



**Innovation Charter High School  
Student - Parent Handbook  
2024-2025 School Year**

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**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."

## 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

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

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

## SCHOOL CALENDAR 2024-2025

Tuesday	September 3	Orientation - 9th and 10th Grades Only
Wednesday	September 4	Orientation - All Grades
Thursday	September 5	First Day of Classes - Semester 1
Wednesday	September 18	Early Dismissal - Staff PD
Wednesday	October 2	Early Dismissal - Staff PD
<b>Thursday-Friday</b>	<b>October 3-4</b>	<b>No School - Rosh Hashanah</b>
<b>Monday</b>	<b>October 14</b>	<b>No School - Indigenous People's/Italian Heritage day</b>
Wednesday	October 23	Early Dismissal - Family/Teacher Conferences
Thursday	October 31	Early Dismissal
<b>Friday</b>	<b>November 1</b>	<b>No School - Diwali</b>
<b>Tuesday</b>	<b>November 5</b>	<b>No School - Election Day/Staff PD</b>
<b>Monday</b>	<b>November 11</b>	<b>No School - Veterans Day</b>
<b>Wednesday-Friday</b>	<b>November 27-29</b>	<b>No School - Thanksgiving Break</b>
Wednesday	December 11	Early Dismissal - Staff PD
<b>Monday-Friday</b>	<b>December 23-January 3</b>	<b>No School - Winter Break</b>
Friday	January 17	Last day of Classes - Semester 1
<b>Monday</b>	<b>January 20</b>	<b>No School - MLK Day</b>
Tuesday-Friday	January 21-24	Regents/Review Week
<b>Monday</b>	<b>January 27</b>	<b>No School - Staff PD</b>
Tuesday	January 28	First Day of Classes - Semester 2
<b>Wednesday</b>	<b>January 29</b>	<b>No School - Lunar New Year</b>
Wednesday	February 5	Early Dismissal - Staff PD
<b>Monday-Friday</b>	<b>February 17-21</b>	<b>No School - Mid Winter Break</b>
Wednesday	February 26	Early Dismissal - Family/Teacher Conferences
Wednesday	March 12	Early Dismissal - Staff PD
<b>Friday</b>	<b>March 28</b>	<b>No School - Staff PD</b>
<b>Monday</b>	<b>March 31</b>	<b>No School - Eid al-Fitr</b>
<b>Monday-Friday</b>	<b>April 14-18</b>	<b>No School - Spring Break</b>
Wednesday	April 30	Early Dismissal - Staff PD
Wednesday	May 14	Early Dismissal - Staff PD
<b>Monday</b>	<b>May 26</b>	<b>No School - Memorial Day</b>
<b>Thursday</b>	<b>June 5</b>	<b>No School - Eid al-Adha</b>
<b>Friday</b>	<b>June 6</b>	<b>No School - Staff PD</b>
Tuesday	June 10	LE & ES Regents
Wednesday	June 11	Geometry Regents
Monday	June 16	Last day of Classes - Semester 2
Tuesday-Wednesday	June 17-18	Regents
<b>Thursday</b>	<b>June 19</b>	<b>No School - Juneteenth</b>
Friday-Wednesday	June 20-25	Regents

## SCHEDULES 2024-2025

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<b>Daily Schedule (M, T, Th, F)</b>	
1st Period	8:20 am - 9:14 am
2nd Period	9:16 am - 10:10 am
3rd Period	10:12 am - 11:06 am
4th Period	11:08 am - 12:02 pm
5th Period	12:04 pm - 12:58 pm
Lunch	12:58 pm - 1:40 pm
6th Period	1:40 pm - 2:34 pm
7th Period	2:36 pm - 3:30 pm

<b>Wednesday Advisory Schedule</b>	
1st Period	8:20 am - 9:08 am
2nd Period	9:10 am - 9:58 am
3rd Period	10:00 am - 10:48 am
4th Period	10:50 am - 11:38 am
5th Period	11:40 am - 12:28 pm
Advisory	12:30 pm - 12:55 pm
Lunch	12:55 pm - 1:40 pm
6th Period	1:40 pm - 2:28 pm
7th Period	2:30 pm - 3:18 pm

<b>Event Schedule</b>	
1st Period	8:20 am - 9:00 am
2nd Period	9:02 am - 9:42 am
3rd Period	9:44 am - 10:24 am
4th Period	10:26 am - 11:06 am
5th Period	11:08 am - 11:48 pm
Event	11:50 am - 12:50 pm
Lunch	12:50 pm - 1:40 pm
6th Period	1:40 pm - 2:28 pm
7th Period	2:30 pm - 3:18 pm

<b>Early Dismissal</b>	
1st Period	8:20 am - 8:56 am
2nd Period	8:58 am - 9:34 am
3rd Period	9:36 am - 10:12 am
4th Period	10:14 am - 10:50 am
5th Period	10:52 am - 11:28 am
Advisory	11:30 am - 11:45 am
6th Period	11:47 am - 12:23 pm
7th Period	12:25 pm - 1:01 pm



## 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.

Kezena Brown	Principal	kezena.brown@innovationhighschool.org
Tereena Somayya	Director of College & Career Success & CTE Interim Acting Assistant Principal	tereena.somayya@innovationhighschool.org
Stephen Falla Riff	Executive Director	stephen.fallariff@innovationhighschool.org

## 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 encouraged to attend; each meeting also features an opportunity to speak during the section “P”

## STAFF & FACULTY

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. To contact staff, email them at their school address, message them on ParentSquare or call our main office phone line.

The format of our email address system at Innovation is

[firstname.lastname@innovationhighschool.org](mailto:firstname.lastname@innovationhighschool.org)

For example, Kezena Brown’s email address is kezena.brown@innovationhighschool.org If you need assistance contacting a staff member, please call 212-722-5871 and our office team 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	Credits and Coursework 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
Physical Education	4 credits
Health	1 credit
The Arts	2 credits
Other Electives	7 credits (includes CCR 301, and 401)
Total	44 credits

In addition to earning the required 44 credits, a student must pass New York State Regents Examinations across 5 subjects with a grade of 65 or higher to be awarded a Regents Diploma.

Innovation offers an additional **Career & Technical Education (CTE) Endorsement** to students who meet the following criteria:

(7) CTE credits

At least 54 hours of Work Based Learning

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

## **HUMANITIES DEPARTMENT**

The Humanities 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. It also 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 reach out to the ELA Department Chair at [lori.zabrocki@innovationhighschool.org](mailto:lori.zabrocki@innovationhighschool.org)

## **STEM DEPARTMENT**

The Science, Technology, Engineering and Mathematics (STEM) department at Innovation offers Regents Exams in Algebra, Geometry, and Algebra 2 Trigonometry; Regents Living Environment, Regents Earth Science, Regents Chemistry as well as many different elective, AP, and at risk course offerings. 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. 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. For more information reach out to the STEM Department Chair at [kezena.brown@innovationhighschool.org](mailto:kezena.brown@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).

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 support.

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. Teachers and parents will monitor the student's response to intervention and if the student still exhibits a need, the school will work with the 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).

## **COLLEGE AND CAREER READINESS (CCR) & CAREER AND TECHNICAL EDUCATION (CTE)**

The College & Career Readiness (CCR) program is a school-wide program designed to help all students to graduate and enter the world successfully. 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.

Innovation Charter High School 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. During senior year, all students and parents are supported with the college application and financial aid process. They are also immersed in a service learning research project which helps to develop college readiness skills. The CCR Counselor also works with students and families individually around their post-secondary plans.

Uniquely, Innovation HS provides alumni support in the summer after high school to support graduates.

Students in the CCR Program receive support on their various post-secondary goals with focus on the following:

**Academic Planning/Individual Success Plans** - In collaboration with the Counseling Department Counselors meet with students individually to review four-year plan, graduation requirements, and future career plans. They allow for personal communication regarding progress towards graduation requirements.

**Activity** - Counselors discuss plans twice annually, the four-year plan, review career goals (academic, career, personal) for each student. Students will start in 9th grade and update annually in Naviance.

**CCR Courses**

(Grades 11 & 12) In house College & Career Readiness curriculum - includes SAT test prep, Service Learning Project, college and career research, career inventories, guest speakers, etc.  
(Grades 9 & 10) Push in classroom workshops through external college access partnership (Trio Grant)

### **College Access Opportunities**

College and vocational school trips (2 year, 4 year schools, public/private, vocational); Virtual or on campus

College courses offered through CUNY Hunter College, Monroe College and University of Delaware.

College Instant Decision Days at Innovation

College counseling and support 1:1 for seniors and families

Financial Aid workshops and 1:1 appointments with senior parents

College and Career Fair to expose students to various majors and fields. Employable skills workshops.

External enrichment programs - host info sessions

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.

### **NYS CTE 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 and chef trained.

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 us 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.

If you have any questions, you may contact Tereena Somayya at:  
[tereena.somayya@innovationhighschool.org](mailto:tereena.somayya@innovationhighschool.org)

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)

## **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 one-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.

Any questions about enrichment programming can be directed to [enrichment@innovationhighschool.org](mailto:enrichment@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 [dwayne.williamson@innovationhighschool.org](mailto:dwayne.williamson@innovationhighschool.org) or [andrew.cortazzo@innovationhighschool.org](mailto:andrew.cortazzo@innovationhighschool.org).

# School Rules & Policies

## STUDENT IDENTIFICATION CARDS

Student ID Cards are distributed 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)

## RESTORATIVE ACTION POLICIES

At Innovation Charter High School (ICHS) we set high standards for student behavior. All students have rights, but you also have responsibilities – to yourself, your classmates, your teachers and your school. If you make the right choices about your behavior and your work, the results for you will be positive. When challenges are recognized with a student's behavior, the guidelines below provide objective guidance for the Restorative Action Department in dealing with concerns. In accordance with our equity and vision statements, ICHS students and staff commit to the following core beliefs about discipline.

Restorative Action at ICHS:

- ensures the right of all students to learn in a safe environment;
- uses consistent, school-wide prevention and intervention, focusing on instruction and restorative practices:
- promotes a shared responsibility throughout the school for problem solving by all students and staff;
- acknowledges and honors individual student's identities and developmental needs;
- seeks to model, teach, and reinforce students' social-emotional skills (i.e., self-management, time management, goal setting and active listening)
- involves a cooperative and collaborative effort among students, parents/guardians, and staff.

## DRESS CODE POLICY

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 Student Restorative Action Department or another administrator.

Our student dress code is designed to accomplish several goals:

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students Cannot wear:

Exposed cleavage or exposed midriffs. Therefore, garments that are backless, strapless, spaghetti straps, see-through or partially see-through are unacceptable.

Shorts and skirts that are not appropriate length, and loose-fitting pants unless secured with a belt at or above the hips. (Must touch the end of your fingertips with arms dropped to the side)

Sagged bottoms with the exposure of undergarments or body parts

Hoods inside of the building

T-shirts or other clothing items with content that is sexually, racially, or ethnically offensive

Clothing that advertises or promotes gang-related activities or any illegal activity

Students May wear:

- Religious headwear
- Hooded sweatshirts, however wearing the hood overhead is not allowed
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas

- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Athletic attire

Any clothing that is deemed inappropriate, too revealing or otherwise a potential disruption to the learning environment must be covered up, removed or otherwise not worn by students. Students who come to school inappropriately dressed will not be permitted to attend classes and will be sent to the Restorative Action Office. They may be required to change their clothes, put on additional clothing, or be picked up by their parents/guardians so they can change their clothes and return to school.

## **BATHROOM POLICY**

Innovation has four student restrooms on the 2nd and 3rd floors. Students must have permission from the teacher in order to exit the classroom. Bathrooms on the main floor may be used only during specified times; breakfast, lunch and dismissal.

Expectations:

Only one student can leave the classroom at a time

Students shouldn't be outside of the class any longer than 5 minutes

No bathrooms during the first and last 10 minutes of each period

Students are not allowed to use the restrooms on the first floor; unless during times specified above

Students are not allowed to use the restrooms during transitions

Students will be required to show their restroom pass and sign a restroom monitoring sheet

## **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 Restorative Action 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.

## **STUDENT ELECTRONICS POLICY**

Students may not have their electronics visible in any classroom (including the gymnasium, auditorium during assemblies, art and music rooms).

Order of Consequences:

- 1st: Verbal Warning w/ Call home
- 2nd: Electronics confiscated w/call home
- 3rd: Electronics confiscated & Parent must retrieve

## **PHONE POLICY & GUIDELINES**

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student’s responsibility to bring

their Pouch with them to school every day and keep it in good working condition.

## DAILY PROCESS

As students Arrive to School, they will:

Turn their phone off.

Place their phone inside their Pouch and secure it in front of school staff.

Store their Pouch in their backpack or locker for the day.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack or locker. Students must bring their Pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unpouch their phones in the main office.

## VIOLATIONS

### Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their Pouch or is caught on their phone, a dean will collect the phone/Pouch and call home. The phone will remain inside the school's safe until the end of dismissal and student(s) will be charged \$20 to replace the pouch.

Examples of damage:

Ripped

Cut

Torn

Pen/pencil marks

Bent/cut pin

Signs of force to black button on flap

### Forgotten Pouch

If a student forgets their Pouch, their phone will be collected and stored in a safe, a call home will be conducted in order to remind the Parent of the policy. The phone will be returned to the student after dismissal is complete.

\*\*\*Electronic devices are not limited to phones. Students may not use any electronics inside of the building, other than their assigned chromebooks. Airpods, Phones, Smart Watches, Tablets/ipads, Hand held video games, etc. Use of any of these items in any classroom is a

violation of the school's electronics policy\*\*\*

For any questions, comments or concerns, please contact the Restorative Action Department at:

[rad@innovationhighschool.org](mailto:rad@innovationhighschool.org) (212) 722-5871 X214

## **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 Associate Director 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 Associate Director 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.

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.

Please reach out to Associate Director of Student Services Emily Bierwirth - [emily.bierwirth@innovationhighschool.org](mailto:emily.bierwirth@innovationhighschool.org)

## **LUNCH & FOOD POLICY**

Only 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:

Coming back from lunch late;

Attendance dropping below 90%;

Any Tier 3 behavior (including violence, bullying, theft, cutting, verbal, physical or verbal aggression and any disruption of the learning environment).

Teacher and/or SDT referral

## **FERPA POLICY**

Innovation Charter High School ("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 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 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](mailto:office@innovationhighschool.org)

## **PROTOCOLS FOR VISITORS**

All visitors to our school must first check in with a valid photo ID at the school safety desk located at the main building entrance. Visitors will be escorted into and out of the building by a staff member.

## **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 email Shalia Desmond, Dean of Family & Community Partnerships at: [ICHSppto@innovationhighschool.org](mailto:ICHSppto@innovationhighschool.org)

## **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are scheduled periodically during the school year. The campus is open for families to visit with our faculty along with our students.

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

## **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.

## **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.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Participation in Cyber bullying and/or Harassment.
- Cheating and/or Plagiarism.

## **ACADEMIC INTEGRITY POLICY**

Academic integrity is an ethical code, whereby a 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 our school.

Plagiarism: To steal and pass off the ideas or words of another as one's own.

- 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 influence or lead by deceit.

- 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.

## **INNOVATION AI STUDENT USE POLICY**

Innovation recognizes the growing role of Artificial Intelligence (AI) in modern education and everyday life. This section outlines guidelines for AI use by students to ensure that its use supports learning while exemplifying ethical and responsible practices.

- **Educational Purposes Only:** AI tools (e.g., grammar checkers, calculators, research assistants, and study aids) may be used by students to support learning, improve assignments, and facilitate problem-solving.
- **Originality of Work:** Students may use AI for research, analysis, or proofreading assistance, unless the use of AI is limited or restricted by the teacher. However, all work submitted for grading must be entirely the student's own original work creation. Using AI to generate entire essays, projects, or responses without proper attribution is considered academic dishonesty.
- **Attribution and Transparency:** When AI tools have been used to assist with an assignment, students must disclose this use by noting the specific tool in their submission (e.g., "AI assistant used for grammar checking").
- **Avoiding Bias:** Students should be aware that AI tools may contain biases, and they are responsible for critically assessing the accuracy and fairness of information provided by AI systems. Students may not share harmful stereotypes or misinformation obtained from AI.
- **AI and Classroom Learning:** Teachers may integrate AI-based educational tools into the curriculum to enhance instruction. These tools will be monitored by teachers to ensure that they align with learning objectives, ethics, and best practices.
- **Privacy:** Students must use AI tools responsibly and avoid sharing personal information or data that could compromise their privacy or the privacy of others. Students should not share sensitive information, such as personal identifiers, financial data, or medical



records, with AI tools unless absolutely necessary and approved by their parents.

- **AI and Assessment:** AI tools must not be used during tests, quizzes, or other assessments unless explicitly permitted by the teacher. Use of AI to gain unfair advantage during assessments is considered cheating.
- **Teacher Discretion:** Teachers reserve the right to limit or restrict the use of AI in any assignments or classroom activities to ensure fairness and uphold the integrity of the academic process.
- **Promoting Digital Citizenship:** Parents can support students by promoting conversations about the ethical use of AI, emphasizing honesty, and encouraging a balance between using AI as a tool and developing critical thinking and creativity.
- **Consequences of Misuse:** Failure to adhere to this AI Use Policy may result in informal and formal consequences, including, but not limited to:
  - Revision of work and resubmission of assignments.
  - Reduced grades or academic penalties for plagiarism or dishonesty.
  - Disciplinary action for misuse of AI tools that violates school policies, particularly related to privacy, bias, bullying, harassment, or cheating.