

Enterprise Charter School

275 Oak Street

Buffalo, New York 14203

Phone #: 855-2114 Fax #: 855-2967

www.enterprisecharter.org

Family Handbook 2010-2011

“Engaging Young Minds through Projects and Partnerships”

Important

The parent consent form at the end of this packet
must be returned to the Business Office.

Keep the Family Handbook at home for your reference.

INDEX

	Page
Enterprise Charter School’s Mission Statement	4
What is Project –Based Learning	4
Enterprise Charter School Board of Trustees	5-7
Enterprise Partners and Affiliate Agencies.....	8
Faculty & Staff	9-11
School Calendar	12
Important Student & Parent Information	
Student Registration	13
School Day	13
Attendance/Absence/Tardiness (late) Policy.....	13
Excused/ Unexcused.....	14
Students Attendance/Consequences	14
Illness / Excuses / Tardiness (late)	14
Student Attendance Information	15-17
Medication	17
Communicable Diseases	17
Physical Exams	18
Guidelines to help Promote a Healthy Environment	18
School Counseling.....	18
Early Dismissal	18
Transportation	18
Bus Conduct	19
Walkers and Pick Ups	19
Cafeteria: Breakfast, Lunch and Dinner	19
Emergency School Closing.....	20
Visiting Our School	20
School Safety	20
Discipline Policy	20
Students Rules and Responsibilities	21
Academic and Behavior Competencies (ABC Program).....	22-23
Students Support Services.....	24

Uniforms and Dress Code Policy	25
Report cards /Progress Reports	25
Before and Afterschool Programming.....	25
Homework Policy	26
Media Consent.....	27
Community Experiences Permission Form.....	27
Internet Permission Form	27
Parent’s Right to Know.....	28
Grievance and Claims Process.....	28
Address / Phone number Update Form.....	29
2009-2010 Consent Form (Please return this sheet)	30

Enterprise Charter School's **Mission / Vision Statement**

Mission: Engaging young minds through projects and partnerships

The vision of the Enterprise Charter School is to provide students with the knowledge, skills and dispositions to grow and problem solve, giving them the resources to lead and succeed in the school and the community at large.

To strengthen and empower our school community, students are offered academic, social, and life skills through various projects, using traditional and non-traditional methodologies and technological enhancements.

Through the use of tools such as project based learning (PBL), this school and its partners provide students with unique educational opportunities that empower students to create positive environments, and to have the necessary tools for continued educational success.

What is Project-based Learning?

A project-based learning method is a comprehensive approach to instruction. Students participate in projects and practice an interdisciplinary array of skills from *math, language arts, fine arts, geography, science, and technology*. The collaborative nature of the investigation enhances students' experiences as well as promotes a greater appreciation for social responsibility.

Project-based learning (PBL) is a model for classroom activity that shifts away from the classroom practices of short, isolated, teacher-centered lessons and instead emphasizes learning activities that are long-term, interdisciplinary, student-centered, and integrated with real world issues and practices.

One immediate benefit of practicing PBL is the unique way that it can motivate students by engaging them in their own learning. PBL provides opportunities for students to pursue their own interests and questions and make decisions about how they will find answers and solve problems.

PBL also provides opportunities for interdisciplinary learning. Students apply and integrate the content of different subject areas at authentic moments in the production process, instead of in isolation or in an artificial setting.

PBL helps make learning relevant and useful to students by establishing connections to life outside the classroom, addressing real world concerns, and developing real world skills. Many of the skills learned through PBL are those desired by today's employer, including the ability to work well with others, make thoughtful decisions, take initiative, and solve complex problems.

Enterprise Charter School
Board of Trustees
2010-2011

Megan Battista

Teacher Representative

Enterprise Charter School
275 Oak Street
Buffalo, NY 14203

(716) 855-2114

Academic Committee

Audit/Finance Committee

HR/Personnel Committee

meganbattista@enterprisecharter.org

Term Expires: 7/1/2012

Leslie P. Cohan

At Large:

(716) 887-7177

HealthNow New York, Inc.
257 West Genesee Street
Buffalo, NY 14202

HR/Personnel Committee

Cohan.leslie@healthnow.org

Term Expires: 7/1/2013 (replacing John Elmore)

Mike Helman, Treasurer

(716) 874-7200x161

At-Large

Learning Disabilities Association of WNY
2555 Elmwood Avenue
Kenmore, NY 14217

Executive Committee

Audit/Finance Committee Chair

mikehelman@ldaofwny.org

Term Expires: 7/1/2011

Pamela King

(716) 833-5660

At-Large

10 Shirley Avenue
Buffalo, NY 14215

Academic Committee Chair

Human Resources/Personnel Committee

Pamelaking620@roadrunner.com

Term Expires: 7/1/2013

Richard J. Lee, Ph.D.

(716) 883-6638

At-Large

Dean Emeritus of Graduate School

17 Mayfair Lane

Buffalo, NY 14201

Academic Committee

leerichard@roadrunner.com

Term Expires: 7/1/2013

Rachel Martin

(716) 316-5965

Parent Representative

39 Bennett Village Terrace

Buffalo, NY 14214

Academic Committee

HR/Personnel Committee

mregeena@hotmail.com

Term expires: 7/1/2012 (replacing Jose Cordero)

Brenda W. McDuffie, Chairperson

(716) 854-7625

At-Large

President/CEO

Buffalo Urban League, Inc.

15 E. Genesee Street

Buffalo, NY 14203

Executive Committee Chair

Hr/Personnel Committee Chair

bmcduffie@buffalourbanleague.org

Term Expires: 7/1/2011

Richard J. Morrisroe

(716) 444-9732

At-Large

Lipsitz & Ponterio, LLC

135 Delaware Avenue

Buffalo, NY 14210

10 Willink Avenue

Buffalo, NY 14210

Audit/Finance Committee

Academic Committee

chirm@yahoo.com

Term Expires: 7/1/2012 (replacing David Stieglitz)

Rev. Darius Pridgen

(716) 816-9110

At-Large

True Bethel Baptist Church
907 East Ferry Street
Buffalo, NY 14211

*Mail to:

9 Harbour Pointe
Buffalo, NY 14202

Fax: 716-895-5094

Cell: 716-816-9110

Dariuspridgen@aol.com

Term Expires: 7/1/2011

Tiffany Thomas

(716) 602-7140

Parent Representative

267 Minnesota Avenue (Upper)
Buffalo, NY 14215

Academic Committee

everychild1voice@hotmail.com

Term Expires: 7/1/2011

Kristy Witkowski, Secretary

Teacher Representative

Enterprise Charter School
275 Oak Street
Buffalo, NY 14203

(716) 855-2114

Academic Committee

Audit/Finance Committee

HR/Personnel Committee

Executive Committee

kristywitkowski@enterprisecharter.org

Term Expires: 7/1/2013

ENTERPRISE PARTNERS & AFFILIATE AGENCIES

Affiliate agencies work with the Enterprise Charter School, before, during and after school, to provide services to students, families and the community at large.

- AmeriCorps
- Be a Friend: Big Brothers/Big Sisters of Buffalo & Erie County
- Erie County Council for the Prevention of Alcohol & Substance Abuse
- Foster Grandparents
- Girl Scouts
- Hispanics United of Buffalo
- Junior Achievement of Western New York
- Project Flight
- Willie Hutch Jones Education and Sport Program
- YWCA

Staff Listing

<u>Level 1 (Kindergarten)</u>	<u>Room #</u>
Melinda Meczynski, Teacher	123
Karen Kasinski, Teacher	125
Nancy Shields, Teacher Aide	123
Melissa Zielezinski , Teacher Assistant	125

<u>Level 2 (1st & 2nd grades)</u>	
Elyse Robinson, Teacher	129
Rachael Lucca, Teacher	120
Kristine Graham, Teacher	124
Nicole Micklus, Teacher, Team Leader (Level 1&2)	127
Rachael Flynn, Teacher Aide	

<u>Level 3 (3rd & 4th grades)</u>	
Pamela Shannon, Teacher	101
Barbara Williams, Teacher	105
Melissa Streiff, Teacher	106
Jason Smith, Teacher, Team Leader	103
Anne Gugliuzza, Sp. Ed. Teacher /TSTC	121
Sean Cummins, Teacher Assistant	

<u>Level 4 (5th & 6th grades)</u>	
Meagan Wilson, Teacher	202
Diana Hodgson, Teacher	201
Nicole Tolbert, Teacher, Team Leader	203
Caitlin Johnston, Teacher	204
James Bartram III, Special Ed.	204
Jaime Warren, SpEd	

<u>Level 5 (7th & 8th grades)</u>	
Theresa Simmons, 8 th Teacher	205
Stephanie Brauner, 8 th Teacher, Team Leader	207D
Kristy Witkowski, 7 th Teacher	208
Jeffery Reinhardt, 7 th Teacher	207C
Izabela Gladysz, Sp. Ed.,	207A
Palmira Medina, Teacher Aide	

<u>Art</u>	
Julie Bridge	C119

<u>Music</u>	
Laura Morgan	C118

<u>Physical Ed</u> Matthew Cook	Gym
<u>Spanish</u> Emilia Kane	C116
<u>ESL</u> Susan Hugar Beverly Shamblin	215
<u>Technology</u> Sean Kowalski	110
<u>Computers</u> Tammy Romesser	
<u>Advanced Instruction</u> vacant	122
<u>Full-Time Subs</u> Yolanda Peay Anna Todaro	
<u>Chief Executive Officer (CEO)</u> Jill Norton	100
<u>Chief Academic Officer (CAO)</u> Andrew Starr	107
<u>CIO</u> Debbie Bond	104
<u>Operations Manager</u> Nancy Krug	100
<u>Payroll/Office Manager</u> Lisa Yonkosky	100
<u>Office Assistant</u> Marielena Camacho	100
<u>Receptionist</u> Elaine Vega	100
<u>School Counselors</u> Linda Morgan Melissa Stasio	235 235

<u>Dean of Students</u> Stanley Simmons	C114
<u>Teacher Support Team Coordinator</u> Anne Gugliuzza	121
<u>Reading Intervention Specialists</u> Pamela Garabedian, Read 180	224
<u>Nurse</u> Bonita Costello	128
<u>Parent Community Liaison</u> Rev. Kinzer Pointer	100
<u>After School Coordinator</u> Nylsa Piñeiro	100
<u>Building Engineer</u> Kevin Von der Empton	111
<u>Custodians</u> Jesus Soto	111
Scott Kenefic	111

Enterprise Charter School

2010 – 2011 Schedule

K-8 Bell Times: 9:25 a.m.- 4:15 p.m.

August 2010

9th First Day of School (K–8) Full Day

17 Student Days

September 2010

3rd Labor Day Break Begins

7th Return From Labor Day Break

15th Early Release Day- dismissal @ 12:35

29th Early Release Day- dismissal @ 12:35

20 Student Days

October 2010

8th Early Release Day- dismissal @ 12:35

11th Columbus Day Holiday

20th Parent/Teacher Conference - Students do not report

19 student days

November 2010

2nd Election Day- Students do not report

11th Veteran's Day Holiday

17th Early Release Day- dismissal @ 12:35

25th Thanksgiving Break Begins

29th Return from break

18 Student Days

December 2010

15th Early Release Day- dismissal @ 12:35

24th Winter Break Begins

17 Student Days

January 2011

3rd Return From Winter Break

17th Martin Luther King Holiday

19th Early Release – dismissal @ 12:35

20 Student Days

February 2011

9th Early Release Day – dismissal @ 12:35

16th Early Release Day – dismissal @ 12:35

21st February Break Begins

28th Return from February Break

15 Student Days

March 2011

9th Early Release Day – dismissal @12:35

23rd Parent/Teacher Conference –Students do not report

22 Student Days

April 2011

6th Early Release Day- dismissal @ 12:35

13th NYSESLAT Speaking Begins

18th Spring Break Begins

25th Return From Spring Break

16 Student days

May 2011

4th – 6th Grades 3-8 ESL

10th Test Correcting Day- Students do not report

11th – 13th Grades 3-8 Mathematics

16th – 24th NYSESLAT Listening Reading and Writing

17th Test Correcting Day- Students do not report

30th Memorial Day Holiday

31st Grade 4 Science Performance

31st Grade 8 Science Performance

19 Student Days

June 2011

1st – 3rd Grade 4 Science Performance

1st – 3rd Grade 8 Science Performance

6th Grade 4 Science Written

6th Grade 8 Science Written

13th – 14th Grade 8 Social Studies

22nd, 23rd, 24th Last day of School Early Release-dismissal @ 12:35

18 Student Days

July 5, 2011-July 29, 2011- Summer Session

203 Student Days

- 2 snow days 12/2/10, 12/3/10

- 2 Correcton days 5/10/11, 5/17/11

- 199 Total Student days as of 1/6/11

Important Student & Parent Information

Student Registration

Parents of a child enrolling in the Enterprise Charter School must present an enrollment application, birth certificate, immunization records, and proof of address.

School Day

The school day begins at 9:00 a.m. with classes for all grades beginning at 9:25 a.m. Monday through Friday. Dismissal for grades K-8 is 4:15 p.m. There is a before school program beginning at 7:00 a.m. as well as an after school program ending at 6:00 p.m. Breakfast and lunch will be available in the school cafeteria.

Attendance / Absence / Tardiness (late)

Statement of Overall Objectives

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents/persons in parental relation, students, teachers, administrators, and support staff.

Description of Strategies to Meet Objectives

Enterprise Charter School will:

Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.

Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted School Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents/persons in parental relation and the community.

Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems. Develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our School's education and community needs, values and priorities, the school has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

Excused

An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance and education, quarantine, required court appearances, incarceration, approved field trip, "Student to Work" Day, suspension (up to 3 days), attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Trustees.

Unexcused

Any absence that is not described in the previous (Excused) paragraph. [e.g., family vacation, babysitting, no transportation, lack of proper clothing, oversleeping.]

Student Attendance

The School believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

Transfer students and students re-enrolling after having extended absences will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the School's Code of Conduct. Consequences may include, but are not limited to, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated School personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation. Students are responsible for the completion of all work during every absence.

Illness / Excuses / Tardiness (late)

If a child is going to be absent, their absence should be called into the office at 855-2114. If you get the voicemail, please leave the child's name, classroom, and reason for absence on the recording. If we do not receive a call, school personnel will attempt to contact the parent/guardian to verify the absence.

If you know your child will be tardy due to a medical appointment, or other reason, please send in a note to the classroom teacher.

When a child is absent or tardy, it is required for them to return with a written excuse. Excuses should include the date of absence or tardiness, reasons for the absence or tardiness, and be signed by a parent or legal guardian. Absences with no written excuse will be considered unexcused.

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the School code for the reason.

Attendance shall be taken and recorded in accordance with the following:

The Attendance Policy begins upon the first day of formal enrollment in each class. Enrollment in class begins when a teacher is notified of placement. Attendance is marked beginning the first day of school. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

Parent(s)/Person(s) in Parental Relation Notice

A School Representative/Dean of Students will present the policy at a "back-to-school" event held during the first weeks of each school year. The presentation will stress the importance of student attendance, as well as parental responsibility for their children's attendance. For the purpose of this policy, excused and unexcused absences will be treated identically.

Students' parent(s) or person(s) in parental relation will be afforded several other opportunities to learn of the attendance policy, such as at parent-teacher conferences, open houses, new-student orientations, or telephone conferences. School newsletters and school publications will include periodic reminders of the Attendance Policy. The School will develop and provide letters for parent notification of student absences.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

The school staff will be responsible for notifying the parent/person in parental relation for a student who is absent, tardy or departs early without proper excuse. If the parent/person in parental relation cannot be reached, the staff member will provide such notification by regular mail. Further, the School's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Attendance Incentives

Students will be recognized for meeting attendance goals.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated School personnel will pursue the following:

- Identify the apparent root causes of the pattern (e.g., grade level, building, time frame, type of unexcused absences, tardiness or early departures);
- Contact the School staff most closely associated with such causes. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted ;
- Discuss strategies to directly intervene with specific pattern(s);
- Recommend intervention to CE or his/her designee if it relates to change in School policy or procedure;
- Implement changes, as approved by appropriate administration;
- Utilize appropriate School and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- Monitor and report short and long term effects of intervention.

Appeal Process

Students may exercise the right to the appeal process. Parent(s)/person(s) in parental relation may request a building level review of the decision to exclude a student from taking a final examination. It is the responsibility of the parent(s)/person(s) in parental relation to request an appeal by writing a letter of complaint to the CEO. Students and their parents may appeal to the CEO:

- Challenge the number of absences on record.
- Determine if any procedures listed in the policy have not been followed.
- Ensure that no violation of state or federal law has occurred.

Level I Appeal:

Parents/persons in parental relation may request an Attendance Appeal at the building level. Appeals will be heard within 2 weeks of written notification from the school.

The School Counselor or designee will notify the parent(s)/person(s) in parental relation in writing of the date and time of the Level I Appeal, and will meet with the student and parent(s)/person(s) in parental relation at the designated time.

A decision by the principal/designee will be made within five days of the Level I Appeal hearing.

Parent(s)/person(s) in parental relation will be notified of the principal's/designee's ruling by mail.

If the parent(s)/person(s) in parental relation are not satisfied with the principal's/designee's decision, the parent(s)/person(s) in parental relation may request a Level II Appeal in writing and mailing or delivering the letter to Enterprise Charter School 275 Oak Street, Buffalo New York 14203

In the event that the Dean of Students denies a Level I Appeal, parents/persons in parental relation may seek a Level II Appeal from the CEO.

Level II Appeal:

The CEO or CEO's designee will hold the Level II Attendance Appeal within five days of receipt of a written notice requesting an appeal.

Parent(s)/person(s) in parental relation will be notified by mail of the date, time and location of the Level II hearing.

At this hearing, documentation from the student's school along with CEO's or designee's reason for denying the Level I Appeal will be examined.

A ruling on this appeal will be communicated to the parent(s)/person(s) in parental relation in writing within five days.

Building Review of Attendance Records

The CEO and/or his or her designee will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

Annual Review by the Board of Trustees

The Board of Trustees shall annually review the building level student attendance reports and if such reports show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board of Trustees shall promote necessary community awareness of the Enterprise Charter School's Comprehensive Student Attendance Policy by:

Providing a plain language summary of the policy to parents/persons in parental relation to students at the beginning of the each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation; Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206,
3210, 3211, and 3213
8 New York Code of Rules and Regulations
(NYCRR) Sections 104.1, 109.2 and 175.6

Medication

According to New York State Health Department Law, any medication to be administered in school must be brought to the school nurse by an adult, in the original bottle or container in which the medication was purchased or prescribed. It is also necessary to receive written permission from the parent/guardian and physician before any medication is given. This policy includes prescription as well as over-the-counter medications. Under no circumstances should a student be transporting or administering medication of any kind.

Communicable Diseases

When a contagious disease is reported in a classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse.

Any child with an unidentified or suspicious rash, temperature of 100 degrees, vomiting, or severe earache should be kept at home until diagnosed and/or treated.

Physical Exams

All new entrants, kindergarten, second, fourth, and seventh are required by New York State law to have a physical examination. If the student does not submit a completed physical form from their own physician/clinic, a physical will be scheduled at school.

Scoliosis Screening: All students age 10 – 16 are required by New York State law to be screened annually. (Scoliosis is a curvature of the spine). This screening is usually done in school during physical education class.

Vision and Hearing Screening: All students are required by New York State law to be screened.

Dental Health Certificates: All students upon entry to grades K-1 are required to present a dental health certificate.

Guidelines to Help Promote a Healthy Environment

Children are most vulnerable to contracting diseases while in school because of the close contact they maintain. While we cannot prevent this from occurring, with your help we can implement some simple guidelines to help promote a healthy environment.

1. Teach your child the importance of correct hand washing as a means of preventing the spread of germs.
2. Proper disposal of tissues and covering one's mouth when coughing also prevents germs from circulating.
3. If your child is coughing excessively, keep him / her home to prevent exposure to other children.
4. A child should be fever free for 24 hours before returning to school. Temperature may indicate the onset of an illness.
5. A child should remain home if he or she has vomited or experienced diarrhea within a 24 hour period.
6. Communication is essential to maintaining a healthy environment. Please report any contagious diseases your child has been diagnosed to have (e.g., strep throat, chicken pox, pink eye, etc.). The more we know, the better prepared we are to keep your child on the road to good health. When necessary, notices containing information regarding health matters will be sent home.

School Counseling

Enterprise Charter School has two full-time school counselors on staff. The counselors are available to provide support and guidance, to help students with their personal, social, and behavioral needs and to contribute to their academic success.

Early Dismissal

If a child needs to be dismissed early from school, parents should send a note on the day of the early dismissal with the time and reason. The parent/guardian or designee must come to the front desk to pick up the child. If the parent/guardian designates another person to pick up the child, they should name the person in the note. Identification may be asked for, if necessary.

Transportation

Most students receive bus transportation to school. If a child has special transportation or dismissal circumstances, the child must bring a *written* note from a parent or legal guardian. If a *written* note is not received, the child will follow their normal dismissal procedures. If an emergency occurs, you may call the office and speak directly to school personnel about the arrangements. Please **do not** leave this information on voicemail, as it may not always be heard in a timely fashion.

Bus Conduct

Students are under the supervision of First Student personnel while going to and from school. The following rules are enforced:

1. Students must remain seated at all times.
2. Students must use “indoor” voices.
3. Students must follow appropriate rules of conduct and respect while interacting with other students, bus drivers, and aides.

In order to ensure the safety of students and adults, inappropriate conduct will not be tolerated. Students who pose a concern will receive a written conduct report. Those students will meet with the school administrators and parental contact will be made. At this time a determination will be made regarding seat assignments, etc. If a child receives a number of conduct reports or the nature of the incident is severe, the child will lose their bus privileges for a determined amount of time. Parents will be responsible for transporting those students to and/or from school.

Walkers and Pick Ups

Students are dismissed from their homerooms at 4:10 pm and required to report to the central atrium on the first floor opposite of the reception desk.

Parents or their designees must sign the student(s) out at the reception desk. They can proceed to the atrium to retrieve the student(s).

Students whose parents request that they do not take the bus on singular occasions can retrieve them using this procedure.

Cafeteria: Breakfast, Lunch & Dinner

Your child may participate in our school breakfast, lunch, and dinner program. The lunch at Enterprise Charter School will be served “family style.” Teachers will eat lunch with their class (homeroom). We *strongly encourage* our students to eat the school lunch. Weekly menus are sent home so that you may help your child make selections.

Students meeting federal eligibility requirements can receive a free or reduced cost lunch. Parents will be notified about applications and the process for their completion. If you have concerns regarding our food service program, please feel free to contact our cafeteria manager via the school office. If you *do not* qualify for the free or reduced lunch program, the cost is as follows:

- Breakfast - Free
- Lunch - Reduced = \$.25, Full price = \$1.50 (K-8)
- Dinner - Free
- Milk - \$.45
- Snack - \$0.25 - \$0.50 (Subject to change)

Parents are strongly encouraged to volunteer during lunch times. It helps to promote a family style atmosphere. Our lunch times are as follows, Level 1 and 2- 11:55-12:30, Level 3 12:35-12:55, Level 4-12:45-1:18, and Level 5 -1:30-2:05. Please let your child’s teacher know if you can help out.

Emergency School Closings

The Enterprise Charter School will close the building if and when the Buffalo Public Schools are closed. Also note, that due to an emergency such as a water or electrical problem, Enterprise may close even if the Buffalo Schools do not. If the cancellation of the school day appears possible, parents / guardians should turn to the following television or radio stations:

WBLK (www.wblk.com)

WBEN (www.wben.com)

WBFO (www.wbfo.com)

WIVB Ch 4(www.wivb.com)

WGRZ Ch 2(www.wgrz.com)

WKBW Ch7 (www.wkbw.com)

Parents may also call the school at 716-855-2114 and the voicemail message will reflect that the school is closed.

If school has to be closed earlier than usual, the Buffalo Public Schools, as well as Enterprise Charter School will notify the above-mentioned stations. We will make contact with parents or emergency contacts. No student will be sent home during a school emergency without verifying a home contact. All after school and evening activities are automatically canceled if school closes for the day.

Visiting Our School

You are welcome to volunteer or visit your child's classroom. Visits need to be scheduled with the classroom teacher prior to the visitation. For security purposes all building doors are locked. You must enter through the *main entrance*, sign in at the front desk, show governmental photographic ID, receive and wear a visitor's badge. In order to maintain the safest possible environment for our students and staff, all visitors and volunteers **MUST** follow this procedure. You may only visit the areas of the building that you have indicated on the sign-in sheet.

You are also welcome to eat lunch with your child on any day. Please follow the procedures outlined above for visiting the school. If you wish to order lunch for yourself, you need to send that information with your child in the morning or call the cafeteria at 716-855-2114 ext 130.

School Safety

We are dedicated to keeping the Enterprise Charter School a *safe* school. We believe that a *safe* school includes a positive school climate, appropriate and motivating instruction, and organized rules/procedures that are applied consistently. If you have any questions regarding your child's safety and well-being, please contact the Chief Executive Officer. Zero tolerance for weapons, bullying and illegal drugs.

Discipline Policy

The discipline policy of the Enterprise Charter School is designed to help promote the "*safe school*" environment we are all working toward.

We, the staff, parents, guardians and students of Enterprise Charter School, place a high value on learning. We believe that in order to make learning possible, a student must feel safe and the school climate must be conducive to study. We believe that the best discipline is self-discipline. We encourage respect for self as well as others, and care of personal and school property.

Student Rules and Responsibilities

1. I will respect my school, myself, and others
 - No stealing
 - No vandalism
 - No put-downs or name-calling
 - Avoid using foul language
 - Have no intent to use foul language or derivatives

2. I will behave in a safe and responsible manner
 - No playing around/horseplay
 - No touching others in the classroom or in the hallway
 - Respect each other's personal space
 - Avoid aggressive, violent body language
 - Walk quietly so as to hear an important message and not distract others

3. I will cooperate with all members of the school community
 - Active listening and participating
 - Work with, not against, others
 - Do it the first time it's requested
 - Be polite to everyone

Behavior Management Policy

Levels 1 through 4:

Students at Enterprise levels 1-4 are on a color system. Students' names and individual color charts will be placed on a board at the front of the classroom. If a student fails to meet (that is, violates) a school-wide expectation and thus loses a point, the teacher (or the student if so directed) will flip his or her color.

- Students' names (symbols or id numbers) are listed on a pocket chart. All students start out with the same color card: **blue**.
 - ❖ Each day starts new, with all children starting the morning on blue...no exceptions!
- Color cards can be in any shape.
- **Anytime a student violates a rule, they are given a warning/tally. After two warnings/tallies accumulate, students will change their color card to the next color.**

Color	<u>Infractions</u>	
Blue	0-2	
Green	3-4	
Yellow	5-6	
Red	7+	Sent to Mr. Simmons

- The progression of colors is as follows:
 - Blue
 - Green
 - Yellow
 - Red
- **Students are not able to earn colors back.** Once a child has broken a rule and flipped his/her color card, they remain on the color for the rest of the day, unless another rule is broken.

- On a daily basis, teachers will indicate each students color on a mandatory form for parent/guardian communication as established by each grade level (** See section on Teacher-Parent Communication)
- Teachers Track students’ weekly colors to determine eligibility for Fun Friday and monthly “All Blue” celebrations.

The Graded Point System

Level 5

- Students in Level 5 are on a graded behavioral point system. In addition to their regular classroom grades, students will receive a daily behavior grade.
- All students begin each day with the highest possible grade, 4.0. If a students breaks rules, their grade gradually decreases.
- Students are given warnings to remind them of school-wide expectations following their first rule violation, If that student continues to violate the same rule, one point is deducted from their behavior grade.
- Points are tracked in student planners.
- Teachers track students’ weekly behavioral grades to determine eligibility for Fun Friday and monthly “All Blues” celebrations and/or their incentive programs.

Order of Action in classroom (Level 5)

<u>Point</u>	<u>Infractions</u>	
4	0-2	
3	3-4	
2	5-6	
1	7+	Sent to Mr. Simmons

Teacher-Parent Communication

Level 1-3 (K-4th grade):

- Teachers use classroom communicator folders to indicate nightly homework assignments and students daily behavior colors. This information will go home with students on a daily basis.
- Students are expected to show their communicator folder to their parents every night. Students are required to receive a parent signature indicating that the parent/guardian is aware of homework and behavior.
- Other communications including important notes between teachers and parents, and permission slips will be brought to and from school in the communicator folder.

Level 4 (5th & 6th grade):

- Teachers use student planners as a form of communication between themselves and parents, indicating homework assignments and daily behavioral colors.
- Students are expected to use their planners to write down and keep track of homework assignments everyday. Teachers will indicate daily behavioral colors on the current day’s section of the planner, next to the homework assignment.
- Students are expected to show their planners to their parents every night and are required to receive a parental signature indicating that the parent/guardian is aware of homework and behavior.
- Additional notes and teacher comments will also be found in this section.

Level 5 (7 & 8 grade):

- Teachers use student planners as a form of communication between themselves and parents, indicating homework assignments and daily behavior grades.
- Students are expected to use their planner to write down and keep track of homework assignments everyday. Teachers will indicate daily point system indicator on the current day's section of the planner, right next to the homework assignment. If a student's indicator decreases during a particular class, (i.e. math, science), this will be indicated in the section for that particular class. Homeroom teacher will record final behavior grades at the bottom of the current day's section)
- Students are expected to show their planner to their parents every night and are required to receive a parent signature indicating that the parent/guardian is aware of homework and behavior.

Specials:

- Students may lose points or colors while attending art, music, physical education, Spanish and technology. Those losses may effect participation in additional rewards and may warrant contact with parents by the specials teachers.

Fun Friday

- Fun Friday is a reward that students have opportunity to earn as a result of meeting the classroom and school-wide rules and expectations throughout the week. Fun Friday is a celebration which takes place during the last 30-45 minutes of the day. Fun Friday is organized within grade-level teams so that students have the opportunity to interact with others on their level.
- Students who do not earn Fun Friday spend time in a problem solving discussion. Five to ten minutes are spent discussing the school-wide expectations and what students should do to ensure that they earn Fun Friday in the future. The rest of the time is spent working on academic assignments.

Fun Friday Criteria:

- **Levels 1-4:** Students earn Fun Friday by having no more than one red day or no more than two yellow days during the week. (It is estimated that two yellow days equal one red day.) Therefore, if a student has one red and one yellow day throughout the week, but the rest of the days have blue or green, they earn Fun Friday.
- **Level 5:** Students earn Fun Friday by having above a 3 average (3.1 and higher), across their weekly behavior grades.

Monthly "All Blue" Celebrations

- Monthly "All Blue" Celebrations recognize those students that have consistently met school-wide and classroom expectations throughout the month. Students receive congratulatory certificates in addition to varying surprise celebrations. In the past these have included being invited on special field trips or receiving special prizes. "All Blue" status is something that all students have a chance to work for each month.

"All Blue" Criteria:

- If your child's Level Follows the ABC Program Color System, They must earn no more than two greens days, during the month, earning blue on all other days.
- If your child's Level follows the ABC Program Graded Point System, they must earn no more than two 3.0 days, during the month, earning 4.0 on all other days.

Student Support Services

Enterprise Charter School maintains extensive support services for the purpose of meeting the needs of the school as a whole; students, parents, and staff. Following is a description of our key support services and names and numbers of those you may contact as needs arise. If you have any questions or concerns please contact one of the following members:

K-8 School Counselor (Students M-Z).....	Mrs. Linda Morgan, ext.116
Behavioral Consultant/Counselor (Students A-L).....	Ms. Melissa Stasio, ext.133
School Nurse.....	Ms. Bonita Costello, ext. 124
Dean of Students.....	Mr. Stanley Simmons, ext.129

School-Based Intervention Team

- The S-BIT receives referrals from any teacher, staff member and/or parents that have a concern or seeks additional support services for any student in the building. Concerned and/or support services may be sought in a variety of areas including; academic, behavioral, social and/or emotional. (Examples of referrals include; concerns regarding impulsivity, attention, comprehension, cognitive processing, pregnancy, substance abuse, domestic violence, etc.)

Special Education Services:

- Students identified through CSE as having an Individualized Education Program (IEP) or through the school as having a 504 plan receive services to ensure that they are obtaining the necessary supports for a successful education.

Academic Intervention Services:

- A variety of AIS services exists throughout the school to ensure that students receive the proper support for achieving academic success. AIS services include additional tutoring, differentiated instruction, etc.

Individual/Group Counseling:

- School counselors work with students to address specific needs during individual and group counseling sessions. Topics addressed may include academics, behavior, social interactions, life stressors, school success, etc.

Mentoring:

Enterprise Charter School supports a variety of mentoring programs, offering both individual and group settings. Mentors work with our students as role-models and supportive guides as they go through the ups and downs of daily live.

Uniform & Dress Code Policy

All students are expected to dress appropriately for a K-8 educational environment. Any clothing or accessories that interferes with or disrupts the educational environment is unacceptable.

All K-8 students will wear the uniform approved by the Enterprise Charter School. The uniform for grades K-8 consists of a royal blue, navy blue or white polo shirt, short or long sleeved, embroidered with the Enterprise Icon. All grades K-8 must wear *classic cut khaki shorts/pants (for boys) or classic cut khaki shorts, pants, skirt, capris, or skorts (for girls). Skirts and skorts should be just above the knee. It is expected that all students will wear their uniform shirts tucked inside their pants. ***Any student not wearing their uniform may be provided a uniform outfit or sent home that day.*** Hats or headwear of any kind is unacceptable. Students who repeatedly do not comply with the Enterprise Charter School's Uniform and Dress Code Policy will face disciplinary measures.

For outerwear the following policy applies: clothing that is vulgar, depicts discriminatory, or obscene words or images, or that promotes weapons, drugs, alcohol, tobacco, drug paraphernalia, violence or gang symbols is prohibited. Only school issued items (fleece) may be worn over the uniform.

For footwear the following policy applies: Students must wear closed toed shoes or sneakers, tied at all times. The heels on shoes may not exceed two inches (no platforms or chunkies). Sandals and shoes without backs are not allowed.

Parents of students requiring accommodation for religious beliefs, disability, or other just cause must contact the Chief Executive Officer. If you have questions concerning uniforms please direct them to our Parent/ Community Coordinator Kinzer Pointer at 855-2114 ext.122.

* Examples of appropriate "classic cut" khakis will be provided; sagging, low-cut, cargo, or over-sized khakis are not permitted.

Report Cards / Progress Reports

- Report cards will be issued every 11 weeks for Kindergarten – Grade 8 according to the following schedule:

End of Quarter Dates:

October 15th 2010 - 1st Quarter
January 21th 2011 – 2nd Quarter
April 1st, 2011 - 3rd Quarter
June 18th, 2011 - 4th Quarter

Progress Report Dates:

September 17th 2010
November 19th, 2010
January 21st, 2011
March 23rd, 2011
May 13th, 2011

Parents are expected to make an appointment with the teacher on Parent Teacher Conference Days to review their child's progress. Progress reports will be sent home regularly.

The school website is www.enterprisecharter.org. You may monitor your child's progress from there by clicking on the Power School link. If you have any problems, please contact your child's teacher or Ms. Deb Bond at 715-855-2114 ext 125.

Before and After School Programming

Enterprise Charter School's "before school" programming will begin at 7:00 a.m. and continue until the beginning of the school day at 9:00 a.m.

"After school" programming will begin at 4:30 p.m. after dismissal and continue until 6:00 p.m. A list of possible activities and clubs is available at the school or by contacting the After school Program Coordinator, Nylsa Piñeiro at 855-2114 ext 119.

Homework Policy

The objective of homework is to reinforce the lessons taught in the classroom, stimulate further interest in the topics taught, and develop independent study skills. Homework provides for practice of skills and application of principles based upon work begun in the classroom. It may enrich school experiences and promote a permanent interest in learning. A secondary goal of homework is to stimulate individual initiative, personal responsibility and self-direction. Listed below are the responsibilities of teachers, students and parents with regard to homework.

Teachers will:

- assign homework that is meaningful and useful to students
- provide appropriate and timely response to all homework assignments
- provide a balance between long- range and short- term assignments
- give assignments over weekends which are no longer than a daily assignment
- monitor long- term assignments in order to avoid last minute student efforts
- give clear, concise directions; allow time for student questions; consider availability of materials; provide legible worksheets when used
- inform parents of their role in supervising homework
- ensure that students who are absent know how they may make-up homework
- monitor the effectiveness of homework as reflected in student performance and indicate assignments in Progress reports

Students will:

- record the directions for homework
- ask questions when necessary to clarify the assignment
- follow a schedule and keep materials in order
- hand in, on time, neat, accurate, and meaningful products
- plan time for completion of long- term assignments
- determine and complete homework assigned during absence

Parents will:

- provide a place for study
- help students develop routine home study habits
- ensure that absence does not interfere with makeup of assignments
- assist and correct without doing the actual work and notify the teacher if students experienced extreme difficulty
- be aware of long- term assignments and assist students in learning to budget their time accordingly
- contact the teacher if he/ she observes an absence of homework

Parent should expect the following:

Level 1	not regularly assigned
Level 2	20 minutes each night
Level 3	30 minutes each night
Level 4&5	45 minutes each night

All children are expected to read or to be read to for at least 20 minutes daily.

Media Consent

Reproduction of a child's image, by means of digital or magnetic audio / video recording, or still or motion photography will be primarily for the promotion of academic and service programs available through Enterprise Charter School or its agents or associates. I hereby consent to the reproduction of my child's image and likeness on the Web site of the Enterprise Charter School, which is accessible via the Internet. This consent shall be a continuing consent with no limitation or reservations.

Community Experiences Permission Form

Enterprise Charter School is located in an area of Buffalo that provides access to many sites through walking experiences. This consent allows your child(ren), the opportunity to participate in walking field trips planned for their grade. Although walking experiences may spontaneously occur, teachers do attempt to notify parents about upcoming local trips and their location. Some field trips may require a small fee. You will be informed about the fee well in advance. Your signature also gives medical consent to treat your child, if necessary. This permission form will be kept on file in the office for the entire school year.

Individual notices and consents will be necessary for all field trip involving transportation.

Internet Permission Form

The internet is an exciting and powerful tool for students to research for both academic assignments as well as their own personal interests. As part of our curriculum, pupils have controlled access to the Internet and learn how to use libraries, databases and informational sources on a wide variety of topics. We recognize that some inappropriate material on the Internet may be accessed intentionally or by accident. To guard against this we will use a filtered service from a reliable software provider which regularly monitors web sites.

We will teach students the importance of responsible use of the web and e-mail as well as providing basic rules to maintain the privacy of students. At all times, pupils must agree to follow the Student Code of Internet Conduct summarized below.

1. Access to the Internet at Enterprise Charter School is for limited educational purposes.
2. Students will not use the internet system here at Enterprise to access material in violation of the following standards:
 - **Prohibited Material:** any material that appeals to an unhealthy interest and material that promotes or advocates illegal activities.
 - **Restricted Material:** sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been approved by the school.
 - **Limited Access Material:** material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. This includes such material as electronic commerce, games, jokes, recreation, entertainment, sports and investments.
3. Students will not disclose your full name or any other personal contact information for any purpose.
4. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances.
5. Students will promptly disclose to their teachers or other school staff any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Parent's Right to Know

Right to know about your child's Teacher and Paraprofessional

As a parent you have the right to know the qualifications of your child's teacher and/or paraprofessional. You may obtain information from New York State Education Department (SED) by computer at www.nysed.gov. You may also send an information request to the, Freedom of Information Act Office at the SED or the District can provide you with information regarding

- whether the teacher is certified in the area in which they are teaching,
- whether the teacher is teaching under emergency or other provisional status,
- whether the State Qualification or certification requirements have been waived, the baccalaureate degree major of the teacher, graduate certification of the teacher, the field of discipline of the certification or degree,
- and whether the child is provided services of a paraprofessional and if so their qualifications.

Grievance and Claims Process

Claims against Enterprise Charter School

Notwithstanding any statute, rule, regulation or ordinance to the contrary, all of the requirements, provisions, and procedures contained in New York Education Law section 3813 governing the presentation of claims against the governing body of any school district or certain state supported schools shall be fully applicable to and shall govern the presentation of claims against Enterprise Charter School.

Grievances against Enterprise Charter School:

1) Grievances against the Enterprise Charter School, staff or students shall be reduced to writing and sent to the CEO of Enterprise Charter School

2) The CEO of Enterprise Charter School will respond to all grievances in writing. Such response shall include notice to the grievant that the grievant may appeal the decision of Enterprise Charter School to the Board of Trustees.

3) If not satisfied with his/her response, then an individual may bring complaints to the Board of Trustees by submitting a letter addressed to the Chairman of the Board of Trustees or by attending and participating in any public board meeting. An appeal of a decision by the CEO may be made to the Board of Trustees in writing. Complaints made to the Board of Trustees shall be addressed by the first Board meeting following the meeting at which such complaint was made known.

4) Any individual who is not satisfied with any response from the Board of Trustees to a complaint may appeal that decision to the Buffalo Board of Education then to the New York State Board of Regents.

A copy of this procedure shall be distributed to the parents and/or guardians of student enrolled in the school and made available to all others requesting a copy.

*Enterprise Charter School
275 Oak Street
Buffalo, New York 14203*

Have you moved or changed your phone number?

Enterprise Charter School has attempted to call or send information to your home. We were unable to reach you using the information in our records. According to New York State Law, it is mandatory that we have accurate home addresses and a working phone number at all times in our records in case of an emergency. Please complete the form below and return it to the Business Office so that we may update our records.

Thank You

Ms. Krug

___ **P/F**, ___ **Transportation**, ___ **BOE Report**, ___ **E-Sis update**

Please include all family members that attend Enterprise Charter School

Student Name (s) _____

Previous Address _____

Home Address

City, Zip

New Address _____

Home Address

City, Zip

Effective date of move: _____

School District you now reside in: _____

Is a transportation change necessary? _____

Home Phone _____ Work Phone _____

Cell Phone _____ Other _____

Other Information: Emergency Contact Name: _____

Emergency Contact Phone _____

The above students may be released to:

Name _____ Relation to Student _____

Name _____ Relation to Student _____

Parent / Guardian Signature _____

2010-2011 Consent Form

List first and last names of all students who reside in your household and attend Enterprise Charter School. Please include the student grade.

_____	_____	_____	_____
Last Name, First Name	Grade	Last Name, First Name	Grade
_____	_____	_____	_____
Last Name, First Name	Grade	Last Name, First Name	Grade
_____	_____	_____	_____
Last Name, First Name	Grade	Last Name, First Name	Grade

I have read and understand the attendance policy (pg 13-17), the discipline policy (pg 20-23), and the uniform policy (pg 25) in the Family Handbook. I agree to abide by the rules and regulations of the school policies for the above student(s).

Parent/Guardian Signature

I have been made aware of the support services (pg 24) available and understand that, if necessary, my child(ren) may be referred for services during the school year.

Parent/Guardian Signature

I have read the internet policy (pg 27) and agree to allow the above student(s) to access the internet for school use only.

Parent/Guardian Signature

I have read the community experience permission form (pg 27) and agree the above student(s) may join the class on walking experiences.

Parent/Guardian Signature

I have read the media consent (pg 27) and understand any photo or videos taken are for school use only. I agree to allow the above student(s) to be photographed or videotaped.

Parent/Guardian Signature

The dominate language spoken at home is

English Spanish Other; Please specify _____