

Rochdale Early Advantage Charter School



Parent Handbook 2024 - 2025

DISTRICT 28

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Rochdale Early Advantage Charter School (REACS)

Main- 122-05 Smith Street Jamaica, NY 11434 Ph (718) 978-0075/Fax (718)978-0110

Passion Purpose Proficiency

*"Yes We Can"
"Reaching for the Stars"*

August 24, 2024

Dear Parents,

It is my pleasure to welcome you to the "Rochdale Early Advantage Charter School." I hope that your summer has been productive, as well as relaxing. It is indeed an honor that your children will be a part of our school family.

We are certain that REACS will continue to propel scholars to be their best. Driven by our core mission of Passion, Purpose and Proficiency our school board, administrators and staff are ready and committed to ensuring greater success for every scholar.

This school parent handbook will help to answer questions that are of importance to you, as parents, guardians and caregivers. We welcome your continued partnership and trust that together we will make a difference. Please read and sign the Student and Parent contract and return to school on the first day of school.

We look forward to an awesome school year!

Sincerely,

Calvin Rice

Dr. Calvin Rice

REACS Chief Executive Officer



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I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher-
The tools he used were books, music, and art.
The other, a parent, who worked with a guiding hand
And a gentle, loving heart.

Day after day, the teacher toiled with touch
That was careful, deft, and sure.
While the parents labored by his side
And polished and smoothed it o'er.

And when at last their work was done
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.

And each agreed they would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, the home.

Unknown

OUR MISSION

Rochdale Early Advantage Charter School (REACS) will provide an early college preparatory program for students from Kindergarten through Grade 8. We are committed to providing a balanced multi-literacy approach, educating each student to “stand out from the crowd” intellectually, historical-culturally, digitally, economically, physically, artistically and civically, in an increasingly diverse and fast-changing global society. Driven by the principles of PURPOSE, PASSION AND PROFICIENCY, REACS offers each student a challenging, college-bound education that develops character and critical thinking ability infused with family and social values to support lifelong learning, leadership and productive citizenship. This will create an exceptional learning environment that will promote an early advantage for the entire student population to enter and complete a college program. Students will be empowered to stand out above average students. The highest level of academic expectations will be fostered by all REACS staff as well as REACS parents.

GOALS

Our goals reflect our plan to prepare our students to lead healthy, whole and productive lives, as critical thinking, intelligent, creative, and giving individuals. The ROCHDALE EARLY ADVANTAGE CHARTER SCHOOL will ensure that all students, including English Language Learners (ELLs) and Special Education (Sp. Ed.) students, will exceed the high expectations set for them in alignment with Common Core Standards. Specifically, REACS’ goals are to:

- Ensure that students will meet ESL, and/or exceed the standards in English Language Arts (ELA), ESL, Mathematics, Science, and Social Studies as they maintain an ongoing focus on college and beyond;
- ESL/ELL Instructional time allocation is based on lab test results.
- Regularly assess and evaluate students to track academic progress, utilizing a baseline assessment in Kindergarten through Grades 8. We will pre-test and post-test skill levels at the beginning and end of each school year. Ongoing assessments will be used quarterly to inform instructional practices, programs, and the attainment of individual goals that are outlined after the baseline assessment;
- Maintain an attendance rate that surpasses the surrounding schools in Community School District 28;
- Strive to meet the highest expectations of the parents and the community through relationships that place the needs of the students at the pinnacle of all initiatives;
- Demonstrate character, citizenship, and community service through daily and on-going activities while developing purpose, passion, and proficiency.

EDUCATIONAL PROGRAM

The ROCHDALE EARLY ADVANTAGE CHARTER SCHOOL educational program is designed to create academic success for all students. The curriculum components chosen will foster the development of critical thinking, independence, questioning, perseverance and commitment to serving the community. The curriculum includes subjects that will provide the essential building blocks for children to become critical and scientific thinkers, creative, self-motivated, and sociably acceptable, lifelong learners that are able to use state of the art technology to become successful in a global society. Instruction will include Common Core standards-based balanced literacy programs, formal and informal assessments, intervention, differentiated instruction for struggling/gifted students, character and career development, community service experiences, and an ongoing developmental program of appreciation for reading, writing, and speaking of a foreign language.

ENGLISH LANGUAGE LEARNERS AND THE ROCHDALE CURRICULUM

English Language Learners (ELLs) students will be immersed in English instruction will be modified as needed for listening, speaking and writing purposes. The language arts and math program selected for this school clearly supports ELL's by building on literacy, critical thinking, math, and academic skills. If the majority of the class is determined to be ELLs, the ESL teacher in the classroom will service the students. Teachers will use Big Books, poems and charts with large texts in all subject areas to help ELLs recognize spelling patterns, syntax and semantics of words. Families in need of language translation will be provided based on requests.

CURRICULUM MATERIALS

REACS will use the following materials which consist of balanced literacy, ESL strategies, math, social studies, science, career education, character education, health, art, music, and technology. The school philosophy is designed to make students responsible for their education. Lessons will be student oriented, and differentiated. Creativity and problem solving will be actively encouraged.

Language Arts- Journeys	Health – Harcourt: Health & Fitness
Math – Eureka	Social Studies – HMH
Science –Dimensions	Character Ed. – Character Counts/Leader in Me
Foreign Language – (culture based and field trips)	
Career Education – (trade books, read aloud, guests, field trips, presentations)	
Technology	

HOURS OF OPERATIONS

Grades K-8

Instructional Day	8:00 - 3:45 P.M.
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Pre-K

Instructional Day	8:00 - 2:20 P.M.
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DRESS CODE

REACS students **ARE REQUIRED** to come to school dressed in their complete **uniform** daily. Black shoes should be worn except on Gym days. Students will not wear hats, caps or other head coverings in the building (except for religious reasons). **All clothing and possessions should be labeled with your child's name and class. All coats and jackets should have a hook (loop) sewn on them so it will be easy to hang on a hook. Please do not allow students to wear expensive jewelry to school. We cannot be held responsible for such items.**

Our school uniform for grades Pre-K - 8 is as follows:

Boys: white shirt with collar/burgundy tie; white polo with school insignia khaki (beige) pants or shorts; burgundy blazer or sweater – no other colors will be permitted.

Girls: white blouse with collar/burgundy necktie; white polo with school insignia; khaki dress, jumper, skirt or pants; burgundy sweater – no other colors will be permitted.

On gym days students may wear white polo shirts and burgundy or khaki sweatpants with sneakers. ***On non-gym days all students are to wear black shoes.*** *Should it be necessary for your child to change clothes during the school day, please send school colors.*

Students are not allowed to wear other sweaters, hoodies or sweatshirts that are not part of their uniform.

Students that arrive at school without a uniform, the parents will be contacted.

All gold and expensive jewelry should not be worn to school. REACS will not be responsible for lost or stolen items.

When students are learning remotely, they should be dressed appropriately for interacting with their classmates. This can mean uniforms or just regular clothing.

EMERGENCY CARDS

Each parent is expected to fill out three (3) Emergency Home Contact Cards. This card should always have accurate and current information and should be updated periodically throughout the school year. Please provide notification of any change in address, phone numbers (home; work; cell), of parents/guardians, escorts and emergency contacts. In addition the safety and security of each student is important, hence the Head of School should be provided with copies of any pertinent court orders, including orders of protection, or other relevant legal documents related to custody. Without documentation, the school is legally bound to release the child to

any biological or adoptive parent that is on the blue card or that has legal papers identifying him/her as the parent.

LEGAL CHILD CUSTODY / RESTRAINING ORDERS

The same procedure is required should there be a restraining order in effect for a relative to the child. Each time there is an extension or an amendment to such order, the legal documentation verifying such must be provided to the Head of School/Principal to ensure the orders are adhered as directed by the document.

ILLNESS/ INJURY

If a student becomes ill or is injured, he/she will be sent to the school nurse or office. The nurse will determine the seriousness of the illness or injury, and will contact the parents. If neither parent nor legal guardian can be reached, those persons listed on the emergency form will be contacted, and if warranted, the family physician. Arrangements should be made for the child to be picked up by an authorized escort within two hours of the call. The school will NOT be responsible for transportation arrangements for the child. In case of a medical emergency, an ambulance will be contacted and the parent/guardian will be notified immediately of this decision. If the parent/guardian/escort is not available in an emergency, the School will determine the best course of action and a staff member will be assigned to escort the child to the hospital to wait for the parent to arrive at the hospital.

CONTAGIOUS DISEASE OR HEALTH CONDITION

New York State Public Health Law Section 2164 and New York Codes Rules and Regulations Title X subpart 66-1 requires every student entering and attending public, private, parochial school in New York State be immunized to: Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Polio Myelitis, Hepatitis B, Varicella, Meningococcal in accordance with Advisory Committee on immunization practice recommendations. In the 2018-2019 school year, Meningococcal immunization is required for grades 7, 8, 9, and 12.

Students with any contagious diseases should not be sent to school until the condition is properly treated by a doctor and is no longer contagious. A doctor's note is required and should indicate when a child can return to school.

PLEASE NOTIFY THE OFFICE AS SOON AS POSSIBLE WHEN A CONTAGIOUS DISEASE HAS BEEN IDENTIFIED TO PREVENT THE SPREAD TO OTHERS STUDENTS AND STAFF MEMBERS.

ATTENDANCE

Students are expected to attend school every day, on time, dressed in uniform. Any deviation from these hours is a serious disruption to the student's educational program. Attending school every day is crucial to student success. The only acceptable excuses for absences are personal illness (excess sneezing, coughing, vomiting, diarrhea, fever, physical injury), serious illness in the family, death of a close relative, or an observance of a religious holiday. Appointments should be scheduled outside school hours when possible. A written note explaining why your child was

absent should be sent in the next morning. A doctor's note should be presented if your child is absent for three or more days consecutively and/or if your child is hospitalized. If your child is excessively absent from school without documented medical reasons, you will be contacted by administration to discuss the matter. If the absenteeism continues your child may be referred to an outreach service or CPS. Attendance is also part of the requirements for promotion to the next grade. You are responsible for having your child make up any class work, homework, and/or tests that are missed when not in attendance at school.

Early Pick Up – A note of explanation must be submitted for students that must leave school before the end of the day. **Make every effort to make doctors' appointments outside of school time to ensure continuity of instruction. Excessive early pick-ups will breach this parent-school contract.**

- REACS will take attendance to show whether a student is in school or not.
- REACS will mark an absence as “excused” for religious reasons, illness, or some other reasons, but they are still absences and must be part of the student’s record.
- REACS Teachers will make attendance part of a class grade, it cannot be the only reason for a failing grade or not being promoted or graduating.
- REACS will communicate with families when students are absent or late.
- REACS teachers and other staff will carefully monitor both in school and remote learning attendance.
- REACS staff will monitor scholar attendance remote or in school and work with parents to ensure that scholars are not chronically absent.

MAKE-UP WORK

If your child is going to be absent for an extended length of time, please contact the classroom teacher to make arrangements for any missed work that can be done at home. These assignments can be picked up at the end of the school day when the request was made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Make-up work should be completed within two days after the absence. Documentation of absence must be submitted.

EXTENDED VACATIONS

Rochdale Early Advantage Charter School believes that regular attendance is important for all students. Therefore, parents are strongly urged not to schedule family vacations during the scheduled school days and not to extend the scheduled vacation periods. If your child is going to be away for more than 3 days, please bring a copy of the travel arrangements to the office to report and/or verify the intended absence, and to report absences to the Head of School.

*Please note that in the event that your child is absent from school for the first (5) consecutive days that school is in session, without notice to administration, you will receive a letter from the school, plus a follow-up action plan. The school also has the right to assume that you have

withdrawn your child's name from the school and therefore his/her seat may be relinquished to another student from the waiting list.

ARRIVAL/ MORNING LINE-UP – Main Building and Annex

Punctuality is an important character trait for success at all levels. Please make arrangements to get your child to school on time. Arrival will follow the schedule below.

A safe and secure environment will be provided for all children during school operational hours. Consequently, no child will be allowed in the building before breakfast time (7:30 a.m.). All students should arrive with an escort (adult or older sibling) who should remain with them until the doors are opened. If a child is found unescorted in or around the building before 7:30 a.m., you will receive a warning letter. Continued practice of leaving your child unescorted may result in notification to CPS.

DISMISSALS/EARLY DISMISSALS/LATENESS

Children in grades Pre-K-2nd grade must be dropped off and picked up by an adult or older sibling aged 12 and over (with written notarized permission). However, parents must complete the attached form stating that your children will walk independently to and from school. All escorts should be named on the blue emergency card. **Grades will be dismissed according to the chart below.** Telephone calls will be made to parents if students are not picked up on time. **Parents who are late picking up children on a regular basis will be called in to discuss the issue with the Head of School or designee.** Unresolved issues may be reported as child neglect to CPS.

The school asks that you keep early pick-ups to a minimum. Please arrange appointments on half days, or after school hours to the greatest degree possible so that learning time is not lost. Any and all early dismissals or lateness will affect the student's school attendance record. If you need to take your child out of school before the end of the day, please send a note with your child in advance or bring written notification when you arrive at the school. Parents are also required to come into the office to sign him/her out and the student will be sent for by someone in the office.

LUNCH

All parents must complete the mandatory lunch form Application for Free and Reduced Price Meals. This form is online and must be completed by the parent regardless of whether or not the student will eat breakfast and/or lunch in school. If your child brings lunch from home, please do not send glass jars or bottles to school. Cold lunch should contain a sandwich or casserole type meal; fruit or cake type snack is optional, and a small drink. Please refrain from giving large snack bags or large drinks.

Lunch Rules

1. Students must be respectful to all personnel during the lunch period.
2. Students may not take food from another student.

3. Students must not throw food or other items.
4. Talking must be at a conversational level.
5. No running, kicking, or fighting during lunch time.
6. No crawling under tables, climbing over tables or tearing table coverings.
7. Students are responsible for keeping their assigned area clean.

REACS will continue to provide a full breakfast and lunch program to all scholars in school. Provide breakfast to students' classrooms, or provides a bagged breakfast that they can bring to class. Having a healthy breakfast helps students think and perform better in class. Provide lunch to students' classrooms to limit contact. Ensure no sharing guidance is followed.

APPOINTMENTS WITH TEACHERS

The REACS instructional staff values communication with parents regarding student performance, behavior, and other concerns. However, teaching time is very important and for the sake of the students should not be interrupted. If you wish to speak with your child's teacher, please call the office to make an appointment (allowing at least a 24 hour notice if possible) or send a note requesting an appointment. Your child's teacher will arrange an appointment for you at a time when he/she is available and will not interrupt instruction. Teachers will also have office hours from 3:15pm-3:45pm Monday, Tuesday, Thursday, and Friday. If it is an extreme emergency, please notify a member of the leadership team of the importance of the matter.

MEDICATION

Students may not bring medication of any kind to school. Medication will not be administered by this school unless there is a 504 Form or Authorization to Administer Oral Medication form completed by the parent and physician on file in the office. All oral medications must be hand delivered to school by the parent in the original container received from the pharmacist with the bottle/container/inhalers clearly marked with the name of the student, dosage, and time of day that it needs to be administered.

Medications will be administered based on the signed form by a licensed nurse or physician unless parental permission for delegation is obtained for other staff within the building. Medications must be taken in the presence of the School Nurse or other designated personnel.

NOTICES

Please check your child's schoolbags and notebooks each night for notices. Parents will periodically receive notes from the School, the teacher, the PTO, or the community (with administrative approval). All tear-offs and letters requiring signatures should be returned the next school day.

SECURITY /VISITORS

Anyone entering the main school building is required to use the administrative wing entrance (on Smith Street) and must show a picture ID at the front desk to sign into the school. A Visitor's Badge will be issued and must be worn in plain sight at all times. After receiving the badge, please report to the main office so that the office may acknowledge your visit. The badge should be returned to the desk before leaving the building. Please use the same entrance to leave the building with/without your child. Please make an appointment before visiting the school. info@reacschool.com

WEATHER PROCEDURES

In the event of extreme inclement weather the Rochdale Early Advantage Charter School will follow the guidelines issued by the Chancellor of the Department of Education regarding school closings or delays in opening.

***Please note the following:**

1. Parents are advised to listen to information broadcast by news radio stations, such as WINS (1010 AM) and WCBS (880); TV broadcasts – ABC; CBS; NY 1.
2. Delayed opening would mean that REACS would open at 9:30 a.m.
3. Public School buses will run as long as schools are kept open, but the arrival time would be delayed 2 hours.
4. If a storm develops during the school day please listen to the stations for possible announcements of school closings.

TEXTBOOKS/SCHOOL SUPPLIES

Students are responsible for maintaining and keeping up with their books and supplies to be prepared each school day. Children are not allowed to write in the readers or library books. If your child loses or damages textbooks or readers you will be asked to pay in order to replace the book(s). The charge for lost or damaged textbooks will be sent home with the report card. The June report card will not be sent home if there is an outstanding bill due for lost or damaged books. In the event that the books are later found and returned, the money will be refunded.

Each teacher will send home a list of school supplies needed for use in the classroom. Please make sure that you supply them as soon as possible and that you check periodically with your child and/or the teacher to see if replacements need to be purchased.

LIBRARY BOOKS

Children are encouraged to use the school library and return books when they are due. There is a fee for lost or damaged books that must be paid. Library books must be returned. Any child who does not adhere to this policy will not receive his/her report card until the book is returned to the school.

The School also encourages parents to take their child to the local public library to sign up for a library card. Library use is an important asset to educating your child.

PROHIBITED ITEMS/ TOYS / CELL PHONES / WEAPONS

Certain items are prohibited in school because of safety issues and distractions to the learning environment. These items include but are not limited to: radios, cell phones, CD players, DVD's, I-pods, MP-3/4 players, cameras, cassettes, animals, toys, electronic games, collectables, cards, stickers, tattoos, play equipment, etc., or other devices, unless the teacher allows them for a particular project. These items disrupt the educational process in our school. **UNDER NO CIRCUMSTANCES SHOULD YOUR CHILD BRING ANY TOYS TO SCHOOL. ALL TOYS WILL BE CONFISCATED AND HELD TO BE RETURNED TO THE PARENTS.**

Students are also not allowed to bring money to school unless the teacher/school has a written notice requesting the money, in which case the money should be in **a sealed envelope with the child's name, class, amount, and designated purpose on it.** This is a safety issue.

CELL PHONES ARE NOT PERMITTED IN SCHOOL. If you need to get an important message to your child please call the office. Office personnel will relay the message to the teacher for the child.

WEAPONS / SMOKING AND/OR DRUG ITEMS

Items designated as dangerous (guns, knives, blades, razors, box cutters, firecrackers, explosive devices, weapons, weapon look-alikes, matches, nail files, replicas of weapons such as swords, light sabers, guns, bows and arrows, etc.) are not allowed in school under any circumstances , regardless of the size, shape, purpose or material.

Drug paraphernalia of any kind is strictly prohibited.

Prohibited Items will be confiscated immediately and the incident reported to the parents/guardians/police/school board of Trustees.

HOMEWORK

Homework assignments are also an extension of instruction that works to expand the home/school connection. It should increase in amount and expectation with each grade level. Some homework assignments may include independent study, research projects, book logs and reports. Please note that the minutes listed below for homework are approximate. Because all children are different, your child may complete the work in a shorter or longer timeframe.

Students will be assigned homework daily which is a review of lessons taught in class. They are expected to complete all assignments on their own with little or no help. Please check for the assignment and review the completed work with your child. All pages of the homework (notebooks/workbooks/etc.) should be signed. Homework may include a project to be done over several days. It is expected that your child do his/her work in a quiet area for concentration. If the homework is not done or is incomplete please send a note explaining what happened and try to complete the work the next day. Failing to complete homework assignments will result in a lower grade. Reading every night is a required part of the curriculum. Students are expected to keep reading logs at each grade level. Suggested homework and reading time table below:

Homework Allotted Time	Nightly Reading Time	Who
Grade K - Up to 30 minutes	15 minutes +	Parent -child/child-parent
Grade 1 - 30 – 45 minutes	20 minutes +	Child-parent/parent-child
Grade 2 - 45 – 60 minutes	30 minutes +	Child-parent/parent-child
Grade 3 - 60 – 90 minutes	45 minutes +	Child-parent/parent-child
Grade 4 – 90 – 120 minutes	60 minutes +	Child-parent/parent-child
Grade 5 – 90 – 120 minutes	60 minutes +	Child-parent/parent-child
Grade 6 – 90 – 120 minutes	70 minutes +	Child-parent/parent-child
Grade 7 – 90 – 120 minutes	70 minutes +	Child-parent/parent-child

Teachers Are Expected To:

1. Issue a weekly homework sheet so that parents will be able to clearly understand the progression of assignments related to daily class work.
2. Check and evaluate homework as an integral part of the students' grades.
3. Allow adequate time for thorough completion of assignments by making expectations clear to both students and parents.
4. Consider the availability of materials and equipment necessary to complete assignments.
5. Return Homework assignments to students within a reasonable length of time.
6. Help students learn how to learn independently and how to best approach assignments given.

Students are expected to:

1. Pay attention in class so they will clearly understand the assignments when they are given and reviewed in class.
2. Work neatly and accurately to the best of their ability when completing the homework.
3. Make use of appropriate resources such as dictionaries, texts and computers; and ask parents for help with understanding new words and concepts.
4. Inform teachers if they have difficulties understanding and completing the assignment.
5. Ask the parents to help them understand how to complete the assignment.

Parents Are Expected to:

1. Provide a quiet, consistent, comfortable, well-lit area in the home to study and complete assignments, learn remotely, and areas that are free of television.
2. Provide appropriate materials and supplies including resources needed for the students to complete their assignments.
3. Establish rules for completing homework and study time after school in a timely fashion before allowing outdoor play and/or indoor recreation.
4. Guide and provide assistance but making it clear to the students that you cannot do the homework for them.
5. Alert the teacher by writing a note if there are questions about the homework or if the student had difficulty completing the assignment.
6. Support the teacher's effort by building a sense of responsibility, organization, and learned skills gained by completing homework assignments on a regular basis.

Failure to complete homework will be addressed and dealt with at the teacher's discretion. Consistent failure to complete homework will be addressed to the parents.

VOLUNTEERS

The School encourages parents and community residents to volunteer their services in the school. Volunteers may work with students, in the lunchroom and/or other areas of the building. However, parent volunteers may not work in the classroom with their child. If parents can donate two hours per month, please contact the PTO President. All volunteers must complete an application, and will be interviewed by the Head of School.

TRIPS

Field trips have an educational value and, therefore every student is encouraged to participate in them. Trips will have a cost assessed for each student and chaperone. Parents will be informed well in advance of an upcoming field trip. No child may go on a trip without a written permission slip signed by a parent or guardian and on file with the classroom teacher at least 24 hours before the scheduled field trip (or in some cases by the deadline given). **Verbal permission over the phone is not permissible.** No one will call you for permission on the day of the trip. There may be some cases where a student may not be allowed to attend a trip because of disciplinary consequences and/or safety reasons. If that is the case, the teacher will consult the leadership team who will determine the ruling and the parent will be notified. Students who are prohibited from attending the trip should still attend school. They will be assigned to another class where schoolwork will be provided. Parents are encouraged to attend the trip as chaperones to help the teacher supervise the whole class. The teacher will assign a group of children to each adult and give a briefing on what is to be done. Please note that the teacher is responsible for the entire class, and therefore must have them in sight at all times. Requests to chaperone should be made with the classroom teacher in writing. Younger children, other siblings, or family members are not allowed to attend the trip.

STUDENT SUPPORT TEAM

A student support team for the school will consist of an administrator, the related service teachers, and providers, the nurse, as needed, and the classroom teachers that will meet periodically to discuss all aspects of student child development and progress. When school personnel have a concern about a child's academic, social, physical development or progress, a student support form will be generated and given to the Head of School upon completion. The team will meet to discuss possible interventions to promote success for the student.

DISCIPLINE POLICY/ CODE OF CONDUCT

All students are expected to adhere to the rules and regulations outlined in the Code of Conduct and Discipline Code.

Students are also expected to adhere to these additional rules and regulations:

1. Students will be taught to be responsible for their actions and accept the consequences of those actions.
2. Students will be encouraged and guided to think before they act.
3. Students will be expected to respect the rights and properties of staff, peers, parents, and visitors.
4. Students will learn to listen to and follow directions.
5. Students will refrain from using rude or abusive language or behavior with peers and/or staff.
6. Students will avoid negative or violent physical contact and/or emotional behavior that negatively affects others.
7. Students will not chew gum or candy in school (with the exception of parties).
8. Students are expected to clean up after themselves in the classroom and in the common school areas.
9. Students (parents) will be held liable for excessive damages to school property.
10. Students are not allowed to issue verbal or physical threats to another student or staff member (this will result in disciplinary action as per the discipline code).

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Students at Rochdale Early Advantage Charter School will be using computers as part of the curriculum. There will be times when they will be on designated internet websites for learning. Therefore our policy follows the NYC Department of Education Internet Use Policy:

1. Students may use the internet for educational purposes only.
2. Students may only use the internet with permission and under supervision of the teacher.
3. Students must act with responsible behavior online as they must act in the class.
4. Students must not disrupt or harm the workstations, network, or services. If a student is found to have damaged a school workstation, parents are responsible for paying \$200 to cover the cost of replacement/repair.
5. Students may not download any material without permission and supervision.
6. Students may not post private or personal information about themselves or their family.
7. Students may not log into their own or someone else's email, chat room, or social media accounts (i.e. Facebook, Instagram, SnapChat, or related accounts).
8. Students may not access, transmit, and engage in any pornographic or sexual harassment activities.

9. Students may not conduct plagiarism.
10. When students are learning remotely, students are under the supervision of the parent/guardian.

LOST AND FOUND

The Lost and Found area will be located in a labeled box in front of the Main Office. Articles that are found may be given to the teacher who will place it in the designated area to be claimed by the parent/guardian. If your child loses an item, please write a note to the teacher that includes a detailed description of the item.

Reminder: Please label all clothing with first and last names. Lost items will be held for 30 days, and then items will be donated.

SCHOOL BOOKS AND EQUIPMENT

Each child is responsible for his/her textbooks, notebooks, school supplies, readers, school library books, book bags, and clothing. Lost school items will need to be replaced immediately. The cost involved will be determined by the Head of School or approved designee.

APPROPRIATE DRESS FOR WEATHER

Students should be dressed according to daily or anticipated weather conditions. Students may leave the building during the day on a cold/rainy day which means that they would possibly need: boots, gloves, scarves, hats, umbrellas. If boots are worn to school, please send a change of shoes to be worn during the school day.

STUDENT HYGIENE

All students are expected to come to school neat and clean, and to maintain an orderly appearance. Children are encouraged to eat a well-balanced breakfast daily to improve student performance. Research shows and, it is highly recommended that having a healthy breakfast before coming to school, will improve academic outcomes for students. Students are more alert and ready to learn if they begin the school day with a balanced meal.

Empty stomachs produce hunger pangs, lethargy, irritability, and sometimes aggression that may lead to maladaptive behaviors within the school setting. Please note that the school provides a breakfast and lunch program and should be utilized when necessary.

CLASSROOM CELEBRATIONS

REACS administration will allow parents and teachers to plan classroom celebrations at various approved times throughout the year. The classroom teacher must make the arrangements for parties with the principal's permission. Birthday parties are also welcome in class. **The classroom teacher must be notified in writing at least two weeks before the intended date and the teacher will advise the principal.** The note should indicate the day, and what items/food you plan to bring. The teacher will send a note home indicating the time to come in to set up and check if the items/food will be acceptable. The teacher will also indicate how many students to prepare for and any food allergies of students within the classroom.

*** Please check the ingredients for any foods that you bring to indicate if there are peanut products.** Celebrations should not exceed 45 minutes including set up and clean up. Parent volunteers will assist the teacher and parent. All celebrations will take place after 2:45 p.m. only.

REPORT CARDS / PROGRESS REPORTS

Rochdale Early Advantage School will issue report cards containing information about your child's academic, physical and social/emotional development.

Kindergarten report cards will be issued twice during the school year – March and June.

Grades One, Two, Three, Four, Five and Six - report cards will be issued three times during the school year – November, March, and June.

Academic progress and social development and work habits will be reported at this time. Please review the grades with your child, praising him/her in the areas that meet or exceed the standards. Try to encourage him/her in the areas that need development. Teachers will be available to discuss ways to help your child improve academic progress.

Progress reports will be issued three times this school year for grades 1 to 8, to keep parents informed of overall progress. Kindergarten will receive four progress reports. These reports will advise you of your child's strengths and areas in need of improvement. The progress reports and the report cards should be signed and returned to the classroom teacher the next day. (November, (Kindergarten only); January; April and May of each year.

PARENT-TEACHER CONFERENCES

REACS parent teacher conferences will be held in September, November and March. The conference in September will be "Meet the Teacher" to discuss classroom expectations and brief meeting with parents. Conferences held in November and March are designated to make parents aware of their children's progress. Therefore, it is very important for parents to attend and discuss student progress with the classroom teachers. The outcome should help the teacher and the parent work together for the common goal of educating the student. The dates of the meetings are in the monthly calendar. The School also understands that there may be times during the school year that it may be necessary to meet with the teacher to discuss specific matters and appointments will be scheduled with the classroom teacher at times that do not disrupt classroom instruction.

PARENT INVOLVEMENT

Rochdale Early Advantage Charter School Board believes that promoting parental involvement in school governance is critical for success. The school will communicate with families frequently to encourage participation in everyday ongoing activities and daily operations of the school. We encourage parents to sign up for class projects and trips, classroom activities/presentations, and office, library, lunch, and recess duties.

PARENT ORGANIZATION

The School encourages all parents to become actively involved in the parent organization. The Parent Teacher Organization (PTO) will partner with the school to foster and promote a positive,

educational, and community program. The dates of the meetings will be in the monthly calendars, and notices will be sent home.

PERFORMANCE STANDARDS

High standards for each student will be achieved by following the New York City Common Core Standards and Guidelines. Student achievement is assessed by standardized, formal and informal test results, teacher observations, and collections of student work samples. The English Language Arts Common Core Standards include Reading, Writing, Speaking, Listening, Viewing; Conventions, Grammar, and Usage. Every child from kindergarten to sixth grade is required to read a minimum of 25 books each year as according by the standards set forth by New York State. However, students must read far more books to exceed student academic performance. It is recommended to read at least 125 books each year.

Math Common Core Standards include Number and Operation Concepts, Geometry and Measurement Concepts, Function and Algebra Concepts, Statistics and Probability Concepts and Problem Solving and Reasoning.

Performance standards for each grade are defined in the New York Department of Education publication "What Did You Learn in School Today? What Every Child Should Know And Be Able To Do."

PROMOTION STANDARDS

REACS will follow the Charter School goals as the promotional policy, whereas students must meet proficiencies. In addition, all students must meet or exceed rigorous academic standards in a performance-based curriculum. Again, students must meet or exceed the promotion standards in order to be promoted to the next grade.

In grades K-1 promotion will be based on multiple criteria: demonstrated progress toward meeting the primary literacy standards, student work, including homework, teacher observation and assessment/grades, and attaining 90% attendance or higher.

STANDARDIZED TESTING / ASSESSMENTS

Entering students will be tested each year for pre- and post-evaluation in literacy and math. During the year there will be other measures including class tests, running records, unit tests, etc., to evaluate student progress in the curriculum areas. Group reading assessments and diagnostic evaluations will be administered throughout the school year.

MULTI-GRADE ACTIVITIES

Teachers and students in our school may plan with other grades and work as a team to complete projects or community service. This type of activity would bring about group sharing, open discussion, sharing of feelings, and problem solving, which often develops as a result of the combined efforts.

WITHDRAWAL/ DISCHARGE/TRANSFER OF RECORDS

Parents are asked to notify the school as soon as possible if they are withdrawing their child from school. Parents that wish to withdraw or transfer their child from the school must come into the office with the reason for the withdrawal. In the event that the family is moving out of the area, the parent must supply written proof of their new address and admission slip from the receiving school. No child should be withdrawn, transferred, or discharged without this information on file in the office. **This is a legal requirement.** The admitting school should request a transfer of records from the office. Cumulative records are not given to the parents.

STUDENT RECORDS

The Head of School/Principal will discuss and make available student records to parents who request it in writing. The parent will be allowed to inspect the file and make copies. Confidential records include grades, disciplinary actions, health records, and conference dates. Student records are confidential and can only be reviewed or released with authorization from parents. They will not be made available to any non-school personnel without written consent from the parent/guardian.

MEDICATION ADMINISTRATION

All matters of student medication will be handled by the school nurse.

PARENT COMPLAINT

If there is a matter related to another student, it is the policy of REACS that such matters be brought to the attention of classroom staff and administration promptly- PARENTS UNDER NO CIRCUMSTANCES should reprimand another student for maladaptive behaviors in school or within the immediate surrounding area.

Parents with complaints about matters affecting their child's education. The following describes Rochdale Early Advantage Charter School's procedures for filing such complaints.

RESOLVING COMPLAINTS- "INFORMAL"

Often, issues or complaints can be resolved informally between the complainant and the charter school, and do not need to involve the formal complaint process described below. Where appropriate, you may wish to use this more informal approach, which may result in a more timely resolution of the issue and which is also suited to dealing with issues that do not involve a violation of the charter or law. Even issues involving a violation of the law or charter may be resolved informally and you may wish to use this avenue before making a formal complaint. (though the School cannot require you to do so and using any informal route does not prevent you from using the formal complaint process later). To file an informal complaint please submit an *informal complaint form* (Attached as Addendum A) to the Main Office, Info@reacschool.com and the school will arrange a time and date for you to meet and discuss your issue(s) with the appropriate parties.

If your complaint remains unresolved, or if you would like to file a formal complaint 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.

RESOLVING COMPLAINTS "FORMAL"

Complaints can be filed with the REACS School Board of Trustees and/or the authorizer.

Section 2855 (4) of the NYS Charter Schools Act provides a formal complaint process for use by individuals (including parents) or groups who believe that a charter school has violated a term of its charter, a provision of the NYS Charter Schools Act, or any other provision of law relating to the management or operation of the charter school. **That process requires that the complaint be brought first to the School's Board of Trustees** (or its designee as described in the School's Complaint/Grievance Policy). Rochdale Early Advantage Charter School is required to provide a copy of the School's Complaint/Grievance Policy upon request. To submit a complaint to the board of trustees you must complete and submit a *formal complaint* form (Attached as Addendum B) to board member and CEO, Dr. Rice: c.rice@reacschool.com and board member C. Williams: C.Williams@reacschool.com.

If, after making your complaint to the School's Board of Trustees, you believe that the Board of Trustees has not adequately addressed your complaint, or if, after a reasonable period of time, the Board of Trustees or its designee does not respond to your complaint in writing - or does not respond within the time that the School provides in its formal complaint/grievance policy - you then have the right to bring your complaint to the entity that authorized the charter school. Rochdale Early Advantage Charter School is authorized by the Chancellor of the New York City Department of Education. A link to the NYCDOE complaint procedure is provided herein (<https://www.schools.nyc.gov/school-life/school-environment/get-help-at-your-charter-school/file-a-formal-complaint-at-your-charter-school>)

STUDENT AND PARENT CONTRACT

Dear Parents:

Rochdale Early Advantage Charter School is committed to giving your child the best education possible. Therefore it is important for our school, all parents and every student to have a clear set of expectations to make it happen. This contract will help all involved parties to work together. Please read this contract and review it with your child, then sign and return the tear-off to your child's teacher. The contract should be kept at home to serve as a reminder of the agreement.

THE PARENTS AGREES TO:

- ❖ Let the teacher know if my child has any problems with learning.
- ❖ Use reading and math materials the school sends home each week to help my child.
- ❖ Read to my child at least 20 minutes per day.
- ❖ Keep a list of new words, and link letters to sounds.
- ❖ Play number games with my child every week.
- ❖ Help my child see how to use reading and math to pursue his/her interests and goals.
- ❖ Participate in PTO meetings and activities at least four times a year.

THE STUDENT AGREES TO:

- ❖ Come to school on time every day prepared with the necessary supplies and books, and materials to engage in active learning.
- ❖ Let my teacher and family know if I need help.
- ❖ Read on my own and with my family every day.
- ❖ Work on my math and reading skills at home, using materials my teacher sends home.
- ❖ Follow the school's rules on behavior and code of conduct.
- ❖ Be responsible for completing all class work and receiving and completing the homework assignment.
- ❖ Write a report each week about a television program I watched.
- ❖ Maintain the books, materials, and supplies furnished for his/her use in the classroom.
- ❖ Listen to, respect, and follow instructions of all school staff in or outside of the building.
- ❖ Respect classmates and their property, as well as school property.
- ❖ Demonstrate good manners, attitude, and high performance in everything done in school.
- ❖ **Wear the school uniform daily.**

Student Name _____ Class _____

Parent Signature _____ Date _____



Rochdale Early Advantage Charter School (REACS)

Main- 122-05 Smith Street Jamaica, NY 11434 Ph (718) 978-0075/Fax (718)978-0110

Passion Purpose Proficiency

INFORMAL COMPLAINT FORM

Parent's Name _____ Date _____

Child's Name _____

Daytime Phone _____ Date of Incident _____

Email Address _____

Please write a brief description of the incident _____

----- **Office Use Only** -----

Meeting Schedule for _____ at _____

With the following School Member(s) _____

Completed by: _____



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FORMAL COMPLAINT FORM *(TO BE COMPLETED WITHIN 48 HOURS)*

Parent's Name _____ Date _____

Child's Name _____

Daytime Phone _____ Date of Incident _____

Email Address _____

Please write a brief description of the incident _____

----- **Office Use Only** -----

Meeting Schedule for _____ at _____

With the following Board Member(s) _____

Completed by: _____

