

Innovation High School Student - Parent Handbook 2018-19 School Year



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Welcome

INNOVATION (noun) |inə'vāSHən|

Definition: The action or process of developing a new method, idea, or practice.

Our school motto is: “Developing Leadership through Innovation.”

Dear Parents and Students,

Welcome to Innovation High School! As a member of Innovation’s growing student body, you have the opportunity to be a pioneer and a leader while learning at Innovation. We are looking forward to getting to know every one of you and to supporting your continued growth as students, innovators and members of our learning community.

Innovation’s mission is to develop leadership through innovation. Student-innovators achieve academic excellence by setting self-created goals within a three-tiered educational model of core classroom instruction, portfolio-based annual individual projects, and hands-on, experiential learning.

Our staff is excited to support you and your family in developing these goals and to help you meet our school-wide objectives, including graduation with a New York State Regents Diploma and acceptance into a college, university, career preparation program or other post-secondary option of your choice.

In this Student-Parent handbook you will find information about

Innovation and many of the programs that we offer. We hope that this handbook helps you to take full advantage of the many programs that Innovation offers.

Please note that the information, policies, and programs described here will change from time to time. Any changes are effective immediately.

School Contact Information

For any questions about this handbook or other school matters, our contact information follows below:

Mailing Address

The Renaissance Charter HS for Innovation
410 E. 100th Street
New York, NY 10029

Phone: (212) 722-5871

Fax: (646) 430-8555

Web: www.innovationhighschool.org

Email: office@innovationhighschool.org

2017-2018 School Calendar

Tuesday	September 5	School begins for all students
Wednesday	September 6	School OPEN (Chancellor's Day)
Wednesday	September 20	Half Day for Students (Staff PD)
Thurs. - Fri.	September 21-22	School OPEN (Rosh Hashanah)
Monday	October 9	School Closed (Columbus Day)
Wednesday	October 18	Half Day for Students (Staff PD)
Tuesday	October 31	Half Day for Students
Wednesday	November 1	Parent Teacher Conference #1
Thurs. - Fri.	November 2-3	College Trips (No Classes)
Tuesday	November 7	School Closed (Election Day/Staff PD)
Wed.-Fri.	Nov. 22-24	School Closed (Thanksgiving Break)
Mon. - Mon.	Dec. 18 - Jan. 1	School Closed (Winter Break)
Wednesday	January 10	Half Day for Students (Staff PD)
Monday	January 15	School Closed (MLK Jr.)
Mon. - Thurs.	January 22-25	Regents Week
Monday	January 29	School Closed (Staff PD)
Wednesday	February 7	Parent Teacher Conference #2
Wednesday	February 14	Half Day for Students (Staff PD)
Fri. - Fri.	Feb. 16 - Feb. 23	School Closed (Midwinter Break)
Wednesday	March 7	Half Day for Students (Staff PD)
Mon. - Weds.	March 19 - March 28	Enrichment Week
Thursday	March 29	School Closed (Staff PD)
Fri. - Fri.	March 30 - April 6	School Closed (Spring Break)
Wednesday	April 18	Half Day for Students (Staff PD)
Thursday	May 10	Annual Service Day (9-12)
Wednesday	May 16	Half Day for Students (Staff PD)
Monday	May 28	School Closed (Memorial Day)
Wednesday	May 30	Parent Teacher Conference #3
Tuesday	June 5	Regents Exams
Monday	June 11	Last Day of Classes
Tues.- Thurs.	June 12 - June 21	Regents Week
Monday	June 25	Stepping up Ceremony
Thursday	June 28	Graduation

Daily Schedule

Zero Period [Staff Development]	8:00 to 9:00
Advisory	9:00 to 9:10
1st Period	9:11 to 10:04
2nd Period	10:05 to 10:58
3rd Period	10:59 to 11:52
4th Period	11:53 to 12:46
Lunch	12:46 to 1:26
5th Period	1:26 to 2:19
6th Period	2:20 to 3:13
7th Period	3:14 to 4:07
Extends [After School Programs]	4:07 to 6:07

School Management Team

The School Management Team (“SMT”) is responsible for all aspects of Innovation’s daily operations. If you need information, are unable to resolve a concern or otherwise need to make contact with the school leadership, please contact them at the email addresses below or call the school at **212-722-5871**.

Name	Title	Email
Stephen Falla Riff	Executive Director	stephen.fallariff@innovationhighschool.org
Terence Joseph	Principal	terence.joseph@innovationhighschool.org
Ira Yasbin	Assistant Principal	ira.yasbin@innovationhighschool.org
Pablo Torres	Director of Student Affairs, Family & Community Engagement	pablo.torres@innovationhighschool.org

Board of Trustees

Innovation is a 501(c)(3) nonprofit organization, and governed by a volunteer Board of Trustees. The Board meets monthly and if you would like to attend a Board meeting, please check the calendar at www.innovationhighschool.org for the next Board meeting or call **212-722-5871** to find out the next meeting date. You are welcome to attend and we have public speaking as a component of every meeting.

If you would like to reach out directly to the Board of Trustees, you may contact our Chairperson, George Sarkissian, at 212.722.5871 or george.sarkissian@innovationhighschool.org.

Contacting Staff

To contact staff, email them at their school address or call our main line. While our staff and teachers are generally busy during the day, we place a high value on parent engagement and our team will respond to you as soon as possible.

The format of our email address system at Innovation is **firstname.lastname@innovationhighschool.org** For example, Terence Joseph's email address is **terence.joseph@innovationhighschool.org** If you need assistance contacting a staff member, please call **212-722-5871** and our office staff will pass on the information for a phone call or email response, based on your preference.

Graduation Requirements

To graduate in four years with a New York State Regents diploma, students must earn the following credits: Freshman - 11 credits, Sophomore - 22 credits, Juniors - 33 credits and Seniors - 44 credits.

Subject	Number of Credits Required
English	8 credits (four years of English Language Arts courses)
Social Studies	8 credits (four credits of Global Studies, two credits of U.S. History, one credit of American Government, one credit of Economics)
Math	6 credits (including Integrated Algebra, Geometry, Algebra II/Trigonometry and elective Mathematics courses)
Science	6 credits (at least two in Life Science and two in Physical Science)
Foreign Language	2 credits (Spanish)
Physical Education	4 credits
Health	1 credit
The Arts	2 credits (includes Visual Arts, Drama and Music)
Other Electives	7 credits (includes CCR 101, 201, 301, and 401)
Total	44 credits

In addition to the 44 credits, all students must pass the following New York State Regents Examinations with a grade of 65 or higher:

(1) English

(1) Global History

(1) US History

(1) Mathematics (Integrated Algebra, Geometry or Algebra II/Trig)

(1) Science (Living Environment, Earth Science, Chemistry or Physics)

For more information, please contact the Teaching & Learning team at

[**learning@innovationhighschool.org**](mailto:learning@innovationhighschool.org)

Programs & Departments

English Language Arts Department

The English Language Arts Department at Innovation offers Regents ELA classes starting in Freshman year to Senior year, ELA Electives (including ELA & Film) as well as at risk course offerings. The ELA department prides themselves on project based learning which directly aligns with the school's mission of leadership through innovation. For more information reach out to the ELA Department Chair at madalyn.marcano@innovationhighschool.org

History Department

In an age of globalization and rapid change, it is important for students to grasp critical and historical thinking skills. In addition, the ability to access, comprehend, analyze, and evaluate different types of media is essential to an informed citizenry. The mastery of these skills will enable students to identify the general lessons taught by history and apply them to contemporary issues. The History Department at Innovation offers Global History classes that will prepare students to take the New York Regents Exams in Global History and US History. In addition courses in Government and Economics will support students to become educated citizens. For more information please reach out to the History Department Chair at sven.dietrich@innovationhighschool.org

Mathematics Department

The mathematics department at Innovation offers Common Core Regents Exams in Algebra, Geometry, and Algebra 2 Trigonometry. Elective coursework includes Pre-Calculus and Forensic Math. We have a comprehensive program which includes project based learning and college readiness, both of which directly align with the school's mission of leadership through innovation. Email our Math Department Chair rhonda.creedharry@innovationhighschool.org

Science Department

The science department at Innovation offers Regents Living Environment, Regents Earth Science, Regents Chemistry as well as many different elective, AP, and at risk course offerings. We also have a comprehensive Software Engineering Program that culminates in AP Computer Science Principles. The science department prides themselves on project based learning which directly aligns with the school's mission of leadership through innovation. For more information reach out to the Science Department Chair at sean.pawelec@innovationhighschool.org

Special Education Department

The success of all students, regardless of disability, is a high priority at Innovation High School. Innovation will educate students with disabilities in the least restrictive environment with their non-disabled peers to the extent appropriate and allowed by each student's individualized education plan (IEP).

At Innovation, our special education program reflects a full-inclusion model, known as Collaborative Co-Teaching (CTT), where there is a Special Education teacher paired with a certified content teacher (Gen Ed teacher) in all core classes (ELA, Math, Sciences, Social Studies). We refer to these teacher pairs as clusters. Each special education student will be assigned a special education Case Manager, who is responsible for meeting with the student regularly to track progress toward meeting annual goals, and parents will be informed of student progress prior to the IEP meeting.

Related services as mandated on the IEP, are provided in collaboration with the DOE (Department of Education). We provide in-house mandated Counseling

and partner with the DOE to ensure that students receive other related services such as speech, occupational therapy and paraprofessional supports. If the DOE cannot provide a related service provider a Related Service Authorization (RSA) will be sent out by the district and Innovation will assist you in finding an outside provider at the public expense.

If your child does not receive special education services and your child is not progressing, parents or the school can initiate the process of referring your child for Special education services. Parents may request, in writing, that the CSE (Department of Education Committee on Special Education) evaluate your child for eligibility for special education services. Innovation will collaborate with parents to intervene when they have academic or behavioral concerns that may require more intense support or a special program. During this process, students may be serviced through a variety of interventions including LIFT, and/or Counseling. Teachers and parents will monitor the student's response to intervention and if student still exhibits a need, the school will work with parent to make a request for SPED services to the CSE.

If your child is found to have a disability but is ineligible for special education services, Innovation will work with you to create a 504 Accommodation Plan, which will provide supports for your child in the general education setting.

For more information about the program, or if you have any questions, you may contact SPED Department Chair Kristen at kristen.ahangari@innovationhighschool.org or Hillary at hillary.goldstein@innovationhighschool.org

English Language Learners Department

Arts Department

Foreign Languages Department

Physical Education/Health Department

College and Career Readiness (CCR)

The Renaissance Charter High School for Innovation offers a four-year CCR class, which is unique in its depth and scope. Starting from the first day of high school, students learn about college, career options, and the relationship between the two. They also build research, writing, critical thinking, organization and public speaking skills. The goal of the CCR program is to provide Innovation's students with the knowledge and skills they need to manage their educational experience and set the foundation for lifelong learning.

For many children, the path from high school to a career and successful adult life is clear. Growing up in a "college-going culture," they are surrounded by adults who serve as models for them. The connection between academic achievement and success later in life is evident, and it's deeply ingrained in the culture. For the students at Innovation, many of whom will be the first in their family to go to college, we are providing this "college-going culture" at our school to level the playing field.

We want our students to leave Innovation with as many career and educational options on the table as possible. Our CCR program helps our students to see the connections between what education offers and the future careers they want to

have. Starting in 9th grade, students begin to make meaningful plans for their lives to come.

For more information on the CCR program, please refer to our website - www.innovationhighschool.org/ccr or contact the CCR Team at CCR@innovationhighschool.org

Software Engineering Pilot

The Software Engineering Pilot (SEP) is a comprehensive, standards-aligned computer science and software engineering education program running in only 40 schools in New York City - and Innovation is the ONLY charter school in SEP. The goals of the program are: (1) to increase the number of high school graduates, particularly from traditionally underrepresented groups, who are ready to enter new and emerging high-tech fields, and (2) to develop students' computational thinking and problem solving skills in real-world contexts.

The program currently offers core curriculum in the following areas: computer programming, robotics, web design and development, physical computing, and mobile computing. In SEP Innovation students get structured, full-year course pathways including core computer science curriculum and elective topics designed to develop students' technical and creative skill. SEP students can apply for work-based experiences with major industry leaders and partners via the Pathfinders Program Students also have the opportunity to take AP Computer Science Principles in 12th grade, with the potential to earn college credit at Innovation.

Culinary Arts Program

Innovation's Culinary Arts program is a robust, industry-driven program that

launches students into their restaurant and foodservice careers. It is aligned with the NYSED CTE standards and Common Core standards. The curriculum blends theoretical and technical skills and provides a strong foundation in restaurant management, hospitality, and the culinary and pastry arts. Our Culinary Arts instructor is a CTE-certified chef trained at various culinary institutions, including Escoffier International Culinary Academy, ICE, CIA, and Le Cordon Bleu.

The program is open to all students across all grades, preferably starting at the freshman year, and students may obtain as many elective credits as they wish from our program. Parents may contact our Chef-Instructor to inquire about ways of getting involved in the program and to provide extra supports for our young-chefs-in-training or to participate in our school-wide events.

For more information about the program, or if you have any questions, you may contact Gerardo at: gerardo.vega@innovationhighschool.org

LEAP (Learning, Engagement and Promotion)

LEAP is an academic pathway to help 11th and 12th graders who are falling behind in their graduation requirements, and are having trouble passing the Regents exams. By engaging prior knowledge and maintaining a strong focus on test-taking skills, LEAP condenses a year-long class into half the time. The program is similar to an exercise regimen: if the trainer and the trainee are both willing to accept the challenge of a highly disciplined and rigorous program, results are almost guaranteed.

Target candidates are 11th or 12th graders who have not passed one or more 10th

grade Regents exams (Global, Algebra, Living Environment). If there is availability in Session 2 (Feb-Jun), LEAP may accept repeat students or students from 10th grade who require extra support for Regents-specific instruction.

LEAP is designed to lead students to success through a high-intensity interval approach of content building and test-taking skills, matched with a structured routine to minimize disruptive behaviors.

For more information contact the LEAP Coordinator, Ben Caraballo, at benjamin.caraballo@innovationhighschool.org

LIFT (Literacy Intervention and Focused Tutorials)

The Learning Center is a transitional support program designed to help students achieve academic success. LIFT helps students to identify, develop and achieve academic success through a differentiated system of instruction, assessment and support, ranging from help in a specific course to detailed skill development. LIFT provides a structured, supportive atmosphere that inspires a positive self-image and leadership through innovation.

LIFT develops lifelong learners who have the academic, personal and social skills necessary for success. LIFT provides age-appropriate learning experiences through a pedagogical approach tailored to students' individual needs. LIFT is a model that promotes collaboration in all areas of academia and fosters teamwork and solidarity.

For more information contact the LIFT Coordinator, Daysi Polanco, at daysi.polanco@innovationhighschool.org

Counseling Department

The mission of the Innovation counseling department is to assist students with their social and emotional well-being to promote academic success. Our services include group and individual mandated counseling, at-risk counseling, crisis intervention, and student and family support.

Our goals are to promote lifelong learning, personal and academic growth, and to aid students in becoming responsible, socially aware and productive members of society.

We believe that collaboration among school counselors, educators, outside service providers and parents will ensure that the needs and goals of every student are addressed so that each student can achieve success.

For more information on this Department, you can contact them at Counseling@innovationhighschool.org

Enrichment Programming

Innovation's Enrichment Week Program is a two-week session in the Spring. During Enrichment Week students engage in project-based and experiential learning on a single topic based on student interests and needs. The topics are developed by teachers and students working collaboratively. Students are accepted for placement in an Enrichment Cluster based on their registration for the program, eligibility for a particular cluster as stated in the Course Catalog, eligibility for placement based on school policy, and their overall graduation plan, as verified by their grade level counselor.

If a student needs academic remediation, or to make up for a class, this is also the time to make sure that they are on track. Participating in Enrichment Week programs is just like a regular school day with the same rules and regulations. Requirements for special programs like out of state practicums (we have previously taken practicum experiences to Pennsylvania, Louisiana, Florida,

Washington DC, Georgia, Alabama, Mississippi and Tennessee) and with partner organizations are similar to the criteria outlined above but may include special prerequisites depending on the program.

Any questions about enrichment programming can be directed to learning@innovationhighschool.org

Extends Program

The Remix Project

In partnership with The Remix Project (www.theremixproject.com), we give young people the space and equipment needed to experiment without judgment or bias in order to explore the depth and breadth of their creative gift.

Through safe, controlled environments with industry standard equipment and software, we seek to minimize external distractions and allow students to refocus and work uninterrupted in a community of like-minded individuals.

We surround our participants with knowledgeable & supportive staff + industry based mentors, we introduce young women and men to new networks of creative peers. Relationships are forged and collaboration flourishes as passion and gratitude resonate from within.

By doing these things our young people come to better their skillsets, learn their own truths, get introduced to exciting new networks and become empowered to begin shaping their reality with intention.

Athletics Department

Participation in interscholastic athletics promotes the development of physical, mental and social skills, a positive self-image, an understanding of teamwork and cooperation, and sharing of personal experiences. Everyone involved in the Innovation athletic program, both coaches and athletes, possess a unique opportunity to teach other participants positive life skills and values.

Like our academic colleagues, we take our coaching roles seriously. Our coaches seek to instill in individual athletes the dedication, discipline, desire and the spirit of commitment and personal sacrifice that a successful team depends upon. Making such a commitment helps nurture integrity, pride, loyalty and character in our students.

In order for students to be eligible to participate in Athletics at Innovation they must meet the following criteria:

Academic - Student-athletes must be on track for graduation. Innovation will be offering a study hall for students who need extra assistance. Student-athletes who are not on track for graduation will be mandated to attend study hall and will have additional requirements as mandated by the Athletics team.

Attendance/Punctuality – Student-athletes must maintain an attendance rate of 90%. All excused absences must be reported to our Attendance Coordinator and will not count against the student. Students are also expected to be on time to every class, all day, every day.

Behavior – Student-athletes must not have any negative behavior anecdotes.

Consequences for not meeting these standards will be determined by the Athletics Coordinator, Coaches and the Student Support Team.

For more information about this program, contact the Athletics Coordinator, LeRon Barrino at leron.barrino@innovationhighschool.org

School Rules & Policies

Student Identification Cards

Student ID Cards will be distributed in September by the Main Office. For additional questions about this or to get a replacement card you can contact the office at **212.722.5871** or office@innovationhighschool.org

Dress Code

Innovation students are not required to wear a uniform; however, clothes for school should be neat, clean, appropriate to the weather, and should not disrupt the educational environment.

Discipline Procedures

Discipline at Innovation is a full school, student and family effort. It begins in the classroom with strong classroom management and is supported by the Student Discipline Team and the entire Innovation community.

The Student Discipline Team (SDT) serves the role of the Dean found at many other schools. The SDT works to minimize disruptions in school, freeing students and staff to focus on learning. They do this by using techniques such as the restorative justice program, collaborative problem solving, and positive reinforcement to support student success.

A copy of the Student Code of Conduct may be found on Innovation's website. www.innovationhighschool.org. Simply click on the "Students and Parents Page" and navigate to the bottom of the page.

Electronics Policy

Electronics should not disrupt the educational environment. Each class will develop their own

Storing Phones:

- On the first day of school, every student will be assigned a secured locker. This is where students can put their mobile devices.
- Students cannot use their lockers during class transitions.
- Students will be able to use their phones during lunch.

Order of Consequences:

- 1st: Verbal Warning. Student asked to put mobile device in their locker.
- 2nd: SDT confiscates the device. Student must meet with the SDT Coordinator to retrieve the item. Detention may be assigned. Item will be returned to the student at the end of the day.

- 3rd: SDT confiscates the device. Detention is assigned. Only a parent can retrieve the item from SDT or an administrator. Any further violation will require a parent conference and could result in a loss of privileges for a determined length of time at the administrator's discretion. The device will not be returned before the parent conference is held.

For any questions, comments or concerns, please contact the discipline team at sdt@innovationhighschool.org

Drug & Alcohol Policy

Innovation is a drug and alcohol-free environment. The purpose of this policy is to ensure the safety of all students and staff. This policy applies to all students and visitors. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. A copy of this policy is available on Innovation's website (www.innovationhighschool.org) on the "Students and Parents" page.

Attendance Policy

Attending school **every day** is **vital** to student success. Our attendance policy promotes excellent student attendance, which leads directly to increased academic success. Upon arrival, students **must swipe in** in order to record their attendance. If students do not swipe in, they will be recorded as absent until they swipe in. All students will be provided with a Student ID that they must have on them at all times.

Absences affect a student's grades, school performance and ability to be promoted from grade to grade. For these reasons, students with poor attendance records may be ineligible to participate in athletic activities, extracurricular activities, college and other school trips.

Our Dean of Student Services meets with students and their families when students lose valuable instructional time due to unexcused absences and latenesses. During these meetings, attendance records and student progress reports are reviewed, and the academic consequences of excessive absences are explained. In addition, excessive absences may result in reports to the Administration for Children's Services (ACS) and disciplinary consequences, including suspension and expulsion.

For more information about attendance please contact our Dean of Student Services, Sean McClenathan: sean.mcclenathan@innovationhighschool.org or our Assistant Dean of Student Services, Jay Brown: jay.brown@innovationhighschool.org

PBIS

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

In the 2017-18 school year, Innovation High School will continue its implementation of the I-Bucks program. We will continue to use the LiveSchool platform to encourage positive behaviors inside and outside of the classroom. [LiveSchool](#) is a website and smartphone application that allows teachers to issue and withdraw I-Bucks from student's accounts.

Through "LiveSchool" all staff will be able to track behaviors, run reports, and print "bank accounts." Students will earn "Innovation Bucks" for positive teacher affirmations, good grades, participation in afterschool programs, in student council, fundraising events and attendance. Incentives will include: Innovation gear, field trips, participation in sports teams, priority registration for Enrichment Week and more.

Students and Parents can each log into LiveSchool. Their access codes will be provided to them throughout the beginning of the year.

Please reach out to Dean of Student Services Sean McClenathan sean.mcclenathan@innovationhighschool.org or Asst. Dean of Student Services Jay Brown jay.brown@innovationhighschool.org for more information about PBIS, I-Bucks, and LiveSchool.

For the full Student Services Handbook, including Attendance and PBIS policies [click here](#).

Lunch & Food Policy

All students are permitted to leave the school grounds for lunch. However, this privilege may be revoked. **Behaviors that lead to the revocation of the off-campus lunch privilege include:**

1. Coming back from lunch late;
2. Attendance dropping below 90%;
3. Any Tier 3 behavior (including violence, bullying, theft, cutting, verbal, physical or verbal aggression and any disruption of the learning environment).
4. Teacher and/or SDT referral

For more information on these policies contact the SDT at Discipline@innovationhighschool.org

FERPA Policy

The Renaissance Charter High School for Innovation (“Innovation” or the “School”) protects the privacy of student records in accordance with the Family Educational Rights and Privacy Act (“FERPA”). For more information regarding

your FERPA Rights, please see the Innovation FERPA Policy, Director Information Notice, and FERPA Frequently Asked Questions on the Students and Parents page of Innovation's website: <http://www.innovationhighschool.org>

Dignity for All Students Act Policy

Innovation is committed to providing our students with a learning environment that is free from harassment and bullying of all kinds. Therefore, we are fully committed to enforcing the Dignity for All Students Act (the “Dignity Act”), which provides that students have the right to feel safe and respected, and to work and learn in an environment that is free from harassment and bullying of all kinds, including sexual harassment and bullying. It applies to harassment and bullying between students, and harassment of students by adults (teachers, administrators and staff). For more information regarding your rights, please see our Dignity Act Policy, which is posted on the Students and Parents page of Innovation's website.

<http://www.innovationhighschool.org/wp-content/uploads/2015/02/DignityforAllStudentsActPolicy2015.pdf>

Trans and Gender Nonconforming Students Policy

Innovation is committed to providing a workplace and school environment that respects the gender identity choices of all our our staff and students, and is free from harassment and discrimination of any kind. This policy sets forth that commitment, and provides protocols to follow to protect the rights and privacy

of trans and gender nonconforming students. The policy may be found on our website:

<http://www.innovationhighschool.org/wp-content/uploads/2015/02/Transgender-Nonconforming-Students-Policy.pdf>

School Nurse

There is a NYC Department of Health registered nurse present in our M099 building from the hours of 9am-3pm. Students who need to see the nurse must first go to Innovation's Main Office to receive a referral form. Innovation staff members are not permitted to dispense any medication to students - this function is reserved for the nurse. The M099 nurse is not an Innovation employee and any concerns or communication regarding the nurse should be made to the NYC Department of Health at **(917) 492-6953**.

Transportation

Full-fare transportation means that if your child qualifies, their trip to and from school won't cost you anything. Children eligible for full-fare transportation receive either a student MetroCard or free yellow bus transportation.

Innovation HS is responsible for giving out MetroCards but does not determine eligibility: NYC Department of Education determines who receives Metrocards. Should you have any questions about this policy, contact the Main Office at office@innovationhighschool.org

Protocols for Visitors

All visitors to our school must first check in with school safety, located at the

main building entrance. You will be asked for a valid photo ID and directed to the Main Office. All visitors, including parents and Innovation alumni, must wear the Innovation nametag, to ensure that we maintain a safe and secure school environment.

Parent Teacher Organization

The Parent Teacher Organization is a body of parents/family members and Innovation staff that meets to discuss the needs of the school from a Parent's perspective. In general, this is the group of people to whom you can reach out when you would like assistance navigating the school from a Parent's perspective.

The PTO also elects a Parent representative for a three-year term to serve on Innovation's Board of Trustees, which is the body that governs the school and ensures that Innovation acts to achieve its mission and its charter goals while remaining financially stable and operationally secure.

To contact the PTO please email Elsie Encarnacion, the Family and Community Engagement Coordinator at:

elsie.encarnacion@innovationhighschool.org

Parent Teacher Conferences

Below is the list of all scheduled Parent Teacher Conferences. All evening conferences are from 6-8pm and afternoon conferences are from 1-4.

Meeting #1 (Afternoon) - Wednesday, November 1st, 2017

Meeting #1 (Evening) - Wednesday, November 1st, 2017

Meeting #2 (Afternoon) - Wednesday, February 7th, 2018

Meeting #2 (Evening) - Wednesday, February 7th, 2018

Meeting #3 (Evening) - Wednesday, May 30th, 2018

Meeting #4 (Afternoon) - Wednesday, May 30th, 2018

For more information or questions, contact the Main Office at

office@innovationhighschool.org, 212-722-5871, or Elsie Encarnacion at:

Student Grievance & Complaint Procedure

Resolved with staff/teacher

Grade Team Dean/Discipline/Student Services/Counseling

Director of Student Affairs, Family & Community Engagement

Role of Main Office?

Create Form?

Adjust SAM Protocol

Parent Grievance & Complaint Procedure

Parents and guardians with grievances will first be encouraged to resolve the issue with an appropriate Innovation staff member. If the issue is not resolved at that level, the matter will be referred to the Director of Student Affairs, Family & Community Engagement. If the matter remains unresolved, it will be referred to the Principal. The school will make every reasonable effort to resolve the issue within three business days. In the event that the Principal is unable to resolve the situation to your satisfaction, the following grievance procedure will be followed:

- Please address your grievance issue, in writing, to the Chairperson of Innovation's Board of Trustees.
- The Chairperson will attempt to resolve the issue within five business days. If the Chairperson is unable to resolve the grievance, the matter will be

referred either to the full Board, or to a Committee of the Board, which will report back to the Chairperson, who will then make a recommendation to the full Board, no later than the next meeting of the Board. The full Board will vote, and may either uphold or overturn the Chairperson's recommendation.

- If your grievance is denied by the Board of Trustees, you will be notified in writing of your right to appeal the decision to the Chancellor of the New York City Department of Education and to the New York State Education Department Board of Regents, which shall investigate and respond according to their own policies and procedures.