

Tapestry Charter School  
111 Great Arrow Avenue  
Buffalo, NY 14216  
(716) 332-0754  
[www.tapestrieschool.org](http://www.tapestrieschool.org)

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# **Family Handbook**



**Grades K - 4**

**2021-22**

## Welcome Back Students!

Tapestry Charter School, K-4 2021-2022

Greetings Tapestry K-4 Families!

It is with great excitement that I welcome all students back into the building, something we have been anticipating for a long time. As your new school leader I look forward to meeting and working with you all. *Tapestry continues to be a place where children and adults learn everyday!*

We know coming back to in-person learning will look a bit different at first but I'm confident we will come together as a community and continue to prioritize the academic and Social Emotional needs of our students.

*This year here is Tapestry's commitment to you:*

- 1. Teaching and learning are about relationships first*
- 2. Family partnerships are valued*
- 3. Consistent communication is critical (using School Messenger, Google classrooms and Classroom Dojo for all of K-4)*
- 4. Student ownership is part of this journey*
- 5. Prioritizing academic & social emotional learning standards for all students*
- 6. Commitment to Tapestry's Core Values (Perseverance, Integrity, Respect, Responsibility)*
- 7. Extend kindness and grace in every situation (kindness & empathy)*

We look forward to coming back and being stronger than ever and are committed to educating the whole child through social-emotional & academic instruction that includes a strong focus on the arts! I'm eager to start our partnership and wish you all a safe and healthy school year!

Sincerely,



Melissa Rivera, K-4 Principal

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**SECTION 1: SCHOOL LOGISTICS**

**ORGANIZATIONAL CHART**

Distributed Leadership Positions K-4 (2021-22)

**Executive Director**  
**Eric Klapper**

Creates and drives the strategic vision for the organization. Oversees the Academic Administration and Development and evaluates the principals and directors. Serves as project manager for the school work plan.

**Principal**  
**Melissa Rivera**

- Support on student behavior expectations
- Student Support/Discipline, levels II, III
- Behavior Contracts and Expulsions
- Hall supervision/policy reinforcement
- Family concerns
- Counseling staff
- K-4 Nurse
- ILC Lead
- Staff meetings and professional development
- Hiring & K-4 Staffing
- Enrollment & Recruitment
- PAG
- Grades 3-5 NYS Assessments

- Student promotion and retention
- Emergency Response/ School Safety (Support Eric)
- Attendance at IEP meetings (When needed)
- School Communication (Staff Weekly & Parents Monthly) News Newsletter
- Start of school supervision 7:30 - 7:50
- APPR
- Instructional Walk-Throughs
- Scheduling
- Attend Student Concern Meetings
- Accountability Report (Annual)
- Board of Trustees Report K-4

**Assistant Principal**  
**Anthony Riccio**

- Start of school supervision 7:15 - 7:50am
- After school supervision 3:00 - 4:00pm
- Duty Schedule inquiries & allocation
- Lead on student behavior expectations and positive reinforcement
- Student Support/Discipline levels I, II, III
- Behavior Contracts
- Hall supervision/policy reinforcement
- Family reentry meetings
- Oversee & organize after school detention 3-4
- Parent communication regarding discipline
- Attendance & behavioral data

- Emergency Response/ School Safety
- Attendance at IEP meetings
- School Communication
- APPR-Teaching Partners
- Instructional Walk-Throughs
- Teaching Partner Meetings
- Scheduling
- Attend Student Concern Meetings (Behavior)
- Board of Trustees Report K-4
- Community Meetings
- Supervise Teaching Partners
- Character & Culture Committee

**ATTENTION:** The ongoing pandemic has resulted in some Tapestry policies being revised temporarily to accommodate evolving federal, state, and/or local regulations regarding issues of public health and safety surrounding Covid-19. Such items are highlighted to aid in identification throughout the text of this document and are subject to change.

## Admissions/Enrollment Policy

1. Tapestry Charter School has an “Application Period,” the period of time during which the school is accepting applications. The end date of the period is clearly noted on the application, which will not be prior to close of business on April 1st.
2. A random selection process (lottery) is required if the number of timely submitted applications of eligible students for admission to a grade exceeds the capacity of the grade level.
3. The lottery is publicly noticed and on the school’s website..
4. Once the lottery has been conducted, the Director of Enrollment will notify all parents and guardians who submitted applications by the application deadline whether their children have been granted seats at the school or if they are on the waiting list.

Note:

- Charter schools are required to demonstrate good faith efforts to attract and retain a comparable or greater enrollment of students with disabilities, ELLs, and students who qualify for the federal Free and Reduced Price Lunch program when compared to the enrollment figures for such students in the school district in which the charter school is located.
- Charter schools must give a statutory admissions preference to students residing within the geographical boundaries of the school district or CSD in which the charter school is located.
- School district residency preference is a statutory preference as are the returning student, sibling, and student of an employee preferences.

## Arrival Procedures

Upon arrival to school, students who are dropped off by private vehicle are to enter the front entrance for health screening. For students grades K-4, please abide by the following procedures:

### Arrival

Tapestry Charter School doors open at 7:30 am.

- No student will be permitted in the building prior to 7:30 am.
- Upon entering, students will complete a temperature scan, pick up a “to go” breakfast if needed, and proceed to their classroom.
- Instruction begins promptly at 8:00 am for K-4 students.
- For health and safety reasons, families will not be permitted to enter the front foyer with their child or walk with them to their classroom.
- Any student who has not completed the scanning process prior to 8:00am will be scanned and marked “tardy” at the main entrance vestibule.

When dropping off by car:

- Enter the parking lot by using the entrance that is closest to Elmwood Ave.
- Drive completely around the building and drop off at the front entrance in the bus loop.
- Please pull safely away from the curb and exit out the exit closest to Delaware.
- Do not leave your car at the curb to enter the school. This will prevent other families from safely dropping off their children in a timely manner.
- Families will not be permitted to enter the front foyer with their child or walk with them to their classroom.

## Dismissal Procedures

At dismissal, parents will not be allowed to enter the building and/or wait in the front foyer for their children. Parents will remain outside the building and students will be dismissed to their individual families.

For students in K-4, please abide by the following procedures:

### Dismissal

- Dismissal begins at 2:30 pm
- Students who leave school prior to these times will be marked as an “Early Departure”.
- If the reason for an Early Departure is a medical appointment, 24-hour advance notice is required and a doctor’s note submitted to the office.
- No students will be dismissed after 2:00 pm without 24 hours-notice to the office. Unscheduled departures at this time of day are very disruptive to our already busy dismissal process and to the child’s learning.
- **If you must pick up your child, please do so for appointments only, and before 2:00 pm to avoid this disruption.**

In the event of a pre-scheduled appointment that requires you to pick your child up before the designated dismissal time, please adhere to the following process:

- Park in Visitor Parking located at rear of school
- **Phone Main Office to notify Tapestry of your arrival (716-332-0754)**, provide your full name, relationship to the child (ex. father, grandparent) and the reason for the early departure.
- Office will then notify you as to when your child is ready, please be prepared to provide identification if requested.
- Student will then be released through our front foyer door

**\*\*Please do not pick your child up before dismissal without a pre-scheduled appointment.**

If you pick your child up by car, please:

- Post your child’s name and PikMyKid number on the dash or window of your car with the provided placard.
- Enter the parking lot by using the entrance closest to Elmwood Ave.
- Pull around as far as you can go toward the front of the building.
- Stay in your car at all times and pull forward when space becomes available.
- Please continue to pull forward. Staff will escort your student to your car.
- If you arrive well before dismissal, please turn off your engine to preserve the air quality around the school.
- You will not be permitted to come into the school to wait in the foyer.

If you pick up your child on foot or by bike:

- Please give your child’s name and/or student number to the Tapestry staff member stationed outside.
- You will not be permitted to come into the school to wait in the foyer.

## **SECTION 2: SCHOOL FOUNDATIONS**

### **MISSION**

To educate and inspire a diverse community of K-12 learners by engaging them in rigorous real-world learning experiences which prioritize intellectual, social and emotional growth.

## **VISION**

Tapestry is a vibrant, sustainable school that empowers learners and leaders to make a positive impact in our communities and beyond.

## **HISTORY**

Tapestry Charter School is a tuition-free, nationally recognized Expeditionary Learning mentor school located in the city of Buffalo, NY. Founded by passionate individuals who shared a commitment to choice, accountability, and excellence, Tapestry received approval from the State University of New York Board of Trustees to open in September 2001.

In 2001, Tapestry opened with 100 K-4 students, and a core of supportive administration, faculty and staff, all sharing a common vision. The school grew one grade per year, adding the high school program in 2006 and becoming a full K-12 school by 2009. The high school was supported initially by a grant from the Gates Foundation, allowing an expanded grade 9 to 12 enrollment of a diverse population of students who mirrored the Buffalo public schools. The high school has grown to a total of approximately 330 students, with 82 per grade level.

By the 2013-14 school year, Tapestry doubled the size of its lower school, serving 52 students per grade with over 450 students across grades K-8. In 2011, the K-8 community relocated and joined the high school on the Tapestry campus at 65 Great Arrow Avenue in Buffalo. In 2018, the K-5 opened a brand new building at 111 Great Arrow Drive.

Tapestry Charter School has become a name synonymous with student engagement, faculty and administrative innovation, and parent involvement. Tapestry provides a challenging and rigorous educational environment emphasizing the traits of perseverance, integrity, responsibility, and respect. Tapestry Charter School is a vibrant community of learners and leaders, where students and staff alike enjoy the freedom to pursue excellence through meaningful, active learning.

Historically, a traditional “tapestry” is a pictorial cloth; carefully woven for both form and function, its individual threads combined to create a unique work of art that was most often displayed to add warmth to the surroundings. Tapestry Charter School speaks to that tradition. Varied, unique “threads” of the Tapestry experience- from arts integration and crews, to fieldwork and service learning- are carefully woven together with attention to wonder, vision, passion, and voice. Therein, the story of our school unfolds.

## **SECTION 3: SCHOOL OPERATIONS**

### **EMERGENCY PROCEDURES**

Below are descriptions of the various procedures employed within our buildings:

#### **Fire Drills**

Evacuate the building as rehearsed. Escort students outside. Teacher brings a folder with attendance information. Close the class door. Teachers are to study the fire drill maps in their classrooms and review it with their students. Pay particular attention to the escape route designated.

#### **Lockout**

Something outside the building is happening. Outside doors are locked. Teachers carry on with a normal day of instruction. P.A. and email will be used for more information.

#### **Shelter in Place**

Classroom is the safest place. Continue instruction. Clear hallways. No passes. No class changes. Listen for

announcements regarding staying where you are, moving to a new location or class changes.

### **Lockdown**

Clear hallways. Lock the door. Keep students away from doors and windows. Lights on, shades up. Take attendance. DO NOT respond to P.A., phone, email or fire alarms. Only open the door when unlocked by school personnel or emergency respondents.

### **Long Term Building Evacuation**

The entire building must be evacuated and all staff and students must be relocated to an off-site long-term evacuation site. Announcements will be made regarding first, entering into Shelter in Place, then moving to a new location and whether or not there is time to gather together coats and outerwear. Bring your red emergency folder.

High School Long-Term Evacuation Site:  
The Nichols School, 1250 Amherst Street, Buffalo, NY 14216

Lower School Long-Term Evacuation Site:  
Frederick Law Olmsted PS 64, Great Arrow & Lincoln Parkway, Buffalo, NY 14216

## **DAILY STUDENT PROCEDURES**

### **Student Dress Guidelines**

For students in grades K-4, the expectation is that students wear clothing appropriate for school on a daily basis. Students who are found to be wearing inappropriate or offensive materials may be referred to the office. Students should also dress appropriately for field work or class trips that may require alternative clothing options. Further information regarding “Do’s and Don’ts” can be found in the Code of Conduct section.

### **Student cell phones and personal electronics**

For students in grades K-4 there are no electronic devices, besides school issued iPads or Chromebooks, allowed in school. If a student must bring a cell phone for emergency purposes, it must remain in his/her locker and powered off for the entire day. If a parent needs to contact a student for any purpose, they may do so through our Main Office.

If a student is found to have, or in use of, an electronic device the following will occur:

- **First offense:** confiscated and returned to a parent/guardian at day’s end
- **Second offense:** confiscated and returned to a parent/guardian after 24 hours
- **Third offense:** parent conference; may result in short term suspension and/or contract
- **More than three offenses:** short term suspension and contract

## **SECTION 4: ACADEMIC PROGRAM**

### **INSTRUCTIONAL POLICIES**

#### **TCS K-4 Grading Scale**

Tapestry Charter School was founded in 2001 as an arts-integrated, tuition-free, public school located in the city of Buffalo, NY. Expeditionary Learning (EL) harnesses students’ natural passions to allow them to develop the curiosity, skills, knowledge, and courage needed to imagine and work toward creating a better world. Learning is accomplished through academic, cross-disciplinary learning expeditions, other active forms of teaching and learning, and a challenging and supportive school culture.

Grade reporting at Tapestry is done using a non-traditional, standards-based format, relying on a 4-point scale to recognize our unique, rigorous, instructional model. This model is quite different from a more common numeric grading system. Tapestry’s criteria to identify where a student places on the 4-point scale has historically used the language identified in the chart below. Creating expectations that exceed traditional benchmarks has been a cultural decision, making it more challenging for students to obtain a 4. This has been indoctrinated into the culture of the program.

**2016-present\***

<b>4= Mastery</b>	<b>3= Proficient</b>	<b>2= Developing</b>	<b>1= Needs Improvement</b>
Work shows in-depth understanding of content knowledge and excellent demonstration of Learning Targets beyond typical expectations.	Work shows proficiency and demonstrates essential skills and knowledge of Learning Targets.	Work shows an attempt towards proficiency, but more time and practice is necessary to master Learning Targets.	Inadequate quality of work at this time, including failure to demonstrate knowledge and skills of the Learning Targets.

\*Created by administration and the K-4 Instructional Leadership Council (ILC), summer 2016

### **Student Retention/Promotion Policy**

Promotion decisions in grades K-4 are made by the school principal and the child’s family after a recommendation by the classroom teacher. This recommendation is based on multiple measures of student readiness for the next grade level in academic and social emotional learning areas. Families are a valued partner and play a vital role in this decision.

Teachers review students’ assessment data and work from the school year to identify students who may not be ready for the work of the next grade in English language arts and/or math, even with support. If a student’s work shows they may not be ready for the next grade level, the principal makes the promotion decision based on a conversation with the student’s teacher and family.

### **Special Education/Section 504**

Policies and procedures for implementing Section 504 of the federal Rehabilitation Act of 1973 to serve students with disabilities not covered by the federal Individuals with Disabilities Education Act

Students who are deemed eligible and classified with a disability affecting their educational progress by the Committee on Special Education, or through Section 504 by the building based level team, will be provided support as indicated on their Individual Education Program (IEP) or 504 Plan. The laws and regulations governing the provision of educational services will be followed. As required by law, school representatives and parents will assist in the development of the IEPs or Accommodation Plans, and all will work actively to design programs emphasizing student participation in the least restrictive environment. Certified Teachers will oversee IEP implementation for special education students, and accommodate the individual learning needs of all students. General education teachers work as active team members in the service of each student’s needs in the classroom. With appropriate program modifications/accommodations and/or services, students will be expected to achieve their goals and earn a diploma in accordance with NYS Education Department regulations.

**If you suspect a disability or an impairment could be affecting your child's academic/social/emotional progress at school, please contact the Director of Student Services.**

## **Homework Policy**

Tapestry Charter School recognizes the need for homework to develop independent study habits and reinforce basic learning skills. Homework is also a valuable extension of student learning time.

It is the responsibility of the teacher to inform students and parents, verbally and in writing, of homework expectations. It is also a teacher's responsibility to assign homework that is in keeping with the ability level of the student and related to current instruction, to assign work in a consistent pattern that encourages student planning, to check homework in a timely fashion that will promote student learning and to inform students of the effect homework will have on grades assigned. Homework expectations will be explained to students and parents.

If participating in a hybrid model, it is essential that students are practicing the assigned skills on virtual learning days to best prepare for in-person instruction on the following day. When iPads/Chromebooks are brought home, it is imperative that they are charged and brought back to school on in person learning days.

## **Homework policy for Absent Students**

Each teacher should develop a system so that students who are absent for the day can access the homework assignment that they missed. This system should be communicated to students during the first week of school. A parent/guardian may request homework for the student's classes. The homework needs to be ready for pick-up within 24 hours in the main office.

## **Alternative Instruction Expectations (Non-Covid related)**

Alternative instruction is provided as a service to pupils who are confined to their homes because of physical disability or suspension. It is expected that teachers provide daily work for students on home instruction by placing work in the folder that is labeled with their name. This folder can be found in the main office.

## **Parent/Guardian Communication**

Communication between our building and families is paramount to ensuring the success of each child. Our expectation is that teachers will communicate with families on a regular basis. This includes returning phone calls or e-mails to parents or guardians regularly, utilizing additional communication platforms, such as Class Dojo and Google Classroom, and providing weekly updates through our classroom newsletters. If you at all are having difficulty staying in communication with your child's classroom, please contact administration to assist.

## **National Elementary Honor Society**

The Tapestry Charter School Chapter of the National Elementary Honor Society serves to recognize those students who have demonstrated excellence in the areas of scholarship, responsibility, service, and, leadership

Students who excel academically and model exceptional responsibility can become members through the selection process that concludes with induction into the Tapestry's National Elementary Honor Society chapter. To be considered students:

- Must be in 4<sup>th</sup>
- Must be enrolled in the school for the equivalent of one semester
- Per national guidelines, at a minimum, must have a cumulative GPA of 3.0 on a scale of 4.0
- Must have no more than 5 absences and/or 10 tardies per trimester unless waived due to circumstances

Members may attend virtual monthly meetings and complete four projects over the course of the year. One of the projects will be a service project for the school or community.

## **EXPEDITIONARY LEARNING STRUCTURES AND SUPPORTS**

### **Student Led Conferences**

Two times during the school year, Tapestry invites students and their families to attend formal conferences. Student-Led Conferences replace the traditional parent/teacher conference and are attended by the student, parent/guardian, crew leader/classroom teacher, and other adults the student would like to present. The crew leader facilitates the meeting, but the student is responsible for presenting what he/she has learned so far this year.

During the conference, students explain their progress toward and mastery of both academic (content/skill) and character (habits of scholarship) learning targets. Students justify their progress by leading their families through a portfolio of assignments culled from academic classes. Students reference specific assignments, projects, and/or tests/quizzes that show their mastery of learning targets. Students also complete reflections about their performance in each class and share them with their families. Students are held accountable for their progress when they explain areas of strength and areas in need of improvement. The tone of the conference is positive and solution focused on what can be done to ensure success as opposed to what has been done poorly.

### **Community Meetings**

Community Meetings are a time when the entire K-4 community comes together to reinforce the school-wide code of character and to celebrate the growth and achievement of members of the school community.

#### **Schedule: Tuesdays (dates are subject to change)**

September 28<sup>th</sup>

October 26<sup>th</sup>

November 30<sup>th</sup>

December 21<sup>st</sup>

January 25<sup>th</sup>

February 15<sup>th</sup>

March 22<sup>nd</sup>

April 29<sup>th</sup>

May 24<sup>th</sup>

End of Year Celebration June 25<sup>th</sup>

## **FIELDWORK**

At Tapestry, we believe that it is important to make the learning in the classroom connected to our community. One way we do this is by going outside of the classroom and into the community to visit natural environments, historic

sites and/or to learn from experts in the community.

### **Permission Slips for Fieldwork**

At the beginning of the year, every parent signed a form giving permission for students to go on fieldwork using any form of transportation, including busing, walking, etc. However, teachers are encouraged to send home a permission slip before taking students out of the building to inform parents of the purpose of work, the specifics (clothing, plans for lunch, etc.) for the fieldwork and to be sure they have an emergency phone number. Teachers must bring the emergency contact information with them on fieldwork.

### **Cost of Fieldwork**

In K-4, a \$20.00 flat fee is charged to cover expert fees and other related costs.

### **Exclusion from Fieldwork/Class Trips**

Although students typically would not be excluded from participating in Field Work or Class Trips, if there are academic or behavior concerns, students may be disqualified or require parental supervision while attending off campus events. In the event of an emergency, students may be transported back to campus via a staff member.

For the 2021-22 school year, any Field Work may be done in a virtual setting.

## **SECTION 5: ATTENDANCE POLICY**

### **Excused and Unexcused Absences**

Regular, punctual school and class attendance is essential to a student's educational success. Unless a student is excused, attendance is required every day.

- Excused absences include:
  - Personal illness.
  - Appointment with a health professional that could not be scheduled after school.
  - Observance of a religious holiday.
  - Bereavement due to death in the family.
- A signed note from a parent/guardian is requested when the reason for absence is any of those listed above. Without a note, the absence is marked as "UNEXCUSED."
- A doctor's note is requested if multiple, consecutive days are missed due to illness.

### **Tardiness**

Tapestry Charter School doors open to students at 7:30am.

- Class begins promptly at 8:00am. Students arriving to class after 8:00am will be marked tardy.
- Students who arrive after 8:00am must sign in at the main office and be temp. scanned before going to class. Failure to sign in at the office will result in a child being marked absent.
- The number of absences and tardies/early departures may be reported on report cards and progress reports.
- Bi-weekly reports will be generated to monitor and communicate tardy concerns.
- If a student is continuously tardy, a conference will be scheduled.

## Early Departure

- Dismissal begins at 2:30 pm for students in grades K-4.
- Students who leave school prior to these times will be marked as an “Early Departure”.
- If the reason for an Early Departure is a medical appointment, 24-hour advance notice is required and a doctor’s note submitted to the office.
- No students will be dismissed after 2:00 pm without 24 hours-notice to the office. Unscheduled departures at this time of day are very disruptive to our already busy dismissal process and to the child’s learning.
- If you must pick up your child, please do so before 2:00pm to avoid this disruption.
- The number of absences and tardies/early departures may be reported on report cards and progress reports.

## Interventions for Attendance Concerns

Each day that a child is marked absent, an automated phone call to the family will be generated reminding families that attendance is vital to a child’s academic success. Interventions may be escalated should a student fail to maintain a 95% attendance rate at the discretion of the school attendance team.

### At six (6) absences:

- Classroom teacher will contact home.
- A copy of the TCS, K-4 Attendance Policy is sent home with a copy of the student’s attendance report.

### At ten (10) absences:

- The Assistant Principal or School Counselor will call home to schedule a parent conference.
- A parent conference may be held with the Classroom teacher, AP, and/or School Counselor to discuss a plan for improvement.
- An additional copy of the TCS, K-4 Attendance Policy will be sent home with a copy of the student’s current attendance report.

### At fifteen (15) absences:

- The Principal will call home to schedule a meeting.
- A contract may be drafted and signed by all involved parties to commit to improved attendance.
- **Beyond fifteen (15) absences:**
- If a contract is drafted and violated, a parent conference will be held. Attendees may include the classroom teacher, school counselor, Principal and/or Assistant Principal to discuss the violation of the contract and possible consequences of attendance including retention.
- The administrative team may pursue formal sanctions up to and including a referral to Child Protective Services for educational neglect.
- A child is at risk of disenrollment beyond 20 consecutive absences.

## Leaving School Grounds

Once students arrive at school and are noted as present by staff, they are not permitted to leave the premises without adult supervision or specific permission. Any student departure during the school day will result in parent contact and the possible imposition of further consequences.

## **Student Athlete Academic and Attendance Policy**

### **Minimum Attendance Requirement**

Participation in athletics is a privilege granted after a student's academic responsibilities are met. Since attendance is a contributing factor to academic success, students will be ineligible to play in games if in a week they have:

- More than 2 tardies as indicated in Jumprope or Powerschool
- More than 1 class cut (present to school but missing from class)
- More than 1 unexcused absence from school
- Any combination of the above attendance issues

The following definitions are meant to provide clarity of terms:

Unexcused absence – This includes absences from school and from class

- Unexcused absence from school: Any student athlete who is absent from school the whole day without a valid note from a parent. This determination is made at the principal's discretion.
- Unexcused absence from class: Any student athlete who is marked as present to school but is not present in a class.

A student athlete's eligibility for participation in games is dependent upon his or her attendance in school the previous week. Attendance eligibility will be examined every weekend and the high school principal and athletic coaches will be notified of a player's eligibility by Sunday night. Students who are deemed ineligible may participate in team practices but may not participate in games.

### **Minimum Academic Requirement**

Student athletes are expected to maintain a minimum 2.5 academic grade in all of their classes

A student who fails to meet the required grade point average in one or more subjects during any grading period will be automatically placed on a five-week academic probation. Students who improve their grades so they have a minimum 2.5 academic grade in all of their classes at the end of the five-week period will be removed from academic probation. Students who are unable to remove themselves from academic probation within the five-week period will not be permitted to participate in extracurricular activities for as long as he or she is failing one or more subjects.

## **SECTION 6: CODE OF CONDUCT**

### **K-4 Student Pledge:**

- I can listen carefully and follow all directions.
- I can respect myself and others.
- I can work hard and never give up.
- I am kind.
- I am intelligent.
- I am proud.

### **Introduction**

The Tapestry Charter School (TCS) community fosters a positive and safe learning environment to ensure success in and outside of school. This responsibility is shared by students, parents, staff, and administration. The Tapestry community is committed to upholding our school-wide norms and our values- **Perseverance, Integrity, Responsibility, Respect, and Kindness (PIRR-K)**. These traits are the foundation for which success can be

obtained in school and in life. Most situations that are faced in life, academically and personally, can be mastered with the acquisition and demonstration of these character traits. In conjunction, our student pledge ensures that our students never lose sight of the fact that the world needs kind, empathetic, intelligent people who are willing to work hard and have a positive impact on our community.

As each year begins, all students and staff will carefully examine the TCS Code of Conduct. These qualities will form the basis for relationships among the members of the TCS community and with the community around us. Students and staff are expected to demonstrate these values both in and outside of school. Many TCS routines and structures are designed to encourage students to develop these valued traits, along with an ethic of self-discipline and understanding of community principles. Consequences for violation of the Code of Conduct will be applied with fairness and consistency. Our goal is to treat instances as a means to educate our students and restore relationships in a positive fashion.

## Discipline Philosophies

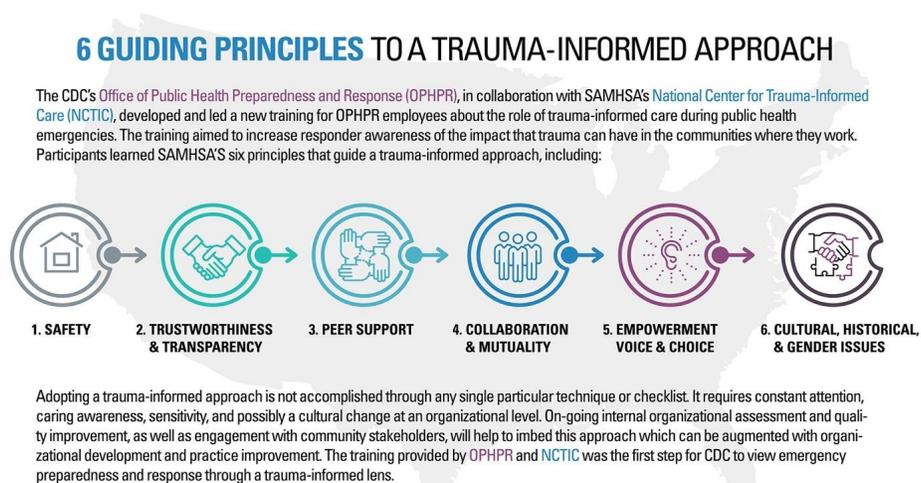
### Restorative Practices

Restorative Practice is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, this shifts the focus of discipline from punishment to learning and from the individual to the community. At Tapestry Charter School, we use these practices by:

- Intentionally creating a school community that is anchored in our shared PIRR values.
- Making participation in the community a requirement, not an option through practices such as community meetings, grade level meetings, and Crew.
- Modeling and teaching our community values through crew lessons.
- Following protocols for reflection, repair, and restoration to the school community.

### Solution Focused Trauma Informed Care

All schools and educators work with children who have experienced trauma. Schools have an important role to play in providing stability and a safe space for children and connecting them to caring adults. In addition to serving as a link to supportive services, schools can adapt curricula and behavioral interventions to better meet the educational needs of students who have experienced trauma. The diagram below shows how the solution focused trauma informed care principles are practiced at Tapestry Charter School:



## Student Responsibilities, Rights, and Privileges

Student Rights	Student Responsibilities
A free public education.	Attend school on a regular basis and in class on time.
A safe school.	Follow and exemplify our Character Traits of Perseverance, Integrity, Responsibility, and Respect (PIRR).
A school free of discrimination.	Complete all required academic work.
A classroom atmosphere conducive to learning.	Bring appropriate materials to class daily.
Physical safety and protection of privacy.	Respect school property, including school issued technology.
Fair and just treatment by school staff.	Participate and encourage others.
A clean, well-maintained educational facility.	Dress appropriately for school and school functions.
A healthy breakfast and lunch.	Use appropriate language.
Open and honest feedback/communication.	Obey school and classroom rules/policies.

Student Privileges
<ul style="list-style-type: none"> <li>● Recess activities</li> <li>● Classroom celebrations</li> <li>● Class/grade level trips</li> </ul>

Students may be excluded from various classroom or school celebrations, recess activities, or class/grade level trips based upon behaviors that are deemed overly disruptive to the class setting. Students have various privileges that need to be earned throughout the course of a school day.

### K-4 Code of Conduct Tiered Discipline & Intervention Matrix

Tapestry's Code of Conduct, Behavior Expectations, Interventions and Consequences are in compliance with New York State Discipline Laws and Regulations including Schools Against Violence in Education (SAVE) Law and Dignity for All Students Act (DASA).

Tapestry is committed to teaching, modeling, and enforcing high standards of conduct in order to ensure that Tapestry is a safe, healthy learning environment for all students and staff. The following matrix indicates the types of disciplinary action and interventions that may apply to each type of infraction. In each instance, an opportunity to repair harm and teach appropriate behavior through the use of intervention, restorative practices and corrective action is stated. Each situation or violation involving student conduct should be individualized and the least punitive action should be taken when possible. The administrator shall, however, determine whether a specific infraction warrants one or more of the corrective actions described on the chart.

**Level 1** Infractions will be managed on the spot by classroom teachers or other site staff. Teachers will be supported by instructional coaches and administrative staff to create a classroom space that is conducive to student learning. Corrective action, taken by the administrator shall take place after progressive discipline interventions by the school fail to bring about proper conduct.

**Level II** and **Level III** infractions may also be managed by classroom teachers but consequences will be issued by site administration. **Level I** infractions should be addressed by classroom teachers, unless the behavior is chronic and detrimental to the learning environment. For **Level II** behaviors that happen in the teacher’s classroom, the teacher, or administration, will call home to inform the parent of the incident and the impact it had on the student’s learning and how the behavior was resolved. For **Level III** behaviors that happen in the teacher’s classroom, administration will call home to inform the parent of the incident.

Teachers are responsible for teaching and establishing respectful, trusting relationships with all students and set clear procedures and expectations that are in alignment to our Compass Traits of Perseverance, Integrity, Responsibility, and Respect. In doing so it is expected that students behave in accordance with set expectations. Interventions are done with the intent of correcting the behavior and allowing students to reflect on how they impacted the school community. The following pages provide examples of **Level I**, **Level II** and **Level III** infractions.

The Tapestry Code of Conduct applies to ALL Tapestry students. This includes, but is not limited to, in person, virtual Community Meetings, teacher office hours, organized meetings groups, and any day to day interaction with staff or students. In the unfortunate event that a suspension is deemed an appropriate consequence, the student may be restricted from attending school functions including live lessons. Alternative instruction would be offered for the suspended student and the specifics of that instruction would be discussed in the suspension letter.

### **Behaviors Related to Health and Safety of Others**

The health and safety of our staff and students is of the highest priority at Tapestry Charter School. It is our goal to create an environment that is welcoming, comfortable, and safe for all community members. Tapestry has put procedures in place that follow the guidance from the Center for Disease Control (CDC), Erie County Department of Health (ECDOH), and the New York State Department of Education (NYSED) to lessen the likelihood of someone in our building from contracting the virus. Such procedures include, but are not limited to, wearing facemasks, social distancing, temperature scans, breakfast/lunch protocols, and more.

When a student’s behavior does not align with the safety protocols that have been put into place, Tapestry staff will follow the Code of Conduct as it is outlined in the matrix provided. This may include removal from the classroom, parent contact, or short/long term suspension. If an in person student is continuously demonstrating an inability to abide by the determined safety protocols and procedures, they may be subject to removal from in person learning and placed in the virtual program for an extended period.

A student returning for violating safety protocols will be required to participate in a restorative readmission meeting. A behavior contract may be put into place outlining specific behavior, school supports and consequences.

## **CODE OF CONDUCT**

### **Level One Infractions**

*Refers to minor infractions that disrupt orderly classroom procedures and/or school operations. These infractions are handled by classroom teachers. Level One behaviors may include, but are not limited to, examples in the chart below.*

Example of Student Behaviors	Recommended Intervention/Response
<ul style="list-style-type: none"> <li>● Classroom interruptions or disruption</li> <li>● Not following directions</li> <li>● Talking back/disrespectful</li> <li>● Unkind words/actions</li> <li>● Inappropriate language/gestures</li> <li>● Leaving seat/area without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Infraction entered in JumpRope</li> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> </ul>

<ul style="list-style-type: none"> <li>● Refusal to complete work/sleeping/head down</li> <li>● Failure to follow Common Area expectations</li> <li>● Unprepared for class</li> <li>● Inappropriate use of classroom materials/objects.</li> </ul>	<ul style="list-style-type: none"> <li>● Community Service</li> <li>● Parent Contact</li> </ul> <p>*All Level One infractions should be logged and parents notified.</p>
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### Level Two Infractions

Refers to infractions with seriousness or frequency that tends to disrupt the learning climate of the school and/or consequences that endanger the health or safety of others. Administrative intervention may be necessary. Level Two behaviors may include, but are not limited to, examples in the chart below.

Example of Student Behaviors	Recommended Intervention/Response
<ul style="list-style-type: none"> <li>● Chronic level 1 infractions</li> <li>● Refusal to wear face coverings or adhere to health and safety protocols/procedures</li> <li>● Possession and/or use of any prohibited or offensive materials/objects/devices</li> <li>● Moderate classroom interruptions or disruption</li> <li>● Moderate Insubordination</li> <li>● Moderate verbal harassment/bullying of others, including but not limited to name calling, insults, or being unkind</li> <li>● Leaving, attempting to leave, or entering a classroom without permission/elopeing</li> <li>● Inappropriate use of school technology</li> <li>● Vandalism/destruction of school property</li> <li>● Inappropriate physical contact/physical aggression</li> <li>● Plagiarism/cheating</li> </ul>	<ul style="list-style-type: none"> <li>● Infraction entered in JumpRope</li> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Lunch Detention</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul> <p>*All Level Two infractions should be logged, parents notified, and may result in office intervention.</p>

### Level Three Infractions

Refers to acts whose frequency or seriousness disrupt the learning climate of the school and/or acts directed against persons and/or property that pose a threat to the health, safety and/or welfare of others. Administration is notified immediately and action may result in removal of the student from school. Level Three behaviors may include, but are not limited to, the chart below.

Example of Student Behaviors	Recommended Intervention/Response
<ul style="list-style-type: none"> <li>● Chronic Level 2 infractions</li> <li>● Continued refusal to wear face coverings or adhere to health and safety protocols/procedures</li> <li>● Severe Insubordination</li> <li>● Severe verbal harassment/bullying of others, including but not limited to name calling, insults, or being unkind</li> <li>● Severe classroom interruptions or disruption</li> <li>● Physical abuse, bullying, threatening behavior</li> <li>● Inappropriate language/behavior toward faculty</li> <li>● Severe use of inappropriate language/gestures</li> <li>● Possession, use, furnishing, or selling of any drugs/alcohol/tobacco or weapons</li> <li>● Physical Altercation/fighting</li> <li>● Vandalism/graffiti</li> <li>● Stealing/attempt to steal any personal or school property</li> <li>● Severe inappropriate physical contact</li> </ul>	<ul style="list-style-type: none"> <li>● Infraction entered in JumpRope</li> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>

\*\*Regardless of infraction level, it is staff responsibility to enter comments into PowerSchool and add appropriate staff and administration to the comment.

## Staff/Administration Response Chart

**Level One Infractions:** *should be handled in class, logged in PowerSchool, administration and parent notification.*

### Process for Level One Infraction:

When a student has a Level One infraction, the teacher/staff member should address the situation during class or during an opportune time within or after the lesson. If the situation takes place outside of the classroom, the student should be addressed at that moment. Office/administrative support is not required for Level One infractions.

The infraction should be logged in PowerSchool under Level One. A detailed description should be provided as well as how the issue was resolved. Administration should be notified. If the problem persists, it has now escalated to a Level Two under “continuous” or “chronic” infractions.

Examples of Inappropriate Student Behavior	Behavior/Redirection Strategies	Suggested Corrective Action/Consequence
<ul style="list-style-type: none"> <li>● Classroom interruptions/disruption</li> <li>● Not following directions</li> <li>● Talking back/disrespect</li> <li>● Using inappropriate language/gestures</li> <li>● Leaving seat/area without permission</li> <li>● Refusal to complete work, sleeping/head down</li> <li>● Consuming food or drink without permission</li> <li>● Failure to follow common area expectations</li> <li>● Consuming food or drink without permission</li> <li>● Unprepared for class</li> <li>● Inappropriate use of classroom materials/objects</li> </ul>	<ul style="list-style-type: none"> <li>● Greet students at the door</li> <li>● Do Now or opening routine</li> <li>● Intentional seating chart</li> <li>● Clear expectations</li> <li>● Activities designed for student engagement</li> <li>● Whole class reminder of expectations</li> <li>● Positive language to narrate the appropriate behaviors</li> <li>● Private conversation</li> <li>● Redirection of behavior</li> <li>● Replacement behavior</li> <li>● Encouragement/praise</li> <li>● Space for student to self-correct</li> <li>● Take a Break area</li> <li>● Buddy Room</li> <li>● Warn student of possible consequences</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Revoked Privileges</li> <li>● Administrative support</li> <li>● Level II</li> <li>● Document in JumpRope</li> </ul> <p><i>*If level one behaviors become chronic or behavior is continuously disruptive to classroom instruction it becomes a level 2 behavior. Please see level 2 for the protocol.</i></p>

**Level Two Infractions:** *may be handled in class with administrative support when necessary and placed in JumpRope. The student may need to be removed from class which could result in a suspension on a Short Term basis (less than 10 days).*

### Process for Level Two Infraction:

When a student has a Level Two infraction, depending on circumstance, the teacher/staff member should address the situation immediately. This may be with redirection or may result in the need for office intervention. Students may not be sent to the office. Instead, please contact the office, an administrator, or support staff if necessary, and provide a description of the infraction. If no one is available in the main office, and the student needs to be removed, direct

contact to an administrator or staff member is suggested. Parents will be notified of the incident by staff that same day.

The infraction should be logged into PowerSchool under Level Two. Teacher should provide a narrative of the incident, and administration or support staff will complete the follow up and determine the resolution/intervention. Parents will be notified by phone or email by staff and/or administration that same day. If a child is suspended, a letter will be sent home and a re-admission conference will be scheduled. Staff involved in the incident are invited but not required to attend the re-admission conference. Below is a response matrix for Level 2 behaviors that may include but are not limited to the following:

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Chronic Level 1 Infractions</p> <p>If a student needs to be removed from class, please follow the protocol for referring students to the office.</p>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Redirect/reminder of expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Alternative lunch location</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Possession and/or use of any prohibited device or offensive materials.</p> <p><i>Depending on the nature of the materials, may result in a level three consequence.</i></p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Office holds item until the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Office holds item until the end of the day</li> <li>● Meeting to address concerns</li> <li>● Possible Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Leaving, attempting to leave, or entering a classroom without permission.</p> <p>Eloping (<i>when a student leaves a classroom without permission</i>)</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Moderate Verbal harassment/bullying</p> <p>.</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
Moderate Insubordination and/or classroom disruptions	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Inappropriate use of school technology</p> <p><i>Depending on the nature of the incident, may result in a level three consequence.</i></p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Loss of technology privileges</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Loss of technology privileges</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
Vandalism/destruction of school property  <i>Depending on the severity of the incident, may result in a level three consequence.</i>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
Inappropriate hands/touching/rough housing	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

Level Two Offenses	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Interventions
<p>Failure to comply with health and safety protocols/procedures.</p> <p><i>**Depending on severity, could escalate to Level III or stronger Level II consequence</i></p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

*End of Level Two Infractions*

**Level Three Infractions:** *immediate administrative assistance required, student removed from class, may warrant short term suspension, long term suspension, or expulsion.*

**Process for Level Three Infraction:**

When a student has a Level Three infraction, the office should be contacted immediately. Administration will handle the issue and provide parent contact. Depending on the nature of the violation, students may receive a short term suspension, long term suspension, or expulsion.

The infraction will be logged by administration into PowerSchool under Level Three. Parents will be notified by administration that same day. If a child is suspended, a letter will be sent home and a re-admission conference will be scheduled. Staff involved in the incident are invited but not required to attend the re-admission conference.

Below is a response matrix for Level 3 behaviors that may include but are not limited to the following:

Level Three Infractions	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Intervention
Severe insubordination or classroom disruptions. This includes chronic Level 2 infractions	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Short term suspension (1-2 days)</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Short term suspension (2-3 days)</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
<p>Caused, Attempted, Or Threatened to Cause Physical Injury To Another Student</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day Suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 3-5-day Suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● 10-day suspension</li> <li>● Expulsion</li> </ul> <p>Recommended</p>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching</li> <li>● Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion</li> </ul>
<p>Engaged in a physical altercation/ fighting</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 3-5 day Suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion</li> </ul> <p>Recommended</p>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching</li> <li>● Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
Students Identified Inciting Conflicts or Fights:	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day Suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Willfully Used Force Or Violence Upon The Person of Another Requiring Medical Attention	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Recommendation for Expulsion</li> </ul>			<ul style="list-style-type: none"> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
Possessed, Sold Or Furnished Any Firearm, Explosive, Knife Or Dangerous Object	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Recommendation for Expulsion</li> </ul>			<ul style="list-style-type: none"> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Possessed, Used, Furnished, Or Been Under The Influence Of Any Controlled Substance, Tobacco or alcohol	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-5 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-day suspension</li> <li>● Expulsion Recommended</li> </ul>		<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Sold, Offered, Arranged or Negotiated to Sell Any Controlled Substance	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Recommendation for Expulsion</li> <li>● Police notification</li> </ul>			<ul style="list-style-type: none"> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
<p>Caused Or Attempted To Cause Damage To School Property Or Private Property</p> <p>*This includes technology</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Restitution</li> <li>● 1-3 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Restitution</li> <li>● 2-4 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
<p>Stolen Or Attempted To Steal School Property Or Private Property</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> <li>● Possible Police Notification</li> </ul>		<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
Committed an Obscene Act or Verbal Assault Toward Anyone in our School Community	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Engaged In Habitual Profanity or Vulgarity	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5 day suspension</li> <li>● Re-entry/restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/ consequence</b>	<b>Second Offense Suggested corrective action/ consequence</b>	<b>Third Offense Suggested corrective action/ consequence</b>	<b>Suggested Intervention</b>
<p>Engaged In, or Attempted To Engage In, Hazing Or Engaged In An Act Of Bullying Including Cyber Bullying)</p> <p>Hate Motivated Behavior: <i>DASA</i></p> <p><i>Depending on severity, may result in a 10 day suspension with</i></p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 day suspension</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
<p>Committed Sexual Harassment</p> <p><i>Depending on severity, may result in 10 day suspension with expulsion recommended.</i></p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>

<b>Level Three Infractions</b>	<b>First Offense Suggested corrective action/consequence</b>	<b>Second Offense Suggested corrective action/consequence</b>	<b>Third Offense Suggested corrective action/consequence</b>	<b>Suggested Intervention</b>
Committed Or Attempted to Commit a Sexual Assault	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Police Notification</li> <li>● 10 day suspension &amp; recommendation for expulsion</li> </ul>			<ul style="list-style-type: none"> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Created An Intimidating /Hostile Environment By Engaging In Harassment, Threats, Or Intimidation . Including False Accusation, False Alarms, and/or Fire Alarms	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 day suspension</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-4 day suspension</li> <li>● Counseling Referral</li> <li>● Re-entry/ restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10-day suspension</li> <li>● Expulsion Recommended</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Immediate administration contact</li> <li>● Removal from class</li> <li>● Parent contact (from admin)</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> <li>● Behavior Contract</li> <li>● Long Term suspension/Expulsion hearing</li> </ul>
Violent Threats, Including Bomb Threats, Against School Personnel or Property	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Police Notification</li> <li>● 10 day suspension &amp; recommendation for expulsion</li> </ul>			<ul style="list-style-type: none"> <li>● Long Term suspension/Expulsion hearing</li> </ul>

Level Three Infractions	First Offense Suggested corrective action/consequence	Second Offense Suggested corrective action/consequence	Third Offense Suggested corrective action/consequence	Suggested Intervention
<p><b>Severe/Chronic</b> failure to comply with health and safety protocols &amp; procedures.</p>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Possible short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Reteach expected behavior</li> <li>● Meeting to address concerns</li> <li>● Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Reteach expected behavior</li> <li>● Coaching Conversation</li> <li>● Reflection</li> <li>● Mediation</li> <li>● Community Circle/conference</li> <li>● Community Service</li> <li>● Removal from class</li> <li>● Privileges Revoked</li> <li>● Short Term Suspension</li> </ul>

*End of Level III Infractions*

**Student Expectations for Common Areas (Proper Social Distancing and Protocols Maintained)**

<b>Recess Expectations</b>	<b>Lunch Expectations</b>
<p>During recess students will:</p> <ul style="list-style-type: none"> <li>● Keep hands to yourself.</li> <li>● No rough play (play fights, wrestling, pushing, kicking, etc.).</li> <li>● Leave personal belongings such as toys, electronics, etc. at home. <b>Tapestry is not responsible for lost or stolen items.</b></li> <li>● Treat others with kindness.</li> <li>● Take turns with equipment/activities.</li> <li>● Immediately stop play and lineup when recess is ending. Clean all areas of play (Leave No Trace).</li> <li>● Enter the building silently.</li> </ul>	<p>During lunch students will:</p> <ul style="list-style-type: none"> <li>● Follow Social Distance Guidelines</li> <li>● Remain seated</li> <li>● Use appropriate voice levels.</li> <li>● Use appropriate meal-time manners.</li> <li>● Take care of garbage (Leave No Trace).</li> </ul>
<b>Super Subject Expectations</b>	<b>Hallway Expectations</b>
<p>During Super Subjects students will:</p> <ul style="list-style-type: none"> <li>● Line up in the hallway before entering.</li> <li>● Follow all classroom procedures.</li> <li>● Treat each other with kindness.</li> <li>● Follow the 5 Star System.</li> <li>● Participate in all activities.</li> </ul>	<p>While in hallway students will:</p> <ul style="list-style-type: none"> <li>● Stay on the designated side of the hallway.</li> <li>● Straight, Silent, and Together line (SST).</li> <li>● Follow all teacher and staff directions.</li> <li>● Remain silent while lined up in the hallway.</li> <li>● Remain socially distanced.</li> </ul>
<b>Bathroom Expectations</b>	<b>Community Meeting Expectations (virtual)</b>
<p>On trips to the bathroom students will:</p> <ul style="list-style-type: none"> <li>● Remain silent in the hall and bathroom.</li> <li>● Make sure they were given permission.</li> <li>● Respect the privacy of others.</li> <li>● Use proper hygiene habits.</li> <li>● Keep the bathroom clean and safe.</li> <li>● Wait silently in the hall if the bathroom is full.</li> <li>● Remain socially distant.</li> <li>● Follow bathroom protocols.</li> </ul>	<p>During Community Meetings students will:</p> <ul style="list-style-type: none"> <li>● Be kind.</li> <li>● Have fun!</li> <li>● Meetings will be virtual.</li> <li>● Follow classroom procedures.</li> <li>● Respect all performers and guests.</li> </ul>

## Student Dress Guidelines

At Tapestry Charter School, all persons are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

School administration reserves the right to impose a different dress code/ set of expectations if issues of safety arise or if such changes cause disruption to the learning environment. Additional restrictions may be determined by school administrators.

When on school property or at a school function, student's dress, grooming and appearance, including jewelry, makeup and nails should adhere to the following:

### Guiding Principle of Tapestry's Dress Guidelines: Be safe, appropriate, and ready to learn!

Dress Code Do's	Dress Code Don'ts
Pants: <ul style="list-style-type: none"> <li>● Khakis, Denim, Leggings (if opaque)</li> <li>● Sweatpants/track pants</li> <li>● Pants that fully cover buttocks and begin at hips or waist</li> </ul>	Pants: <ul style="list-style-type: none"> <li>● Pajamas</li> <li>● See-through or transparent leggings</li> <li>● Pants that begin below the hips/waist or that expose skin above the length of fingers when arms are down at the side</li> </ul>
Shorts, Skirts, Dresses: <ul style="list-style-type: none"> <li>● Skirts/dresses/shorts that are longer than longest fingers when arms are down at the side</li> </ul>	Shorts, Skirts, Dresses: <ul style="list-style-type: none"> <li>● Skirts/dresses/shorts that are shorter than fingertips when arms are down at the side</li> </ul>
Tops: <ul style="list-style-type: none"> <li>● Hoodies (see "Headgear")</li> <li>● Shirts that extend beyond the belt level(front and back)</li> <li>● Shirt fronts/back need to be at armpit level on the chest, this includes v-necks and scoop necks</li> </ul>	Tops: <ul style="list-style-type: none"> <li>● Tube tops</li> <li>● Net tops (with nothing underneath)</li> <li>● Halter top tube tops</li> <li>● Spaghetti straps</li> <li>● Tops that stop above the belt level</li> <li>● Shirts that go lower than armpit level in the front/back</li> </ul>
Headgear: <ul style="list-style-type: none"> <li>● Headgear for an approved medical reason</li> <li>● Headgear for a religious reason</li> </ul>	Headgear: <ul style="list-style-type: none"> <li>● Hats</li> <li>● Hoods up</li> <li>● Headphones</li> </ul>
Footwear: <ul style="list-style-type: none"> <li>● Sneakers</li> <li>● Sandals with a back</li> <li>● Heels less than 3 inches</li> <li>● Flats</li> </ul>	Footwear: <ul style="list-style-type: none"> <li>● Backless shoes/sandals/slides</li> <li>● House shoes/slippers</li> <li>● Heels above 3 inches</li> </ul>

<p>Outerwear:</p> <ul style="list-style-type: none"> <li>• Scarves</li> </ul>	<p>Outerwear:</p> <ul style="list-style-type: none"> <li>• Coats, jackets not allowed on inside building</li> <li>• Hats, gloves not allowed on inside building</li> <li>• Sunglasses not allowed on inside building</li> </ul>
<p>Jewelry:</p> <ul style="list-style-type: none"> <li>• Earrings</li> <li>• Bracelets</li> <li>• Necklaces</li> <li>• Rings</li> </ul>	<p>Jewelry</p> <ul style="list-style-type: none"> <li>• Jewelry that may be deemed a weapon(includes but not limited to):</li> <li>• A single ring or piece of jewelry covering multiple fingers</li> <li>• Spiked necklaces or belts</li> <li>• Belts with large removable buckles</li> <li>• Chain-like neckwear</li> <li>• Ninja-type stars, etc.</li> </ul>
<p>Graphics on clothing:</p> <ul style="list-style-type: none"> <li>• Brand names</li> <li>• Tapestry gear</li> </ul>	<p>Graphics on Clothing:</p> <ul style="list-style-type: none"> <li>• Promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities</li> <li>• Are lewd, vulgar, obscene, and libelous or denigrate others, or cause a disruption to the school that impedes the educational program</li> </ul>

\*Dress guidelines for fieldwork will be provided before the date of the fieldwork.

\*\*Backpack usage is determined at each grade level.

## Student cell phones and personal electronics

Personal electronic devices, for students in grades K-4, are not allowed in school. In the event a student may need to bring a cell phone to school (i.e. emergency communication) it must be stored safely and turned off for the entire school day. If a child is found to have an electronic device, it will be confiscated by staff. Tapestry is not responsible for any lost or stolen electronic devices and it is strongly recommended that these devices remain at home.

If a student is found to have, or in use of, an electronic device the following will occur:

- **First offense:** confiscated and returned to a parent/guardian at day's end
- **Second offense:** confiscated and returned to a parent/guardian after 24 hours
- **Third offense:** parent conference; may result in short term suspension and/or contract
- **More than three offenses:** short term suspension and contract

## **Response to Classroom Discipline**

### **PowerSchool**

PowerSchool is the comment pod system used to track level 1, 2 and 3 infractions and Positive Behavior based on PIRR-K traits. While it is not feasible to track all behavior infractions as they happen, it is expected that teachers will enter any comments into PowerSchool by the end of the school day. This will help ensure that site consequences are delivered in a timely manner.

### **Chronic Problems**

If disruptive behavior continues, a teacher and/or administrator will contact parent/guardian after initial interventions have taken place. A short term suspension may be required if a student's attitude and conduct result in the need to temporarily remove the student from the classroom community. In the case of students with significant behavioral concerns, administration, classroom teachers, support staff, and counselors will meet to determine appropriate strategies to assist the student. This may include a behavior plan or contract developed with parents/guardians.

### **In-School Suspension**

Students may be temporarily removed from the classroom where the student will receive instruction in an alternative location. Administration will assign in-school suspension.

### **Short Term Suspension**

A student who is determined to have committed a Level 3 infraction, and in some instances for a Level 2 infraction, shall be subject to a short term suspension. Administration may determine an exception should be made based on individual circumstances of the incident and the student's disciplinary record. Depending on the severity of the infraction, a long-term suspension may also be imposed and referrals to law enforcement authorities may be made. A short-term suspension is an out of school suspension for ten school days or less. The parent/guardian will be notified in writing that the student has been suspended from school and reason(s) why.

All students are expected to attend a re-admittance conference with a parent/guardian, assistant principal, and/or principal and/or guidance counselors if deemed necessary, before returning to the classroom.

#### **Disciplinary Infractions That May Result in Short Term Suspension (includes but not limited to):**

- Continued refusal to wear face coverings/PPE materials.
- Attempt to assault any student or staff member.
- Acts of physical aggression.
- Vandalize school or personal property resulting in minor damage.
- Endanger the physical safety of another by use of force or threats of force.
- Engage in conduct that disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others.
- Engage in insubordination.
- Fails to complete assignments, carry out directions, or comply with disciplinary sanctions.
- Cheating on exams or quizzes, or committing plagiarism.
- Use of forged notes or excuses.
- Stealing, attempt to steal, or possession of property known by the student to be stolen.

- Trespassing on school property.
- Abuse of school property or equipment.
- Use of obscene or abusive language or gestures.
- Continued violation of the health and safety procedures/protocols.

## Long Term Suspension

A student who is determined to have committed any Level 3 infraction may be subject to a long-term suspension, unless the principal determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. A long-term suspension is an out-of-school suspension for more than ten school days.

When the principal determines that a suspension for more than ten days is warranted, he/she shall give reasonable notice to the student and student's parent/guardian of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him/her and the right to present witnesses and other evidence on his or her behalf.

The executive director or principal shall designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and, when warranted, recommendations as to the appropriate measure of discipline to the principal or executive director. The report of the hearing officer shall be advisory only, and the executive director or principal may accept all or any part thereof.

Upon receipt of the hearing report, the executive director or principal may impose a long-term suspension and shall issue a written decision. This decision will also inform the parent of the outcome and their right to appeal first to the Board of Trustees, and next to the New York State Commissioner of Education.

### **Disciplinary Infractions That May Result in Long Term Suspension (includes but not limited to):**

- Possession, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, slingshot, or other dangerous object of no reasonable use to the student at school.
- Commits or attempts to commit arson on school property.
- Possession, sale, purchase, distribution, or use of any alcoholic beverage, controlled substance, imitation controlled substance, on school property or at any school-sponsored event.
- Assault of any other student or staff member.
- Intentionally causing physical injury to another person.
- Vandalize school or personal property resulting in major damage.
- Threats of violence or acts of intimidation (in school or electronically).
- Bullying.
- Improper conduct that significantly disrupts or threatens to disrupt the education of other students.
- Continued violation of the health and safety procedures/protocols.

## Behavior Contracts

School staff may design written agreements with students subject to sanctions under this code to identify target behaviors, define expectations, and describe consequences, provided that the affected student and his/her parent/guardian are informed that the decision to enter into such a contract is voluntary.

## **Alternative Instruction**

Alternative instruction shall be provided when a student is subject to a suspension. Alternate instruction should be initiated no later than the day after the suspension begins. As outlined in a suspension letter, contact the main office to schedule up to one hour of instruction for K-6, and two hours of instruction for grades 7-12. Time and location will be determined by the school.

## **Expulsion**

Violation of a behavior contract, or any Level 3 infraction, may result in the need for a hearing. Upon receipt of the hearing report, the executive director or principal may impose a long-term suspension and shall issue a written decision. This decision will also inform the parent of the outcome and their right to appeal first to the Board of Trustees, and next to the New York State Commissioner of Education.

## **Bullying and Harassment**

Harassment/bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying and is a violation of New York State Education Law. Examples are, but are not limited to, the following:

- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- Reasonably cause or would reasonably be expected to cause a student to fear for his/her physical safety; or
- Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

### **Dignity for All Students Act (DASA) NYS's Anti-Bullying Law**

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school students.

The Dignity for All Students Act was signed into law on September 13, 2010. The legislation involves Section 801-a regarding instruction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals, actual or perceived, of different races, weights, national origins, ethnicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, gender identities or expressions.

Highlights of this law include:

- All public elementary and secondary school students are protected.
- DASA prohibits the harassment and discrimination of students by other students and school personnel.
- Districts must appoint at least one staff member in each school to handle all bullying incidents on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle, as well as at school sponsored events or activities.

### **Cyber Bullying**

Cyberbullying is bullying behaviors using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites, and other. Cyberbullying can happen at any time. Cyberbullying off-campus may also form the basis for discipline in school. It can be public or in

private, and sometimes only known to the target and the person bullying. Cyberbullying includes but is not limited to:

- Abusive or hurtful texts, emails, posts, images, or videos
- Deliberately excluding others online.
- Nasty gossip or rumors.
- Imitating others online or using their login.
- Embarrassing pictures, videos, websites, or fake profiles.

### **Physical Bullying**

Physical bullying is using one's body and physical bodily acts to exert power over peers. This includes hitting, kicking, tripping, pinching, pushing or other physical attacks.

### **Verbal Bullying**

Verbal bullying includes name-calling, insults, teasing, intimidation, or verbal abuse.

### **Covert or Hidden Bullying**

This sort of bullying is often harder to recognize and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation.

Covert bullying includes:

- Lying and spreading rumors.
- Negative facial or physical gestures, menacing or contemptuous looks.
- Playing nasty jokes to embarrass and humiliate.
- Mimicking unkindly.
- Encouraging others to socially exclude someone.
- Damaging someone's social reputation or social acceptance.

## **Discipline of Students with Disabilities**

Students for whom the Individualized Education Plan (IEP) includes specific disciplinary guidelines will be disciplined in accordance with those guidelines. If the disciplinary guidelines appear not to be effective, or if there is concern for the health and safety of the student or others if those guidelines are followed with respect to a specific infraction, the matter will be immediately referred to the Committee on Special Education (CSE) for review.

When a suspended student is either classified, or in consideration of classification, by the Committee on Special Education, the requirements of federal regulation as stated in the Individuals with Disabilities Education Act (IDEA) afford such a student additional due process protection beyond the general education population if the student is suspended for more than 10 school days in the year. If this occurs, Tapestry Charter School will notify the home district of the need for CSE review to consider the impact of the disability upon the behavior and the possibility of a need for a change in program services. After ten days of suspension, the student will receive those special education services that will allow him/her to continue making progress toward the goals in the IEP.

## **Technology**

Tapestry Charter School is proud to offer each student an opportunity to use our Internet networked computers. Students will be expected to abide by the Acceptable Use Policy in order to maintain privilege. **Tapestry is not responsible for lost or stolen items.**

### **Acceptable Use Policy**

Tapestry employs Internet filtering software to restrict students' exposure to any inappropriate images and/or materials. Students are only allowed to use the Internet under the direction and supervision of a Tapestry staff

member or other school official, and only for valid and approved educational purposes. Students who violate this policy will have their Internet privileges suspended for a specific period of time.

Students will:

- Transport technology back and forth from school and home, when required
- Ensure devices are properly charged daily
- Only used when assigned by a classroom teacher
- Only use provided usernames and passwords.
- Get permission to print.
- Get permission to view any website.
- Get permission before sending or receiving any digital information.
- Get permission before saving a file, picture, URL, etc.

\*Any student who does not follow the Acceptable Use Policy will lose his/her computer/technology privilege.

## **SECTION 7: STUDENT HEALTH AND COVID RELATED POLICY**

The health and safety of our staff and students is of the highest priority at Tapestry Charter School. It is our goal to create an environment that is welcoming, comfortable, and safe for all community members. Tapestry has put procedures in place that follow the guidance from the Center for Disease Control (CDC), Erie County Department of Health (ECDOH), and the New York State Department of Education (NYSED) to lessen the likelihood of someone in our building from contracting the COVID-19 virus. Such procedures include, but are not limited to, wearing facemasks, social distancing, temperature scans, breakfast/lunch protocols, and more.

### **Health Services Policy including Medication Policy**

Tapestry Charter School offers comprehensive Health Services for all students in the District.

If your child is ill, it is in his/her best interest and that of others to be at home where special health care can be provided. If, in the judgment of the School Nurse, your child is too ill to remain in school, you will be requested to pick up your child as soon as possible. If we cannot reach you, we will contact the person(s) noted on the emergency card each parent is requested to complete.

- Medication in School: Please remember that we must have a physician's order to give all medication in school, and it must be given in the Nurse's Office. This also includes any over-the-counter medication such as Tylenol or Advil. Medications will be given to students only when a Physician's Order for Giving Medication in School form has been filed with the School Nurse.
- School Physicals: Required at initial school entry and students entering grades PreK or K, 1, 3, 5, 7, 9, and 11 in September of 2019 will be required to have a physical.
- Continue to follow Commissioner's Regulations 136.3 (c)(1)(iii), which requires schools to notify the parent/guardians of any student who does not present a health certificate within the 30 days from the start of the school year for new entrants and students entering into Grades Pre-K or K, 1, 3, 5, 7, 9 & 11 that if the required health certificate is not furnished within 30 days from the date of such notice, the director of school health services may conduct an examination by health appraisal of the student.
- School nurses and medical directors should continue to exclude students and staff who show symptoms of any communicable or infectious disease in accordance with Article 19, Section 906.

- Permit student athletes to participate in the fall 2021 sports season if they have previously had a health examination for school attendance in the 2020-2021 school year and provide a health history completed (Sample Recommended NYSED Interval Health History for Athletics) and signed by the parent/guardian within 30 days of the start of the season. Student athletes who have not previously had a health examination must still obtain a health examination prior to participation in sports season.

As of January 31, 2021- physical examinations for school are to be documented on the NYS Required Health Examination Form or an electronic health record equivalent form. The Instructions for completion of New York State School Health Examination Form provides direction to healthcare providers on the details of the required components and the required presentation order of those components for an electronic health record form to be an equivalent form. Both of these documents are available on NYSED's School Health Services Webpage. Please contact the Office of Student Support Services if you have questions by email at [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov) or at 518-486-6090.

### **Bee Sting Allergies, Food Allergies and Asthma**

If your child has allergies to bee stings or food, or if your child has asthma, please contact the Health Office to make arrangements for medication and treatment. A doctor's order is required for any medication your child may need while at school. The parent/guardian needs to supply the medicine ordered. This is vitally important, as time is of the essence in treating these conditions.

### **Physical Education Excuses**

If your child is unable to take gym or is restricted from certain gym activities, a doctor's excuse must be sent to the Health Office. If this is an ongoing restriction, the order needs to be renewed at the start of the school year. Please contact the Health Office if you have any questions.

### **Routine screenings**

All students are screened for height, weight, vision and hearing each year K, 1, 3, 5, 7 and 11 scoliosis for 5, 7, 9. Tests for color perception are administered once during a child's school experience.

### **Important State Laws**

Regulations of the Commissioner of Education require that a health examination be completed for each public school student in certain grades. As part of the required school health examination, students are weighed and their height is measured. These numbers are used to compute the student's body mass index or BMI. The BMI helps the doctor, nurse or parent know if the student's weight is in a healthy range. Recent changes to the New York State Education Law require that BMI and weight status group be included as part of the student's school health examination. Additionally, our school district must take part in a survey by the New York Department of health. Only summary information is sent. No names or other information about individual students are sent. Parents may choose to have their child's information excluded from this survey report. If you do not wish your child's information to be sent to the Department of Health or have questions, please contact your school nurse.

### **Illnesses or Injuries**

Students who become ill during the school day should report to the nurse. If the problem cannot be resolved, a parent or guardian will be contacted if a pick-up is necessary. If a student leaves school without permission, the student will be given an "unexcused absence", and disciplinary action will be taken.

Accident reports are completed for injuries that occur on school grounds once staff is notified of the occurrence. Parents/guardians will be notified by telephone or note describing the accident, the extent of the injury, and the

treatment provided. If an accident or illness is deemed serious in nature, appropriate medical care and 911 intervention will be taken immediately, with contact made to the parent/guardian.

## **Immunizations**

New York State law requires all students to be up to date with necessary immunizations before entrance to school. As of June 13th, 2019, the new State law no longer grants religious exemptions for vaccination. Any exemptions previously granted based on religious beliefs are no longer valid. Caregivers must show proof of immunizations. Any student without required immunizations will not be permitted to attend school starting 14 days from the start of the school year. Only medical exemptions may be granted, with a written statement from a physician that states immunization against one or more diseases may be inadvisable. The Tapestry Director and/or public health officials may exclude non-immunized students from school if there is a health threat to the student or others. Questions concerning these requirements may be addressed to the Principal or school nurse.

## **Food Services**

Tapestry is committed to providing all of our students with healthy and nutritious meals to fuel their minds and bodies throughout their busy days. We offer breakfast and lunch every school day for those students who wish to partake. The Tapestry Food Service Team makes every effort to provide our students with homemade, healthy, nutritious, and delicious breakfast and lunch. Much of what we prepare in our on-site kitchen is made from scratch using fresh (not frozen), seasonal and (whenever possible) local ingredients. We encourage all of our students to try new and sometimes unfamiliar menu items in order to have a balanced diet. All of our lunches include a lean protein, whole grains, 2 varieties of fresh cut vegetables, 2 varieties of fruit and 2 varieties of milk. We offer 2 alternate meals which consist of either a peanut butter and jelly sandwich on whole grain bread or a snack bag, which consists of a fruit cup, carrot sticks, cheese stick and a whole grain. And although the alternate choices can be tempting, we will always encourage our students to “at least try” our main meal. Please notify our school nurse of any allergies or religious restrictions.

Our menu is designed to help our students, staff, and parents remember “What’s For Lunch?”. Every Monday is dedicated to our vegetarian friends by having “Meat-less Monday”. Lunch options include items such as Tomato-Vegetable Soup with a Spinach and Strawberry Salad or Macaroni & Cheese with Roasted Broccoli or Penne Pasta with a Garden Salad. Tuesday’s are dedicated to the ever-loving Taco Tuesday where we offer a multitude of taco-type items such as Chicken Taco Salads, Beef and Cheese Burritos, Hearty Beef Chili and the like. Sides might include Chips and Salsa, Fiesta Corn and Beans, Black Bean Patties or Lime-Cilantro Rice. Wednesdays are Wild Card Wednesday and Thursdays are Thankful Thursday where you might find anything from Sloppy Joe’s to Grilled Ham & Cheese to Chicken Souvlaki Salad with Hummus & Pita. Fridays are designated as Fun Food Friday...think Pizza, Cheeseburgers, Turkey Hot Dogs, and other kid-friendly items like that.

Whether your child chooses to buy lunch or bring it from home, we encourage everyone to enjoy lunch with their friends and to fuel their minds and bodies with the energy needed to grow strong, learn, and stay healthy.

## **Applications For Free and Reduced Price Meals**

Access to healthy meals is important for students to remain healthy and focused during the school day. Tapestry participates in the National School Lunch Program. Applications for this program are available in our main office. Families who are eligible will receive either free or reduced price meals and will not be billed for meals provided for their child.

## **SECTION 8: FAMILY COMMUNICATION AND INVOLVEMENT**

### **Essential Partners**

#### **Parents and guardians are expected to:**

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Provide school officials with current working telephone numbers so that we may reach parents to discuss student progress and other matters of mutual concern.
- Send their children to school on time, ready to participate and learn.
- Insist and help their children to be dressed and groomed in a manner consistent with the student dress guidelines.
- Know school rules and help their children understand them.
- Build good relationships with teachers, other parents, and their children's friends.
- Inform school officials of changes in the home situation that may affect student conduct or performance.

#### **Teachers and administration are expected to:**

- Maintain a climate of mutual respect and dignity for all students regardless of (included but limited to) actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, which will strengthen students' self-concept and promote confidence to learn in the classroom and on school property.
- Work to strengthen each student's self-concept and promote confidence to learn.
- Know their students as learners and demonstrate a commitment to student achievement.
- Communicate to students and parents: a) course objectives and requirements b) marking/grading procedures c) assignment deadlines d) expectations for students e) classroom discipline plan.
- Communicate regularly with students, parents and other teachers concerning student growth and achievement.

### **Communications**

#### **K-4 Newsletter**

Individual classrooms will send a weekly newsletter updating families on what is happening in the classroom as well as information about upcoming school events.

#### **News Update**

Once per month, a News Update for families in grades K-5 will be mailed home. This news update will provide important information regarding new initiatives, important events and parental involvement opportunities for parents. Additional copies can be found in the office.

#### **School Messenger**

Periodically an important update or announcement will be sent through school messenger via email and phone call. Please be sure to read these messages as they will contain important information.

#### **School Cancellation or Delay**

In the event of emergency or weather-related school delay, cancellation, or early closing, announcements are made on all major local media stations. Please note that Tapestry will be announced separate from the Buffalo Public School District and from other charter schools in the area. Please refrain from calling the school office for closing information, as telephone lines are very busy during these times. School delays or cancellations are announced by 6:15 am. Early school closings may require announcements during the school day.

## Visitor and Guest Expectations

Tapestry Charter School will limit nonessential visitors to all school buildings, district offices and transportation facilities. Visitors who enter the building will be screened and must follow any social distancing mandates. They also must follow regulations for wearing protective equipment to limit the spread of illness while on site. We will screen all visitors before allowing them on site.

We encourage parents and guardians to be active participants in their child's education, however, certain limits must be put in place regarding visitors (anyone who is not a regular staff member or student of the school) of the school to ensure a safe, and productive learning environment. Tapestry expects all visitors to model our school's core values of Perseverance, Integrity, Responsibility, Respect, and Kindness (PIRR-K) in all interactions. The principal is responsible for all persons in the building and on school grounds. For these reasons, the following expectations apply:

- Tapestry Charter School will limit nonessential visitors to all school buildings
- All visitors must report to the office to sign in and receive a visitor's pass
- Visitors who enter the building will be screened and must follow any social distancing mandates
- They also must follow regulations for wearing face coverings to limit the spread of illness while on site
- For the health and safety of our staff and students, parents are not allowed to observe a classroom while school is in session
- All visitors on school property or attending a school function shall conduct themselves in a respectful and orderly manner.
- Shall not disrupt the orderly conduct of class, school programs or other school activities, conferences or meetings.
- Shall not violate traffic directions, parking regulations, or restrictions on other vehicles.
- The principal may limit the access of any visitor, and/or parent, if the visitor and/or parent's conduct disrupts educational process or environment of the school. This limitation may include a suspension from being on campus for a period of time. Such suspension will depend on the severity of the misconduct.
- Although we welcome both young people and adults to view all dimensions of our school, no student may invite a visitor without the written permission of the school administrators at least one day prior to the visit. Visitors who do not have permission will be asked to leave the premises and may be removed from campus or arrested for trespassing, depending on the circumstances. A student assisting an intruder in entering the building will be subject to disciplinary action. Visits may not include babies and young children, except with special permission of the administration.

## Parental Involvement

### **Principal's Advisory Group (PAG)**

The Principal's Advisory Group (PAG) serves as a consultative body to assist the principal and administration in making decisions that reflect the interests of parents, faculty, and students, leveraging family involvement. Subcommittees of the PAG have been established to address topics that are considered important by TCS parents/guardians. Community voice is encouraged in such areas as the setting and maintaining of school policies, the hiring of staff, the raising of funds, setting of priorities for use of funds, and helping with community engagement.

### **Tapestry Community Association (TCA)**

The Tapestry Community Association (TCA) is a voluntary parent/family organization of Tapestry Charter School that was created to enhance and enrich the educational and social development of the students, faculty and families.

It raises funds for the school and provides social events for the Tapestry community. All Tapestry parents/guardians, teachers, administrators and staff are members of the TCA.

**Family involvement in supporting student success**

Family involvement in TCS is essential for the achievement of an effective school community in which all students succeed. We look forward to partnering with families and would appreciate family support in the following areas:

<p>Creating an effective learning environment at home.</p>	<ul style="list-style-type: none"> <li>● Set a schedule and structure to make sure your child completes school work. Limit TV “electronic” time. Keep books and other reading materials available and set aside a time to read each day.</li> </ul>
<p>Learning about and supporting Tapestry Charter School’s values and programs.</p>	<ul style="list-style-type: none"> <li>● Encourage your child to participate fully in fieldwork and team building events.</li> <li>● Be familiar with and discuss with your child the Code of Conduct and the content of this handbook.</li> <li>● Attend school-wide activities during the year.</li> </ul>
<p>Staying informed about your child’s progress.</p>	<ul style="list-style-type: none"> <li>● Attend all of your child’s Student Led Conferences and exhibition nights.</li> <li>● Read teacher communications and promptly return permission slips and other communications asking for family response.</li> </ul>
<p>Volunteering</p>	<ul style="list-style-type: none"> <li>● In a school that encourages community engagement and a culture of warmth and acceptance, there are times when family members are needed to participate in panels reviewing student work, provide refreshments or supplies for events, or host or supervise events.</li> </ul>

**Emergency Information Forms**

Emergency Information Forms are kept on file so that school staff are aware of students’ medical information and have the ability to reach a parent or guardian at any time. Please let us know within 48 hours whenever there is a change in address, telephone number, place of employment or emergency contact person, or when there is a change in a student’s medical information.

**F.O.I.L. Policy**

In accordance with the Freedom of Information Law (FOIL), the public, including parents or guardians, has the right to request to obtain copies of or to view charter school records pertaining to school functioning or to the parent/guardian’s student. This request needs to be made in writing to the principal, and requested records will be provided in a timely manner, with a fee to cover copying costs.

**Grievance and Complaint Procedure**

Any individual who has a complaint or grievance of any kind regarding TCS is encouraged to speak directly to the TCS principal in an effort to resolve difficulties informally. The person making the complaint should identify the written or telephone communication as a complaint. The principal or designee will hear the complaint within one week or less of notification. Reasonable efforts will be made to resolve difficulties amicably with an interest in adult problem solving for the students’ benefit.

Any individual or group may bring a formal complaint alleging a violation of law to the Tapestry Board of Trustees at any time by submitting such a complaint in writing to the Board President. The complaint will be reviewed by the

Board no later than the time of the next scheduled meeting, and at least within a month of filing the complaint. A response to the complaint will be made within one week of the Board's meeting day.

## **Open Meetings Law Policy**

Per the Charter Schools Act, the Tapestry Charter Board of Trustees will follow the Open Meetings Law that allows members of the public to attend any Tapestry board meetings at which business of the school is conducted. Public notice is made in a variety of public venues. Questions regarding notifications or scheduling of such meetings should be directed to the Executive Director.

## **S.A.V.E. Plan**

In response to the Safe Schools Against Violence in Education Act (SAVE), TCS has established a SAVE Plan that identifies the school's Code of Conduct and Discipline Policy and a Building-Level Emergency Response Plan, in coordination with the District-wide School Safety Plan for TCS. A community meeting may be held yearly with the purpose of reviewing the SAVE Plan and obtaining input from families. A Summary of the Building-level Emergency Response Plan will be available to the public. The purpose of the SAVE Plan is to clarify the means by which TCS works to prevent violence and to create a safe and secure setting for learning to take place.

Child Abuse Reporting is a required component of the SAVE legislation. School staff members are considered to be mandated reporters. Reasonable suspicion of child abuse occurring in the home setting or in an educational setting must be reported to child protective services for investigation. The principal will be notified immediately and will facilitate and ensure reporting to law enforcement and notification of parents, if appropriate. A written report of allegations must be prepared, and filed by school administration. No employee of the district will be allowed to resign rather than disclose an allegation of child abuse. Any individual who in good faith complies with the child abuse reporting requirements will be entitled to immunity from any civil or criminal liability that might otherwise result from such actions.

## **Student Records - FERPA Policy**

Students' rights of confidentiality and protection from improper disclosure of their records are respected by Tapestry Charter School in accord with the Federal Family Educational Rights and Privacy Act of 1974 and with New York State law. Contact the Tapestry Charter School principal if you would like more information about the specific rights of students and families under these provisions.

## **SECTION 9: COVID APPENDIX**

### **Glossary:**

**Virtual or Remote Learning-** Virtual or remote learning, for the 2021-2022 school year will indicate the days students are learning from home. This will include times when students are remotely connected. When students are remote (home 100% of the time) they work both with asynchronous and synchronous instruction.

**Hybrid Learning-** Hybrid learning indicates learning in a school environment combined with remote learning. When the school is in a hybrid learning mode students will be assigned a schedule that indicates which days of the week they will attend classes in a school environment. On opposing days students will be learning remotely.

**Synchronous Learning-** Synchronous learning occurs when a student is learning remotely and has access to view and interact with a lesson live at a predetermined time.

**Asynchronous Learning-** Asynchronous learning occurs when a student is learning remotely and is working independently on the lessons assigned by the teacher.

**Learning Management System-** A learning management system is the platform in which students access course material and instructional lessons when learning remotely.

## **Safety Protocols**

### **Signage**

Office staff will post signs throughout the school consistent with DOH COVID-19 signage regarding public health protections against COVID-19. This signage will remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere To Social Distancing Instructions.
- Report symptoms of or exposure to COVID-19, and how they should do so.
- Follow hand hygiene, and cleaning and disinfection guidelines.
- Follow respiratory hygiene and cough etiquette.
- Screening protocol
- Classroom supplies
- Arrival/Dismissal
- Late Arrival

## **Social Distancing**

### **Classrooms**

Whenever possible, there will be three feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.

### **Distancing for Certain Activities**

Tapestry Charter School will ensure that required social distancing is maintained between individuals while participating in activities that require projecting the voice or aerobic activity resulting in heavy breathing, etc. Tapestry Charter School students will not utilize any instruments involving breath.

## **Snack/Treats for Sharing**

Due to Covid 19, only pre-made, store-bought, individually pre-packaged food will be allowed into the classroom for sharing. Parents/guardians must contact their child's teacher and receive permission to send ANY food items in. Tapestry reserves the right to turn away any items deemed inappropriate.

## **Face Coverings**

Face coverings will be worn by staff and students at all times. Teachers can provide face covering breaks for students when they can maintain social distance in the classroom. Students will be allowed to remove their face covering during meals so long as they maintain appropriate social distance. Students and staff will be encouraged to bring their own PPE to school every day. However, if a student or staff member arrives without a mask one will be provided to them upon entering the building. Face coverings will be cleaned or replaced after use and will not be shared. We will teach students on how to adequately put on, take off, clean (as applicable), and discard PPE and face

coverings during the first weeks of school. If individuals are unable to medically tolerate a face covering, they will need to enter into our virtual only option for instruction.

Tapestry will allow a variety of face coverings pursuant to CDC and DOH guidance, however masks that have been proven to be ineffective cannot be worn.

*\*We will provide disposable masks when needed to staff and students.*

**Acceptable and Non-Acceptable Masks**

Acceptable Masks		Non-Acceptable Masks	
N95 Mask & KN95		Bandana	
3-Layer Surgical Mask		Gaiter Mask	
Cotton or Polypropylene Mask		Fleece Mask	
Polypropylene Apron Mask		Valve Mask	
2-Layer Pleated Mask			
Olson Style (curved fit nose & mouth)			

**Space Configurations**

We are repurposing alternate indoor spaces for in-person instruction within the school facility

- **Hallways:** Hallways will be reconfigured to reduce bi-directional foot traffic using tape and/or signs with arrows in hallways and spaces throughout the school. We will post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.
- **Large Gathering Locations:** Tapestry Charter School will limit large gathering locations where students, faculty, and staff gather. We will make hand sanitizer or disinfectant products available near such amenities or areas.
- **Outside:** Students will be allowed outside for certain classes like PE when the weather permits. While outside they will need to wear their mask and maintain social distancing when possible.
- **Small Spaces:** Tapestry Charter School will limit gathering in small spaces (e.g., elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same household.
- **Ventilation:** Tapestry Charter School will increase ventilation with outdoor air to the greatest extent possible by opening windows and doors while maintaining health and safety protocols. We are adding ionizers to our school buildings ventilation systems..

- **Common Areas:** Tapestry Charter School will encourage social distancing by reducing access to, or closing, non-essential amenities and communal areas that do not allow for adequate social distancing protocols to be followed.

### **Meals/Snacks**

Tapestry Charter School will continue to provide school breakfast and/or lunch to students who were previously receiving school meals. **Students will be offered bagged breakfasts and will eat breakfast in the classroom.** Our food service and nursing staff is well aware of student allergies and there will be measures to protect students with food allergies since we will be providing meals in spaces outside the cafeteria.

Students will perform hand hygiene before and after eating by utilizing either hand sanitizing or hand washing before eating. Sharing of food and beverages will be discouraged by the teachers supervising students who are eating in their rooms.

Food/snacks for distribution within a classroom must be pre-purchased and individually wrapped. No homemade items are allowed. Tapestry reserves the right to refuse any food item brought to our building. This provision is subject to change without notice.

### **Bathroom Use**

Students are expected to use the lavatory during classes when needed. The bathroom will have signage promoting proper hygiene and plexiglass dividers will separate sinks.

Tapestry Families,

Please review this handbook with your child. After reviewing, complete the lower portion of this page indicating your agreement and understanding of the policies and procedures. By receiving this handbook, you acknowledge the policies and procedures outlined. This page needs to be returned to your child's teacher.

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*I have read and reviewed the Tapestry Family handbook with my child.*

Student Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_