



# HCCS Staten Island Family & Student Handbook 2025-2026



## Message from the HCCS Administration

Dear HCCS Families,

On behalf of our entire Hellenic Classical Charter Schools' community, we would like to welcome you to the 2025-2026 school year. Our dedicated school board, parent/teacher association and faculty are committed to providing your child with a quality education. We are setting high expectations so that your child will emerge as an enthusiastic, life-long learner and independent thinker.

The enclosed "HCCS Family & Student Handbook" is filled with important information. It was designed to provide our families with important dates, programs, testing information and curriculum information to help us work together for a wonderful academic year.

Please read the handbook carefully and be sure to contact our staff should you have any questions or concerns.

Thank you for working together with us to make our school a great place for our children to learn and grow.  
#HCCSSTRONG

Sincerely,

Christina Tettonis, Superintendent of Schools  
Natasha Caban, HCCS-PS Principal

Joy Petrakos, Chief of Operations of Schools  
Cathy Kakleas, HCCS-SI Principal



## Family Handbook Overview

### ***HCCS Mission Statement***

*Hellenic Classical Charter Schools will provide a diverse student body with a rigorous education in a dynamic environment. Using a standards-based curriculum, enriched with the Greek and Latin languages, and the classics woven throughout, students will engage in dialogue using the Socratic method to become critical thinkers. Students will become college and career ready and well – prepared to succeed and contribute to the global community as responsible citizens.*

### ***School Pledge***

*Today's a new beginning and I can make a difference.  
I pledge to be responsible for my learning, to always be and do my best; to be respectful to myself and others; to be honest and truthful.  
As part of the Hellenic Classical Charter Schools family,  
I'll keep the school clean and I'll model good citizenship.  
When my day is done, I'll take knowledge, wisdom and truth with me to help make the world a better place.*

### ***HCCS School Board Members***

Charles Capetanakis, Esq., Chairman

C. Harvey Newman, Secretary

Nikolaos Leonardos, Treasurer

B. Dean Angelakos, Board Member

Effie Lekas, Board Member

Nikiforos Mathews, Esq., Board Member

Spiros Moustakas, Esq., Board Member

Bianca Rajpersaud, Board Member

Dr. Grazia Svokos, Ph.D., Board Member

Dr. Liana Theodoratou, Ph.D., Board Member



# School Calendar – 2025-2026

2025	
Monday, September 1	School closed, Labor Day
Tuesday, September 2	PS - 6 <sup>th</sup> Grade Orientation & - New Student Orientation 1:30pm School supply drop off 9:30am – 3:00pm  SI – 6 <sup>th</sup> Grade Orientation 1:30pm SI - School supply drop off 9:30am – 3:00pm
Wednesday, September 3	PS - Pre-Kindergarten Orientation 9:30am - 10:30am PS - K-11 & K12 Orientation 12:00 – 1:00pm PS - Virtual Teacher Meet & Greets Times TBA – Grades 1 - 8  SI - Pre-K Orientation 9 :30am - 10:30am SI - K-11, K-12 & K-13 Orientation 12 :00pm - 1:00pm SI Virtual Teacher Meet & Greets Times TBA – Grades 1 – 7
Thursday, September 4	PS & SI First Day of School – all students Pre-Kindergarten Hours 8:30am - 10:30am Kindergarten Hours 8:30am - 11:30am - full uniform
Monday, September 8	PS & SI Full Day of School – all students Pre-K 8:25am - 2:50pm Kindergarten Hours 8:00am - 3:30pm - full uniform PS & SI – HCCS/YMCA After School Programs begin
Tuesday, September 23 – Wednesday, September 24	School Closed, Rosh Hashanah
Thursday, October 2	School Closed, Yom Kippur
Monday, October 13	School closed, Columbus Day/Italian Heritage Day/Indigenous Peoples' Day
Monday, October 20	School Closed, Diwali
Tuesday, November 4	Half-day instruction for students/Professional Development for staff
Tuesday, November 11	School Closed, Veteran's Day
Thursday, November 13	Half-day instruction for students, Parent Teacher Conferences
Wednesday, November 26	Half-day instruction for students
Thursday, November 27 & Friday, November 28	School closed, Thanksgiving
Wednesday, December 24 – Friday, January 2, 2026	School closed, Winter Recess
2026	
Monday, January 5	Students return to school / Happy New Year!
Monday, January 19	School closed, Rev. Dr. M. Luther King, Jr. Day
Monday, February 16 - Friday, February 20	School closed, Midwinter Recess
Thursday, March 19	Half-day instruction for students, Parent Teacher Conferences
Friday, March 20	School closed, Eid al-Fitr
Thursday, April 2 – Friday, April 10	School closed, Spring Recess
Monday, May 25	School closed, Memorial Day
Wednesday, May 27	School Closed, Eid-al-Adha
Thursday, June 4	Half-day instruction for students/Professional Development for staff
Friday, June 19	School closed, Juneteenth
Friday, June 26	Last day of school for all students – half day



## **HCCS SI SCHOOL EVENTS - 2025-2026**

**Please note – dates subject to change**

### September (Respect for our School & National Hispanic-Latino Heritage Month)

- \* PTA Meeting - Thursday, September 11, 2025 @ 8:30am
- \* Day of Peace – Thursday, September 11, 2025
- \* Constitution Day – Friday, September 12, 2025
- \* Welcome Back- Curriculum Night (Pre-K - 4) - Tuesday, September 16, 2025
- \* Welcome Back - Curriculum Night (Grades 5-8) – Thursday, September 18, 2025
- \* Fun Run – Saturday, September 20, 2025
- \* Summer Enrichment Certificate Distribution – Friday, September 26, 2025

### October (Respect for Oneself & National American Indian & Italian Heritage Month)

- \* Student Government Campaign – Wednesday, October 1, 2025
- \* Individual Picture Day (Pre- K – 7) - Wednesday, October 1, 2025
- \* Class Picture Day (Pre-K – 7) – Monday, October 6, 2025
- \* Principal for a Day – Friday, October 10, 2025
- \* Student Government Elections – Friday, October 17, 2025
- \* Breast Cancer Awareness Month & Dress Down - Friday, October 17, 2025
- \* PTA Meeting – Tuesday, October 21, 2025 @ 5pm
- \* OXI Day (Grades K-2 only)– Tuesday, October 28, 2025 @ 9:30am
- \* Character Hat Day/ Pumpkin Patch Day/Magic Show – Friday, October 31, 2025

### November (Respect for Traditions/Native Americans)

- \* Student Government Induction Ceremony – Tuesday, November 4, 2025
- \* Middle school spelling bee – Tuesday, November 4, 2025
- \* PTA Scholastic Book Fair –Friday, November 7 – Friday, November 14, 2025
- \* Parent/Teacher Conferences – Thursday, November 13, 2025
- \* PTA Meeting – Tuesday, November 18, 2025 - 8:30am
- \* 20<sup>th</sup> Anniversary Benefit Dinner – Thursday, November 20, 2025
- \* Science Fair Family Workshop – Friday, November 21, 2025
- \* Spartan Classic – Basketball Tournament – Monday, November 24, 2025
- \* Thanksgiving Feasts (Pre-K & K) & Dress Down - Wednesday, November 26, 2025

### December (Respect for our Multicultural Society)

- \* K – 8 Open House – Tuesday, December 2, 2025
- \* Pre-K Open House- Thursday, December 4, 2025
- \* PTA Holiday Boutique - Thursday, December 11 - Friday, December 12, 2025
- \* PTA Meeting – Tuesday, December 16, 2025 @ 5pm
- \* Holiday Extravaganza Shows – Friday, December 19, 2025 - 9:00am & 1:30pm
- \* Pre-K Winterfest – Monday, December 22, 2025
- \* Kindergarten Winterfest - Monday, December 22, 2025
- \* Ugly Sweater Day - Tuesday, December 23, 2025
- \* MS Holiday Breakfast & Dress Down - Tuesday, December 23, 2025
- \* Winter Break/School Closed - Wednesday, December 24 – Friday, January 2, 2026

January (Respect for the Disabled/Handicapped)

- \* Test Prep Begins - Tuesday, January 13, 2026
- \* PTA Meeting – Tuesday, January 13, 2026 @ 8:30am
- \* Family Testing Meeting – Thursday, January 8, 2026 @ 8:15AM
- \* Family Math Day (Grades K -2) - Friday, January 9, 2026 @ 8:15am
- \* Science Fair (Grades K-4) - Thursday, January 22, 2026
- \* Science Fair (Grades 5-7)– Friday, January 23, 2026
- \* VIP Reader Week – Monday, January 26 - Friday, January 30, 2026

February (Respect Honoring Black History Month)

- \* K – 8 Open House - Tuesday, February 3, 2026
- \* Pre-K Open House - Thursday, February 5, 2026
- \* School Spirit/Jersey Day – Friday, February 6, 2026
- \* Mo Willems Day – Tuesday, February 10, 2026
- \* International Greek Language Day - Monday, February 9, 2026
- \* PTA Meeting – Tuesday, February 10, 2026 @ 5pm
- \* 100th Day of School – Wednesday, February 11, 2026
- \* We Love Our School Day – Friday, February 13, 2026
- \* 2<sup>nd</sup> Grade Story Telling Contest - Friday, February 13, 2026

March (Respect Honoring Women’s History Month & Irish Heritage Month)

- \* National Read Across America Day – Monday, March 2, 2026
- \* K – 8 Open House – Tuesday, March 3, 2026
- \* Scholastic Bookfair - Friday, March 13 - Friday, March 20, 2026
- \* Pi Day/Math Olympiad – Friday, March 13, 2026
- \* PTA Meeting – Tuesday, March 17, 2026 @ 8:30am
- \* Parent/Teacher Conferences – Thursday, March 19, 2026
- \* Greek Independence Day Show (K -5) – Wednesday, March 25, 2026 @ 9:00am/1:30pm

April (Respect Honoring Our Earth/Earth Day)

- \* Staten Island Lottery - TBD
- \* Family Chess Day (Grade 1) – TBD
- \* PTA Meeting – Tuesday, April 14, 2026 @ 5pm
- \* Poem in your Pocket Day – Friday, April 17, 2026
- \* NYS ELA Exam – Wednesday, April 22 – Thursday, April 23, 2026
- \* Earth Day Celebration – Friday, April 24, 2026
- \* Greek Independence Day Parade – Sunday, April 26, 2026

May (Respect Honoring Asian Pacific American Heritage, American Heroes & Heroines)

- \* NYS Math Exam - Wednesday, May 6 – Thursday, May 7, 2026
- \* Plant Sale – Wednesday – Friday, May 6, 7 & 8, 2026
- \* National Junior Honor Society – Tuesday, May 12, 2026
- \* Multicultural Day (Grades K -5) – Friday, May 15, 2026
- \* PTA Gala – Friday, May 15, 2026
- \* PTA Meeting- Tuesday, May 19 @ 8:30 AM
- \* Ancient Greek Theater Performance – Wednesday, May 20, 2026
- \* College & Career Day (Grades Pre-K-8) – Friday, May 22, 2026
- \* Field Day - Thursday, May 28, 2026

June (Juneteenth & Respect Honoring the Elderly)

- \* Field Day – Monday, June 1, 2026
- \* 7th Grade Ring Day Celebration – Tuesday, June 2, 2026
- \* American Revolution Play (Grade 4) - Thursday, June 4, 2026
- \* PTA Meeting – Tuesday, June 9, 2026 @ 5pm
- \* Pre-K Stepping Up – Wednesday, June 10, 2026
- \* 5<sup>th</sup> Grade Social – Friday, June 12, 2026
- \* Kindergarten Graduation – Wednesday, June 17, 2026
- \* Talent Shows – Wednesday & Thursday, June 24 & 25, 2026
- \* Last Day of School – Friday, June 26, 2026



## Family Handbook Overview Policies & Procedures

### School Hours

- School hours for Pre-Kindergarten students are 8:20am - 2:50 pm.
- School hours for Kindergarten students are 8:00am - 3:30 pm.
- School hours for students in grades 1 through 7 are 8:00 am – 3:45 pm.

**Please note:** The school doors will not be open until 7:30 am each day. Supervision will not be provided for students that arrive before 7:30 am or remain later than 3:45 pm unless the students are in one of HCCS's afterschool programs. These procedures are designed for the safety and well-being of your children.

### Arrival & Dismissal

All students will enter via the main entrance for morning arrival. Free breakfast is offered to all students and will start at 7:30 am and will be served until 8:00 am.

#### Morning Arrival/Line-up:

- Pre-Kindergarten - students will report directly to their classrooms.
- Kindergarten through 4<sup>th</sup> grades will report directly to the cafeteria.
- Students in 5<sup>th</sup> – 7<sup>th</sup> grades will report directly to their classrooms.
- Your child will be considered "late" after 8:05 AM.

#### Dismissal:

- Pre-Kindergarten students will be dismissed from the early childhood building at 2:50 pm.
- Pre-Kindergarten students with siblings in the early childhood building will be dismissed at 3:15pm
- Kindergarten students will be dismissed at 3:30 pm from the gym entrance on Richmond Avenue.
- Students in 1<sup>st</sup> will be dismissed at 3:35 pm gym entrance on Richmond Avenue.
- Students in grades 2 -7 will be dismissed from 3:35/3:45pm from the parking lot exit.

**Early pick-up:** Parents are strongly discouraged from picking up their child(ren) early. It is very disruptive to the classroom environment and learning. If there is an emergency and you must pick your child early, please contact your child's teacher and the school office via email at [officesi@hccs-nys.org](mailto:officesi@hccs-nys.org).

### Absences & Lateness

Parents must contact the school at (718) 499-0957 press 2 when your child is absent. A doctor's note is required after two (2) days of absences and must be submitted to your child's teacher when your child returns to school. As a reminder to all parents, classroom instruction begins at 8:05 am sharp. Students arriving after 8:05 am are late. School bus delays are taken into consideration. An attendance rate of 95% or better for the entire duration of the school year is part of our promotional policy. \*Please be advised: Family vacations during school days are NOT excused absences.

## **Breakfast & Lunch Times**

Breakfast is available for all students beginning at 7:40 am. Pre-K students will be offered breakfast beginning at 8:20 am in their classroom.

Students will have lunch at the following times:

Grades K & 1	10:35 am – 11:20 am	Grades 4 & 5	12:15 pm – 1:00 pm
Pre-Kindergarten	11:30 am – 12:10 pm	Grades 6 & 7	1:05 pm – 1:50 pm
Grades 2 & 3	11:25 am – 12:10 pm		

School lunch is free for all NYC public school students, including charter schools. Each family must complete a school food application regardless of participation in the school food program. HCCS is required to obtain 100% completion of the school food applications from their families as our Title 1 funding is based on this information. Once a class has 100% participation, that class will be treated to ice cream/ices.

Please note - school meals are provided by the Office of School Food Nutrition Services (OSFNS). Our best practice is to share the monthly school food menu with families. Please note, any discrepancies between meals served and meals indicated on the menu are out of HCCS's control. Please be advised, **HCCS is a NUT-FREE school.**

## **Parent Contact Information (Blue Card)**

Please ensure that all information on the "Blue Card", which is the emergency home contact card, is current and up to date. It is the parents/guardian's responsibility to provide the school with all working telephone numbers. Please note: Your child/ren will not be released to an individual who is not listed on the Blue Card and/or under the age of 18 years old.

## **Parent Email Communication**

Our school has gone "GREEN" with its correspondence to parents/guardians. If you have an email address, please verify your email address with our Director of Community and Family Engagement, Mrs. Dena Capetanakis at [dcapetanakis@hccs-nys.org](mailto:dcapetanakis@hccs-nys.org), to ensure you receive all electronic correspondence. Also, please make sure to check the school's website at [www.hccs-nys.org](http://www.hccs-nys.org) for up to date information.

## **New York City Schools Account (NYCSA) Activation Code**

As a New York City charter school, each family at Hellenic Classical Charter Schools (HCCS) will receive a unique NYC Schools Account (NYCSA) Activation Code. This code allows parents/guardians to securely access their child's academic test scores and other important information, including bus transportation, throughout their academic schooling continuing into high school via the NYCSA portal.

Important Reminders:

- Keep your activation code safe and private. Do not share it outside your household.
- Instructions on how to activate your account will be provided with your code.
- If you misplace your activation code or need assistance, please contact the school's main office.

We strongly encourage all families to activate their NYCSA account, as it provides valuable real-time access to your child's educational progress.

If you already have an account, you will not be receiving a letter from HCCS as you are already registered. Please use the creation code previously issued.

## **Birthday Celebrations**

All birthday celebrations must be scheduled with the classroom teacher at least 48 hours prior to the event so that proper accommodations can be made to minimize classroom disruptions. Please note, HCCS is a NUT FREE school. In addition to being a NUT FREE school, several students in the school also have dairy, gluten and/or other allergies, so please make sure to check with your child/ren's teacher about any party goods being brought to school for birthday celebrations. Goody bags are subject to the same criteria - no nuts, etc.

Here are some helpful school-wide guidelines for families:

- ALL students can dress down for their birthday! If your child's birthday falls on a weekend or holiday, they can dress down on the Friday before or Monday after your child's birthday.
- ONLY individually pre-packaged drinks and single serve, prepackaged chips or baked goods are allowed. No birthday cakes or balloons will be allowed.
- ALL food items (cupcakes, cookies, etc.) must be NUT FREE and clearly state SCHOOL SAFE. This includes the items in the goody bags - they must be NUT FREE as well.
- Siblings are not allowed to attend classroom birthday celebrations, regardless of the birthday child's grade. Please note, families cannot sign out siblings from school to attend a classroom celebration during instructional class time.

### **Classroom Birthday Party Guidelines by grade:**

Pre-K:

- Parents/guardians of Pre-Kindergarten students may join in the festivities.
- Classroom celebrations can begin at 2:00 pm
- Food items such as cupcakes, cookies, snack-bag chips & pizza are permitted.
- All food items (cupcakes, cookies, goody bags, etc.) must be NUT FREE and clearly state SCHOOL SAFE.

Kindergarten:

- Parents/guardians of Kindergarten students may join in the festivities.
- Classroom celebrations can begin at 3:00 pm.
- Food items such as cupcakes, cookies, snack-bag chips & pizza are permitted.
- All food items (cupcakes, cookies, goody bags, etc.) must be NUT FREE and clearly state SCHOOL SAFE.

Grades 1 – 4

- Classroom celebrations will take place beginning at 3:00 pm for grades 1- 4.
- Food items such as cupcakes, cookies & snack-bag chips are permitted.
- All food items (cupcakes, cookies, goody bags, etc.) must be NUT FREE and clearly state SCHOOL SAFE.
- Families will NOT be able to join in classroom festivities.
- Warm/hot food items are not permitted at any time during the school day (ex: pizza, happy meals, etc.).

Grades 5 - 8

- Classroom celebrations are not permitted.
- Students are allowed to bring light snacks and/or goodie bags to distribute during their lunch periods.
- All food items (cupcakes, cookies, goody bags, etc.) must be NUT FREE and clearly state SCHOOL SAFE.
- Families will NOT be able to join in classroom festivities.
- Warm/hot food items are not permitted at any time during the school day (ex: pizza, happy meals, etc.).

### **Birthday Invitations:**

Teachers will NOT distribute birthday party invitations unless the entire class is invited. It is very upsetting to children/families who are NOT included. We kindly ask for our families' support on this sensitive issue. Furthermore, please do not distribute invitations for celebrations outside of the school during school hours.

### **School Purchased Materials (Technology, Textbooks, Workbooks, Library Books)**

All technology, textbooks and library books distributed to students will be inventoried and maintained by the classroom or subject area teacher. Students ARE responsible for the textbooks and workbooks. If devices or library books are lost or stolen, the parents will be charged to replace the lost items.

### **Educational Field Trips**

HCCS encourages all teachers to schedule educational field trips.

### **Parent/Guardian Emails**

We will do our best to respond to all parent/guardian emails within 24 to 48 hours excluding weekends and holidays.

### **Greek Independence Day Parade Participation**

Students involved in extracurricular programs', including National Honor Society, Student Government, Athletics, National History Day Fair, Ancient Greek Theater Program, Musical Bands, etc., are expected to participate and represent HCCS in the Greek Independence Day Parade annually. This year, the parade is on Sunday, April 26, 2026, and transportation will be provided.

### **Department of Health (DOH) School Nurse**

We have two full time DOH school nurses at our school, Nurse Alka in the early childhood building and Nurse Tenny in the main building. Students requiring nursing services and/or medication must call Nurse Alka in the early childhood building and Nurse Tenny and/or the main office for further information.

### **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. HCCS will follow the NYC Department of Education's policy for school closings and school delays which is to transfer to remote instruction. Please refer to the school's Emergency Remote Instruction Plan (ERI) located on the schools' website at [hccs-nys.org](http://hccs-nys.org).

It is the parent's/guardian's responsibility to monitor news reports via television or radio stations. When there is an authorized citywide school closing or delayed school opening, the following will be cancelled: all field trips, all after-school programs, bus transportation and school food services.

By 6:00 am, the decision is announced on the 311 information line, on the Department of Education's website home page (<http://www.nycenet.edu>), the following radio stations in the city: WINS (1010 AM), WCBS (880 AM), WABC (770 AM), WLIB (1190 AM), WADO (1280 AM), WBLS (107.5 FM), WNYE (91.5 FM), and the following television stations: WCBS (Channel 2), WNBC (Channel 4), WNYW (Fox Channel 5), WABC (Channel 7), WNYE (Channel 25), Univision Channel 41 and NY1.

### **Library Time**

We strongly recommend that while we are fundraising for our school's main library, that our students to visit the local Staten Island Public Library branch and apply for library cards.

## **Chess Mondays/Thursdays (Grades K-5)**

HCCS and the PTA are partners in sponsoring Chess classes whereby our students in grades K – 5 receive chess instruction during the school year. Chess will be under the direction of Mr. Ethan Schapira ([eschapira@hccs-nys.org](mailto:eschapira@hccs-nys.org)).

## **Health, Severe Allergies & Safety Best Practices**

At HCCS, our most important concern is to ensure the health and safety of everyone in our schools, children, staff and our families. Our goal is to keep our HCCS community safe.

For a comprehensive review of the New York State Department of Health and the New York State Education Department policies on allergies, please click on the link below:

[https://www.cn.nysed.gov/sites/cn/files/caring\\_for\\_students\\_with\\_life\\_threatening\\_allergies.pdf](https://www.cn.nysed.gov/sites/cn/files/caring_for_students_with_life_threatening_allergies.pdf)

## **Discipline Code/Grievance Policy**

To ensure that an environment is created where teaching and learning can flourish, Hellenic Classical Charter Schools have developed a series of rules that address proper student behavior within the school and while engaged in school activities, as well as a student rights and responsibilities. Further, the school has also established a series of rules that address proper faculty and visitor behavior while on school premise and/or while engaged in school activities, as well as a Code of Conduct.

Student Threats: Please be advised that in the event the school finds a student threatened or engaged in physical harm on another student, violence toward the school or self-harm, the school within its sole discretion and judgment may temporarily remove the student from school property until it receives a note from a medical provider stating the student no longer poses a threat to themselves or others.

The complete HCCS Discipline Code and the Grievance Policy are available in the main office, on our school's web site and for your convenience in appendix of the parent/student handbook.

## **Electronic Devices, Jewelry & Eyeglasses**

As per our Cell Phone Policy, all non-educational electronic devices (i.e. cell phones, smart glasses, tablets, iPods, PSPs, smart watches, flash drives) are NOT allowed on school premises. Please refer to the HCCS Cell Phone policy on page 16 of this handbook.

For your child/ren safety, we ask that your child not wear jewelry or watches during gym class or physical activities. We recommend your child wear sports glasses during physical education classes. We will not be responsible for any broken glasses or jewelry.

## **Evacuation Site**

In the event of an emergency, the Hellenic Classical Charter School will evacuate to the Broadway YMCA located at 651 Broadway, Staten Island, NY.

## **Bus Transportation**

Students in grades K–6 may be eligible for bus transportation through the Office of Pupil Transportation. Eligibility depends on several factors, such as the student's grade level, the walking distance between home and school, and specific transportation guidelines set by the Office of Pupil Transportation.



## Student Absence & Lateness Policy

September 2025

Dear Parents/Guardians,

Attendance is required for public school students. New York City students are required to attend school on a full-time basis; a 95% attendance rate is one of the requirements for promotion to the next grade. Attendance data is recorded daily.

Parents are required to notify the school of all student absences. Kindly call the school at (718) 499-0957 and press 2 or email the main office at [officesi@hccs-nys.org](mailto:officesi@hccs-nys.org) to inform us of your child/ren's absence. Kindly state your child's name, class, and date of absence in the message/email. The school main office may also contact you.

Notes from a doctor should be provided in case of extended or frequent absence due to illness. If your child is absent from school for reasons other than illness, documentation of the reason for the absence (for example, a court order) should be presented to the school.

Please avoid planning vacations while school is in session. When students miss class, they miss valuable instructional time that cannot be easily replaced. All vacation-related absences are considered unexcused. We appreciate your support in prioritizing your child's education.

Students arriving after 8:05 am are considered late for school. Bus delays are always taken into consideration.

As you know, children that have 100% attendance with less than 5 latenesses receive special recognition at the June PTA meeting. Classes that have 100% attendance receive daily recognition.



# Family Handbook Overview Policies & Procedures

## School Dress Code

All students are required to adhere to the school's dress code policy.

### Pre-Kindergarten Girls (Suggested)

Light blue shirt  
Navy blue skirt, shorts, pants or sweatpants  
Velcro sneakers

### Pre-Kindergarten Boys (Suggested)

Light blue shirt  
Navy blue pants, shorts or sweatpants  
Velcro sneakers

### Specific dress code requirements for Grades Kindergarten - Fifth Grade are as follows:

- Elementary Girls (K-5) – Light blue collared shirts with navy blue skirts or navy blue pants and solid navy or black socks and black shoes.
- Elementary Boys (K-5) - Light blue collared shirts with navy blue pants and solid navy blue or black socks and black shoes.

### Specific dress code requirements for HCCS MIDDLE SCHOOL Grades 6 & 7 are as follows:

Top: HCCS white polo shirt OR plain white polo shirt.  
Bottom: Navy blue pants OR navy blue knee-length skirt. Leggings/Tights/Yoga pants worn as pants are not permitted.  
Shoes: Black shoes OR black plain sneakers and black laces.  
Sweaters: HCCS Fleece/Hoodie OR plain navy blue/black sweater (No writing or logos permitted except for HCCS)

### Gym/PE Days:

- Students are allowed to come to school dressed in their gym uniform only on their gym days.
- Gym Uniform Top: HCCS gym shirt (Can be purchased in the main office \$10)
- Gym Uniform Bottom: HCCS gym shorts (Can be purchased in the main office \$15) or HCCS sweatpants. Plain navy blue shorts/navy blue sweatpants (No logos) may be purchased on your own.
- Gym Uniform Shoes: Black sneakers.
- Beginning September 2026, students must wear all black sneakers with black soles during gym class.

### Warm weather policy

Students may wear appropriate navy blue, knee length shorts to school. No leggings or other type of shorts permitted.

### Other notes:

- Athletic shorts, legging shorts and cargo shorts are not allowed.
- Flip flops and open back sandals are not allowed.



## Family Handbook Overview Policies & Procedures

### Dress Down Days

#### September

- \* September 30, 2025 Hispanic heritage day - wear red, green or white tops and jeans

#### October

- \* October 17<sup>th</sup>, 2025 Breast Cancer Awareness – wear pink or white tops and jeans
- \* October 31<sup>st</sup>, 2025 Halloween – wear orange, purple or black tops and jeans

#### November

- \* November 4<sup>th</sup>, 2025 half day – Election Day – regular dress down day
- \* November 13<sup>th</sup>, 2025 half day – PTC - regular dress down day
- \* November 14<sup>th</sup>, 2025 World Diabetes Day – wear blue tops and jeans
- \* November 26<sup>th</sup>, 2025 Thanksgiving - wear orange, gold or brown tops and jeans

#### December

- \* December 23<sup>rd</sup>, 2025 Ugly Sweater Day

#### February

- \* February 6<sup>th</sup>, 2026 Superbowl – wear your favorite jersey and jeans
- \* February 11<sup>th</sup>, 2026 100<sup>th</sup> Day of School – Dress like you are 100 – Pre-K & K only
- \* February 13<sup>th</sup>, 2026 We Love Our School/Valentine’s Day – wear pink, red or white tops and jeans

#### March

- \* March 19<sup>th</sup>, 2026 half day – PTC - regular dress down day
- \* March 24<sup>th</sup>, 2026 Greek Independence Day – wear blue or white tops and jeans - SI
- \* March 25<sup>th</sup>, 2026 Greek Independence Day – wear blue or white tops and jeans - PS

#### April

- \* April 1<sup>st</sup>, 2026 Autism Awareness Day – wear blue tops and jeans
- \* April 22<sup>nd</sup>, 2026 Earth Day – wear blue, green or brown tops and jeans

#### May

- \* May 5<sup>th</sup>, 2026 Cinco de Mayo – wear red, green or white tops and jeans
- \* May 15<sup>th</sup>, 2026 Multicultural Day – dress in the colors of your family’s heritage

#### June

- \* June 6<sup>th</sup>, 2026 half day – regular dress down day
- \* June 18<sup>th</sup>, 2026 Juneteenth – wear red, yellow or green tops and jeans
- \* June 22<sup>nd</sup> – June 26<sup>th</sup> regular dress down

Please note: if students have gym class on a dress down day, students must wear sneakers to participate in gym/physical activity.



## Family Handbook Overview Policies & Procedures

### Cell Phone Policy

To help our students stay focused, safe, and connected to learning - not their screens - Hellenic Classical Charter Schools (Park Slope & Staten Island) will follow the new NYS law that limits internet-enabled device use during the school day.

Here's what you need to know:

#### What's Not Allowed

Students may not use personal "internet enabled devices" (like smartphones, smart watches, tablets, etc.) on school grounds from the start to the end of the school day—this includes all class time, lunch, recess, and hallway transitions.

#### Exceptions

Students may only use their personal internet-enabled devices during school hours if:

- It's part of an approved educational activity.
- They have an emergency, medical need, or where such use is included in the student's IEP, or 504 Plan.
- They use it for language translation or family responsibilities (with permission).
- Where required by law.

#### Storing Devices

All internet-enabled devices must be locked in a school-provided pouch


- Kept off and stored in school lockers (not on the student) and not used from the start to the end of the school day. [FYI – NYSED guidance provides as follows: Schools may utilize lockers as a dedicated storage method, though to be in compliance with the law, policies must be crafted to effectively prohibit the unsanctioned use of covered devices across the entire school day. Allowing continuous and unsupervised student access to covered devices when stored in a locker would not meet the law's objective of prohibiting unsanctioned use across the school day and school grounds



#### Need to Reach Your Child?

Please call the school's main office. Students may not use their internet-enabled devices phones during the day to call or text home.

#### What Happens If Students Break the Rules?

-  1st Time: Warning and family contact
- 2nd Time: Phone taken—only a parent can pick it up
- Ongoing Issues: Further consequences to be determined - case by case

We thank you for helping us create a learning environment that puts students first. Questions? Contact your campus office or email us at [officeps@hccs-nys.org](mailto:officeps@hccs-nys.org) for Park Slope or [officesi@hccs-nys.org](mailto:officesi@hccs-nys.org) for Staten Island.

Together, we're keeping our schools distraction-free and focused on success!



# Parent/Teacher Association (PTA)

The HCCS PTA is a vital part of our school program, and we encourage all parents to become ACTIVE members. A successful school needs the services and support of the PTA. Meetings will be held from September through June, alternating monthly between morning and evening meetings.

### Parent Volunteers

Our parents have several opportunities to volunteer during the school day. If you are interested in volunteering for any of these events, please contact our PTA President, Joanna Tsatis at [ptaps@hccs-nys.org](mailto:ptaps@hccs-nys.org). Below are a few events where we welcome parent volunteers:

- \* Snack sales
- \* Art Exhibitions
- \* Movie Nights
- \* Fall & Spring Scholastics Book Sales
- \* Mother's Day Plant Sale
- \* and more!
- \* Pumpkin Patch
- \* Middle School Dances

<b><u>PTA Executive Board</u></b>	
<b>2025 - 2026</b>	
<b>President</b>	Alexis Gambino
<b>Vice President/Treasurer</b>	Danielle Carlson
<b>Corresponding Secretary</b>	Susan Melore
<b>Recording Secretary</b>	Alexis Hansen

<b>PTA Meeting Dates</b>
<i>(All dates- tentative &amp; subject to change)</i>
Thursday, September 11th @ 5pm
Tuesday, October 21st @ 8:30am
Tuesday, November 18th @ 5pm
Tuesday, December 16th @ 8:30am
Tuesday, January 13th @ 5pm
Tuesday, February 10th @ 8:30am
Tuesday, March 17th @ 5pm
Tuesday, April 14th @ 8:30am
Tuesday, May 19th @ 5pm
Tuesday, June 9th @ 8:30am

<b>PTA Snack Dates</b>
<i>(All dates- tentative &amp; subject to change)</i>
Thursday, September 11 <sup>th</sup>
Tuesday, October 7 <sup>th</sup> & 21 <sup>st</sup>
Tuesday, November 18 <sup>th</sup> & 25 <sup>th</sup>
Tuesday, December 2 <sup>nd</sup> & 16 <sup>th</sup>
Tuesday, January 13 <sup>th</sup> & 27 <sup>th</sup>
Tuesday, February 10 <sup>th</sup> & 24 <sup>th</sup>
Tuesday, March 3, 10 & 31 <sup>st</sup>
Tuesday, April 14 <sup>th</sup> & 28 <sup>th</sup>
Tuesday, May 5 <sup>th</sup> & 19 <sup>th</sup>
Tuesday, June 9 <sup>th</sup> & 23 <sup>rd</sup>

# HCCS

## Curriculum, Learning Standards, Assessments

K - 8<sup>th</sup>



## Academic Performance Levels

The New York State Education Department has adopted and changed the language to describe students at the difference performance levels. Please familiar yourself with this language to better understand the meaning behind your child’s level.

- Level 4** - Student **excels** in NGLS\* for this grade level *(Averages: 90% - 100%)*
- Level 3** – Student is **proficient** in NGLS \* for this grade level *(Averages 89% - 75%)*
- Level 2** – Student is **partially proficient** in NGLS \* for this grade level (partial but insufficient) *(Averages 74% -65%)*
- Level 1**- Student is **well below proficient** in standards in this grade level *(Averages 0% -64%)*

### Promotional Criteria

The Hellenic Classical Charter School standards are held to specific promotion criteria for attendance, comprehensive classroom assessments, which include work samples, anecdotes, benchmark assessments, and teachers’ assessments and observations. HCCS reserves the right to make a promotion decision when standardized test scores do not match previous student achievement as seen throughout classroom assessments. Students failing to meet any of the grade level or school expectations as defined by the criteria in the chart below are noted as “Promotion in Doubt” during the winter. At that time, families are notified in writing of possible retention. If students do not demonstrate improvement by the end of the school year, they are identified for retention for the following year. All criteria are fully included in the final decision for promotion as defined below:

Grade Levels	Attendance Rate (mandatory)	Teacher Recommendation	Benchmark Testing
K , 1, 2	95%	At grade level performance (Level 2-4)	Fox in Box Benchmark at grade level Fountas & Pinnell
3 , 4, 5	95%	At grade level performance (Level 2-4)	Grade 3 & 4 -ELA and Math Grade 4 - ELA, Math & Science
6 , 7, 8	95%	At grade level performance (Level 2-4)	Grade 6 & 7 – ELA and Math Grade 8 – ELA, Math & Science



## Homework Policy, Academic Performance, Grading & Promotional Criteria

Homework is given every day, may include weekends and holidays. Homework and school official notices are to be read, checked and signed by parents /guardians each night.

<b><u>MINIMUM TIME ALLOTMENTS</u></b>		
<b><u>GRADE</u></b>	<b><u>FREQUENCY</u></b>	<b><u>MINIMUM DAILY TOTAL</u></b>
Kindergarten	Daily	15-25 minutes
1 <sup>st</sup> – 2 <sup>nd</sup>	Daily	25- 35 minutes
3 <sup>rd</sup> – 4 <sup>th</sup>	Daily	35 -50 minutes
5 <sup>th</sup> – 6 <sup>th</sup>	Daily	50 – 90 minutes
7 <sup>th</sup>	Daily	120 minutes

**Parent Involvement/Role at Home**

Parents can provide very valuable assistance in the area of homework through the following:

- Show an interest in your child’s work by making yourself available and listening.
- Encourage your child’s best efforts as often as possible
- Check for completion, accuracy and neatness when your child finishes an assignment
- Provide a suitable **time and place** for your child to study
- Check your child’s work and play times so that there will be enough time for each activity
- Check your child’s book bag for information. Read all notices and newsletters that come home with your child
- Request homework assignments for short term absences and, if possible, home instruction for extended absences
- Attend parent teacher conferences and meetings when possible
- Contact the school to see your child’s teacher, guidance counselor or supervisor when a homework issue arises.
- Take your child to the public library. It can provide resources that will enrich your child’s homework assignment.



**Progress Reports & Report Cards  
Distribution Dates**

Marking Periods/Progress Reports & Report Cards - 2025-2026

**Marking Periods (K - 5)**

Marking Period 1	Marking Period 2	Marking Period 3
September 4 – November 5, 2025	November 6 – March 12, 2026	March 13 - June 18, 2026

**Marking Periods (6 - 8)**

Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
September 4 - November 5, 2025	November 6 - January 7, 2026	January 8 – March 12, 2026	March 13 – June 18, 2026

**Progress Reports (K-5)**

Progress Report #1	Progress # 2	Progress # 3
October 17, 2025 (Gr 1 - 5)	January 23, 2026	May 19, 2026

**Progress Reports (6 - 7)**

Marking Period 1	Marking Period 2	Marking Period 3
October 17, 2025	February 12, 2026	May 22, 2026

**Report Cards (K - 5)**

Report Card #1	Report Card #2	Report Card #3
November 13, 2025	March 19, 2026	June 25, 2026

**Report Cards (6 - 7)**

Report Card #1	Report Card #2	Report Card #3	Report Card # 4
November 13, 2025	January 12, 2026	March 19, 2026	June 25, 2026



**Parent/Teacher Conferences - Pre-K – 7 - 2025 - 2026**

Report cards will be distributed to families via email who attend the scheduled Parent/Teacher Conferences for the Fall and Spring.

\*These days are half-days for all students in Grades Pre-K – 7\*

*Dismissal is at 10:45 AM for Pre-K	*Dismissal is at 11:00 AM for Kindergarten	*Dismissal is at 11:10 AM – First Grade *Dismissal is at 11:15 AM – 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Grades *Dismissal is at 11:20 AM – 5 <sup>th</sup> , 6 <sup>th</sup> & 7 <sup>th</sup> Grades
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**Elementary (Pre-K -5)**

Pre-K	Afternoon Session: 12:00 PM – 3:30 PM	Evening Session: 5:00 PM – 6:00 PM
Grade K:	Afternoon Session: 12:30 PM – 3:30 PM	Evening Session: 5:00 PM – 7:00 PM
Grades 1- 5	Afternoon Session: 12:30 PM – 3:30 PM	Evening Session: 5:00 PM – 7:30 PM

Fall

Report Card # 1            Distributed to parents/guardians on Thursday, November 13, 2025.

Spring

Report Card # 2            Distributed to parents/guardians on Thursday, March 19, 2026.

Final \*\*

Report Card # 3            Distributed to students on Friday, June 26, 2026.

**Middle School (6-7)**

Grades 6-8	Afternoon Session: 12:30 PM – 3:30 PM	Evening Session: 5:00 PM – 7:30 PM
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Fall

Report Card # 1            Distributed to parents/guardians on Thursday, November 13, 2025.

Winter

Report Card # 2            Mailed home to parents/guardians on Friday, January 9, 2026.

Spring

Report Card # 3            Distributed to parents/guardians on Thursday, March 13, 2025.

Final \*\*

Report Card # 4            Distributed to students on Friday, June 26, 2026.

\*\* Please note: The last report cards in June are given directly to students and will only be distributed on the last day of school.



## Student of the Month School Wide Criteria Grades K -5



Student must complete homework every night in all subject areas.



Student must have good attendance and be on time every day.



Student must pay attention.



Student must behave appropriately at all times, taking responsibility for his/her behavior.



Student must participate in class discussions.



Student must always be respectful.



Student must show acts of kindness.



Student must do his/her best work at all times!



Student must show a willingness to help other students and work cooperatively.



# ***HONOR ROLL***

## ***Arista & Principal's List Criteria***

### ***Sixth & Seventh Grade***

#### **ARISTA**

- *95% – 100% average in **all** of the major and minor subjects*
- *Exemplary conduct*
  - *no record of disciplinary infractions/reflections, detentions, suspensions*
- *Exemplary attendance*
  - *no unexcused absences*
  - *95% attendance rate*
  - *no chronic lateness*
- *Community Service: at least 2 hours of service to our school and 2 hours of service to the community. \**

#### **PRINCIPAL'S LIST**

- *85% - 94% average in **all** the major and minor subjects*
- *Exemplary or satisfactory conduct*
- *Exemplary attendance*
  - *no unexcused absences*
  - *95 % attendance rate*
  - *no chronic lateness*
- *Community Service: at least 2 hours of service to our school and 2 hours of service to the community. \**

MAJOR SUBJECTS: ELA, Math, Science and History

MINOR SUBJECTS: Greek, Latin, Music, Art, Gym, etc.

\* All community service hours must be submitted and approved by the guidance counselor prior to the end of the marking period.



Hellenic Classical Charter Schools  
Benchmark Independent Reading Levels and Marking Period Assessments

September	November	January	March	June
<u>Kindergarten</u> Emergent Story books Shared Reading	<u>Kindergarten</u> Emergent Story books Shared Reading Early Emergent	<u>Kindergarten</u> 4=C 3= A (Independent)/ B 2= A (Instructional) 1= Early Emergent	<u>Kindergarten</u> 4=D or above 3=B/C 2=A 1=Early Emergent	<u>Kindergarten</u> 4=E or above 3=D 2=C 1=B or below
<u>Grade 1:</u> 4= F or above 3= D/E 2=C 1=B or below	<u>Grade 1:</u> 4= H or above 3=F/G 2=D/E 1=C or below	<u>Grade 1:</u> 4=I or above 3=G/H 2=E/F 1=D or below	<u>Grade 1:</u> 4=K or above 3=H/I/J 2=F/G 1=E or below	<u>Grade 1:</u> 4=L or above 3=I/J/K 2=G/H 1=F or below
<u>Grade 2:</u> 4=L or above 3=I/J/K 2=G/H 1=F or below	<u>Grade 2:</u> 4=M or above 3=J/K/L 2=H/I 1=G or below	<u>Grade 2:</u> 4=M or above 3=K/L 2=I/J 1=H or below	<u>Grade 2:</u> 4=N or above 3=L/M 2=J/K 1=I or below	<u>Grade 2:</u> 4=N or above 3=M 2=K/L 1=J or below
<u>Grade 3:</u> 4=N or above 3=P 2=O 1=N or below	<u>Grade 3:</u> 4=O or above 3=N 2=L/M 1=K or below	<u>Grade 3:</u> 4=P or above 3=O 2=M/N 1=L or below	<u>Grade 3:</u> 4=P or above 3=O 2=N 1=M or below	<u>Grade 3:</u> 4=Q or above 3=P 2=O 1=N or below
<u>Grade 4:</u> 4=Q or above 3=P 2=O 1=N or below	<u>Grade 4:</u> 4=S or above 3=Q/R 2=O/P 1=N or below	<u>Grade 4:</u> 4=S or above 3=Q/R 2=P 1=O or below	<u>Grade 4:</u> 4=T or above 3=R/S 2=P/Q 1=O or below	<u>Grade 4:</u> 4=T or above 3=S 2=Q/R 1=P or below
<u>Grade 5:</u> 4=T or above 3=S 2=Q/R 1=P or below	<u>Grade 5:</u> 4=U or above 3=T 2=R/S 1=Q or below	<u>Grade 5:</u> 4=V or above 3=T/U 2=S 1=R or below	<u>Grade 5:</u> 4=V or above 3=U 2=S/T 1=R or below	<u>Grade 5:</u> 4=W* or above 3=U/V 2=T 1=S or below
<u>Grade 6:</u> 4= W or above 3=U/V 2=T 1=S or below	<u>Grade 6:</u> 4=W or above 3=W/X 2=V 1=U or below	<u>Grade 6:</u> 4=X or above 3=V/W 2=U 1=T or below	<u>Grade 6:</u> 4= X or above 3= W 2=U/V 1=T or below	<u>Grade 6:</u> 4= Y or above 3=W/X 2=V 1=U or below
<u>Grade 7:</u> 4= Y or above 3=W/X 2=V 1=U or below	<u>Grade 7:</u> 4=Y or above 3=W/X 2=V 1=U or above	<u>Grade 7:</u> 4=Y or above 3=X 2=V/W 1=U or below	<u>Grade 7:</u> 4=Z or above 3=X/Y 2=V/W 1=U or below	<u>Grade 7:</u> 4=Z or above 3=Y 2=W/X 1=V or below
<u>Grade 8:</u> 4=Z or above 3=Y 2=W/X 1=V or below	<u>Grade 8:</u> 4=Z+ 3=Y/Z 2=W/X 1=V or below	<u>Grade 8:</u> 4=Z+ 3=Z 2=X/Y 1=W or below	<u>Grade 8:</u> 4=Z+ 3=Z 2=X/Y 1=W or below	<u>Grade 8:</u> 4=Z+ 3=Z 2=X/Y 1=W or below

## Math Fluencies

*(I can do these quickly and without error)*

I can do these by the end of my year in...

K	I can add and subtract numbers within 5. (ex. $2+3=5$ , $2+2=4$ , $5-1=4$ , $4-3=1$ )
1	I can add and subtract within 10 (ex. $8+2=10$ , $10-4=6$ , $8-3=5$ )
2	I can add and subtract within 20 (ex. $15+4=19$ , $14-5=9$ ) I can add and subtract within 100 using pencil and paper.
3	I can <u>multiply</u> and <u>divide</u> within 100 I can <u>add</u> and <u>subtract</u> within 1000
4	I can add and subtract within one million. 1,000,000
5	I can solve multi-digit multiplication problems (ex. $24 \times 135$ , $120 \times 37$ )
6	I can solve multi-digit division problems. (ex. $545 \div 25 =$ )  I can solve problems with multi digit decimals.
7	I can solve two step equations, and I can solve linear equations using the distributive property. $px+q=r$ $p(x+q)=r$
8	I can solve simple $2 \times 2$ systems of linear equations by inspection.

## The Eight Mathematical Practices

1	I can solve problems without giving up.
2	I can think about numbers in many ways.
3	I can explain my thinking and try to understand others.
4	I can show my work in many ways.
5	I can use math tools and tell why I chose them.
6	I can work carefully and show my work.
7	I can use what I know to solve new problems.
8	I can solve problems by looking for rules and patterns.



# Elementary & Intermediate Level State Testing Calendar 2025 - 2026

State ELA Test- Grades 3 – 7  
Wednesday, April 22 – Thursday, April 23, 2026

State Math Test- Grades 3 - 7  
Wednesday, May 6 – Thursday, May 7, 2026

NYSESLAT Assessment – Grade K – 7  
Monday, May 4 – Friday, May 22, 2026  
(selected students)

State Science Written Test- Grade 5  
Tuesday, May 12, 2026

- all grades will participate in computer based testing



# HCCS Open House Dates 2025 - 2026

## Pre-K

## Kindergarten – 8<sup>th</sup> Grade

<p>Thursday, December 4, 2025 Pre-K Open House: 9:00am – 10:00am</p> <p>-----</p> <p>Thursday, February 5, 2026 Pre-K Open House: 9:00am – 10:00am</p>	<p>Tuesday, December 2, 2025 Grades K – 8 Open House: 5:30 PM- 7:00 PM</p> <p>-----</p> <p>Tuesday, February 3, 2026 Grades K – 8 Open House: 5:30 PM- 7:00 PM</p> <p>-----</p> <p>Tuesday, March 3, 2026 Grades K – 8 Open House: 5:30 PM- 7:00 PM</p>
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Deadline for Applications for school year 2026 - 2027:  
Wednesday, April 1, 2026, by 5:00pm

\*\*Applications for siblings and new students for the 2026 - 2027 school year will be available in December in the main office and on our school's website.

Tentative Lottery date for school year 2026 - 2027:  
Wednesday, April 15, 2026, at 10:00am

## HELLENIC CLASSICAL CHARTER SCHOOLS STATEN ISLAND DISCIPLINE POLICY

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### INTRODUCTION

Following in the steps of our sister school HCCS-Park Slope, HCCS-Staten Island (HCCS-SI) will implement School-Wide Positive Behavioral Interventions and Supports (SW-PBIS) which encourages staff to actively engage in processes to assess and monitor students' senses of themselves and the school climate before problematic behaviors occur. To this end, HCCS-SI will establish comprehensive, school-wide restorative practices in order to improve relationships among all members of the learning environment and improve conflict resolution and crisis management. This approach to implementing SWI-PBIS places final accountability in the hands of school leaders but spreads responsibility for implementation across the entire school staff.

In coordination with SW-PBIS and restorative practices, and in order to ensure that an environment is created where teaching and learning can flourish, HCCS-SI will implement the following discipline policy that addresses proper student behavior, maintenance of order within the school and while people are engaged in school activities, and a statement of student rights and responsibilities. School staff will ensure that parents and students are well informed of these policies both before enrollment and at the time student's sign up for entry into the charter school. As such, students will be reassured about the type of classroom environment will be maintained in the charter school.

### STUDENT DISCIPLINE CODE

This code sets forth the charter school's policy regarding how students are expected to behave when participating in school activities, on and off school grounds, and how the school will respond when students fail to behave in accordance with these rules. The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the charter school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the charter school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Where appropriate, school officials also will contact law enforcement agencies.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

#### A. DEFINITIONS

- "Short term suspension" will refer to the removal of a student from school for disciplinary reasons for a period of five or fewer days;
- "Long term suspension" will refer to the removal of a student from school for disciplinary reasons for a period of more than five days; and
- "Expulsion" will refer to the permanent removal of a student from school for disciplinary reasons.

#### RECORDS OF STUDENT DISCIPLINE

The charter School will maintain written records of all suspensions and expulsions.

## B. SHORT-TERM SUSPENSIONS

A student who is determined to have committed any of the infractions listed below will be subject minimally to a short term suspension, unless the principal determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Such student also may be subject to any of the disciplinary measures set forth in Part D of this Code, and, depending on the severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

### Disciplinary Infractions:

- Attempt to assault any student or staff member.
- Vandalize school property causing minor damage.
- Endanger the physical safety of another using force or threats of force which reasonably places the victim in fear of imminent bodily injury.
- Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others.
- Engage in insubordination.
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions.
- Cheat on exams or quizzes or commit plagiarism.
- Use forged notes or excuses.
- Steal, attempt to steal, or possess property known by the student to be stolen.
- Commit extortion as defined in penal law §
- Engage in gambling.
- Abuse school property or equipment.
- Use obscene or abusive language or gestures.
- Engage in acts of sexual harassment, including but not limited to sexually related physical contact or offensive sexual comments.
- Make a false bomb threat or pull a false alarm.
- Possess tobacco or alcohol.
- Possess radios or other portable entertainment devices, pagers, cellular telephones, or other personal electronic devices not being used for instructional purposes.
- Wear inappropriate, insufficient, or disruptive clothing or attire, and/or violate the student dress code.
- Refuse to identify himself or herself to school personnel.
- Drive recklessly on school property.
- Trespass on school property.
- Commit any other act which school officials reasonably conclude warrants a disciplinary response.

### Procedures and Due Process for Short Term Suspensions

The principal may impose a short-term suspension and will follow due process procedures consistent with *Goss v. Lopez*, 419 U.S. 565 (1975). Before imposing a short-term suspension, the principal will provide notice, in writing, to the student's parents or guardian that the student may be suspended from school. The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents or guardian of the right to request an immediate informal conference with the principal. Such notice and opportunity for an informal conference will take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference will take place as soon as possible after the suspension as is reasonably practicable. The principal's decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the charter school's complaint process, pursuant to Education Law 2855(4).

### C. LONG-TERM SUSPENSIONS

A student who is determined to have committed any of the infractions listed below will be subject minimally to a long-term suspension, unless the principal determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to any of the disciplinary measures set forth in Part D, to referral to law enforcement authorities, and/or to expulsion.

#### Disciplinary Infractions

- Possess, use, attempt to use, or transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
- Commit or attempt to commit arson on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, or marijuana on school property or at school events.
- Assault any other student or staff member.
- Intentionally cause physical injury to another person, except when student's actions are reasonably necessary to protect himself or herself from injury.
- Vandalize school property causing major damage.
- Commit any act which school officials found offensive.
- Federal and State law require the expulsion from school for a period of not less than one year of a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the principal may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (amended). The principal will refer a student under the age of sixteen who has been determined to have bought a weapon or firearm to school to a presentment except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

#### Procedures and Due Process for Long-Term Suspensions/Expulsion

When the principal determines that a long-term suspension may be warranted, she shall give reasonable notice to the student and the student's parents or guardian of their right to a formal suspension hearing. In extreme circumstances, the principal may expel the student from school. Notice and a hearing must be completed prior to the imposition of a long-term suspension or expulsion. Such notice shall include that, at the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf. The principal shall personally hear and determine the proceeding or may, in her discretion, designate a hearing officer to conduct the hearing. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and conclusions as to guilt or innocence and identify the appropriate measure of discipline, if any, to be imposed. Upon conclusion of the hearing, the principal shall provide the parents or guardian of the student with her final written decision. The principal's decision to impose a long-term suspension or expulsion may be challenged by the parent(s) or guardian in accordance with the charter school's complaint process, pursuant to Education Law 2855(4).

### D. ADDITIONAL DISCIPLINARY MEASURES

The disciplinary measures listed below may be imposed in addition to short-term or long-term suspensions or, if an exception has been made by the principal to the imposition of a minimum suspension, in place of such suspension. In-school suspensions and suspensions of transportation may be imposed only by the principal. All other disciplinary measures may be imposed by the principal or a teacher, who must inform the principal of such action within a reasonable time.

Behavioral Contract  
Detention  
Loss of School Privileges  
In-School Short-Term Suspension  
Suspension from School Transportation

E. PROVISION OF SERVICES DURING REMOVAL

The charter school will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a student who has been suspended, alternative instruction will be provided to the extent required by law and as consistent with the practice of the surrounding school districts during the period of suspension; for a student who has been expelled, alternative instruction will be provided in like manner until the student enrolls in another school or until the end of the school year, whichever comes first. Alternative instruction will be provided to students suspended or expelled in a way that best suits the needs of the student and the school on a case-by-case basis. Instruction for such students will be sufficient to enable the student to make adequate academic progress, and will provide them the opportunity to complete the assignments, learn the curriculum and participate in assessments. Instruction will take place in one of the following locations:

the child's home, a contracted facility (e.g., in the school district of location), or a suspension room at the charter school. Instruction will be provided by one or more of the following individuals in consultation with student's teacher(s): teacher aides or trained volunteers, individuals within a contracted facility, a tutor hired for his purpose.

F. DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. [A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge in accordance with 34 CFR §300.527(b) –that a disability exists may request to be disciplined in accordance with these provisions.] Students who have been presumed to have a disability for discipline purposes will be afforded the rights and protection of IDEA when such students are subject to disciplinary actions. The Charter School will comply with sections 300.519-529 of the Code of Federal Regulations (CFR) and the following procedures, except that in the event the following procedures are inconsistent with federal law and regulations, such federal law and regulations will govern. The Charter School will maintain written records of all suspensions and expulsions of students with a disability including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days student has been suspended or removed for disciplinary reasons.

Students for whom the Individualized Educational Plan (IEP) includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not ineffective or if there is a concern for health and safety of the student or others if the BIP is followed, the matter will be immediately referred to the Committee on Special Education (CSE) of the student's district of residence for consideration of a change in the guidelines. A behavior intervention plan, when developed, will include a description of the behavior, hypotheses as to why the problem behavior occurs and intervention strategies. A student's IEP may also include goals and objectives related to the student's behavior. If a student identified as having a disability is suspended during the course of the year for a total of eight days, such student will immediately be referred to the CSE of the students' district of residence for reconsideration of the student's placement. The CSE of the student's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

### Provision of Services During Removal

Those students removed for a period fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The school also will provide additional alternative instruction during the first ten days of suspension and by appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring. During any subsequent removal that combined with previous removals equals ten or more school days during the year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals the goals of his or her IEP. During any removal for drug or weapon offenses [pursuant to 34 CFR §300.520(a) (2)] services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP.

CSE Meetings: Meetings of the CSE of the student's district of residence to either develop a behavioral assessment plan or, if the child has one, to review such plan are required when: (1) the child is first removed from his or her current placement for more than ten school days in a school year; and (2) when commencing a removal which constitutes a change in placement.

Subsequently, if other removals occur which do not constitute a change in placement, the school will work with the CSE of the student's district of residence to review the child's assessment plan and its implementation to determine if modifications are necessary. If

one or more members of the CSE of the student's district of residence believe that modifications are needed, then the CSE is expected to meet to modify the plan and/or its implementation.

### Due Process

If discipline which would constitute a change in placement is contemplated for any student, the following steps will be taken: (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability will be notified of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel will meet and review the relationship between the child's disability and the behavior subject to the disciplinary action. If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provide in 34 CFR §300.121(d), which relates to the provision of services to students with disabilities during periods of removal. Parent Appeal Process: Parents may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

HELLENIC CLASSICAL CHARTER SCHOOLS  
Grievance Policy

Any individual or group may bring a complaint to the Board alleging a violation of Education Law Article 56, the charter, or any other provision of law relating to the management or operation of the school. An individual who (or a group that) has a complaint against school policy or another member of the school community should address the complaint in writing to the Chief of Operations and the Principal. The Chief of Operations and the Principal will respond to the complaint within 14 days. If the Chief of Operations and the Principal's response does not resolve the complaint or if the complaint is about the Chief of Operations or the Principal, the individual or group may file a complaint in writing, addressed to the Superintendent. If the Superintendent's response does not resolve the complaint or if the complaint is about the Superintendent, the individual or group may file a complaint in writing, addressed to the Chair of the Board (at the School's address) or the Board's designee as may be appointed from time to time. Complaints shall be submitted to the Board at least one (1) week prior to a regular Board meeting at which time the complaint will be officially addressed. Complaints submitted less than one week prior to the next regular Board meeting will be addressed at the subsequent Board meeting. The Chair (or other designee appointed by the Board) will respond to such complaints in writing within 30 days.

Emergency issues will be dealt with on an as-needed basis, with the Board using reasonable efforts to respond at or prior to its next regular meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. The Board, as necessary, may order the Principal or another responsible party to investigate and/or act upon the complaint and submit a written report to the Board. The Board shall create a written response, with appropriate determinations, to every complaint submitted in writing to it.

If, after presentation of the complaint, the individual or group determines that the Board has not adequately addressed the complaint, the complainant may present the complaint to the New York State Department of Education's Charter School Office (the "NYSED"), which will investigate and respond. If, after presentation of the complaint to the NYSED, the individual or group determines that the school has not adequately addressed the complaint, the complainant may present the case to the New York State Board of Regents, which will investigate and respond. The NYSED and the Board of Regents have the power and the duty to take remedial action as appropriate.