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**** Information contained in this handbook is subject to change based upon board approval of the strategic plan.***

Welcome

TO ORACLE STUDENTS AND FAMILIES:

Welcome to the 2016-2017 school year! We are excited that you chose Oracle Charter School as the place to further your family's education. We are eager to begin our 12th year of serving the students and families of Buffalo.

We are pleased to offer this Student and Family Handbook as a place to consolidate Oracle Charter School's rules, policies, and expectations for our school community.

The guidelines set out in this Handbook are intended to inform students and families of the school's expectations and establish a positive tone for the year to come. Please review this Handbook before the start of the school's academic year, and use it as a guide to school policies. Information such as calendar updates and OCS program news can be found within.

Whether you are beginning or continuing your studies here, we hope that you find the coming year full of opportunity, challenge, and success. We look forward to the promise of this, our ninth year of growth and first year of our third charter term. We believe that you will be rewarded with a truly outstanding educational experience.

We thank you for entrusting the important work of education for your family to Oracle Charter School. We feel privileged to work with you, and we look forward to the ways in which you will contribute to Oracle Charter School.

John Ashwood
Head of School

Board of Trustees

Joseph Costantini, Chair

Ramone Alexander, 1st Vice Chair

Thomas Bailey, 2nd Vice Chair

Robert Spampata, Treasurer

Maureen Ludwig, Secretary

(Vacant), Parent Representative

Jacqueline Hollins

Judge James McLeod

Margaret Moriarty

Ron Stewart, Ph.D.

Divitta Alexander

Susan Hakala

2016-2017 meeting schedule:

(Meetings begin at 6 pm)

- August 4th, 2016
- September 1st, 2016
- October 16th, 2016
- November 3rd, 2016
- December 1st, 2016
- January 5th, 2016
- February 2nd, 2016
- March 2nd, 2016
- April 6th, 2016
- May 4th, 2016
- June 1st, 2016- Annual Meeting

School Mission

Oracle Charter School provides a college preparatory education that empowers all students with the knowledge and skills necessary to become responsible citizens, able to meet life's challenges, and succeed.

Touchstone

At Oracle Charter School, we:

- create community by accepting and embracing individual differences;
- learn together, challenge one another, and persevere in our pursuit of excellence; and
- accept responsibility for our choices and ensure the accountability of others.

Through our words, we rise; by our actions, we soar.

School Staff Core Beliefs

- 1) Every attempt should be made to maintain the dignity of both the adult and the student.
- 2) Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- 3) Students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- 4) Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- 5) There should be a logical connection between misbehavior and resulting consequences.
- 6) Those that cause harm need to participate in restorative practices to promote healing.

Community Compact for Excellence

If we are to do our best work and treat each other with respect and care, it is essential that we at Oracle Charter School agree to:

- Respect different points of view and remain open minded in the face of our differences;
- Be fair in relation to all stakeholders in our words, thoughts and actions;
- Offer alternatives and seek new solutions to persistent challenges;
- Be positive and productive; and
- Have fun!

Community Pillars

Oracle Charter School is a community founded on the pillars of:

- ❖ **Non-Violence,**
- ❖ **Academic Achievement, &**
- ❖ **Responsibility**

At Oracle Charter School, we define violence as:

- Physical aggression (hitting, punching, kicking etc. with intent to harm)
- Physically aggressive play (using excessive force without intent to harm)
- Physical assault of another's property
- Bullying in any form
- Inciting or instigating a fight (verbal or physical)
- Verbal or written threats
- Verbal aggression or directed, violent language
- Evidence of gang activity or involvement
- Any other form of aggressive behavior as defined by Oracle Charter School

A student who commits any of the acts listed above may be subject to a due-process hearing at which he or she can be suspended out-of-school for a period longer than ten days or expelled from school.

School and Family Rights and Responsibilities

The success of Oracle Charter School rests, in part, upon a culture in which all members of the school community share common goals for student achievement and work collaboratively to achieve them. Parents play an important role in the education of their children, and Oracle Charter School sees parental involvement as crucial to our students' success.

Therefore, Oracle Charter School establishes parent contracts each year that broadly define a set of rights and responsibilities for both the school and our students' families:

- provide your child with a college-preparatory educational program designed to challenge and enrich his or her academic ability;
- provide an academic environment that reflects the school's educational mission;
- support your child's academic and social growth.
- support your child's ability to achieve academic success by supplementing the instructional day with after school remediation and tutoring;

- notify you of any and all significant academic or disciplinary problems; and
- support families to help students reach their academic potential.

The Student's Family will be responsive to, supportive of, and involved in the Oracle Charter School academic program by:

- being responsive to the school's need to create a safe and orderly learning environment and will support the school's student and discipline policies;
- attending any parent meetings deemed necessary by the student's teachers, the student's Advisor, the Director of Student Life, School Counselors, Head of School or other staff;
- replacing any lost or stolen classroom supplies, such as school textbooks, calculators, or Student Planners;
- calling Oracle Charter School prior to 3:00 p.m. to inform school personnel about transportation delays or changes;
- being responsible for the student's well-being following dismissal from the program each day;
- providing a healthy, well-balanced home environment conducive to learning;
- being involved in and supportive of the child's homework;
- discussing school work and school events at home;
- reviewing and initialing the child's Student Planner if requested by the school;
- supporting Oracle Charter School's efforts to track the student's academic success by responding to requests for information in a timely manner;
- supporting Oracle Charter School's efforts to evaluate the program by completing parent satisfaction and involvement surveys; and
- being involved in the life of Oracle Charter School by attending three Community Involvement Opportunities per year.

General Information

Hours of Operation

At Oracle Charter School, the school day begins at **8:00 a.m.** and runs through **3:00 p.m. except on Mondays, when students will be released at 2:03p.m.** All students must remain on campus during the school's hours of operation.

Students will be able to enter the building routinely between **7:00** and **7:59 a.m.** Students may receive breakfast between **7:15** and **7:40 a.m.**

From 3:00 until 4:00 p.m. teachers and staff members are available to meet with students for a variety of academic and enrichment supports.

Students not involved in academic enrichment or school-sponsored activities must leave the building by **3:10 p.m.**

Tardy Arrival

Students are expected to be in school by 7:50 a.m. Students arriving to school after 8:00 a.m. are considered tardy and are subject to an afterschool detention the very same day.

Students arriving after 9:00 a.m. will enter using the parent/faculty entrance and be signed in the front office. These students will receive a detention the very same day.

Any student who arrives to school after 9:00 a.m. without a legitimate excuse is reported as truant and is subject to a community detention with Student Support Staff. Further truant violations may result in additional and escalating consequences including, but not limited to, one day in-school suspension.

Dismissal

Students not staying after school are dismissed at **3:00p.m.** Students must leave school grounds immediately and take the most direct route home. Students are not permitted to loiter on school property, at bus stops or anywhere else on or about school property.

After a student has left school property, he or she **will not be allowed to re-enter the building.** If a student returns to the building and gains access, he or she faces disciplinary sanctions including suspension. A student may return provided he or she is accompanied by a parent or legal guardian or granted permission by a school administrator.

Once a student's after school function has ended he/she is to leave school grounds immediately.

Students not attending an after school function who are waiting to be picked up must remain in the Morning Meeting Room until their ride arrives.

News and Updates

Frequent news and program updates will be distributed via mailings, phone alerts, and will often times be posted on the school web site.

Parent Portal

Access the Parent Portal to the school's student information system, eSchool, through our school web site. Through the Parent Portal, you will be able to monitor up-to-date grades and attendance records for your student. Check the website for more information regarding how to use Parent Portal (www.oraclecharterschool.org). If the grades for your student have not been updated within two weeks, please contact the Director of Curriculum & Instruction, Ms. Dara Seeley (dseeley@oraclecharterschool.org).

Contacting the Faculty and Staff

We encourage frequent communication between school and home. Please feel free to contact Oracle Charter School staff by email or phone. Up to date contact information for all school personnel is available on the school web site (www.oraclecharterschool.org).

- All Oracle staff members are assigned email addresses according to the naming pattern of FirstInitialLastName@oraclecharterschool.org. Thus, a staff member by the name of Charles Goodyear would be cgoodyear@oraclecharterschool.org.

Transportation

Oracle Charter School does not provide school bus service.

Instead, Oracle students are issued bus passes through the Niagara Frontier Transportation Authority (N.F.T.A.) that are subject to the N.F.T.A.'s rules and regulations for use of public transportation.

The N.F.T.A provides special busses for Oracle Charter School students at regular afternoon dismissal. One bus will travel along Delevan to Bailey, turn left and continue on Bailey until all students have exited the bus. Another bus will travel along Utica to Bailey and turn right and continue on Bailey until all students have exited the bus. The special buses leave the school at approximately **3:10 p.m.**

Lost or stolen bus passes cannot be replaced through the school's front office. Should a student require a replacement bus pass, the parent or guardian must apply in person at 105 Bailey Avenue.

School Meal Service

Students may receive breakfast between 7:15 and 7:40 a.m.

Each student will have an assigned lunch period.

Free and reduced price meals are available. **All families submit school lunch applications on an annual basis.** If you have students in more than one local charter school or district public school, you will need to fill out a separate lunch application for Oracle Charter School.

School Lockers

At the beginning of the school year, all students are assigned a school locker in which to safeguard personal items and school property.

Students are also provided with a combination lock by the school. Any lock not provided by Oracle and found on a locker will be cut off.

Lockers and locks are the property of the school, and the school retains the right to inspect lockers at any time for any reason without notice, without student consent, and without a search warrant.

Students are strongly advised not to store any other individual's belongings in their locker. Each student is responsible for what is found in his/her locker. Additionally, students are advised not to share or provide their combination to any other student.

While purses and school bags are considered personal property, searches may be conducted if there is reasonable cause based upon a school official's experience and judgment for purposes of locating drugs, alcohol, weapons, or property taken without permission of the owner. **Purses and school bags, including backpacks, must be stored in a locker during the school day.**

Students may purchase their own combination locks for use during physical education class. Lockers used for P.E. can be used only for the student's assigned class period.

Students are responsible for returning their combination locks to their Advisors at the end of the year.

Change of Information

If, at any time during the school year, there is any change in a student's home address, phone number, or parent's contact information, that change must be reported to the Front Office.

Early Release Days

Each Monday, Oracle Charter School teachers will be involved in professional development training and school improvement initiatives. On these days, students will be dismissed according to the early release schedule.

On these dates, all students must leave the building promptly at 2:03 pm and are not permitted to wait for teachers.

Additionally, Oracle Charter School holds a yearly Meet the Teacher night for parents during the fall semester and student-led parent conferences in the spring.

Parents may also arrange and facilitate meetings with a group of their children's teachers as such need arises. These meetings may be arranged with their child(ren)'s advisor.

Emergency Procedures

School Closing Information

In the event of inclement weather or other emergencies, Oracle's Head of School, or designee, will cancel school.

Tune in to school closings reported on Channels 2, 4, and 7 as well as WBEN 930 AM radio. Families will also be notified via School Reach, an automated calling system, as soon as a decision to close school is made.

****Oracle Charter School will have its own listing when school is closed and may not close along with Buffalo Public Schools or any other charter schools. An announcement that "All Buffalo Public and Charter Schools" are closed does not automatically mean that Oracle Charter School will cancel school.****

Oracle Charter School will also post closing information on our school web site.

Emergency Evacuations

Procedures for emergency evacuation of the school building are explained to students early in the fall. Emergency drills are frequent and unannounced and are carried out under the supervision of classroom teachers and school staff. Students are required to exit the building quickly and quietly. Each class has a designated area outside the building to which students are required to report for attendance and further instructions. Students who are unable to follow adult directions during emergency situations will face disciplinary sanctions.

Medical Emergency

A student who is not feeling well may be granted written permission from a classroom teacher to report to the nurse's office. Depending how ill a student is, a call may be made to a parent or guardian to come and pick up the student for the day.

Students may not make their own arrangements to leave school nor may students sign themselves out.

Many members of the school staff are CPR and First Aid certified. There are two AED units located within the building. Response to an emergency requiring medical intervention will consist of the application of any first aid techniques judged necessary, medical intervention at the closest hospital emergency room, and appropriate notification of parent(s)/guardian(s) as quickly as possible.

In the event of athletic injury, coaches or an athletic trainer will determine whether continued play is reasonable, erring on the side of prudence. Parents will be notified, and a report will be filed by the appropriate coach detailing the injury.

Messages to Students

Should an emergency arise and a caller needs to speak with a student by phone during the school day, the caller must alert the school's front office, (716) 362-3188. **Please do not call your**

child(ren)'s cell phone or ask them to turn it on to receive a call from you. The school will institute a call-back policy for such matters of importance.

School Telephone Usage

Students may use the school telephone to call home during the school day only in the front office or through Student Support Staff in the Redirection Room. Permission to use the school telephone will be granted only if there is an emergency situation or a student needs to communicate a change of schedule or transportation needs. Student use of a school telephone without proper authorization is strictly prohibited.

Academic Program

Program Elements

Oracle Charter School's curriculum helps students become engaged with their own learning. It reinforces skills and themes across core areas, addresses the variety of student learning styles, and allows students to recognize the importance of learning. As a community of learners, we continually evaluate our program to ensure that we are working to achieve the best student engagement and highest student achievement possible.

Families of students enrolled at Oracle Charter School will find the following program elements in our classrooms:

- Shared-inquiry learning environments: Oracle Charter School teachers use discussion and project-based, rather than lecture-based, teaching methods.
- Culture of Learning: All teachers strive to create a classroom culture in which learning is active, participatory, and student-centered. This methodology is at the heart of our mission to develop life-long learners who are self-directed critical thinkers.
- Cross-curricular Instruction: Instructors at Oracle Charter School structure course content to reinforce skills and connect ideas and themes across core areas.
- Arts Integration: Arts integration provides a tool to enhance, develop, and deepen student knowledge of ideas that cover all areas of the school's curriculum.
- Technology Integration: Technology integration allows teachers to use a variety of 21st Century learning tools and collaborative means to further engage students in learning. Students learn to be responsible digital citizens and use technology to research, create, develop their own ideas, and collaborate with others.
- Differentiated Instruction: This form of instruction encourages teachers to adjust teaching instruction to meet the needs of each individual child.
- Assessments: Oracle Charter School administers regular assessments in each course near the halfway point of each marking period and near the close of each marking period. Assessments are school-level exams designed by teachers in collaboration with Oracle's Instructional Leadership Team. Assessments are common across grade-level courses and monitor student proficiency in relation to essential learning standards.

Advisory

Oracle Charter School has a student advisory program that pairs each student with a faculty mentor. Advisory time for mentors to meet with students occurs during the afternoon. Parents are able to access information about their child(ren)'s grades and performance through communication with the child(ren)'s advisor. A parent is able to contact his or her child(ren)'s advisor either by telephone or email as often as the parent would like, and is able to arrange individual meetings with the advisor when such meetings become necessary. Advisors will also be able to arrange and facilitate meetings with a group of the child(ren)'s teachers as such need arises. Communication with the advisor is useful for getting information to or from all of a child(ren)'s teachers.

Special Education

Admission to Oracle Charter School is open to all students who apply regardless of an educational disability, and, as a public school, we comply with all federal and state special education laws and regulations.

Oracle Charter School employs teachers certified in Special Education, many of whom are also certified to teach in a core content area. Special education staff is assigned to students to provide integrated co-teaching services as required by a student's Individualized Education Plan (IEP). Resource room services are provided by Special Education staff through Oracle's Intervention classes as required by a student's IEP.

Oracle Charter School does not have its own Committee on Special Education (CSE). Instead, Committee on Special Education (CSE) meetings are held by the student's district of residence. Appropriate Oracle Charter School staff attends each meeting, and students and parents are invited and encouraged to attend.

Each special education student has an IEP which is a legal contract between the parent(s)/guardian(s) of the child with the IEP and the school the child attends. Recognizing the individualized needs of the student with an IEP and providing the accommodations specified by the student's IEP are the responsibility of both the general and the special education teachers.

Therefore, Oracle Charter School uses a co-teaching model for special education service delivery. If a student enrolls in Oracle whose IEP calls for programs or services not offered by the charter school, Oracle Charter School develops a mutually agreed upon program, according to student need, and requests that the school district Committee on Special Education amend the IEP.

Related services such as Speech Therapy, Physical Therapy, Occupational Therapy, or Counseling are provided by the district of residence or by Oracle Charter School staff where warranted.

English as a New Language (ENL)

Oracle Charter School employs one teacher certified in English as a New Language (ENL) to assist students who have limited English proficiency. ENL staff is assigned to students to provide direct assistance to students who have been identified. Students are taught literacy skills and special methodologies to equip them with the necessary tools to be successful in general education classes. Pull out ENL services are also provided by ENL staff.

Oracle Charter School implements an ENL program that adheres to New York State Education Department mandates and procedures regarding the identification, servicing, and testing of ENL students. Oracle administers the New York State Identification Test for English Language Learners (NYSITELL) as needed as part of the identification process.

Each spring, ENL students take the New York State English as a Second Language Academic Achievement Test (NYSESLAT) in order to determine each student's English proficiency in Speaking, Listening, Reading, and Writing. Based on this test, students are placed into one of four categories: Beginner, Intermediate, Advanced, or Proficient. The amount of services provided by our certified ENL teachers is determined by the student's level of English language proficiency, which is determined by the NYSESLAT. If a situation arises wherein a student requires additional academic assistance, the ENL teacher (along with the content and/or special education teachers) will directly and individually address that need. By working in conjunction with the general and special education staff, the ENL teacher is able to thoroughly assess and formulate a specific plan to holistically address each ENL student's needs.

Academic Expectations

Course Grading Policy

Grades at Oracle Charter School are a measure of student achievement relative to New York State standards and instructional objectives. Grades serve to inform students, teachers, and administrators of the degree to which students have attained mastery and to help the Oracle community adjust instruction to meet the individual needs of all students. This is intended to promote interaction and involvement among all stakeholders in the educational process - students, parents, teachers, and administrators - and to focus on continual student achievement.

The following elements are used as guidelines in determining student grades:

- **(30%) Process:** Formative evaluation of student work used for the purpose of providing feedback to the student, parent and teacher regarding progress towards standards. This may include but is not limited to: homework, class work, exit slips, and various elements of the writing process.

- **(70%) Product:** Summative assessment used to measure the degree to which a standard has been attained. This may include but is not limited to: tests, essays, projects, rubric-scored presentations, portfolios, and lab reports.

Notification and Grade Reporting

Teachers use grade reporting through eSchool to communicate to students and parents on a regular basis regarding students' levels of academic mastery. Additionally, report cards provide teachers with an opportunity to offer positive and constructive observations, as well as specific suggestions to support students' efforts toward improvement.

- Report cards are issued at the conclusion of each ten week marking period and reflect all work completed during that marking period unless otherwise indicated by the teacher.
- Advisors monitor their advisees' grades on a weekly basis and contact students' parents when a significant change in performance takes place. They intervene when a student is at risk of academic failure.

Parents and students may also access grades online through the eSchool Parent Portal.

Grade Reductions

Teachers may establish a progressive grade reduction policy for each day an assignment is late. Further, students serving an in-school or out-of-school suspension are also subject to the teacher's grade reduction policy and will not receive full credit for graded tests and assignments due during their period of suspension from class.

Grade Scoring Definitions

Oracle Charter School reports numeric grades on all report cards.

- **90-100:** work *exceeds standards*, exceeding all expectations for proficiency in relation to a student's grade level.
- **80-89:** work is *proficient*, meeting or going beyond expectations for grade-level work.
- **70-79:** work *meets standards*, meeting minimum proficiency standards for grade-level performance.
- **Work at 65-70:** although considered passing, work between 65 and 70 is considered *developing*, requiring further time on task for students to attain mastery and showing evidence that students are struggling or currently failing to meet minimum proficiency standards.
- **Incomplete grades** are reported as an **INC**. This special reporting is designated in the event that a student has yet to complete or submit a major test or assignment. All missing

or incomplete work must be submitted by the time designated by the teacher or Academic Committee in order to receive a numeric grade.

In an effort to promote a focus on mastery of content and avoid the mentality that all grades are final, students are given multiple opportunities to complete and/or retake some assessments. It is advised that, should a student receive a grade below 70 in a course, he or she immediately seek extra help and learning opportunities from his or her teacher.

Make-Up Work

A student may make up work and receive full credit when an absence is *excused*, documented by a note from a parent or a certified professional such as a doctor or psychologist.

Students returning from an excused absence will have an equal number of days to complete make-up work, unless an extension has been granted by the teacher.

New York State Assessments & Regents Courses

At Oracle Charter School, we value the New York State (NYS) assessments as measures of our students' skills and abilities. Therefore, NYS standardized assessments are counted in Oracle students' reported grades and are used to determine students' placement in academic support labs.

When students are identified as at risk of failing to meet or exceed state learning standards, Oracle Charter School responds with further mandatory academic supports. These supports may include English and math labs, after school tutoring, Child Study Team interventions, additional practice materials, and/or academic contracts.

In all courses with a Regents exam, the New York State Regents exam counts as the final exam for the course and is worth 10% of a student's final grade for the course.

Academic At-Risk Designation

A student may be identified as "at-risk of academic failure" at any point during the school year if his or her graded performance indicates that he or she is in danger of failing to achieve the state learning standards and Oracle Charter School's standards. Such identification may take place based upon

- review of a new student's previous academic records;
- standardized entrance testing of new students;
- regularly scheduled standardized testing of all continuing students;
- quarterly grade reports and teacher comments;
- classroom testing;
- teacher concern and recommendation;

- advisor concern and recommendation;
- student discipline reports;
- recommendation of the Child Study Team.

Oracle Charter School’s Advisors review student performance on a regular basis. Under such review, students are recommended for Child Study Team and provided with additional academic support. The Child Study Team reviews and establishes school-wide procedures regarding identification of and intervention for students at-risk of academic failure. At a minimum, the policy of Oracle Charter School regarding students at-risk of academic failure is to identify those students

- whose cumulative average falls below a 75%;
- who earn below 70% in any core academic class.

When a student is identified as at-risk of academic failure, his or her progress toward mastery of the curriculum and attainment of the state learning standards is monitored through:

- mandatory weekly meetings between student and advisor;
- weekly reports, either formal or informal;
- parent conferences;
- student maintained checklists of intervention work which may include, at a minimum: individual work with teachers; peer tutoring; advisory meetings.

Graduation Requirements

High School Credits

A total of 24 school credits are earned by Oracle Charter School students in grades 9-12.

Courses	Credits Needed
English	4
Social Studies	4
Mathematics	3
Science	3
Spanish	2
Technology	1
Art	2

Health	.5
Physical Education	2.0
Additional Electives	2.5

Exemptions to Graduation Requirements

Exemptions based on IEPs, special needs, and transfer credits will be reviewed on a per-case basis. Such exemptions cannot be made regarding courses necessary to fulfill Regents graduation requirements.

Community Service Requirements

Students are required to perform a minimum of 20 community service hours per academic year as a condition for their graduation. Students are able to choose their own community service opportunities and submit community service forms signed by a designated supervisor. Students prepare a written assessment of their community service experiences for inclusion in their graduation portfolios.

Grade-Level Promotions

High school students are eligible for grade-level promotion if they have earned minimum credits at each grade level.

- 10th grade: 6 course credits earned
- 11th grade: 12 course credits earned
- 12th grade: 18 course credits earned

Students who fail a core academic course may be required to repeat the course at the previous grade level. Such students are subject to Oracle's graduation requirements regarding the number of credits within each discipline.

Failure to Obtain Credit

If an individual student's IEP necessitates exemption from Oracle Charter School graduation requirements, we will grant such exemptions on a per-case basis. However, if a student does not pass a core academic subject, the school will implement strategies designed to bring that student's work to grade level and enable him or her to achieve the New York State learning standards.

When individual circumstances require, school staff will work with individual students who may need to defer graduation for an extra year to achieve the state performance standards.

Summer Programming

For students who have failed to achieve school credit in certain subjects, Oracle Charter School collaborates with other area charter schools and/or develops school-based summer programming. Entrance to summer programming for Oracle students is selective. A student whose overall course grade is ***below a 55%*** is ineligible to participate.

Code of Conduct

Section A: Attendance

Oracle Charter School cannot emphasize enough the need for students to be in school and on time everyday. **We have a school wide attendance goal of 92%.** Students who do not meet this standard are putting themselves at-risk for poor academic performance. The following are considered excused absences:

- An absence due to an illness or medical condition documented with a doctor's note;
- A mandatory court appearance documented by court paperwork;
- A family emergency documented by a parent's note with approval by Oracle Charter School administration;
- A religious holiday documented by a parent's note; or
- A funeral documented by a parent's note.

Documentation for excused absences must be submitted to the school's front office no later than the second day following the student's return to school.

If a student accumulates eight (8) absences in a semester course or sixteen (16) absences in a full year course, a student may be denied course credit for the course.

Proper legal agencies will be contacted for legal enforcement of the NYS compulsory education law. Such action could result in students being placed on a P.I.N.S. (Person In Need of Supervision) order.

Should a student accumulate twenty consecutive absences, Oracle Charter School will send the parent notice of involuntary withdrawal.

Section B: Material Fees

From time to time, Oracle Charter School may request material fees of all students to cover mandatory school materials, such as student planners or portfolios, or to cover costs associated with special programming, such as a field trip.

Families will not be required to pay if such materials fees represent a hardship. When families cannot afford to pay, the school, working together with the Oracle Parent Organization, will cover the requested materials fees.

Section C: Participation in School-Wide Field Trips

Eligibility for day and overnight field trips is dependant upon: attendance rate, academic standing, and behavioral record. Oracle Charter School reserves the right to deny a student participation in any field trip based on the criteria above.

Section D: Classwork

For students to succeed in school, they must be active participants in the classroom. We expect that all students complete all class work required of them each period. When students meet this expectation, maintain a high attendance rate, and reinforce new learning at home, they will excel in school. Oracle Charter School has an “**Academic Cleanup**” program. If students do not complete classroom work, the teacher will inform them that they are required to stay after school and complete the classroom work on a specific day and time assigned by the teacher. Should students choose not to participate, they may be held out of class, or other activities, the following day until work is complete.

Section E: Backpacks, Purses and Handbags

Students **may not** carry backpacks, book bags, purses, handbags and other tote bags from class to class. These items must be locked in the students’ lockers during the school day.

Students are expected to carry a notebook or binder and other necessary school supplies during the school day. Students may include a pencil bag or other pouch **in their notebooks** to carry pens, pencils, and any necessary sanitary supplies.

Should a student need to retrieve specific sanitary items from their lockers, permission will be granted during non-instructional times by the instructor.

Section F: Dress Code

Students at Oracle Charter School wear a school uniform in support of our belief that the school environment should be conducive to learning.

Because the school’s uniform dress code is important to the learning atmosphere and because accidents do happen, we strongly recommend that students keep a **spare uniform shirt** in their lockers.

Optional uniform elements include a fleece, sweater and cardigan, embroidered with the school logo. If a student elects to wear an Oracle fleece, cardigan or sweater, a school uniform shirt **MUST** be worn underneath.

Students may wear a long-sleeved t-shirt, waffle-weave shirt, hooded garment or turtleneck underneath their uniform shirt as layers in colder weather. Hoods may not be worn up when in the school building.

Students must wear their pants at the waist and secured with a belt, as necessary.

Pants/bottoms with graphic prints or text are not permitted at Oracle Charter School except on specially designated dress-down days. Only **SOLID** color bottoms are permitted.

Uniforms items may be purchased from McKay's throughout the school year. McKay's is located at:

851 Abbott Road
Buffalo, NY 14220
(716)824-7900

<https://www.mckaysworkclothing.com>

Footwear must be worn at all time while in school. In order to maintain a safe experience for all students, the following are **not acceptable**: slippers, Nike/Adidas (or similar) flip flops, thong flip flops, heels higher than 3" or platform shoes. Shoes must allow for safety and mobility. All sandals MUST have a back-strap.

Appropriate Dress Code for Young Men

- School issued polo/long-sleeve shirt
(must have school logo)
- Pants in a SOLID color
- Shorts in a SOLID color
- Jeans in any solid color
- School issued fleece (must have school logo)
- Pants kept at waist and secured with a belt
- Sneakers, boots, or shoes
- Sandals with a back strap

Appropriate Dress Code for Young Women

- School issued polo/long-sleeve shirt
(must have school logo)
- Pants in a Solid color
- Shorts in a SOLID color (knee-length)
- Skirts in a SOLID color(knee-length)
- Jeans in any solid color
- School issued fleece (must have school logo)
- Sneakers, shoes, or boots
- Shoes with a heel smaller than 3"
- Sandals with a back strap

Inappropriate Dress Code for Young Men

- Bottoms with graphic prints or text
- Army-fatigue pants/shorts
- Pants not at waist
- Knit/Yoga pants
- Sweatpants/Joggers
- Tight - fitting garments
- Hoodies
- Non-Oracle sweaters

Inappropriate Dress Code for Young Women

- Bottoms with graphic prints or text
- Shorts/skirts above the knee
- Army-fatigue pants/shorts
- Knit/Yoga pants
- Leggings/Jeggings
- Tight - fitting garments
- Hoodies
- Non-Oracle Sweaters

- Non-Oracle Fleece or Cardigans
- Flip-Flops (thong)
- Shoes with a heel or platform higher than 3”
- Adidas/Nike (or similar) Flip-Flops/Slides
- Slippers
- Outerwear (hats, gloves, etc)
- Pants with rips, tears, or holes
- Non-Oracle Fleece or Cardigans
- Flip-flops (thong)
- Shoes with a heel or platform higher than 3”
- Adidas/Nike (or similar) Flip Flops/Slides
- Slippers
- Pants with rips, tears, or holes
- Outerwear (hats, gloves, etc)

Prohibited clothing items at any time, even on dress-down days, include any item that is sexually explicit in sayings or pictures; is profane, vulgar, obscene, or libelous; denigrates others on account of race, color, religion, creed, culture, national origin, gender, sexual orientation or disability; suggests of drugs or alcohol, or glamorizes or memorializes a gangster lifestyle, including images such as Scarface. **Additionally, clothing that is ripped or with holes is unacceptable in the learning environment.**

At no time is a student allowed to wear head wear other than of a religious nature while in the building. All *baseball caps, scarves, doo rags, bandanas*, etc. must be removed immediately upon entry to the building and may not be put on until the student exits the building. Headwear must be kept in a student’s locker and may not be carried from class to class. Young ladies are allowed to wear headbands.

No outerwear may be worn in school. Students must store jackets, gloves, sunglasses and other outside clothing and apparel in their lockers.

No hooded sweatshirts, t-shirts, or sweaters are permitted except for those bearing the Oracle Charter School insignia. Hoods should never be worn up when in the school building.

No items that are affiliated with gangs, whether or not the student intends to signal or symbolize gang membership.

All jewelry worn must not pose a threat to any other person. Any pocket/wallet chain longer than 10 inches is prohibited.

Consequences for Dress Code Violations

Students out of dress code should report to the Morning Meeting Room to obtain a “loaner” uniform shirt or pants prior to the start of their day. If a student is identified as a violator of the dress code, the student will be escorted to the Morning Meeting Room to obtain a loaner uniform shirt or pants. If such a loan is not possible, Student Support Staff will call home for appropriate clothing. A student who is out of dress code will receive a *community detention*.

If a student arrives to school out of dress code and refuses to change, he or she will be removed to the Redirection Room and Student Support Staff will call home for appropriate clothing. Should a student not comply with an adult request to correct dress code, s/he is subject to further disciplinary sanctions including suspension on the grounds of insubordination.

Section G: Electronics

We have a **ZERO TOLERANCE POLICY** concerning electronics during the instructional day. Therefore, students **may not use nor be in possession** of personal electronic devices at any time during the instructional day (8:00 am to 3:00pm). This includes but is not limited to cell phones, iPods, MP3 players, gaming systems, headphones, chargers and streaming audio/video devices.

The entire student population is required to submit cell phones at the start of the day in accordance with our ‘Check-In-Check-Out’ program. This program is designed to minimize off task behavior during the instructional day and provide a safe place for phones to be secured. Phones should be turned off to preserve battery life before submitting them to Staff during the morning Check-In process. Phones will be safely locked into a set of storage carts during the instructional day. **Phones will be redistributed to students at the end of the school day (Check-Out)** , or at various points during the day if/when the student is picked-up/dissmised for early release or discipline purposes.

At Oracle Charter School, we consider personal electronics to be a potential threat to the safety of the student population, a potential unnecessary disruption to the learning environment and a distraction from our focus on college preparatory education. We do not support students’ multi-tasking during instructional activities and expect all teachers to up-hold the school-wide rule that personal electronics and non-instructional interaction with streaming video, audio, and internet-hosted games have no place during high-quality instruction.

Although students are allowed to bring electronic devices and associated equipment to school, they are not permitted to carry or use them. These devices are not to be seen during the instructional day. **Students must turn off all other (non-phone) electronic devices and store them in their lockers.** Any electronic devices and associated equipment are the sole responsibility of the student who has brought the device to school. The school is not responsible for loss or theft of student personal property. Furthermore, the school **WILL NOT** disrupt the educational environment to search for missing items. **We strongly discourage students from bringing such items to school. *The school is not responsible for lost or stolen electronic devices.***

We understand that families want to be able to reach out to their child during the school day, and have the child be able to contact families in cases of emergency. **Should you need to contact your child during the school day, please contact the Main Office at 362-3188**, at which time Office Staff will call for a member of the Student Support Team to notify your child or bring him/her to speak with you. Additionally, your child will have the ability to call you from the Main Office or through Student Support Staff during the course of the instructional day. Please encourage your child to follow the Electronics Policy and to check in his/her phone during the day to avoid disciplinary action.

Consequences for Electronics Violation

If a student is caught with a cell phone or associated materials, a staff member will ask the student to hand it over and claim it from the Director of Student Life or Student Support

designee at the end of the school day. The student will also receive a consequence for violating the 'Check-In-Check-Out' program.

Oracle Charter School enforces a progressive restorative discipline policy for students who continually violate the same policy. Therefore, acts of insubordination will result in consequences that may include but are not limited to after school community restoration activities, restorative lunch meetings, participation in one or more reflective meetings with Support Staff, Club or Athletic participation removal for anywhere from 5-30 days or more, a restorative research project aligned with the policy violation, and participation in one more restorative circles. Gross or repeated insubordination regarding the Electronics Policy imply that the student is not a willing participant in a restorative discipline pathway and will thereby be treated with a traditional disciplinary pathway to include suspension out of school and potentially a formal hearing.

Section H: Academic Dishonesty

Oracle Charter School is a college preparatory institute that rests upon the foundation of academic integrity. Academic dishonesty will not be tolerated. Academic dishonesty can occur in many different forms. Some examples are listed below:

- receiving or giving assistance during or after the completion of an assignment, quiz, test, examination, essay or major project
- receiving or giving information regarding the questions or answers to a test, quiz, or examination
- the use of study aids, cheat sheets, or the like on quizzes, tests, or examinations
- the use of someone else's work as one's own original work
- the use of copyrighted information without appropriate acknowledgement

When the academic integrity of the classroom is compromised, disciplinary sanctions will ensue. Consequences may include, but not limited to, the receipt of a grade of zero on said assignment, quiz, test, examination or major essay/project, a grade of zero for one marking period, in-school suspension, and possible formal suspension hearing.

Section I: Non-Instructional Items

Oracle Charter School believes in good hygiene, however, hair brushes, combs, picks, lip gloss, and other personal items need to remain in students' locker at all times. Dice are also prohibited from the learning environment. These items are not to be used during class periods or carried out in the open.

Students who refuse teacher requests to put such items away will be referred to the Director of Student Life and may receive a consequence that includes but is not limited to an out-of-school suspension for insubordination.

Section J: Food and Drink

Students may not have open food or drink items anywhere in the school other than in the cafeteria. When students bring food or drink from home it may be consumed only in the Morning Meeting Room during their designated breakfast or lunch period. Students must either discard open food or drink into a trash can upon entering classrooms or put it in their locker at the first opportunity upon arrival to school or leaving their lunch period. Additionally, vending machines are available during breakfast and lunch periods. Students are allowed to purchase items during breakfast and their assigned lunch period.

Students who violate this policy will receive disciplinary sanctions.

Students who refuse teacher requests to put such items away or hand it over will be referred to the Director of Student Life and may be suspended for insubordination.

Section K: Prohibited Substances

Any item that serves no educational purpose is not to be brought to school. Oracle Charter School is a drug and alcohol free environment. Students are not to possess, distribute or consume drugs or alcohol on campus or en route to campus. Synthetic cannabinoids such as incense, herbal mixtures, and potpourri, are also prohibited. Drug and alcohol paraphernalia are prohibited from campus as well.

Additionally, at no time is any student to bring, or have in their possession, the following: glass bottles, lighters, matches, any flammable or combustible substances including but not limited to: body spray, hair spray, etc.

Prohibited substances will be confiscated and submitted to the Director of Student Life. Students who violate this policy will receive disciplinary sanctions that may result in a formal hearing and possible expulsion. Items will be confiscated and not returned to the student.

If at any time a student is suspected of being under the influence of drugs or alcohol, parents will be informed immediately and the student will be sent home.

Section L: Smoking on School Grounds

Under the 2003 Clean Air Act, New York State law prohibits the use of tobacco anywhere on school property, even while sitting in an automobile, even if school is not in session. This applies to students, staff, and the general public alike.

All students, family members, and visitors to the building are expected to comply with this law. Smoking on school property is grounds for student discipline.

Section M: Hall Passes

All students must be in possession of a fully signed hall pass when they are out of the regular classroom and moving through the building at times other than arrival to school, class transitions, and dismissal.

Section N: Parking on Campus

Parking on the Oracle Charter School campus is limited to use by school staff and visitors. There is no parking available for students. Once students are able to drive, students and parents must make their own legal parking provisions off campus. Students are strongly discouraged from driving to school.

Section O: Violence on Campus

In order to maintain a safe, orderly environment that is conducive to learning, violence on campus is not permitted.

At Oracle Charter School, we define violence as:

- Physical aggression (hitting, punching, kicking, fighting etc. with intent to harm)
- Physically aggressive play (using excessive force without intent to harm)
- Physical assault of another's property
- Bullying in any form
- Inciting or instigating a fight (verbal or physical)
- Verbal or written threats
- Verbal aggression or directed, violent language
- Evidence of gang activity or involvement
- Any other form of aggressive behavior as defined by Oracle Charter School

Fighting is not permitted or excused for any reason. Our Student Support Staff and Guidance department provides mediation services for student conflicts in a proactive attempt to prevent physical altercations. Through mediation students are able to discuss the conflict in a healthy and productive manner with all parties involved.

A student who commits any of the acts listed above may be subject to a due-process hearing at which he or she can be suspended out-of-school for a period longer than ten days or expelled from school.

Section P: Behavioral Expectations

Students are expected to comply with all established school wide and classroom rules and expectations; specifically, students are expected to raise hands when contributing in class, remain attentive during instruction, and not distract others in the learning environment.

In the Oracle community, students encounter many adults, all of whom should be given respect and compliance. Students are expected to follow all directions given by any adult in the building, not just the adults who may provide instruction.

Even while in the community at large, students are expected to behave in a respectable manner, remaining compliant with the expectations of the community. We expect our students to transition to and from school in an orderly fashion as to not disturb the community in which our building resides. While participating in school sponsored events such as dances, field trips, athletic events, or the like, students should operate under the same behavioral expectations of the school.

Students found violating this policy may receive a consequence that is equivalent to detention, but not limited to such. Students may be suspended and even recommended for a formal hearing if there are repeated acts of insubordination.

Section Q: Weapons

Weapons of any description (guns, knives, bats, clubs, lighters, sticks, body sprays, aerosol cans, etc) are not permitted on the premises for any reason.

In accordance with the NYS Gun-Free School Act, we've adopted a ZERO TOLERANCE policy with respect to guns. If a student, without a disability, is in possession of a firearm at school, en route to or from school, or stored in a vehicle on school property, the student will be immediately recommended for a formal hearing. If the student is found guilty of violating this policy, he/she will be recommended for a suspension from school of one calendar year. The Head of School has the right to overturn the one-year suspension, solely on a case-by-case basis.

If a student with a disability is in possession of a firearm at school, en route to or from school, or stored in a vehicle on school property, the student will face consequences in accordance with state and federal law.

Section R: Anti-Bullying

** Please note: Information contained in our Anti-Bullying policy has been adapted from Kidscape (www.kidscape.org.uk), The Bully Police (www.bullypolice.org), and The Model Antibullying Policy from the State of Michigan (http://www.michigan.gov/documents/mde/Model_Anti-Bullying_Policy_with_Revisions_338592_7.pdf)*

Oracle Charter School is committed to providing all students, staff members, volunteers, instructional staff members, administrators, parents and visitors a safe and civil educational environment that is free from bullying, harassment and intimidation. Bullying, harassment and intimidation of any kind is prohibited on or off school property, at any school sponsored function or field trip, or on a school issued mode of transportation. Because we are dedicated to

maintaining a climate of respect and responsibility, anyone who knows of such an act occurring is mandated to immediately inform the Director of Student Life.

Bullying is best described as a deliberate act with the intention to hurt, insult or threaten another person. There is also an imbalance of power in the situation. It is important to understand the difference between bullying and conflict. At Oracle Charter School our response to a complaint of bullying strictly follows the Dignity for all Student Act (DASA) guidelines to determine if a situation is bullying or conflict. Conflict is an important part of growing up but bullying is not.

The basic procedures for how to report bullying are listed below:

1. Report bullying either verbally or in writing to the Director of Student Life (DoSL). There are Bullying Incident forms in the morning meeting room, in the front office, in the Redirection Room, or email the DoSL at econnell@oraclecharterschool.org. There is also an electronic form on the school website.
2. Please provide any evidence, such as printouts of text messages or witness testimonies to expedite the investigation.

The investigation will ensue as such:

1. The investigation of a report will begin at most 24 hours, or one school day, after a report is made.
2. A thorough and systematic investigation will occur.
 - a. Both parties will be interviewed separately using the OCS Interview Form.
 - b. Any bystanders who witness the event(s) in question will also be interviewed.
3. In all cases, parents of both parties involved will be informed of the incident.
 - a. In serious cases the parents may be asked to participate in a meeting with the Director of Student Life at which the findings of said investigation will be discussed.
4. Severe cases may warrant the consultation of a School Resource Officer.

If the result of the investigation finds the report to be true, the outcome of the investigation may include, but is not limited to:

1. Using the OCS Resolution Form, a plan of action will be created and agreed upon by both parties.
2. The “bully” will undergo a series of appointments with the Director of Student Life to discover possible changes that could be made in his/her behavior.
3. The “victim” will undergo a series of appointments with the guidance counselor for continued support and assistance.
4. The “bully” will be asked to apologize either verbally or in a written statement. This apology can be administered either face-to-face or through the Director of Student Life.
5. Reconciliation between both parties.
6. Mediation will take place between both parties.
7. In serious cases suspension or even expulsion will be considered.
8. The “bully” will be issued a Daily Report Card (DRC) to monitor his/her daily behavior.

If the result of the investigation finds the report to be false, the outcome of the investigation may include, but is not limited to:

1. Reconciliation between both parties.
2. Exclusion from a school event.
3. In serious cases, an out-of-school suspension will be considered.

Follow-Up:

1. An informal investigation will be conducted to guarantee that both parties are following the resolution.
2. Further action may be taken if the resolution is not being upheld.

Section S: Computer Usage (Student Acceptable Use Policy)

Students are required to review and sign an acknowledgement of the school's acceptable use policy at the beginning of each academic year.

It is the purpose of the school's Acceptable Use Policy to ensure that all who use the internet and technology resources at Oracle Charter School do so in an appropriate manner. Use of the internet and related technologies is a privilege, not a right, and inappropriate use will be considered a school disciplinary violation. As such, inappropriate use of school technology will result in disciplinary action and may result in cancellation of school internet privileges as well as other legal action.

The computer network resources of Oracle Charter School (OCS) are intended for the use of authorized members of the Oracle Charter School community, in the conduct of their academic and administrative work.

To protect the integrity of computer resources against unauthorized or improper use, and to protect the authorized users from the effects of unauthorized or improper usage, the school reserves the right, with or without notice, to monitor, record, limit or restrict any account holder's usage. OCS may also monitor, record, inspect, copy, remove or otherwise alter any data, file, or system resources. The school reserves the right to periodically check these systems and to take any other action necessary to protect the computer and network facilities. The school also retains access rights to all files and electronic mail on its computing and network facilities. Anyone using these systems or networks expressly consents to such monitoring.

Any unauthorized, inappropriate, illegal or illegitimate use of the school's computing resources, or failure to comply with these guidelines, shall constitute a violation of this Acceptable Use Policy and will subject the violator to disciplinary action by the school and may result in legal action.

When a violation is identified, the Technology Coordinator will undertake a review and initiate action in accordance with school policy. In addition, the school may require restitution for any use of computer or network services that violate these guidelines. The school may also provide evidence of possible illegal or criminal activity to law enforcement authorities.

Notwithstanding any other provision of this policy, authorization to access the information systems of Oracle Charter School ends at the termination of employment for staff or the end of a recognized role or relationship for students.

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Technology Coordinator.

The school's information systems consist of all networking wiring, equipment, networks, security devices, servers, computer systems, computers, computer laboratory equipment, workstations, Internet connection, and all other intermediary equipment, services and facilities. These assets are the property of Oracle Charter School. These information systems are permitted to be used in the following ways:

1. Access to and use of OCS information systems is a privilege granted by the school to its faculty, staff and students. The school retains sole discretion over the extent to which access privileges are granted.
2. Users may only use those computer accounts that have been authorized by the school for their use. Use of another person's account, security devices, and/or the presentation of false or misleading information or credentials for the purpose of obtaining access to information systems is prohibited.
3. Users are responsible for all use of information systems conducted under their user ID(s), and are expected to take all precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons. Sharing of passwords is prohibited.
4. Users may not offer, provide, lend, rent or sell access to OCS information systems. Users may not provide access to individuals outside the OCS community.
5. Use of OCS information systems for hosting non-OCS activities must have the explicit written authorization of the Technology Coordinator and Director of Curriculum & Instruction prior to the use.
6. While the school attempts to protect electronic communication and files from unauthorized access, this cannot be guaranteed. Users may not access, copy or move files including, but not limited to programs, data and electronic mail that belong to another account, without prior authorization from the account holder. Files may not be moved to other computer sites without permission from the holder of the account under which the files reside.
7. OCS information systems may be used for lawful purposes only. Users must not use their accounts or OCS information systems for unlawful purposes, including, but not limited to, the installation of fraudulently or illegally obtained software, illegal dissemination of licensed software, sharing of content where the disseminator does not hold lawful intellectual property rights, or propagating chain letters, pyramid, or other unlawful or deceptive schemes, or for any purpose contrary to local, state and/or federal law.
8. Use of OCS information systems must comply with the provisions of copyright law and fair use. Copyright law limits the right of a user to copy, edit, or transmit electronically another's intellectual property, including written materials, images, sounds, music, and performances, even in an educational context, without permission, except in compliance with the fair use doctrine exception.

9. OCS information systems may not be used for commercial purposes, except only as permitted with explicit prior written approval of the Head of School.
10. Users may not use information systems irresponsibly, wastefully, or in a manner that adversely affects the work or equipment of others at OCS or on the Internet.
11. The school strives to maintain the security and privacy of all electronic communications and content passed on the OCS network and therefore, will not arbitrarily or frivolously review or inspect user files or electronic mail. However, all electronic communications and content presented to and/or passed on the OCS network, including that presented to and/or passed to and from the Internet connection(s), may be monitored, examined, saved, read, transcribed, stored or retransmitted in the course of daily operations by any duly authorized employee or agent of Oracle Charter School in the exercise of their duties or by law enforcement authorities who are called upon to assist the school in investigating possible wrongdoing. Electronic communications and content may be examined by automated means. Further, OCS reserves the right to reject from the network electronic communications and content deemed not in compliance with policies governing the use of information systems at the school. By accessing OCS information systems, users give OCS permission to conduct each of the operations described above.
12. The confidentiality of any message or material should not be assumed. Even when a message or material is deleted, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Aside from the right of the school to retrieve and read any electronic communications or content, such messages or materials should be treated as confidential by other students or employees and accessed only by the intended recipient. Without prior authorization, students and employees are not permitted to retrieve or read electronic mail messages that are not sent to them.
13. All users are required to honor and observe the rules of confidentiality and protection of privacy when accessing and using any information that resides on OCS information systems and/or any information that pertains to school programs, students, faculty and staff. All disclosures of student information must comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974.
14. OCS reserves the right at any time, without prior notice or permission from the user or users of a computer or other OCS-owned computing device, to copy or have copied, any and all information from the data storage mechanisms of such devices, as may be required in the sole discretion of the school, in connection with investigations of possible wrongdoing.
15. The Acceptable Use Policy specifically prohibits the use of Oracle Charter School's information systems to:
 - Harass, threaten, defame, slander or intimidate any individual or group;
 - Generate and/or spread intolerant or hateful material, which, in the sole judgment of the school, is directed against any individual or group, based on race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, or disability;

- Transmit or make accessible material, which, in the sole judgment of the school, is offensive, violent, pornographic, annoying or harassing, including use of OCS information systems to access and/or distribute obscene or sexually explicit material;
- Generate unsolicited electronic mail such as chain letters, unsolicited job applications or commercial announcements;
- Generate falsely identified messages or message content, including use of forged content of any description;
- Transmit or make accessible password information;
- Attempt to access and/or access information systems and/or resources for which authority has not been granted by the system owner(s);
- Capture, decipher or record user IDs and/or passwords;
- Intercept electronic communications not intended for the recipient;
- Probe, by any means, the security mechanisms of any resource on the OCS network, or on any other network through a connection to the OCS network;
- Disclose or publish, by any means, the security vulnerabilities of, or the means to defeat or disable, the security mechanisms of any resource connected to or part of the OCS network;
- Alter, degrade, damage or destroy data;
- Transmit computer viruses or malicious/destructive code of any description;
- Conduct illegal, deceptive or fraudulent activity;
- Obtain, use or retransmit copyrighted information without permission of the copyright holder;
- Place bets, wagers or operate games of chance; or
- Tax, overload, impede, interfere with, damage or degrade the normal functionality, performance or integrity of any device, service or function of OCS information systems, content, components, or the resources of any other electronic system, network, service or property of another party, corporation, institution or organization.

The above enumeration is not all inclusive. If there is a question as to whether a specific use is appropriate or acceptable under this policy, the school's sole determination shall prevail.

Use of Oracle Charter School information systems must comply with all applicable local, state and federal laws, including, but not limited to, the following, which are incorporated by reference:

United States Code, Title 18, Computer Fraud and Abuse Act, which imposes sanctions for, among other acts, knowingly accessing a computer without authorization or in excess of authorized access, knowingly causing damage to protected computers, or trafficking in password information.

United States Code, Title 18, Electronic Communications Privacy Act, which imposes sanctions for, among other acts, interception of wire, oral or electronic communications.

Consequences for Violations of the Acceptable Use Policy

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, OCS can take disciplinary measures. These can include:

- Suspension of personal network account;
- Suspension of Internet access; or
- Other disciplinary or legal action, including termination/suspension/expulsion, in accordance with OCS policies and applicable laws.

Student Discipline Policy

Core Beliefs that Guide Enforcement of School Rules and Expectations

Oracle is a community that believes all students, teachers, and staff will **RISE UP** to meet daily expectations, challenges, and our Core Values: aspiration, accountability, commitment, consistency, and trust.

Each student is a unique individual with different personal, social, emotional and educational needs. As a result, every disciplinary situation that arises is unique to the individual and the circumstances. The Oracle Charter School community views disciplinary infractions as an opportunity for teaching and learning. Furthermore, when harm has occurred as the result of a disciplinary infraction, we believe that restorative practices help to repair the harm and improve the culture of our school to further promote academic excellence.

The following definitions are included to provide all OCS stakeholders a common language going forward:

Restorative Justice: regarding an infraction within the Oracle Charter School Community, restorative justice will bring person(s) harmed, person(s) indirectly affected by the harm, and person(s) responsible for the harm together in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community.

Oracle Charter School Community: the Oracle Community is comprised of teachers, staff, students, parents and guardians of students, visitors into our building, board members, and those encountered on our way to and from Oracle. The community works towards achieving the Core Values: accountability, trust, aspiration, commitment, and consistency.

Restoration: to repair the harm done to a community by an individual or individuals through mediation, reaching an agreement or understanding about the harm and how it affected the community, and bringing unity to all stakeholders (i.e. victim(s), person(s) responsible for the harm, & community members) represented.

Harm: an action that has a negative impact on the person(s) to whom the act is inflicted upon, the person(s) responsible for the harm and the rest of the community. Examples of harm include, but are not limited to: fighting, bullying, cyberbullying, theft, vandalism, sexual behaviors, skipping class, plagiarism, directed language, insubordination, continuous instigation-both physical and verbal, possession of drugs and alcohol, truancy, and physical aggression toward teachers and staff.

Mediation: an authentic and voluntary meeting in which all stakeholders (i.e. victim(s), person(s) responsible for the harm, & community member(s)) have the opportunity to safely participate in repairing harm and restoring relationships. Prior to a mediation, the person(s) responsible for the harm will need to complete a reflection and be willing to participate in a

mediation. If stakeholders refuse to participate in a mediation, person(s) responsible for the harm will follow the traditional discipline pathway.

Infraction: when a student fails to meet the basic expectations within the Oracle community (ex. out of uniform, late to school, late to class, food and drink outside of the MMR). While considered minor, a debt offense tends to interrupt, hinder, and/or obstruct the learning environment. As a result, students who choose to not meet basic expectations will be expected to pay their debt to the community by participating in restorative practices.

The Oracle Charter School staff values the uniqueness of each individual student. To adhere to this outlook, the staff has dedicated itself to following a set of core beliefs that provide a guide for addressing student discipline. The Core Beliefs (see page 5 for School Staff Core Beliefs) will serve as a guide in our ongoing attempts to individualize disciplinary procedures and help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the framework for our professional decisions, the staff encourages parents/guardians to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

The school's advisory system and our small class size serve as proactive disciplinary measures. Community Service, detentions, in-school suspension, out-of-school suspension and expulsion also serve as possible disciplinary measures within the school.

Students are subject to the school disciplinary code while en route to and from school as well as while at school, and while present at school related events, on or off campus.

Students With Disabilities

For students who have a behavioral disability, teachers are going to follow the behavioral intervention plan (BIP) in the IEP of those students. At the beginning of the year and as the BIP may change, teachers will be given secure access to the BIP of the students IEP. Additionally, teachers will be requested to attend BIP informational meetings to discuss particular students and how to adhere to the BIP of these students.

Oracle Charter School understands that it may be necessary to suspend, remove or discipline students with disabilities in order to minimize problematic behavior. We understand and recognize that there are certain procedural protections that are entitled to students with disabilities when enforcing the code of conduct, and we adhere to these protections. Therefore, a student with a disability will not receive a consequence for violating the code of conduct that will exceed the consequence given to a non-disabled student for the same behavior. However, Oracle Charter School reserves the right to impose a suspension or removal of a student with disabilities that would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability.

Teacher Detention

When a student violates a school and/or classroom rule, the teacher will refer the student for an after school teacher detention. The student and his/her parents will be informed of the violation and detention time to be served by the teacher. Students may be kept for up to 30 minutes for the first offense. Should a student choose not to go to detention, s/he will be required to serve a Friday community detention. Should a student miss detention again, s/he will be referred to administration for further consequences.

Community Detention

Students will serve community detentions with the Director of Student Life or Student Support designee. During community detention, students are permitted to complete homework or read, keeping their heads up at all times. **However, talking, texting and passing notes will not be tolerated and may result in an extended detention.** Students will be dismissed at varying times, depending upon the infraction. Students will not receive their Phones (Electronics Check-Out) until after the community detention has ended.

The school holds community detention on Friday of each week for a *variety* of offenses. Offenses may include, but are not limited to, skipping class, tardiness to class, violation of a classroom rule/expectation, violation of a school rule, and dress code violations. Community detention will begin at approximately 3:05 pm. and end between 3:20 & 3:30 pm.

Failure to serve a community detention will lead to escalating consequences, including potential participation in a restorative justice circle, exclusion from extra-curricular activities/sports and/or a school function until the detention is served.

Suspension

When a student is involved in an incident more serious than a detention warrants, he or she is subject to suspension. An investigation will ensue that will allow all student(s)/parent(s) involved to share information and give their side of the situation, and for the Director of Student Life to collect vital pieces of information that may be tied to social media or technology.

After the investigation, a recommendation as to the type and duration of suspension is made by the Director of Student Life to the Head of School for approval and/or revision.

Short-term suspension is defined as any suspension from the learning environment for fewer than ten instructional days.

Long-term suspension is defined as any suspension from the learning environment for ten or more instructional days, which requires a due process hearing.

In all cases, the school's administration will follow appropriate due process procedures for notifying parent(s)/guardian(s) when suspension is warranted.

A request will be made for the parent or guardian and student to attend a post-suspension conference with the Director of Student Life and any teachers affected in the incident for

which the student was suspended, prior to the student's return to class from suspension. The length of the suspension may be reduced if a parent attends a post-suspension conference.

Out-of-School Suspension

Oracle Charter School suspends students out-of-school whose conduct is considered grossly inappropriate, or who have been involved in conduct that causes serious disruption to the school's safe and orderly learning environment.

When students are suspended out-of-school for any reason, they are entitled to receive alternate instruction designed to keep them on pace academically with their classroom peers. Oracle Charter School provides alternate instruction for two hours daily. The location of the alternate instruction site will be determined by the school and may be a public place, such as a library or community center.

If a student fails to attend alternate instruction they will be considered absent per school attendance policy.

Disciplinary infractions warranting out-of-school suspension include but are not limited to:

- Inappropriate contact with any student or staff member
- Vandalizing school property
- Endangering the physical safety of another by the use of force or threats of force, which reasonably places the victim in fear of imminent bodily injury
- Engaging in conduct which disrupts school or classroom activity, or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Insubordination, including dress code
- Failure to comply with disciplinary sanctions
- Cheating on exams or quizzes, or committing plagiarism
- Stealing or attempting to steal someone else's property

A student who is on campus during an out-of-school suspension will be considered trespassing, and may be subject to prosecution by the local authorities.

Immediate Due Process and/or Expulsion from School

Oracle Charter School is committed to high standards of community behavior. Therefore, certain offenses will, without exception, not be tolerated in the Oracle Charter School community, and can lead to expulsion from the school. These offenses warrant immediate due process.

Infractions warranting immediate due process include but are not limited to:

- Threatening to harm another individual
- Directing inappropriate language at a faculty/staff member
- Fighting or physical/verbal altercations
- Being under the influence of drugs or alcohol while on campus
- Making inappropriate/unwarranted contact with faculty/staff

- Endangering the physical safety of another by the use of force or threats of force which reasonably place the victim in fear of imminent bodily injury
- Repeated acts of insubordination
- Possession, use, or transfer of any weapon or dangerous object of no reasonable use to the student at school
- Possession, sale, or distribution of any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events
- Arson
- Three or more suspensions within any marking period

Due Process Procedures

The Director of Student Life may recommend, and the building Head of School impose, a long-term suspension or expulsion. Following federal educational standards, Oracle Charter School defines long-term suspension as any single suspension from the learning environment for a period of 10 instructional days or more. In the event of a possible long-term suspension or expulsion, the school follows due process procedures consistent with *Goss v. Lopez*, 419 U.S. 565 (1975).

Upon determining that a student's action warrants a possible long-term suspension, the Director of Student Life will verbally inform the student that he or she is being suspended and may be facing a long-term suspension (or expulsion). The Director of Student Life will also notify the parent or guardian in writing and, where possible, by telephone, that the student may be subject to a long-term suspension or expulsion. Written notice is provided by personal delivery, registered mail delivery, or equivalent means reasonably calculated to assure timely receipt of such notice of suspension at the last known address, that includes notice of the charges against the student and notice of a formal hearing.

The parent/guardian has the right to request an informal conference with the Head of School concerning such, prior to the formal hearing. However, if the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference may take place as soon as possible after the suspension as is reasonably practicable.

According to New York State Education Law, you are entitled to the following due process rights:

- The right to be present at the formal hearing.
- The right to be represented by counsel.
- The right to hear all testimony of the witnesses against you.
- The right to testify on your own behalf, or to choose not to testify.
- The right to present testimony from other individuals on your behalf.
- The right to cross-examine the witnesses against you.

- The right to have an orderly hearing.
- The right to have a fair and impartial decision based solely upon the evidence in the record.
- The right to appeal the decision and to be advised of the appeal procedures that are available to you.

The school's hearing officer conducts all formal hearing and determines whether or not school charges are upheld. The hearing officer's report is advisory in nature, and the school Head of School may accept or reject all or part of it.

A long-term suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the school may expel the student. The Head of School's decision to impose a long-term suspension or expulsion may be challenged by the parent(s) or guardian(s) in accordance with Oracle Charter School's complaint process.

Prior to returning to school after suspension, a meeting between the student, parent and school administration is highly recommended.

Expulsion

Once a student has had a formal hearing and the determination of that hearing is that the student be expelled, the notification of the hearing decision includes specific tutoring information available for the expelled student, i.e. the specific start date and time of tutoring, location where tutoring will take place and with whom the student is tutoring. Further, the parent(s)/guardian(s) will be informed of their option to get assistance in finding a new school for their child at the Buffalo Public School District Placement Center. The information can be obtained in the disposition of the hearing letter or a separate letter enclosed with the disposition packet.

Oracle Charter School will provide 20 instructional days of alternate instruction following a disposition of expulsion following a formal hearing.

It is the parent or guardian's responsibility to find appropriate placement in another educational institution for their child. Should a parent or guardian fail to notify Oracle Charter School of subsequent placement after 20 instructional days, it is the school's responsibility to notify Child Protective Services (CPS) of possible educational neglect.

Instructional Policies

Homebound Instruction Policy

An Oracle Charter School student unable to attend school because of physical, mental, or emotional illness or injury as substantiated by a licensed physician is eligible to be instructed at home or in a hospital by a tutor provided by the school district in which the pupil resides (in most cases, the Buffalo Public School District).

If a prolonged absence is foreseen and such instruction seems appropriate, Oracle's Head of School or his/her designee will discuss the possibility of arranging for homebound instruction with the affected student's parents. An absence of two weeks (10 instructional days) is generally considered a prolonged absence.

To qualify for Homebound Instruction, the student must present a legitimate physician's note indicating that the student cannot be served in the charter school setting and will be out for a period of two weeks or more, although Homebound Instruction should start as soon as practical after it is established that the student will be unable to attend school for such period.

The note must contain the following information:

- The name of the physician treating the student;
- The condition for which the physician is requesting Homebound Instruction;
- The specific dates the physician is requesting Homebound Instruction for the student.

The parent must contact the student's district of residence to arrange for Homebound Instruction. The district may claim the pupil for state aid purposes during the period of Homebound Instruction, although the student will have a secured seat in the enrollment at Oracle Charter School.

Homebound Instruction consists of at least ten hours of instruction per week spread proportionately over the school week by an instructor that is certified or properly qualified under the Charter Schools Act and the No Child Left Behind Act. Oracle Charter School provides make-up sessions for any sessions not provided as scheduled during the same week or the following week.

It is the responsibility of the parent/guardian to request Homebound Instruction through the student's district of residence until he or she is capable of returning to school. Students may not attend school for part of the week and have Homebound Instruction for other days of the week.

Communication between Oracle Charter School and the tutor employed by the district is essential to ensure continuation of the student's academic program. Oracle Charter School will request weekly academic updates from the tutor assigned to Homebound Instruction and, at the conclusion of this interim service, the tutor must submit a report for the student's file detailing the progress the student made during Homebound Instruction.

Alternate Home Instruction Policy for Students with Disabilities

Upon receipt of a legitimate physician's note and review by the Head of School, the Special Education Coordinator will immediately contact the district's Committee on Special Education and request a Program Review Meeting. Should the student's anticipated period of Homebound Instruction exceed three weeks, the school will discuss the potential need for a change in placement and/or request that the student's district of residence provide all Special Education settings and services required by the student's IEP during the period when the student is required to receive alternate instruction in the home or hospital setting.

Students with Disabilities Referral Policy

When Oracle Charter School is unable to provide the recommended programs and services on students' IEPs, the school will contact the public school district CSE(s) and request a Program Review Meeting within five business days of receipt of a new IEP.

When Oracle Charter School is unable to provide the recommended programs and services on students' IEPs due to prolonged absences, the school will contact the public school district CSE(s) and request a Program Review Meeting if the student exceeds fifteen consecutive absences.

Admissions Policy

Student Admissions Policy

Oracle Charter School is open to any child who is eligible under the laws of New York State for admission to a public school, and Oracle Charter School complies with the requirements of Education Law §2854(2) and all other applicable laws. Admission to Oracle Charter School is not limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or any other ground that would be unlawful.

All children who would be eligible for enrollment in public schools in New York State in grades 9-12 are eligible to enroll in Oracle Charter School, subject to availability and the process set forth below.

Oracle Charter School admits each eligible student who submits a timely application, unless the number of applications exceeds the capacity of the student's requested grade level or of the school building. In that case, a lottery will be held for the seats available. A student that has been expelled cannot reapply for admission.

Student Admission Procedures

Oracle Charter School's application process occurs in three stages.

1. An open house is held each spring (see "Outreach," below). Prospective students and their parent(s) or guardian(s) will hear a comprehensive presentation about the school. Parent(s) and guardian(s) interested in submitting applications for their children who did not attend the school's open house will be provided with a packet of written materials covering all the topics formally discussed at the open houses, and a meeting will be scheduled with appropriate school staff and interested parent(s) or guardian(s) to verbally review all the material and answer any questions the parent(s) or guardian(s) may have.

It is important that the school ensure that students and parent(s)/guardian(s) understand the values of the school and its academic and social expectations before parent(s) and guardian(s) are asked to make a decision to enroll their children. The school will take whatever additional steps deemed necessary to make sure that parent(s)/guardian(s) are armed with this important information.

2. Interested parent(s)/guardian(s) are required to complete and submit an application form. Such forms are available at the school's open houses, upon request through the school, and on the school's web site.

The school makes staff available to any parent or guardian who needs help completing the application. It is also available, upon request, in languages other than English, such as Spanish. Completed applications are required to be submitted to the school by April 1 of each year. The school may extend the application submission period if the need exists, and may hold a supplemental summer enrollment period if desired or needed.

3. If the number of eligible applications for admission exceeds the spaces available for students, a random lottery is held. The admission lottery has the following features:
 - a. If applicable, first preference for admission is given to students who attended Oracle Charter School the previous year and who have met the attendance requirements.
 - b. Then to the siblings of returning students from 3a, above.
 - c. Then, a lottery will be open to new students, their siblings, and returning students who have not met Oracle Charter School attendance requirements.

Separate waiting lists are maintained for each grade level in the event that vacancies occur. The random lottery process used for student admission also will serve to place students in preferential order on these waiting lists.

Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, the school contacts the parent(s) or guardian(s) of the student next on the appropriate waiting list. Reasonable and multiple attempts will be made to contact the family of the student on the top of the waiting list and get confirmation of whether the student is still interested in enrolling at Oracle Charter School before proceeding to the next name on the list. If reasonable and multiple attempts to contact the student's parent(s)/guardian(s) are unsuccessful, the school may remove that student from the waiting list. Documentation of attempts made to contact the parent(s)/guardian(s) of any student removed from the waiting list is maintained by the school. Waiting lists are not carried over from year to year.

The school sends a new enrollment application directly to the parents/guardians of each child on the prior year's waiting list.

Student Outreach

Prior to March, invitations to "open houses" during the month will be widely distributed to parents and students throughout the local school district. The school will vigorously get these announcements to the public through as many available routes as practical, including (but not limited to):

- public and private elementary schools
- flyers posted and distributed in various communities
- community organizations of all kinds
- television and radio commercials
- advertisements in local newspapers
- newspapers
- direct mailings
- after-school programs
- youth and community centers
- businesses and civic organizations

- flyers posted and distributed in languages other than English

These methods help ensure that the invitation to hear directly about the opportunities offered to children by Oracle Charter School gets widely circulated.

Information about Oracle Charter School and the application process and time frame also will be widely distributed in a similar manner, affording families who do not attend one of these “open houses” the opportunity to learn about Oracle Charter School and to apply for admission for their child(ren).

Student Application and Enrollment

Oracle Charter School conducts an open enrollment period from November 1 to April 1 annually. During the school’s open enrollment period, we will make applications available through download on our web site, at the school, and through public information events such as prospective student open houses.

When a family requests an application by mail, they will receive:

- a cover letter detailing the school’s educational program;
- a student application; and
- an informational brochure.

When student applications are submitted, they are entered on a first come, first served basis into the school’s Student Information database. Should the number of applications exceed the number of enrollment spaces for a given academic grade level, Oracle Charter School will conduct a random lottery to determine enrollment. Such a lottery will be conducted on or about April 1 of each year.

Students who are eligible for enrollment in Oracle Charter School will receive an enrollment packet containing the following:

- Cover letter offering enrollment in the charter school and containing a deadline by which to submit enrollment materials;
- Registration form, containing preliminary information regarding IEP’s and Free/Reduced lunch status;
- Medication guidelines;
- Emergency Contract and Health Summary information;
- Physical Examination form;
- Parental Consent to Share Information.

Although students with pending enrollments will be placed on an active enrollment list, students will be counted as enrolled only after a Student Registration form is received by the school.

If a student declines enrollment or fails to submit enrollment materials by the deadline indicated in the enrollment cover letter, the student will be removed from the active enrollment list.

If more students apply than we can enroll within a grade level, Oracle Charter School will maintain a waiting list. Separate waiting lists will be maintained for each grade level. When an enrollment vacancy occurs, the school will offer enrollment to wait listed students on a first come, first served basis.

Students applying for admission to 9th grade must submit a final report card or transcript from their previous schools proving that they have passed three of their 8th grade core academic subjects (English, Mathematics, Social Studies and Science) to qualify for 9th grade standing. Not doing so could result in the invalidation of one's application

Waiting List

It is Oracle Charter School's policy to accept new students from the current waiting list when an enrollment vacancy occurs through the end of the current school year.

A student's waiting list position will be maintained throughout the current school year. However, Oracle Charter School's waiting list will not carry over into the following school year.

For students on the waiting list who have not been admitted during the school year, Oracle Charter School will mail the student an application for the following academic year and invite the student to reapply for enrollment.

FERPA Policy

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the Head of School that identifies the record(s) they wish to inspect. The Head of School or his or her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Head of School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Upon request, Oracle Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and forwards school records on such requests.

Further, Oracle Charter School discloses directory information without prior consent.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), requires that Oracle Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Oracle Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in writing. The primary purpose of directory information is to allow Oracle Charter School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets.

Directory information is information that is generally not considered harmful or an invasion of privacy if released to outside organizations.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, federal law requires schools to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed.

If you do not want Oracle Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 14.

Oracle Charter School has designated the following information as directory information:

- Student's name
- Grade level
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- The most recent educational agency or institution attended

FOIL Policy

FOIL Policy

The amended Freedom of Information Law (FOIL), which first took effect on January 1, 1978, gives you the right of access to many public records, which may include records of Oracle Charter School.

Oracle Charter School has adopted policy governing when, where, and how you can see its public records. These policy documents are available at places where such records are stored.

According to school policy, records may be made available for viewing at:

Oracle Charter School
888 Delaware Ave.
Buffalo, NY 14209

The following school official will help you exercise your right to access:

Amanda Kenefick
Operations Manager
716.362.3188 ext.230
888 Delaware Ave.
Buffalo, NY 14209

If you are denied access to a record, you may appeal to the following person:

Joe Costantini
Board Chair
Oracle Charter School
888 Delaware Ave.
Buffalo, NY 14209

If, after appeal to the charter school and the school's Board of Trustees, you are still unsatisfied with your access to records, you may appeal to the following:

Charter Schools Institute
41 State St., Suite 700
Albany, NY 12207

Complaints

Complaint Policy

Any individual or group may bring a complaint to the attention of Oracle Charter School. All complaints should be presented and resolved at the lowest level possible. Depending upon the nature of the complaint and the needs of the complainant(s), such a grievance would go through a teacher, an Advisor, a school administrator, the Head of School; or the Board of Trustees.

Informal Complaint Policy

Such informal complaints may focus on: professional conduct of teachers and administrators, decisions made in accordance with the school's grade reduction and grade promotion policies, disciplinary decisions made by the Director of Student Life in implementing the school's disciplinary policy, and decisions made by the Head of School in accordance with recommendations by the Judicial Review Committee.

An individual or group which has brought its complaint(s) to school personnel and is unsatisfied with the school's resolution may bring its complaint to the Board. Such presentation to the Board may take place in an open meeting or in written form. The Board will respond at or prior to the next regular public meeting of the Board of Trustees. Every effort will be made to address the matter respectfully to the satisfaction of the individual or group who presented the complaint(s). The Board, as necessary, will direct the Head of School to act upon the complaint and report to the Board. The Board will render a determination in writing. Such determination will be final.

Complaints Regarding Article 56 of the New York State Education Law

Any individual or group may bring a formal complaint to the Board of Trustees of Oracle Charter School alleging a violation of the provisions of Article 56 of the Education Law (i.e., the New York Charter Schools Act), the school's charter, or any other applicable provision of law relating to the management or operation of the School.

The complaint may be presented to the Board in an open meeting or in written form. The Board will respond at or prior to the next regular public meeting of the Board of Trustees. Every effort will be made to address the matter respectfully to the satisfaction of the individual or group who presented the complaint. The Board, as necessary, shall direct the Head of School or other responsible party to act upon the complaint and report to the Board.

Presented with a formal complaint, the Board will render a determination in writing. When the Board renders its decision, Oracle's Head of School will provide the individual or group bringing the complaint to the Board of Trustees with a copy of the complaint guideline established by the State University Trustees.

If, after presentation of the complaint to Oracle Charter School's Board of Trustees, the individual or group determines that the Board has not adequately addressed the complaint, the complainant may present the complaint to the Charter Schools Institute on behalf of the State University Trustees. The Charter Schools Institutes will investigate and respond. If, after presentation of the complaint to the Charter Schools Institute, the individual or group determines

that the Charter Schools Institute and State University Trustees have not adequately addressed the complaint, the complainant may present the case to the Board of Regents. In such case, the Board of Regents will perform further investigation and respond. The Charter Schools Institute on behalf of the State University Trustees and the Board of Regents has the power and the duty to take remedial action as appropriate.