



# Innovation Charter High School Student - Parent Handbook 2021-2022 School Year

*Last Revision: 10/1/21*

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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 Charter 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**

Innovation Charter High School  
410 E. 100<sup>th</sup> Street  
New York, NY 10029

**Phone: (212) 722-5871**

**Fax: (646) 430-8555**

**Web: [www.innovationhighschool.org](http://www.innovationhighschool.org)**

**Email: [office@innovationhighschool.org](mailto:office@innovationhighschool.org)**

**A LIST OF SCHOOL STAFF WITH CONTACT INFORMATION IS AVAILABLE ON OUR SCHOOL WEBSITE**



# 2021-2022 Annual Calendar

Mon. - Thur.	Aug. 30 - Sept. 2	Student Orientations
Fri. - Mon.	Sept. 3 - 6	School <b>Closed</b> (Labor Day Weekend)
Tuesday	September 7	School begins for all students
Thursday	September 16	School <b>Closed</b> (Yom Kippur)
Monday	October 11	School <b>Closed</b> (Indigenous People's/ Italian Heritage Day)
Thursday	October 28	Parent Teacher Conference #1 (Half-Day)
Tuesday	November 2	School (Election Day/Async Instruction)
Thursday	November 11	School <b>Closed</b> (Veterans Day)
Wed. - Fri.	November 24-26	School <b>Closed</b> (Thanksgiving Break)
Thursday	December 9	Promotion In Doubt Conference #1 (Half-Day)
Mon. - Fri.	Dec. 20 – Dec. 31	School <b>Closed</b> (Winter Break)
Monday	January 17	School <b>Closed</b> (MLK, Jr.)
Tues. - Fri.	January 25-28	Regents Week - Review Week - End S1 Trips
Monday	January 31	School <b>Closed</b> (Staff PD)
Tuesday	February 1	School <b>Closed</b> (Lunar New Year)
Mon. - Fri.	Feb. 21 – Feb. 25	School <b>Closed</b> (Midwinter Break)
Thursday	March 17	Parent Teacher Conference #2 (Half-Day)
Fri. – Fri.	April 15-22	School <b>Closed</b> (Spring Break)
Monday	April 25	School <b>Closed</b> (Enrichment Week PD)
Tues. - Fri.	April 26-29	Enrichment Week
Monday	May 2	School <b>Closed</b> (Eid al-Fitr)
Tues. - Fri.	May 3 - 5	Enrichment Week
Thursday	May 12	Promotion In Doubt Conference #2 (Half-Day)
Monday	May 30	School <b>Closed</b> (Memorial Day)
Monday	June 14	Last Day of Classes for all students
Tues. - Fri.	June 15- June 17	Regents Week
Monday	June 20	School <b>Closed</b> (Juneteenth)
Tues. - Fri.	June 21– June 24	Regents Week
Wednesday	June 29	Graduation

## Daily Schedule - (Wednesday)

Daily Schedule -  
(Mon, Tues, Thur, Fri)

Staff Prep	8:00 to 8:25
1st Period	8:25 to 9:17
2nd Period	9:20 to 10:12
3rd Period	10:15 to 11:07
4th Period	11:10 to 12:02
5th Period	12:05 to 12:57
Lunch	12:57 to 1:37
6th Period	1:37 to 2:29
7th Period	2:32 to 3:24
After School (M & F)	3:30 to 5:30
After School (T & Th)	4:15 to 6:15

Staff Prep	8:00 to 8:25
1st Period	8:25 to 9:20
2nd Period	9:23 to 10:18
3rd Period	10:21 to 11:16
4th Period	11:19 to 12:14
Advisory	12:17 to 12:47
Lunch	12:47 to 1:27
5th Period	1:27 to 2:22
6th Period	2:25 to 3:20
7th Period	3:23 to 4:18
After School (M & F)	4:20 to 6:20

Half Day  
Schedule

Staff Prep	8:00 - 8:25
1st Period	8:25 - 9:01
2nd Period	9:04 - 9:40
3rd Period	9:43 - 10:19

4th Period	10:22 - 10:58
5th Period	11:01 - 11:37
6th Period	11:40 - 12:16
7th Period	12:19 - 12:55

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## 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**.

<b>Name</b>	<b>Title</b>	<b>Email</b>
Stephen Falla Riff	Executive Director	<a href="mailto:stephen.fallariff@innovationhighschool.org">stephen.fallariff@innovationhighschool.org</a>
Terence Joseph	Principal	<a href="mailto:terence.joseph@innovationhighschool.org">terence.joseph@innovationhighschool.org</a>
Ira Yasbin	Assistant Principal	<a href="mailto:ira.yasbin@innovationhighschool.org">ira.yasbin@innovationhighschool.org</a>
Tereena Somayya	Director of College & Career Success & CTE	<a href="mailto:tereena.somayya@innovationhighschool.org">tereena.somayya@innovationhighschool.org</a>

## Board of Trustees

Innovation is a 501(c)(3) nonprofit organization, 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](http://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.

# 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.

# Promotion & 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	2 credits (Spanish)

Language	
Physical Education	4 credits
Health	1 credit
The Arts	2 credits (includes Visual Arts, Drama and Music)
Other Electives	7 credits (includes CCR 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

Our programs and departments are described below. Additional information about programs not listed below will be added soon.



# 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 [lori.zabrocki@innovationhighschool.org](mailto:lori.zabrocki@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 [yusef.abdulsabur@innovationhighschool.org](mailto:yusef.abdulsabur@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 STEM Department Chair [sean.pawelec@innovationhighschool.org](mailto:sean.pawelec@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 STEM Department Chair at [sean.pawelec@innovationhighschool.org](mailto: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 support 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](mailto:kristen.ahangari@innovationhighschool.org) or Hillary at [hillary.goldstein@innovationhighschool.org](mailto:hillary.goldstein@innovationhighschool.org)

## College and Career Readiness (CCR)

The Renaissance Charter High School for Innovation offers a two-year, full-time CCR class, which is unique in its depth and scope. Starting in their junior year 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.

For more information on the CCR program, please refer to our website - [www.innovationhighschool.org/ccr](http://www.innovationhighschool.org/ccr) or contact the CCR Team at [CCR@innovationhighschool.org](mailto: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 20 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 will participate in work-based experiences with major industry leaders and partners.

# 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 support 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](mailto:gerardo.vega@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](mailto:Counseling@innovationhighschool.org)

## Enrichment Week 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](mailto:learning@innovationhighschool.org)

## 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 our Athletics Program Coordinators [dwaine.williamson@innovationhighschool.org](mailto:dwaine.williamson@innovationhighschool.org) or [andrew.cortazzo@innovationhighschool.org](mailto:andrew.cortazzo@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](mailto: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 as determined by the Dean of Discipline or another administrator.

## 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 minimize disruptions in school, freeing students and staff to focus on learning. They do this by enforcing disciplinary consequences, and by using techniques such as the restorative justice program, collaborative problem solving, and positive reinforcement to support student success.

Detention, suspension and, in extreme cases, expulsion, are also tools that the SDT



uses when appropriate to promote a safe, positive and peaceful school environment.

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

## **Electronics Policy**

Students' electronics equipment (phone, apple watch, tablets, headphones, etc) should not be visible in any classroom (including the gymnasium, auditorium during assemblies, art and music rooms).

### *Order of Consequences:*

1st: Verbal Warning. Student asked to put electronics away. Parents should also be called and informed of the policy.

2nd: Teacher takes the electronics for the remainder of the class.

3rd: SDT confiscates the device. Item will be returned to the student at the end of the day.

# 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. 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](http://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. 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 Students 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. If these trends continue, students are referred to their counselor for greater support around attendance. Excessive absences may result in reports to the Administration for Children's Services (ACS).

For more information about attendance contact our Dean of Student Services, Emily Bierwirth: [emily.bierwirth@innovationhighschool.org](mailto:emily.bierwirth@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 2021-2022 school year, Innovation High School will continue its implementation of the I-Bucks program. We will use the Kickboard platform to encourage positive behaviors inside and outside of the classroom. Kickboard is a website and smartphone application that allows teachers to issue and withdraw I-Bucks from student's accounts.

Through Kickboard, all staff will be able to track behaviors, run reports, and print "bank accounts." Students will earn I-Bucks for positive teacher affirmations, good grades, participation in afterschool programs, in student council, fundraising events and attendance. Students can use their I-Bucks to purchase school gear from the store. 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 Emily Bierwirth - [emily.bierwirth@innovationhighschool.org](mailto:emily.bierwirth@innovationhighschool.org)

## Lunch & Food Policy

Only 11th and 12th grade 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](mailto: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 of 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 MO99 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 MO99 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](mailto: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/guardians 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, Dean of Family & Community Partnerships at: [elsie.encarnacion@innovationhighschool.org](mailto:elsie.encarnacion@innovationhighschool.org)

## Parent Teacher Conferences

Parent Teacher Conferences are scheduled periodically during the school year.

For more information or questions, contact the Main Office at [office@innovationhighschool.org](mailto:office@innovationhighschool.org), 212-722-5871, or Elsie Encarnacion at: [elsie.encarnacion@innovationhighschool.org](mailto:elsie.encarnacion@innovationhighschool.org)

# 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 Principal or the Executive Director. 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.

## **Academic Honesty**

Proper conduct during distance learning, and complete honesty in all academic endeavors is required. Submission of false data, falsification of records, misconduct during streamed classes or discussion posts, foul language, cyberbullying and plagiarism are among the violations of academic integrity. Students who do not meet these standards will be subject to receiving a failing grade for the individual assignment, will need to complete additional make up assignments, and may be at risk of not passing the course overall.

**Attendance.** The only way for students to be successful in Innovation Online, is by engaging their teachers and support staff. For classes, attendance is taken in two ways:

Attendance is taken when:

- Students participate in classes that are streamed live **during** the 90 minute instructional block. Students participate in asynchronous class work outside of the live instructional block.

Attendance Codes:

- Distance learning (DL): Student attends live instruction.
- Tardy (TDY): Student is late to live instruction.
- Excused Tardy (TEX): Student has excused tardiness to live instruction.
- Asynchronous (ASY): Student completes asynchronous assignment before the next class meeting time.
- Conference (CNF): Student is attending a tutoring session for another subject or conference with another staff member.
- Excused Absence (EXC): Family member has informed us reason for absence.
- Unexcused Absence (UNX): Student is absent and has not informed teacher or office with reason for absence.

## **Office Hours**

School Guidance Counselors, College Counselors, Case Managers, Deans, Main Office Staff and Speech Service Providers will be available during Office Hours and during the 1-7 period schedule to meet/work with students online. They will continue providing services to their caseloads and students, primarily in a one-on-one format, throughout the course of each work day. The Counseling staff will be



available to help support students who are absent/cannot participate, and may choose to lead small groups online for study sessions, tutorials, or personal support. Counselors will work with the Administration, including the Dean's Office, to communicate with families about attendance/participation concerns and support students in getting back on track. Additionally, IEP services will continue as scheduled via phone conference. Parents can still make a request for initial evaluation or for any chance in IEP services during the school closure.

## **RESOURCES**

Here are online resources for families that will help make the transition to online learning easier

### **Online Learning**

- [Regents Review Online Resources](#)

### **ZOOM**

- [Downloading the ZOOM Client](#)
- [Joining and participating in a meeting on ZOOM](#)
- [Meeting Controls: sharing my screen, managing chat, muting participants](#)
- [Getting started on Windows and Mac](#)
- [Starting the desktop client](#)
- [Testing computer and device audio](#)

### **Google Suite**

- [Parents Guide to Google Classroom](#)
- [Creating and sharing a doc](#)
- [Inserting hyperlinks within a doc](#)
- [Creating and sharing a Google Slides deck](#)

### **Contact Innovation**

School Number 212-722-5871

[digitalresources@innovationhighschool.org](mailto:digitalresources@innovationhighschool.org) - To make technology requests

[office@innovationhighschool.org](mailto:office@innovationhighschool.org) - To make requests for shelter/food resources, to communicate absences

[info@innovationhighschool.org](mailto:info@innovationhighschool.org) - To request general information or give feedback

## Student Code of Conduct

All Innovation students receiving direct instruction online are subject to all Discipline policies and this Student E- Learning Code of Conduct. As an e-learning student, there are rules and expectations regarding online etiquette in order to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. Some sites contain illegal, defamatory, inaccurate, or offensive information. With expanded access to electronic information, availability of inappropriate material is not uncommon. We value partnering with parents to teach responsible Internet use.

### Please review the following rules and expectations carefully:

- **Students are responsible for proper behavior during e-learning.** Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work very seriously.** Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.**
- **Safety and Security is a high priority.** If you identify a security and/or safety problem in the school's computers and/or educational platform, please notify Deans of Discipline: Danielle Martin  
[danielle.martin@innovationhighschool.org](mailto:danielle.martin@innovationhighschool.org)
- **E-Learning correspondence is not private.** Never say, write, or record anything that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

## INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Innovation and, as such, is subject to disclosure to parents, administration or other third parties. Innovation expects both students and parents to abide by the school's Internet usage policy. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic

is protected by law. **Abuse of Internet platforms and tools in violation of Innovation’s school policies will result in disciplinary action.**

**Examples of prohibited behavior:**

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of Innovation, another organization, or person.
- Sending anonymous email messages.
- Disturbing the E- Learning Environment.
- Refusing to follow the rules of the specific E- Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Participation in Cyber bullying and/or Harassment.
- Cheating and/or Plagiarism.

**BULLYING AND HARASSMENT POLICY**

Harassment is prohibited between members of the school community, including communication of any form between students, parents, staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and retaliation. It is an expectation that all students and staff shall use all equipment and programs for the intended educational purpose. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the discipline department.

**DRUG AND ALCOHOL POLICY**

Innovation is a drug-free environment. The purpose of this policy is to ensure the safety of all students and to promote productivity. This policy applies to all students. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

You are “under the influence” if any substance:

- impairs your behavior or your ability to work safely and productively;
- results in a physical or mental condition that creates a risk to your own safety, the safety of others.

**A quality academic environment is integral to your success. Your academic environment consists of both in class and virtual/online platforms. If a student is observed consuming one of the above substances or suspected of being “Under the Influence” appropriate action will follow.**

### **ACADEMIC INTEGRITY POLICY**

- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student’s own work.
- When students submit an assignment that is not their own original work: Students earn credit for learning material for which they have not demonstrated mastery and they are violating the policies of the school. **(Plagiarism or Cheating)**
- Plagiarism - To steal and pass off (the ideas or words of another) as one’s own.
- Cheating- To influence or lead by deceit.

### **Examples of Integrity Violations:**

#### **Plagiarism:**

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

#### **Cheating:**

- To practice fraud or trickery to violate rules dishonestly.
- Providing questions/answers/ work to another student
- Receiving questions/answers/work from another student

### **Consequences of Violation of this Policy:**

**Final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.**

### **ADHERENCE TO REGULATIONS**

Except for the Student Code of Conduct, the policies and guidelines designed in Innovation’s E-Learning plan were made after careful analysis of the guidance provided by USDOE and NYSED for school’s distance learning plan