibility to report a student's absence to the school office before 8:00 am on the day of the absence. The answering machine will be available before and after school hours for anyone who needs to leave a message. A written excuse signed by a parent must accompany the student upon return to school and be handed in to the attendance secretary in room 421 or the main office. You can also send a picture of the note via email or text at the above contact. Three or more unexcused consecutive absences will result in referral to the appropriate social worker for further action.

**Excuse notes must contain the following:**

- Reason for lateness/absence
- Date and time the note was written
- Phone number where the parent can be reached at the time the student signs in
- Signature of a parent/guardian

*All notes must be submitted the day the student returns to school.*

If there is a death in the family or a hospital stay for the student due to illness, then a notification from the family must be submitted to the Main Office.

### **C. Tardiness**

All students are expected to arrive at 7:50am. Students who arrive late to school will need to receive a late pass from a School Culture Team member or school secretary prior to going to their classroom. If you know your child is going to be late please notify the Pupil Accounting Secretary at the number listed at the top of the previous page. Lateness deemed excusable due to extenuating circumstances by the Pupil Accounting Secretary will be excused.

Tardiness due to a verified family emergency or other circumstances deemed acceptable by Pupil Accounting Secretary will be excused with documentation. Students who are late three or more times in the same week and have not been excused are expected to serve detention/accountability; parents will be notified of the date and time of accountability.

### **REMOTE LEARNING POLICY:**

All students are expected to arrive on time to class by logging into Google Classroom and participating via Zoom. Classes begin at 8:50 where teachers do a check in with students and take attendance for the first period class. If a student “arrives” late to class they will receive a tardy for their attendance record.

Tardiness due to a verified family emergency or other circumstances deemed acceptable by administration will be excused. Students who are often tardy to their online classes will fall behind with their academics.

#### D. Leaving Early Due to Illness/Release of Student to Adult

A sick student under the age of 18 can only be signed out by a parent or guardian, who is identified on the emergency contact card and must show proper identification when picking up the student from school. **A caregiver cannot give verbal permission over the phone for students to leave the building prior to the close of the school day for any reason.**

- **We strongly encourage all medical appointments be scheduled for non-school hours.**

#### REMOTE LEARNING POLICY:

Students who are not able to attend a full day of classes must notify their grade level social worker, school culture team member or a member of administration. A student will only be excused from classes if they return with a documentation of a doctor's appointment or another emergency event.

#### E. Extended Family Vacations (Remote Learning)

Extended family vacations are not permitted during the school year. All trips should be planned to coincide with days when school is not in session. Trips should never prevent a student from taking mandated State Tests or completing class assignments. In the event of an absence, it becomes the student's responsibility along with the help of the parents, to complete all assigned work upon his/her return to school. Incomplete assignments will not receive credit. Students who miss an announced test during their absence will take the test when all missed work is completed.

#### F. Family Death or Serious Illness

If there is a death or traumatic situation in the family that may affect the student's attendance please notify the Main Office immediately. Students will be granted excused absences for family emergencies on a case by case basis as reviewed by the Pupil Accounting Secretary and School Principal.

## V. STUDENT ACADEMICS

### A. School Hours

**Monday, Tuesday, Thursday and Friday 8:50am - 3:57pm**  
**Wednesday 12pm - 3:57pm**

(Does not apply for remote learning) \*\*Doors open at 7:30 am for breakfast and the school day begins promptly at 8:00 am. Please do not drop students off prior to 7:30 am, as there is no supervision.

### B. Overview of Curriculum

OCS provides a rigorous curriculum aligned with the Common Core Standards with a particular emphasis on individualizing education to meet students' needs. We pride ourselves on providing students with an enriching curriculum through hands-on interactive learning with a focus on reading, writing, and discussion. Students are expected to be active participants in all classes.

### C. Homework and Class Assignments

Students are given homework regularly in order to practice the necessary skills they are learning in their classes. Homework is collected each week and graded. Failure to spend time and effort completing class assignments and homework may result in a student falling behind regardless of the student's intelligence, teacher's ability, or strength of the curriculum. All OCS students are expected to complete all assignments given with vigor and in a timely fashion.

It is the responsibility of the parent/guardian to check up on these assignments via TeacherEase. If you struggle to get your child to complete his/her assignments in the manner that is expected at OCS, please contact your child's teachers and/or social worker for support. It is imperative we work together!

### **REMOTE LEARNING POLICY (HOMEWORK)**

While Opportunity Charter School is engaged in remote learning, separate homework assignments will not be assigned. However, if there are any assignments that are done

during class time that are not finished should be completed before the next class if required by the teacher.

#### D. Report Cards

Report cards are issued four times a year at the end of each of the four quarters and are available for view online via TeacherEase.com on the dates listed:

- 1<sup>st</sup> quarter**    December 3, 2020
- 2<sup>nd</sup> quarter**    February 25, 2021
- 3<sup>rd</sup> quarter**    April 29, 2021
- 4<sup>th</sup> quarter**    June 26, 2021

Parents are strongly encouraged to come into the school during Parent/Teacher Conferences to retrieve their child's report card and to meet with their child's teachers. Parent/Teacher Conferences are an important part of the learning process as they give families the opportunity to have a formal and individualized discussion about the student's progress. Please note the dates on the school calendar. Conferences will take place on the following dates:

#### **REMOTE LEARNING POLICY (PARENT TEACHER CONFERENCE)**

Until further notice, all parent teacher conferences will take place virtually. Parents will be informed prior of the dates and will also be sent the virtual meeting link information via our website and through email:

- December 3, 2020** - 1pm - 4pm & 5pm - 7pm
- February 25, 2021** - 1pm - 4pm & 5pm - 7pm
- April 29, 2021** - 1pm - 4pm & 5pm - 7pm

#### E. Grading

Below is a breakdown of the grading system.

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72



D	65-69
F	Below 65

Any student that has earned less than a 65% has failed that class. The following is used to determine summer school attendance and promotion to the next grade:

### **Middle School Policy**

- If a student fails any of the following classes: English Language Arts, Social Studies, Math or Science for the year, they will be required to attend summer school.

### **F. TeacherEase**

For your convenience all student grades, attendance records, and behavioral referrals are posted in real time on our online grading site, TeacherEase. If you do not already have a TeacherEase account or you are unsure how to utilize the program to its fullest capabilities, please contact Ms. Zimmer ([inka.zimmer@ocsny.org](mailto:inka.zimmer@ocsny.org)). We encourage families to check TeacherEase a minimum of once a week to keep up with your student's progress. You can also email any OCS staff member through the TeacherEase system.

### **G. Academic Probation**

Students failing two or more core content classes in a marking period, will be placed on academic probation for the quarter. Parents and students will be notified by mail regarding their academic status. During academic probation, students are expected to arrange a time to meet the high school guidance counselor for a conference to create a plan for academic improvement. Students are then expected to follow this plan. Students on academic probation will not be allowed to perform in athletics or school sponsored performances and activities until they remove themselves from probation.

### **H. Setting Review**

Setting reviews are done throughout the year to assess a student's placement. Continued placement at OCS is determined by adequate academic progress, attendance, and meeting behavioral expectations outlined in our code of conduct. Administration will request both parents/guardians and students to take an active role in these meetings if they are necessary.

## VI. SPECIAL EDUCATION SERVICES

**Nisa Bilal**

**Coordinator of Special Education**

Tel: 212-866-6137 ext: 4233 | Fax: 212-665-7436

Email: nisa.bilal@ocsny.org

Opportunity Charter School provides special education services to all qualifying students. Students with special needs have the right to a quality education appropriate to their needs, abilities and interests. Our instructional staff will participate in the development and implementation of appropriate instructional and socialization strategies.

Our highly qualified staff, which includes teachers certified in Special Education, a Learning Specialist for every grade, and related service providers, help customize our instruction to meet the needs of our diverse student population. We offer inclusion classes, ICT classes, and self-contained classes (for ELA and Math only). Annual reviews are held at school with the entire team to support students.

- Please see Appendix 1 for a copy of the Procedural Safeguards Notice

### A. Request For Referrals

The following people can make a request to the Committee on Special Education (CSE) for an evaluation:

- A staff member of the school or school district
- The student's legal guardian/parent (new under IDEA 2004)
- A physician
- The school district or designee of a public agency who is responsible for providing education to a student with disabilities (new under IDEA 2004)
- A judicial officer
- The student him/herself, if over 18 years of age

*Opportunity Charter School cannot decide on its own that a student needs special education services.*

## **B. Individual Education Program (IEP)**

An IEP is a written statement outlining an education program based on the unique needs of the student. The Committee on Special Education (CSE) in the student's school district of location has the responsibility for developing an IEP. It is the responsibility of OCS to ensure the IEP is implemented.

The school will comply with all legal requirements for students identified as having a disability. An Individual Educational Plan (IEP) will be provided classifying the disability, specifying goals, level of service, related services and the least restrictive placement for the student. Students with special needs will be educated within a general education setting and through one-on-one and small-group remediation as specified in a student's IEP. OCS will work with parents to ensure they are fully informed of their rights, procedures and responsibilities under Special Education law.

## **C. Annual Reviews/Triennials**

Students with IEPs are entitled to an annual review and a three-year re-evaluation with the Region 10 CSE. At these times, parents and teachers will evaluate the protocols appropriate for the student, as well as state recommended guidelines to produce the most desired educational outcome for the student. Parents are informed of their student's progress a minimum of four times per year at quarterly marking periods. Progress is also shared through telephone calls, written information/feedback, and personal contacts.

# **VII. SCHOOL CULTURE AND STUDENT EXPECTATIONS**

**Veronica Deshazor, Dean of All Students**

Tel: (212) 866-6137 | Email: [veronica.deshazor@ocsny.org](mailto:veronica.deshazor@ocsny.org)

## **A. Scholar Dollars (Middle School)**

Opportunity Charter School holds high expectations of all of our students. Those students that are following expectations and are going above and beyond will receive a Scholar Dollar. These Scholar Dollars can be redeemed at the school store to purchase school supplies and other knick knacks. Each quarter, the grade with the most amount of Scholar Dollars earned will receive a prize.

## B. Lunch

Middle School students do not go off-campus for lunch. Students are not allowed to go outside to eat lunch, and they cannot order food or have food brought to them during lunch. Students are only allowed to eat lunch in their classrooms if it is a lunch that the teacher has arranged as a class celebration or extra academic support period. Students are not allowed to eat their lunch or any food inside the classroom while class is in session. All food is to be discarded or stored in backpacks or lockers before class resumes.

Students in 11th and 12th grades are allowed to leave the building for lunch. Students must present a lunch pass to leave the building. **Students who return late from lunch three (3) times will have their lunch pass revoked for the semester.** Only students in 9th and 10th grade on the honor roll are permitted to leave for lunch.

## C. Uniforms

Opportunity Charter School is a uniform school. OCS believes there are numerous benefits to students wearing uniforms, such as improved behavior, increased security, and a focus on academics rather than apparel. Students should wear their uniform with pride to represent OCS and respect its ability to prepare them to be productive citizens.

Students are required to wear their OCS uniform. Students who abuse the uniform policy will be held accountable and parents/guardians may be required to come to the school to bring in appropriate attire and/or attend a meeting. We do not allow hats, beads, gang flags, “doo rags,” low-hanging pants, see-through clothing, exposed undergarments, sweatshirts, sweatpants, jeans, or non-OCS colored sweaters and non-OCS shirts.

**Students may not be allowed to participate in any school related enrichment activities if they are not in uniform during the school day.** For more information please see the section: Student Discipline.

### **REMOTE LEARNING POLICY (UNIFORMS)**

During remote instruction students are not required to wear uniforms. However, they are required to wear appropriate clothing and dress at all times.

## D. Required Uniforms

### OCS High School Uniform

#### Boys

- Black Pants (no cargo pants, jeans or shorts)
- Grey OCS Logo Embroidered Short Sleeve or Long Sleeve Polo Shirt
- White OCS Logo Embroidered Short Sleeve or Long Sleeve Oxford Shirt
- Grey OCS Logo Embroidered Pullover Sweaters
- Grey OCS Logo Sweatshirt/Sweatpants

#### Girls

- Black Pants (no cargo pants, jeans or shorts, no leggings)
- Black Skirt (no shorter than 2 inches above the knee)
- Grey OCS Logo Embroidered Short Sleeve or Long Sleeve Polo Shirt
- White OCS Logo Embroidered Short Sleeve or Long Sleeve Oxford Blouse
- Grey OCS Logo Embroidered Pullover Sweaters
- Grey OCS Logo Sweatshirt/Sweatpants

### OCS Middle School Uniform:

- Light color khaki pants or khaki skirt or shorts that are **knee length or longer**. **NO** sweat pants, nylons, or jeans of any kind!
- Burgundy shirt with embroidered OCS logo or a non-logoed shirt with a collar in burgundy. **Shirts may not have any designs other than the OCS logo and MUST have a collar if there is no OCS logo on the shirt.**
- Any vests, sweaters, cardigans, hoodies or burgundy sweatshirts worn during the school day must have a visible embroidered OCS logo.
- Gym uniforms are allowed to be worn all day only on those days the student has physical education class. The only acceptable physical education uniform has an OCS embroidered logo on the shirt and pants. If they do not have PE class and are wearing their PE uniform, they will be considered out of uniform.

#### To order uniforms please contact:

IDEAL Uniforms  
1816 Flatbush Ave, Brooklyn, NY 11210  
[www.idealuniform.com/ocsnyc](http://www.idealuniform.com/ocsnyc)  
718-252-5090

#### IDEAL Uniforms Pop Up Store Location:

256 West 116<sup>th</sup> Street NY, NY 10026

Mon-Sat: 10-7pm

Sun: 11-6pm

*Open Until October 31<sup>st</sup>*

**\*\*\*If there is a dress down day for any reason you will be notified prior to the day. If your child tells you there is a dress down day and you have not received written notice of this event please clarify with a school staff member prior to sending your child to school out of uniform.**

### **E. Code of Conduct**

Students are expected to behave in a professional manner at all times during the school day with exception to reasonable play during recess. OCS defines professional behavior as a peaceful and calm demeanor that demonstrates respect to all and listens to and follows ALL OCS staff directives the first time given. Students are NOT demonstrating professional behavior if they disrupt the learning environment for themselves or others in any way, are violent or threatening in language and/or behavior, or cruel or rude to any persons attending, visiting, or employed at the school.

Students are not permitted to use or display any non-OCS electronics during the school day (with the exception of headphones at the teacher's request for academic purposes). Students are not permitted to eat or drink inside any OCS classroom, auditorium, or gym except for clear water in a clear water bottle or in the event of a teacher permitted class event.

#### **Prohibited Conduct**

*Opportunity Charter School does not allow its students or parents to:*

- Willfully cause physical injury to any other person, or threaten to use force which would result in injury
- Physically restrain or detain any other person
- Bully or harass another person
- Damage or destroy school property
- Steal school property
- Disrupt the learning environment which prohibits other students from learning
- Threaten the safety of any person or persons on school property
- Possess, use or distribute alcohol, drugs or drug paraphernalia
- Possess any firearms, knives, clubs or any item that the legal system would constitute a weapon

- Attempt to assault any student, staff member, or visitor
- Vandalize school property causing damage, even if minor
- Cheat on exams or quizzes, or commit plagiarism
- Use forged notes or excuses
- Steal, attempt to steal, or possess property known by the student to be stolen.
- Commit extortion
- Gamble
- Trespass on school property
- Engage in sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Possess tobacco or alcohol
- Possess a weapon
- Use any electronic device during school hours

## REMOTE LEARNING POLICY (CODE OF CONDUCT)

### USE OF ONLINE LEARNING PLATFORMS

The privacy and confidentiality of all participants is important.

Parents/guardians must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a remote learning session. Unless your child is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child's teacher, they should send an email, call or text the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing Opportunity Charter School policies, the following rules of conduct apply while remote learning is taking place, as well as other times when students and teachers may be engaged in remote learning. Violation of the following rules will result in appropriate disciplinary action.

All individuals, including students, their parents/guardians, and their family members, are prohibited from:

1. Recording, taking photos, or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.

2. Altering a videoconference session or any content presented during remote learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any video conference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords, or invitations to a school video conference session with anyone, even with students in other classes or grades in OCS.
6. In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
  - Making inappropriate faces, gestures or comments
  - Displaying an inappropriate virtual background or profile picture
  - Projecting or displaying an inappropriate image
  - Bullying or cyberbullying of other students or the teacher.
7. Complying in all respects with the Code of Conduct.

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her administrator to investigate and follow up accordingly with the student(s) and their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct.

### **RULES OF ETIQUETTE and PROCEDURES**

General rules of etiquette that students should follow when participating in an online learning session include the following:



1. To enable the students to fully participate in their learning activities, students should be seated at the best workspace that is free from distraction (such as siblings, pets, television, food, drinks, etc.). **Students may not be considered present for class if they are not seated in an appropriate workspace (Students should not be in parks, shoppings malls, work, etc).**

2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged into power.

3. **Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning. Students should not eat while in live classrooms, which might distract them or others from learning.**

4. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.

5. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. When you click on the Zoom link you will need to wait for the teacher to let you into the class.

6. **Students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.**

7. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session if they have their first and last name clearly written.

8. Students should be entering the online learning session with their microphones on “mute”. If a student would like to speak, has a question, or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.

9. Unless otherwise instructed by their teacher, **students must keep the video feature on at all times.** Students should not change their virtual background during an online

learning session, as changing it is distracting to other students.

10. At the teacher's discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite and should utilize proper spelling and grammar.

11. If technical assistance is needed, students should contact their grade level social worker or School Culture Team Member.

## **F. Enforcement**

Penalties for violations of these rules include, but are not limited to:

- The withdrawal of authorization to remain on school property.
- Arrest, student suspension, or other disciplinary action.
- Opportunity Charter School follows the NYC Department of Education Code of Conduct. Please refer to the attached Student Conduct Response Chart.

## **G. Student Searches**

School lockers, desks, and other such items belong to the school and are not the private property of students. Students also should not expect privacy regarding any items they choose to bring into the school. Therefore, any item may be confiscated and inspected as deemed necessary by school officials, this includes the contents of electronic devices owned by OCS, the student, or the student's family/guardians. Students are issued lockers and issued a lock from OCS. Students are not allowed to bring in their own locks. All non-OCS issued locks will be cut off and replaced with an OCS lock. School Safety will search students if there is reasonable suspicion that a student possesses illegal property or substance or an item that directly violates the school code of conduct. School Safety officers, local authorities, and parents will then be notified.

Periodically, the NYPD conducts random, unannounced school-wide electronic scans. During these scans, all electronics and any other prohibited items will be confiscated by school officials or the NYPD. These confiscated items will be returned at the end of the day, unless they are deemed dangerous or illegal, from the Principal's office or will be returned from the police precinct office.

## H. Incidents that Occur Off Site

Our primary concern is to keep all students safe while they are in school. OCS has policies and procedures in place to ensure that each student will be safe during school hours and while on school property. However, the school is not responsible for students who seek out harmful situations while offsite for lunch or at other times when they are not directly on school grounds. Students who fail to conduct themselves as positive representatives of OCS may be subject to disciplinary action if the incident creates disruptions in the school day, even if the incident occurs off school grounds. For instance, fights between students or between students and community members that occur off school grounds can have a serious impact on school safety. The school is within its right to discipline students for these incidents. OCS will always work in collaboration with parents on these matters.

## I. Social Media Guidelines

- **Parents are responsible for closely monitoring their child’s social media accounts.**

Family members today have a new role: helping children behave safely and responsibly when they are using social media, whether for fun or for learning. Recently, the New York City Department of Education (NYCDOE) worked with our teachers, librarians, and students, and partnered with Common Sense Media to develop guidelines for students 13 and older for the effective use of social media. These guidelines focus on four areas, created by NYCDOE students and teachers, which you may also want to share with your child. You can find the guidelines and the infographics on the DOE website at [schools.nyc.gov/SocialMedia](https://schools.nyc.gov/SocialMedia).

## VIII. STUDENT ACCOUNTABILITY PLAN

To be used only when students do not respond to staff interventions given through a Restorative Justice approach, or when behaviors are serious enough to warrant an immediate response from the chart. For minor infractions, Restorative Justice strategies should be utilized. If deemed unsuccessful, OCS will refer to their modified version of the NYCDOE’s discipline policy.

## A. Resources

If you believe your child or someone you know has a problem with substances or is in need of help, please reach out. You may contact the clinical department for information regarding in-house services and support or contact [www.lifenet.com](http://www.lifenet.com). Here are some community resources you may also use for outreach and support

<p><b>The Discovery Center</b> St. Luke's Roosevelt Hospital 411 West 114<sup>th</sup> Street Suite 2A New York, NY 10025 Contact: Dr. Lisa Herman (212) 636-1899</p>	<p><b>The Upper Manhattan Mental Health Center</b> 1727 Amsterdam Avenue New York, NY 10031-4698 (212) 694-9200</p>	<p><b>Phoenix House- IMPACT Program</b> 164 West 74th Street New York, NY 10023 Contact: Jessica Knoll, LMSW, CASAC (Education) 646-505-2000 ext: 7816 Information &amp; Intake:(800) 378-4435</p>
<p><b>NYCYPAA-New York City Young People in Alcoholics Anonymous</b> Veterans Administration Hospital 423 E 23rd Street Room 3036 W Meetings are held on the 1st and 3rd Sundays of the month <a href="http://www.nycypaa.org">www.nycypaa.org</a></p>	<p><b>Alcoholics Anonymous</b> Information on A.A. meeting times and locations Contact New York Inter-Group: (212) 647-1680 <a href="http://www.aa.org">www.aa.org</a></p>	<p><b>The Center For Comprehensive Health Practice</b> 1900 2<sup>nd</sup> Avenue, 9<sup>th</sup> Floor New York, NY 10029 212-360-7400</p>
<p><b>Al-Anon New York City</b> To help families and friends of alcoholics. 4 W 43rd St #617 New York, NY 10036 (212) 941-0094</p>	<p><b>Arms Acres- Treatment Locations (Queens &amp; Westchester City)</b> Contact an Intake Director to make sure Arms Acres is the appropriate placement. The number to call is 888-227-4641.</p>	<p><b>New Directions</b> 202-206 Flatbush Avenue Brooklyn, NY 11217 Phone (718) 398-0800 Fax (718) 789-8807</p>

## B. Provision of Services during Suspension for All Students

Alternative instruction will be provided for 2 hours during the school day off site for Out of School Suspensions lasting more than one day. In addition, special education and related services will be provided, to the extent necessary, to enable the student to make appropriate progress in the general curriculum and in meeting the goals in his or her IEP.

Some students, whether they have an IEP or not, may pose a threat to the safety of students and staff and will be instructed off-site at a tutoring facility. When this happens

either the Principal or Special Education Supervisor will call the parent/guardian to inform them of the alternate IAES plan and support them in scheduling their services. The school will provide the funding for the IAES plan but it is the parent/guardian's responsibility to ensure that the student attends scheduled sessions. The school will NOT compensate for missed sessions.

### C. Additional Information Alternative Instruction for Students with Disabilities

The Learning Specialist, in collaboration with the student's teachers and social worker, creates the procedures to determine alternative instruction. This will include related services, progress towards IEP goals, and appropriate special education services for students whose behavior has not been determined to be a pattern.

### D. Long-Term Suspension/Expulsions

Long term suspension is reserved for very serious offenses, which are listed below. The Principal may take into account the student's disciplinary record and the circumstances of the incident when deciding what type of suspension to impose. OCS may choose to refer the student to the police or to expel them when the principal determines the school culture and/or students and/or staff safety is at risk.

**The following behaviors will result in a minimum of long term suspension and are subject to expulsion of a student, whether or not the student has an IEP, if he/she is found to:**

- Possess, use, attempt to use, or give/transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object that a student would have no reasonable use for at school.
- Commit arson, or attempt to start a fire on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, fake controlled substance, or marijuana on school property or at school-sponsored events.
- Assault student or staff member.
- Cause physical injury to another person.
- Vandalize school property in a way that causes major damage.
- Repeatedly bully and harass a student or staff member.
- Do anything which the school officials can reasonably decide constitutes a long-term suspension.

## E. Firearms

A student who brings a firearm to school, or found with one in their possession at school, will face expulsion. Also, school safety and the local law enforcement authorities will be notified. If a student is younger than 16 when they have the firearm, the Principal will refer the student to a “presentment agency” for a juvenile delinquency proceeding. Any student who is 16 or over when they have the firearm will be referred to the appropriate law enforcement officials (this also applies to students who are 14 or 15 who qualify for juvenile offender status).

## F. Expulsion

*Very serious offenses warrant expulsions. These offenses include:*

- Possession of firearm or weapon such as a knife
- Physically or sexually assaulting a staff member or student
- Possession or selling of drugs
- A pattern of behaviors deemed to create an unsafe environment for the school

## G. Due Process for Long Term Suspensions

- The Principal will immediately send a written notice to the parent/legal guardian, stating that the student is to be suspended from school, describing the incident, and stating that a formal hearing will be held. This notice will be either personally delivered or sent certified or express mail to the family’s last known address within 24 hours. The AP or his/her designee will also notify the parent by telephone, which will be logged.
- At the formal hearing, the student has the right to be represented by a lawyer, question witnesses, and/or present evidence.
- The Principal has the right to either personally run the meeting or designate a school official to conduct it.
- A parent may challenge the decision by following the complaint process.
- The student may be found guilty at the hearing. If so, the Principal will determine the additional disciplinary consequences, which may be additional suspension or expulsion. If the student is determined not to be guilty, then the suspension ends and the school develops a behavior plan to help the student re-enter the school community.

## H. Discipline of Students with IEPs

A student who has an Individualized Education Program (IEP) or a student for whom OCS is deemed to have knowledge of a disability prior to the behavior that results in a suspension, have certain protection and rights under IDEA (the Individuals with Disabilities Education Act). Parents are notified of the suspension through certified and regular mail with copies of the suspension letter detailing the incident and a copy of the procedural safeguards for students with IEPs.

- **Written Records:** OCS will keep written records of all suspensions and expulsions of students with disabilities, including the student's name, a description of the behavior, the disciplinary action taken, and a record of the number of days the student has been suspended or removed.
- **Referral to the CSE:** As soon as a student has been suspended for a total of ten (11) days, we will contact the Committee on Special Education in Region 10 via written communication and by phone. OCS may not suspend a student with a disability for more than 11 days during a school year without involving the CSE, because on day 11 the suspension may be considered a change of placement.
  - Your notice and involvement: The CSE must follow its ordinary policies and procedures when notifying and involving the parent.
- **OCS will notify the CSE within 7 days if we learn that:**
  - A student with a disability was previously suspended for the maximum allowable number of days.
- **Due Process**

A meeting with the CSE (an MDR, or Manifestation Determination Review) is required when a student has been removed from OCS for more than ten days in a school year for disciplinary reasons, or when starting a removal that is a "change of placement." In this hearing, the CSE determines whether or not the student's behavior is due to his/her disability. If the CSE determines the incident is a manifestation of the disability, then the suspension will be expunged. If it is not a manifestation, then the child can be disciplined as a general education student.

At this meeting, school staff are invited by the Special Education Supervisor, and will include the following people:

- Grade Level Social Worker
- Dean or designee
- Student
- Parent/Guardian of Student
- Any school staff member with knowledge of the incident

Following the MDR a PDR (Principal's Determination Review) will take place if the student is facing expulsion due to being found with or in the use of a weapon, illegal drugs, controlled substances, or having caused serious bodily harm or displaying a pattern of threatening and/or harmful behaviors. If a PDR is scheduled the parent/guardian of the student will be notified in writing at the same time they are notified of the MDR via certified mail and no less than 3 days advance notice of the hearing. The letter shall include an explanation of the charged misconduct in detail so the parent/guardian and/or student's attorney or advocate can put on a defense.

At this meeting, school staff are invited by the Special Education Supervisor, and will include the following people:

- Grade level Social Worker
- Dean
- Principal
- Student
- Parent/Guardian of Student
- Any school staff member with knowledge of the incident

This meeting may result in expulsion of the student if the charged misconduct is found to be in serious violation of the school's code of conduct and NOT a manifestation of the student's disability.

If the behavior is found to be a pattern which could result in further harm to the school, its students, or staff and is found to be a manifestation of the student's disability, the student will be expelled regardless of the MDR determination.

## **I. Appeals Process**

A parent may request a hearing to challenge the CSE's findings about the connection between the student's disability and the behavior. If a hearing is requested, the student



will remain at OCS until the hearing is completed and a new determination is made. However, if your child's suspension is due to weapons or drugs, OCS can suspend the student to our Interim Alternative Education Setting even during the appeals process either until the hearing or the term of the suspension is completed.

## **IX. STUDENT SUPPORT SERVICES**

### **Victoria Findley, School Psychologist**

Phone: 212-866-6137 ext: 4216 | Fax: 212-665-7436

Email: [Victoria.Findley@ocsny.org](mailto:Victoria.Findley@ocsny.org)

### **A. High School Guidance Department**

#### **Eve Finger, High School Guidance Counselor**

Phone: 212-866-6137 ext: 4217 | Fax: 212-665-7436

Email: [Eve.Finger@ocsny.org](mailto:Eve.Finger@ocsny.org)

Students and families should reach out to the guidance department for academic support including students' schedules, academic plans, grades and academic progress, as well as college and career planning.

- Intentional integration of literacy and Science, Technology, Engineering & Mathematics (STEM) into traditional programming for middle school participants to expose them to content and professions of the future.
- Age-appropriate programming that is hands-on, project-based and aligned with educational standards.
- Environments that support social and emotional learning.
- High quality arts and sports instruction.
- Strategies that support youth and families during critical educational transitions.
- Emphasis on youth engagement and making learning fun.

**Program hours:** Monday – Thursday 3pm – 6pm and Friday 12pm – 5:30pm.

### **B. Clinical Department**

This department is comprised of a school Social Worker for each grade (6-12). Since OCS recognizes that social/emotional well-being is an important part of a successful academic experience, social workers provide services that support the student's ability to perform and function in the academic setting. Social workers meet mandated counseling

requirements, provide general counseling support to students and families, collaborate in the writing of educational plans, provide case management and referral services to students and families as needed and, in general, manage the health and wellness of the grade to which they are assigned. Social workers may conduct home visits periodically throughout the year.

### **C. Medication**

Only the school nurse can administer prescription or nonprescription medication during the school day, once written permission is received from a parent. Students who are required to take daily medication must submit form \*S504 signed by their physician. Students who have severe asthma must have form \*S504 on file in the Main Office in order to carry their inhaler with them during the school day.

- Form S504 is available in the Main Office.

The school nurse is employed by the Department of Health and is not an employee of OCS. Students are issued passes to visit the nurse. The nurse gives the student a copy of the assessment to take home. The nurse will also contact the parents if she has concerns about how the student is feeling.

### **D. MetroCard Distribution**

Students receive MetroCards based on the information provided on ATS. The address provided by parents will determine whether students receive a half-fare or full-fare cards. Students receive cards on the first day of school and must sign for the card upon receipt. Students are not allowed to have multiple cards at one time. If a student loses a card, then a new card will be issued as quickly as possible. However, the school only receives a certain amount of cards and cannot supply cards for students who repeatedly lose their cards.

\*\*\*The Department of Education will not provide MetroCards for students who receive mandated busing.

During remote learning, MetroCards will not be distributed to any students.

## **E. Student ID Cards**

ID cards are issued to every student at the beginning of the year. Please make sure your child keeps the ID card on his/her person at all times. ID cards are used to identify students to school safety and as access to online school programs

## **F. Field Trips**

Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate behavior as required at school. They are expected to fulfill the OCS expectations and represent the school at all times. Signed OCS permission slips must be on file with the teacher for each student for each field trip. We cannot accept verbal confirmation in lieu of the signed permission slip and permission slips that are not completed in full will not be accepted. Walking trip forms for short walks around the community are signed at the beginning of the year. Students are to be in school uniform for all trips unless otherwise instructed. Field trip costs (if any) will be indicated on the field trip permission slip.

During remote learning, in person field trips will not be taking place until further notice. However, virtual field trips are encouraged to our teachers.

## **G. Anti-Harassment Policy**

OCS is committed to maintaining a learning and working environment that is free from unlawful harassment or retaliation based on race, color, religion, national origin, marital status, gender, sexual orientation, and/or disability. Any unlawful harassment or retaliation of a student or employee by a member of the school community is a violation of this policy. The administration will act to thoroughly and promptly investigate all complaints, formal or informal, verbal or written, of unlawful harassment based on color, race, religion (creed), national origin, marital status, gender, sexual orientation, and/or disability. OCS will discipline or take appropriate corrective action against any member of the school community who is found to have violated this policy. If you encounter such actions, you should contact the Principal.

## H. Required Documentation and Forms

Please note the following required documentation that OCS MUST have on file for students to attend. Missing files will result in consequences ranging from holds on student grades, or removal from school.

- Proof of Residence
  - *We require two (2) proofs of residency. Below is a list of acceptable documentation.*
  - A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days.  
**WE WILL NOT ACCEPT A CABLE OR PHONE BILL**
  - Documentation or letter on letterhead from a federal, state or local government agency, including the Internal Revenue Service (IRS), City Housing Authority, Human Resources Administration (HRA), the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address; must be dated within the past 60 days.
  - An original lease agreement, deed or mortgage statement for the residence.
  - A current property tax bill for the residence.
  - A water bill for the residence; must be dated within the past 60 days.
  - Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted; must be dated within the past 60 days.
- Child's birth certificate or passport
- Child's immunization records (must be up to date)
- Child's physical form completed by doctor (form enclosed)
- Child's latest report card/transcript/progress reports
- Child's Individualized Education Program (IEP) and/or 504 Accommodation Plan

## I. Immunization Requirements in New York

**Students will not be allowed to attend school if proper health forms are not on file by the first day of school.** In order to maintain the health and safety of our students, all children must have the required vaccinations. Parents may request in writing a medical exemption from immunization requirements (form available in the Main Office). The

Principal or Clinical Office will then seek to obtain the consent of The Health Department of NY to recognize the exemption. Students who have a history of having mumps, measles, chickenpox, and rubella will be accepted only if confirmed by a physician and submitted in writing at the time of enrollment. New York State Law requires a physical examination report to be on file in the Health Office for all students. Health Examination Forms can be picked up at OCS Main Office, Room 406. All health forms are mailed out to new and returning students during the summer and returned by the first day of school.

- Please note that a Tdap, which has a reduced dose of diphtheria and pertussis vaccines, is approved for adolescents starting at age 11. It is often called a booster dose because it boosts the immunity that wanes from vaccines given at ages 4 to 6. Please be sure that your child has received the Tdap vaccine once they reach 11 years of age.
- Students MUST have a physical before the beginning of every school year.

#### **J. Lunch Forms**

All families are REQUIRED to complete a lunch form online at the beginning of each new school year.

- **Where can families go for assistance with the School Meals Application?**  
[www.schoolfoodnyc.org](http://www.schoolfoodnyc.org)

Telephone: 718-707-4400 Or contact the Principal's Assistant at 212-866-6137 x4184

# Bell Schedule

**2020-2021**

<b>1st Period</b>	<b>9:00-8:57</b>
<i>Transition</i>	<i>8:57 – 9:00</i>
<b>2nd Period</b>	<b>10:00-10:57</b>
<i>Transition</i>	<i>9:57-10:00</i>
<b>3rd Period</b>	<b>11:00-11:57</b>
<i>Transition</i>	<i>10:57-11:00</i>
<b>4th Period (LUNCH)</b>	<b>12:00-12:57</b>
<i>Transition</i>	<i>11:57-12:00</i>
<b>5th Period</b>	<b>1:00-1:57</b>
<i>Transition</i>	<i>12:57-1:00</i>
<b>6th Period</b>	<b>2:00-2:57</b>
<i>Transition</i>	<i>1:57-2:00</i>
<b>7th Period</b>	<b>3:00-3:57</b>

# Opportunity Charter School Directory 2020-2021

L. Goldberg	CEO/Founder	Lgoldberg@ocsny.org
E. Samuels	Chief Operating Officer	Emily.Samuels@ocsny.org
J. Marcu	Head of School	Jessica.Marcu@ocsny.org
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C. Chandler	High School Assistant Principal	Crystal.Chandler@ocsny.org
S. McCaw	Middle School Principal	Sade.McCaw@ocsny.org
B. Felipe-Pacheco	Middle School Assistant Principal	Barbara.Felipe-Pacheco@ocsny.org
<b>Middle School Teacher</b>	<b>Subject Area</b>	<b>Email address</b>
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R. Borst	MS ELL	Rachel.Borst@ocsny.org

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M. Brown	Physical Education	Michael.Brown@ocsny.org
V. Perruchot	Physical Education	Victor.Perruchot@ocsny.org
H. Robinson	Art	Haley.Robinson@ocsny.org
D. McLaughlin	Music	Dave.Mclaughlin@ocsny.org
<b>High School Teacher</b>	<b>Subject Area</b>	<b>Email address</b>
T. Lee	English 9	Timothy.Lee@ocsny.org
N. Seabrook	English 10	Natasha.Seabrook@ocsny.org
B. Mackey-Williams	English 11	Blanche.mw@ocsny.org
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J. Wood	Algebra	Joyce.Wood@ocsny.org
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M. Brown	Physical Education	Michael.Brown@ocsny.org
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H. Robinson	Art	Haley. Robinson@ocsny.org
D. McLaughlin	Music	Dave.Mclaughlin@ocsny.org
C. Contreras	Spanish	Crystal.Contreras@ocsny.org
<b>Special Education Department</b>	<b>Role</b>	<b>Email address</b>



N. Bilal	Coordinator of Special Education	Nisa.Bilal@ocsny.org
K. Moffo	Learning Specialist - 6th Grade	Karrie.Moffo@ocsny.org
J. Doyle	Learning Specialist - 7th Grade	Julie.Doyle@ocsny.org
L. Flemister-Moore	Learning Specialist - 8th Grade	Lakisha.FlemisterMoore@ocsny.org
TBA	Learning Specialist-9th Grade	
TBA	Learning Specialist-10th Grade	
J. Carroll	Learning Specialist-11th Grade	Jackie.Carroll@ocsny.org
TBA	Learning Specialist--12th Grade	
<b>Clinical Department</b>	<b>Room 421</b>	<b>Email address</b>
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S. Jackson	Social Worker-11th Grade	Sherrie.Jackson@ocsny.org
P. Lovell	Social Worker – 12 <sup>h</sup> Grade	Peter.Lovell@ocsny.org
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V. Findley	School Psychologist	Victoria.Findley@ocsny.org
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E. Finger	High School Guidance Counselor	Eve.Finger@ocsny.org
<b>Admissions</b>	<b>Room 406</b>	<b>Email address</b>
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<b>Supportive Discipline &amp; Student Accountability (HS)</b>	<b>3rd Floor</b>	<b>Email address</b>

V. Deshazor	Dean of All Students	Veronica.Deshazor@ocsny.org
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X. Barnett	School Culture Team Associate	Xavier.Barnett@ocsny.org
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<b>Finance, Human Resources &amp; Operations</b>	<b>Role</b>	<b>Email address</b>
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R. Drummond	School Aide	Rodney.Drummond@ocsny.org

# School Calendar 2020-2021

**August 26-September 1, Wednesday-Tuesday** All New Staff Report (Orientation Week)

**September 1, Tuesday** Laptop & Resource Bag Pickup for New Middle School Students

**September 2, Wednesday** Laptop & Resource Bag Pickup for New High School Students

**September 2-3, Wednesday & Thursday** All Staff Report, All Staff Professional Development

**September 3, Thursday** Virtual New High School Student Orientation (11am), Virtual New Middle School Student Orientation (1pm)

**September 4, Friday** School Closed

**September 7, Monday, Labor Day** School Closed

**September 8, Tuesday** Virtual Town Hall (All HS students) 3pm

**September 8, Tuesday** Chromebook & Resource Bag Pickup for Returning Middle & High School Students

**September 8-9, Tuesday & Wednesday** All Staff Professional Development

**September 9, Wednesday** Virtual Town Hall (All MS students) 11am

**September 10, Thursday** OCS First Day of School for All Students

**September 28, Monday, Yom Kippur** School Closed

**October 8, Thursday** Back to School Night 5pm – 7pm

**October 12, Monday, Columbus Day** School Closed

**November 3, Tuesday, Election Day** No school for all students, All Staff Professional Development

**November 11, Wednesday, Veterans Day** School Closed

**November 13, Friday** End of First (1<sup>st</sup>) Quarter

**November 16, Monday** Second (2<sup>nd</sup>) Quarter Begins

**November 25-27, Wednesday-Friday** Thanksgiving Recess, School Closed

**December 3, Thursday** Parent/Teacher Conferences 1pm – 4pm & 5pm – 7pm. Half Day for All Students (day ends at 12pm)

**December 24 - January 1, Thursday-Friday** Winter Recess, School Closed

**January 4, Monday** Students and Staff Return to School

**January 18, Monday, Rev. Dr. Martin Luther King Jr. Day** School Closed

**January 25, Monday** Staff PD Day-No students

**January 26- January 29 Tuesday-Friday** NYS Regents Exams-High School

**January 29, Friday** End of Second (2<sup>nd</sup>) Quarter

**February 1, Monday** Third (3<sup>rd</sup>) Quarter Begins

**February 12th, Friday** Lunar New Year, School Closed

**February 15-19, Monday-Friday** Midwinter Recess, School Closed

**February 25, Thursday** Parent/Teacher Conferences 1pm – 4pm & 5pm – 7pm. Half Day for All Students

**March 29-April 2nd Monday-Friday** Spring Recess, School Closed

**April 9, Friday** End of third (3<sup>rd</sup>) Quarter

**April 12, Monday** Beginning of fourth (4<sup>th</sup>) Quarter

**April 19-May 28, Monday-Friday** NYSESLAT Speaking

**April 20-21, Tuesday-Wednesday** Middle School State English Exams

**April 29, Thursday** Parent/Teacher Conferences 1pm – 4pm & 5pm – 7pm. Half Day for All Students

**May 13, Thursday** Eid Al-Fitr, School Closed

**May 4-5 Tuesday-Wednesday** Middle School State Math Exams

**May 17-May 28, Monday-Friday** NYSESLAT Listening, Reading & Writing

**May 25-June 4, Tuesday-Friday** 8<sup>th</sup> Grade Science Performance Tests

**May 31, Monday, Memorial Day** School Closed

**June 7, Monday** 8<sup>th</sup> Grade Science Written Exam

**June 2, Wednesday** High School New Framework Regents Examination in U.S. History and Government

**June 11, Friday** End of Fourth (4<sup>th</sup>) Quarter

**June 14, Monday** Last day of classes High School, Full Day

**June 15-June 25, Tuesday -Friday** NYS Regents Exams-High School (Friday is a Rating Day)

**June 18th, Friday** School Closed in Observance of Juneteenth

**June 24, Thursday** Half Day for All Middle School Students. 8<sup>th</sup> Grade Moving Up Ceremony

**June 25, Friday** Last Day of School for all students (Half Day) High School Graduation

# **Opportunity Charter School**



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