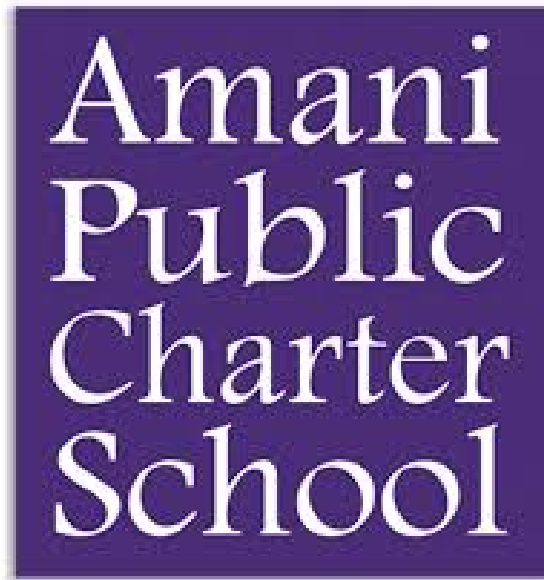


**FAMILY HANDBOOK
2026-2027**



*Always Striving to
A.C.H.I.E.V.E.
Rigorous Academics, Great Teachers, Strong Culture*

From the Founder and Executive Director

Dear Amani Families,

Welcome to our vibrant school community! This Family Handbook is your comprehensive guide to Amani, reflecting our belief that everyone contributes to our shared success.

The Three C's

At Amani, we believe that strong connections are the key to educational success. Our vision is built on three vital connections that we strive to nurture every day:

1. Connecting With Each Other
2. Connecting With Amani
3. Connecting With Our Students

These connections form the foundation of our excellence. Our dedicated staff and engaged families together embody these principles, creating a powerful network of relationships that drives our school forward. This collaborative partnership between educators and families is essential to our student's success and the realization of our shared vision.

Family Involvement

We recognize the crucial role families play in our mission. This handbook outlines the systems that allow our passion and creativity to flourish within a well-organized framework, ensuring consistency, efficiency, and focus in our pursuit of educational excellence.

Using This Handbook

Consider this your go-to resource throughout the year. It's a collaborative effort designed to evolve with our community. We encourage you to refer to it regularly and find it an invaluable tool in your Amani journey.

Our Commitment

At Amani, we are dedicated to creating a nurturing environment where every community member can thrive. We strive for excellence in education, ensuring all scholars have access to high-quality, culturally affirming learning experiences that nurture their full potential.

We look forward to a rewarding and inspiring year ahead at Amani!

Dr. Stern

The Mission of Amani Public Charter School

The mission of the Amani Public Charter School is to provide 100% of Mount Vernon scholars who attend the school from 5th through 8th grade with the academic and critical thinking skills necessary to succeed in competitive high school programs, college and the career of their choice.



The Vision of Amani Public Charter School

Rigorous Academic Program

We will develop a standards-based, rigorous academic program, with a strong focus on literacy and numeracy.

Ridiculously Great Teaching

Without Great Teachers, Nothing Else Matters. Our faculty will be the champions and the backbone of the Amani community.

Strong School Culture

We create a joyful learning environment with clear routines and expectations, prioritizing safety and accountability .

Core Values

Our core values will lay the foundation for our scholars to grow into mature young adults. These values will prepare our scholars for an exciting and rewarding future and allow them to make a difference in your community. Scholars are expected to learn these values, practice them, and model them for your peers, families, and future Amani scholars.

A	Accountability	Being responsible for your actions and Scholar obligations.	Did I take ownership of my actions today, and did I meet my responsibilities as a scholar without needing reminders?
C	Community	Providing service to others and accepting differences through collaborative efforts and democratic actions.	Do I help others? Do I celebrate others?
H	Hard Work	Putting forth your best effort, going the extra mile, and never giving up in order to advance in your academics.	Do I complete my work to the best of my ability? Do I ask for help when needed?
I	Integrity	Being true to your values and doing the right thing when no one is looking.	Am I honest? Do I make the right choices when no one is looking?
E	Empathy	To identify with and understand the feelings and situations of others.	Do I help and share with others?
V	Vision	Setting short and long-term goals for yourself, dreaming big, and striving to better yourself.	Am I making choices that support my future and my community?
E	Excellence	Striving for a high standard in your daily actions no matter how big or small.	Did I challenge myself to go above and beyond today, and did I put forth my best effort in everything I did?

Board of Trustees

The Amani Board is ultimately responsible for the strategic goals of the school. The Board adopts the school's budget and has fiduciary oversight of the institution. The Board sets clear priorities and strategic vision for the school that we then execute against. It is the role of the Executive Director to direct the school to achieve its missions and vision aligning with the goals and strategic planning of the Board.

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PART I — ACADEMIC MISSION, PROGRAMS & SCHOLAR SUPPORT

Academic Mission & Standards

At Amani Public Charter School, we are committed to providing scholars with a rigorous, engaging, and supportive education that prepares them for success in school and beyond.

Our curriculum is designed to meet or exceed the New York State Next Generation Learning Standards. Instruction is grade-level appropriate, developmentally appropriate, and designed to promote both academic achievement and social-emotional development.

We believe that academic excellence and character development go hand in hand. Scholars are expected to work hard, take ownership of their learning, build positive relationships, and develop the skills necessary to become successful and responsible members of their communities.

Families can expect that:

- Instruction will be aligned to New York State learning standards.
- Scholars will receive rigorous, grade-level instruction.
- Teachers will monitor scholar learning and provide timely feedback.
- Scholars will receive additional support when they need intervention or enrichment.
- Families will receive regular information about their scholar's academic progress.
- Scholars will be encouraged to develop independence, perseverance, critical thinking, and a love of learning.

Academic Program

Instructional Vision & Practice

At Amani, our instructional expectations are guided by our shared vision of "ridiculously great teaching."

This vision reflects our commitment to providing equitable, high-impact instruction in every classroom. Our approach is rooted in principles of equity and informed by the Danielson Framework for Teaching, which provides a shared definition of effective teaching and professional practice.

Instruction at Amani emphasizes high-leverage strategies that promote critical thinking, scholar growth, and meaningful engagement.

Key components of our instructional approach include:

- Cumulative Review — Daily review reinforces prior learning and supports long-term retention.
- Differentiated Instruction — Instruction is adjusted to meet the diverse academic needs of scholars.
- Explicit Instruction — Teachers model thinking, skills, and processes clearly before scholars are expected to demonstrate independence.
- Integrated Literacy — Reading, writing, speaking, listening, vocabulary, and comprehension are developed across content areas.
- Multiple Exposures — Scholars encounter important concepts and skills multiple times and in different contexts.
- Purposeful Questioning & Discourse — Scholars explain their thinking, engage in academic discussion, and use evidence to support their ideas.
- Small-Group Instruction — Teachers use assessment data to provide targeted instruction and support.
- Standards-Aligned Learning — Instruction is anchored in clear, grade-level standards and learning goals.
- Responsive Pacing — Teachers adjust pacing and instructional approaches based on scholar understanding and assessment data.

Formative assessment is used to provide real-time information about scholar understanding and to guide instructional decisions.

Amani supports continuous improvement through:

- Professional development
- Instructional coaching
- Peer collaboration
- Classroom walkthroughs
- Data analysis
- Reflective practice
- Feedback and goal setting

Our goal is to ensure that every scholar, in every classroom, every day, experiences rigorous instruction, receives timely support, understands what is expected, and makes measurable academic progress.

K–2 Foundations Book Baggies

As part of Amani’s K–2 literacy program, scholars will use Foundations Book Baggies to support reading development at home. Each baggie will contain a book or reading materials that align with the phonics and word-reading skills scholars are learning in their Foundations lessons.

The purpose of the Book Baggies is to provide scholars with consistent opportunities to practice reading skills outside of school while building confidence, fluency, accuracy, and a love of reading.

Families are encouraged to:

- Read with their scholar regularly and listen as they read aloud.
- Have scholars practice sounding out words using the phonics skills they have learned.
- Ask scholars to reread familiar books to build fluency and confidence.
- Talk about the book, including characters, events, vocabulary, and key details.
- Keep all materials in the Book Baggie and return them to school as directed.

The goal is not simply to complete a reading assignment. The goal is to build strong, confident readers through frequent practice and meaningful reading experiences at home.

Amani appreciates families partnering with us to make reading a daily habit for our youngest scholars.

Curriculum

Amani's curriculum is aligned to the New York State Next Generation Learning Standards and provides scholars with rigorous, grade-level learning experiences.

English Language Arts

Amani's English Language Arts program develops scholars as readers, writers, speakers, listeners, and critical thinkers.

Foundations — Grades K–2

Foundations is used for foundational literacy instruction in Grades K–2. The program provides a multisensory, systematic approach to:

- Phonics
- Decoding
- Encoding
- Spelling
- Handwriting
- Word recognition

Through explicit instruction, consistent routines, and cumulative skill development, scholars build the foundational skills necessary for reading success.

EL Education is Amani's core English Language Arts curriculum. The program emphasizes:

- Complex texts
- Knowledge building
- Vocabulary development
- Evidence-based writing
- Reading comprehension
- Academic discussion
- Critical thinking

The curriculum intentionally integrates Science and Social Studies content, allowing scholars to build background knowledge while strengthening literacy skills.

Novel Studies — Grades 5–8

Grades 5–8 scholars participate in a quarterly Novel Studies Curriculum that complements the core ELA program.

Scholars engage with complex, culturally responsive literature and develop their ability to:

- Analyze literary texts
- Explore themes and perspectives
- Develop vocabulary through context
- Write evidence-based responses
- Participate in collaborative discussions
- Make connections across disciplines

The goal is to develop thoughtful readers, articulate communicators, and empathetic thinkers who are prepared for high school and beyond.

Mathematics

Amani utilizes Illustrative Mathematics as its core mathematics curriculum.

Illustrative Mathematics is a problem-based program that emphasizes conceptual understanding, mathematical reasoning, and application.

Scholars are expected to:

- Solve challenging mathematical problems.
- Explain and justify their reasoning.
- Apply mathematics to real-world situations.
- Use precise mathematical language.
- Collaborate with peers.
- Persevere through challenging problems.

- Build procedural fluency alongside conceptual understanding.

Math instruction provides opportunities for exploration, practice, discussion, hands-on learning, collaborative problem solving, and individualized support.

Physical Education & Health

Amani's Physical Education program is aligned with the New York State Standards and focuses on physical fitness, health, motor development, teamwork, and sportsmanship.

Scholars participate in activities that promote:

- Gross motor development
- Physical fitness
- Teamwork
- Sportsmanship
- Coordination
- Communication
- Healthy decision-making
- Lifelong fitness habits

Scholars also develop interpersonal and character skills through collaboration, communication, and participation in games and sports.

The Health curriculum for Grades 5–8 provides scholars with knowledge and skills to make informed decisions about their physical and personal well-being. Scholars learn about healthy lifestyles, risk reduction, safety, and behaviors that promote healthy living.

Together, Physical Education and Health support scholars' physical, social, and emotional development.

Science

Amani uses Generation Genius as a science resource to make learning engaging, hands-on, and connected to the real world.

Generation Genius provides videos, investigations, activities, readings, and discussion opportunities that help scholars develop a deeper understanding of science concepts.

Depending on grade level, scholars may explore:

- Earth and space science
- Life science and ecosystems
- Physical science
- Energy and forces
- Weather and climate

- Matter and its properties
- Plants, animals, and adaptations
- Human impact on the environment

Teachers may use Generation Genius to support:

- Interactive science videos
- Hands-on investigations
- Experiments
- Science discussions
- Reading and writing about science
- Real-world connections
- Scientific questioning and reasoning

Scholars are encouraged to think, investigate, explain, and communicate like scientists.

Social Studies

Amani's Social Studies program is aligned with the New York State Social Studies Framework.

Instruction emphasizes:

- Historical understanding
- Current events
- Informational texts
- Critical reading
- Evidence-based analysis
- Writing
- Research
- Projects and presentations
- Connections to real-world issues

Scholars examine historical and contemporary topics while developing the ability to think critically about the world around them.

Language— Grades 7–8

The Grades 7–8 Language program develops scholars' ability to communicate effectively in a foreign through:

- Listening
- Speaking
- Reading
- Writing

Instruction emphasizes practical communication, vocabulary development, grammatical accuracy, cultural understanding, and authentic language use.

Scholars engage with authentic texts, conversations, multimedia, and cultural resources while building confidence and independence as Spanish language learners.

The program prepares scholars for continued study of language other than English in high school.

Arts Education

At Amani, the arts are an essential part of a well-rounded education. Our arts programs nurture creativity, self-expression, confidence, collaboration, cultural appreciation, and discipline.

Amani provides opportunities across:

- Instrumental Music
- Music
- Performing Arts
- Tech & Production
- Visual Arts
- Vocal Arts

The arts are not an extracurricular afterthought. They are an important part of Amani's mission to develop well-rounded, confident, creative, and expressive scholars.

Instrumental Music — Band

Amani's instrumental program provides hands-on instruction in instruments including:

- Strings
- Piano
- Percussion

Scholars develop musicianship skills such as:

- Reading music
- Rhythm
- Dynamics
- Ensemble coordination
- Performance
- Practice and discipline

Through consistent practice and performance opportunities, scholars develop focus, confidence, and an appreciation for collaboration.

General Music

General music classes provide all scholars with opportunities to develop musical literacy and appreciation.

Scholars explore:

- Rhythm
- Melody
- Harmony
- Dynamics
- Music theory
- Musical traditions
- Cultural contexts
- Critical listening

Music Media & Production

Older scholars and scholars interested in music technology may participate in Music Media and Production electives.

Scholars explore:

- Digital music composition
- Sound engineering
- Recording techniques
- Music production
- Multimedia projects
- Creative collaboration

These experiences allow scholars to combine technology, creativity, and artistic expression.

Performing Arts — Proios Performing Arts

Through the Proios Performing Arts program, scholars explore drama, theater, storytelling, improvisation, character development, and stagecraft.

The program helps scholars develop:

- Confidence
- Communication skills
- Collaboration
- Public speaking
- Creativity
- Performance skills

Scholars may participate in school productions, workshops, and other performance opportunities.

Tech Team — Audio & Production

Amani's Scholar Tech Team provides hands-on experience supporting live events, performances, and school productions.

Scholars learn about:

- Audio engineering
- Lighting
- Stage management
- Video production
- Technical problem-solving
- Equipment management
- Event production

The Tech Team develops leadership, communication, teamwork, confidence, and real-world technical skills.

Visual Arts

In Visual Arts, scholars explore a variety of artistic mediums while developing technical skills, creativity, self-expression, and an appreciation for the role of art in culture and society.

Vocal Arts — Choir

Through the Sing for Hope partnership, scholars have opportunities to explore choral music in a supportive and engaging environment.

Scholars participate in rehearsals focused on:

- Vocal technique
- Musical expression
- Ensemble performance
- Collaboration
- Confidence

Performance opportunities may include schoolwide, citywide, and statewide events.

Athletic Program

At Amani, athletics are about more than competition. Sports provide opportunities for scholars to develop teamwork, discipline, leadership, sportsmanship, confidence, and healthy habits.

Athletic opportunities for Grades 5–8 include:

- Boys' Basketball
- Cheerleading
- Co-Ed Flag Football
- Co-Ed Soccer
- Co-Ed Track
- Girls' Basketball
- Girls' Volleyball

Athletic Participation Requirements

To participate in any Amani athletic program, scholars must have the required health and safety documentation completed **each school year**.

- **Annual Medical Clearance:** Scholars must have a current physical/medical clearance on file each year in order to participate in school sports.
- **Parent/Guardian Waiver:** A parent or guardian must complete and sign the required athletic participation waiver before a scholar may participate.
- **Required Documentation:** All medical forms and waiver forms must be submitted and approved before the scholar participates in practices, games, or competitions.

Amani also offers **intramural sports throughout the year** and a **schoolwide Field Day** to provide additional opportunities for scholars to be active, build relationships, and develop teamwork and sportsmanship.

Academic Events & Enrichment

Throughout the school year, scholars participate in academic events and experiences that extend learning beyond the classroom.

These may include:

- Spelling Bees
- Curriculum-based celebrations
- Field Trips
- Guest speakers
- Literacy celebrations
- Math competitions
- Science Expo (mandatory)

- Project exhibitions

These experiences allow scholars to apply their learning, collaborate, demonstrate their strengths, and celebrate academic growth.

Assessment Program

Amani uses a triangulated assessment system to understand scholar learning, growth, and progress.

Assessment includes:

1. Diagnostic Assessment- Used to identify strengths, needs, and instructional starting points. Examples include:
 - NWEA MAP
 - MAP Fluency
2. Formative Assessment- Used during instruction to determine what scholars understand and to guide immediate instructional decisions. Examples include:
 - Exit tickets
 - Observations
 - Running records
 - Checks for understanding
 - Classwork
3. Summative Assessment- Used to evaluate scholar learning after a unit, course, or instructional period. Examples include:
 - Unit assessments
 - End-of-course assessments
 - New York State assessments

Assessment data is used to identify areas of strength, determine instructional needs, provide intervention or enrichment, and monitor scholar growth.

Academic Records

Amani believes that grades should provide families with an accurate picture of what a scholar knows, understands, and is able to do in relation to grade-level academic standards.

Assessment is the process of gathering evidence of learning. Grading is the process of communicating a scholar's demonstrated level of academic achievement.

Academic grades are based on evidence of learning and are not determined by:

- Behavior or disciplinary consequences
- Compliance
- Effort alone
- Attendance alone
- Organization
- Possession of school supplies
- Uniform compliance
- Personal circumstances unrelated to academic achievement

Character development, attendance, work habits, and behavior remain important areas of scholar development and are communicated separately from academic achievement.

Incomplete Work

- *Scholars may receive an incomplete on a report card with approval from the Principal.*
- *Incompletes are based on scholar attendance and course work.*
- *Incomplete grades may impact promotion.*

Make Up Work

After returning from an absence, scholars are expected to complete any missing work. The time allowed to complete this work will be the number of days the student was absent. (For example, absent for 2 days means he/she has 2 days when they return to make up work)

Work will not be provided in advance for planned absences. Much of what scholars learn come from direct instruction and classroom interactions, which can not be replicated through independent work at home.

Google Classroom & Instructional Technology

Amani uses Google Classroom as a digital learning platform, particularly in Grades 5–8.

Google Classroom provides scholars and families with access to:

- Assignments and due dates
- Digital instructional materials
- Homework
- Make-up work
- Teacher-created resources

- Videos and instructional websites
- Feedback
- Announcements and reminders
- Independent practice and enrichment activities

Scholar Expectations

- Check Google Classroom regularly.
- Complete assignments by posted deadlines.
- Access materials when absent.
- Use appropriate digital citizenship.
- Keep account and login information secure.
- Ask teachers for clarification when needed.

Family Expectations

- Monitor scholar assignments and progress.
- Encourage scholars to check Google Classroom regularly.
- Support independent organizations.
- Contact teachers with questions about assignments or missing work.

Google Classroom is an extension of the classroom and supports scholar independence, organization, communication, and access to learning.

Homework

Homework may be assigned to provide scholars with opportunities to:

- Practice skills taught in class
- Reinforce important concepts
- Develop fluency
- Prepare for upcoming instruction
- Apply learning independently
- Demonstrate understanding

When homework is assigned, it will be connected to classroom instruction and grade-level learning objectives.

Homework that contributes to an academic grade will reflect the quality and evidence of learning demonstrated, rather than simply whether an assignment was completed.

Families can support scholars by establishing consistent homework routines, providing an appropriate space for learning, and encouraging scholars to complete work independently.

Multi-Tiered System of Supports (MTSS)

Amani uses a Multi-Tiered System of Supports (MTSS) to identify and respond to scholars' academic, behavioral, and social-emotional needs.

MTSS allows the school to:

- Identify scholar needs early.
- Monitor academic and behavioral progress.
- Provide targeted interventions.
- Adjust support based on scholar progress.
- Provide enrichment and academic acceleration.
- Partner with families when additional support is needed.

The goal of MTSS is to ensure that every scholar receives the right level of support at the right time while continuing to have access to rigorous, grade-level instruction.

MTSS Levels of Support

Tier

Support

Tier 1	High-quality universal instruction with differentiation and progress monitoring for all scholars.
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Tier 2	Small-group, evidence-based interventions targeted to identified needs.
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Tier 3	Intensive, individualized intervention for scholars requiring more significant support.
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Scholar Support Services

Amani's Scholar Support Services are designed to ensure that every scholar receives the academic, social-emotional, and behavioral support needed to succeed.

Services may include:

- Academic interventions
- Counseling
- Individualized support

- Small-group interventions
- Social-emotional support
- Targeted enrichment
- Progress monitoring
- Family collaboration

The school works collaboratively with families and staff to identify barriers to learning and develop appropriate strategies to help scholars succeed.

English Language Learners / Multilingual Learners

At Amani, English Language Learners (ELLs)/Multilingual Learners (MLs) are held to the same rigorous academic standards as all scholars.

Language proficiency should never limit access to high-quality, grade-level instruction.

Teachers provide appropriate linguistic scaffolds that enable scholars to engage meaningfully with grade-level content while developing proficiency in:

- Listening
- Speaking
- Reading
- Writing

As scholars progress through the NYSESLAT proficiency levels, instructional support gradually decreases while opportunities for independence, academic discourse, and complex language increase.

NYS ELL Identification & Service Process

Amani follows New York State Education Department (NYSED) Part 154 requirements for the identification, placement, and support of ELLs/MLs.

The process includes:

1. Home Language Survey (HLS)
2. Initial English-language proficiency screening
3. Parent/Guardian Notification
4. ELL/ML Program Placement
5. Targeted English-language instruction
6. Classroom-based linguistic and academic supports
7. Annual NYSESLAT assessment
8. Progress monitoring and program review
9. Family engagement and communication

ELL Instructional Support

- Targeted ELL instruction
- Linguistic scaffolds
- Visual supports
- Vocabulary instruction
- Sentence frames
- Academic language development
- Differentiated classroom support
- Opportunities for academic discourse
- Strategic small-group instruction

The goal is for every multilingual learner to develop English proficiency while simultaneously mastering grade-level academic standards.

Special Education

Amani is committed to providing an inclusive learning environment in which scholars with disabilities have access to rigorous instruction, appropriate support, and meaningful opportunities to participate in the school community.

Special education services are provided in accordance with each scholar's Individualized Education Program (IEP) and applicable federal and New York State requirements.

Inclusive, Standards-Aligned Instruction

Scholars receive support in general education classrooms whenever appropriate. Teachers and Special Education staff collaborate to provide:

- Accommodations
- Modifications
- Scaffolding
- Visual supports
- Targeted interventions
- Specialized instruction

Individualized Education Programs (IEPs)

An IEP identifies a scholar's:

- Strengths and needs
- Measurable goals
- Accommodations
- Modifications
- Related services
- Specialized instructional needs

Families are important partners in the special education process and participate in meetings and decision-making regarding their scholar's education.

Special Education Services

Services may be provided through a continuum of supports, including:

- General education support
- Push-in services
- Pull-out services
- Co-teaching/ICT
- Small-group instruction
- Individualized instruction
- Related services

The goal is to ensure that scholars with disabilities have meaningful access to grade-level learning, appropriate supports, and opportunities for academic and personal growth.

Promotion & Grade-Level Readiness

Amani is committed to ensuring that scholars are prepared for success at the next grade level.

Promotion decisions are based on a comprehensive review of a scholar's:

- Academic progress
- Progress toward grade-level standards
- Overall readiness
- Attendance
- Relevant academic and educational information

When a scholar is experiencing significant academic difficulty, the school will communicate with the family and identify appropriate supports and interventions.

Family Partnership in Learning

Amani views families as essential partners in scholar achievement and development.

Families can support learning by:

- Ensuring regular attendance and punctuality.
- Reviewing academic progress and school communications.
- Establishing consistent homework and reading routines.
- Encouraging scholars to take responsibility for their learning.
- Attending conferences and family learning events.

- Communicating questions and concerns with the appropriate staff member.
- Celebrating scholar growth.
- Encouraging perseverance and independence.

When school and families work together, scholars are better positioned to achieve academically, develop independence, and reach their full potential.

Family Communication About Academic Progress

Amani provides families with multiple opportunities to receive information about scholar progress, including:

- Family learning events
- Google Classroom
- Individual meetings with teachers
- Parent/teacher conferences
- Phone and email communication
- Progress reports
- Report cards
- School newsletters and communications
- SchoolTool/student information system

Teachers are responsible for maintaining current academic information in the school's designated systems.

Families are encouraged to communicate with teachers when they have questions or concerns about their scholar's learning.

Family Meetings & Appointments

To protect instructional time and ensure staff are prepared to support families effectively, meetings with teachers should be scheduled in advance.

Families should not expect to meet with a teacher during instructional time without an appointment.

Honor Roll

Amani's Honor Roll recognizes scholars who demonstrate **academic excellence, consistent effort, positive character, and a commitment to learning**. The Honor Roll is an opportunity to celebrate scholars who consistently meet or exceed Amani's academic and behavioral expectations.

Scholars are recognized each marking period based on established academic criteria, including their overall grades, completion of assignments, and demonstrated effort. Scholars are also expected to demonstrate Amani's core values and maintain positive behavior and citizenship.

National Junior Honor Society (NJHS)

The **National Junior Honor Society (NJHS)** is a student organization that recognizes middle school scholars who demonstrate excellence in **scholarship, service, leadership, character, and citizenship**. At Amani, NJHS provides scholars with opportunities to develop leadership skills, serve their school and community, and demonstrate the values and expectations of an Amani scholar.

NJHS applications are open to eligible scholars in Grades 6–8. Eligibility and selection are based on established NJHS membership requirements and Amani's school-based criteria. Students who meet the eligibility requirements will have the opportunity to complete an application for consideration.

Membership is both an honor and a responsibility. NJHS members are expected to maintain strong academic performance, demonstrate positive character, serve as role models for their peers, and actively participate in service and leadership opportunities.

Through NJHS, scholars will have opportunities to:

- Participate in **school and community service projects**
- Develop and demonstrate **leadership skills**
- Support schoolwide events and initiatives
- Promote positive school culture and citizenship
- Collaborate with peers and staff
- Represent Amani with **integrity, responsibility, and pride**

NJHS membership reflects a scholar's commitment to making a positive difference in the Amani community and beyond. Scholars selected for membership are expected to uphold the organization's standards throughout their membership.

PART II — THE AMANI SCHOOL DAY

At Amani Public Charter School, we believe that consistent routines, clear expectations, and strong communication create the conditions for scholars to learn and thrive. The procedures below are designed to keep our school day safe, orderly, and focused on learning.

Arrival Procedures

To ensure a safe and successful start to the school day, all scholars are expected to follow Amani's arrival procedures.

Little Land: Grades K–2

- Scholars enter through the South Side Alley Entrance.
- Doors open at 7:30 a.m. and remain open until 8:29 a.m.
- Breakfast is served in classrooms from 8:00–8:30 a.m.
- Scholars should report directly to their classrooms upon arrival.
- Scholars arriving after 8:30 a.m. must report to the Main Office to receive a late pass before going to class.

Middle School: Grades 5–8

- Scholars enter through the South Entrance.
- Doors open from 7:30–7:59 a.m.
- Breakfast is served in the cafeteria from 7:30–7:55 a.m.
- Scholars must remain in the cafeteria while eating breakfast. Breakfast brought from home must also be eaten in the cafeteria.
- After breakfast, scholars should report directly to their classrooms.
- Scholars arriving after 8:00 a.m. must report to the Main Office to receive a late pass before proceeding to class.
- Middle school scholars sign in digitally using their school ID card.

Attendance and Tardiness

Being on time is an important part of academic success. Scholars arriving after the designated start time will be marked tardy in the attendance system and must report to the Main Office for a tardy pass before entering class.

Families are encouraged to plan morning routines carefully to allow scholars sufficient time to arrive, complete breakfast procedures, and be ready to learn.

Lunch Drop-Off

To protect instructional time and minimize disruptions during the school day, Amani follows the following lunch procedures:

- Scholars bringing lunch from home should place their lunch in the designated grade-level bin upon arrival.
- Parents/guardians may drop off a scholar's lunch no later than 10:30 a.m.
- Lunches delivered after 10:30 a.m. generally cannot be accepted, except in extenuating circumstances approved by the school.
- Outside food deliveries are not permitted for scholars. This includes DoorDash, Uber Eats, Grubhub, restaurant deliveries, and other delivery services.

Families are encouraged to plan ahead and ensure scholars arrive with the lunch they will need for the school day.

Cell Phone & Personal Electronic Device Policy

Amani is committed to providing a focused, safe, and distraction-free learning environment. Personal electronic devices can interfere with instruction and student engagement; therefore, Amani has established clear schoolwide expectations.

Grades K–2

Cell phones and other personal electronic devices are not permitted at school for scholars in Kindergarten through Grade 2.

If a scholar brings a phone to school, the device must be turned over to the Main Office. A parent/guardian may be required to retrieve the device.

Grades 5–8

- Scholars must turn in their cell phones immediately upon entering the building each morning.
- Phones are securely stored in locked, homeroom-designated storage boxes.
- Phones remain secured throughout the school day and are returned at dismissal.
- Scholars arriving after the start of the school day must turn their phone into the Main Office. The phone will be secured and may be picked up from the Main Office at dismissal.
- Scholars may not access or use their phones during the school day unless expressly authorized by school staff.

Failure to follow the cell phone policy may result in consequences in accordance with the Amani Code of Conduct.

Families should contact the Main Office when they need to communicate with a scholar during the school day. This allows the school to maintain a safe and distraction-free learning environment.

Homeroom & Advisory

Homeroom provides scholars with time to settle into the school day, organize their materials, and prepare for learning.

Grades K–2

During homeroom, scholars:

- Organize personal belongings and materials.
- Are marked present for attendance.
- Eat breakfast in the classroom.
- Prepare mentally and physically for the school day.

Grades 5–8

During homeroom, scholars:

- Eat breakfast in the cafeteria.
- Organize personal belongings and materials.
- Prepare for the academic day.
- Grades 7–8 should complete locker visits before homeroom.

At the conclusion of Homeroom, scholars transition directly into their first instructional period, which also serves as Advisory.

Advisory supports scholars' social-emotional development, character development, relationships, and sense of community. It provides a dedicated opportunity for scholars to practice Amani's A.C.H.I.E.V.E. values and develop the skills necessary for success in school and beyond.

Lunch & Recess

Lunch Expectations

Lunch is an important opportunity for scholars to eat, socialize appropriately, and practice independence and responsibility.

Scholars are expected to:

- Use appropriate hand signals when they need assistance from staff.
- Remain in their assigned lunch area.
- Clean up their eating area and dispose of trash appropriately.
- Keep personal belongings organized.
- Follow all directions from lunch supervisors.
- Be prepared to transition when the lunch period ends.

Scholars should be ready to leave the lunch area approximately five minutes before the end of their lunch period.

Amani staff actively supervise lunch to ensure that scholars have a safe, respectful, and positive experience.

Recess

Recess may take place in the gymnasium or outdoor play area, depending on weather conditions and the daily schedule.

During recess, scholars are expected to:

- Follow all school rules and staff directions.
- Play safely and respectfully with others.
- Use equipment appropriately.
- Resolve conflicts respectfully and seek adult assistance when needed.
- Help return equipment and maintain a clean play area.
- Demonstrate Amani's A.C.H.I.E.V.E. values.

Staff members actively supervise recess and support scholars in maintaining a safe, inclusive, and enjoyable environment.

Dismissal Procedures

Scholar safety is our highest priority during dismissal. Families are expected to follow all dismissal procedures and communicate any changes to the school as early as possible.

Grades K–2 — 3:00 p.m.

- Scholars are dismissed through the South Alley Entrance.
- Teachers escort scholars to their designated dismissal area.
- Parents, guardians, or authorized adults must sign scholars out directly with the classroom teacher.
- Scholars may only be released to individuals listed as authorized pick-up persons.
- Staff may request photo identification before releasing a scholar.
- Dismissal records are maintained by classroom teachers and returned to the Main Office.

Grades 7–8 — 3:19 p.m.

Before dismissal, scholars return to homeroom to:

- Gather personal belongings.

- Receive school-to-home communications.
- Prepare for dismissal.

Scholars are dismissed through the North Entrance beginning at 3:19 p.m.

Grades 5–6 — 3:23 p.m.

Before dismissal, scholars return to homeroom to:

- Gather personal belongings.
- Receive school-to-home communications.
- Prepare for dismissal.

Scholars are dismissed through the North Entrance beginning at 3:23 p.m.

Families are expected to pick up scholars promptly at their designated dismissal time.

Sibling Pick-Up

Families who would like a Kindergarten–Grade 2 scholar to be dismissed with an older sibling must notify the Main Office or School Registrar in advance.

Written parent/guardian permission and school approval must be on file before this arrangement begins.

- K–2 scholars participating in sibling dismissal report to Room 10 at 3:15 p.m.
- The older sibling will meet the younger scholar in Room 10.
- Once reunited, siblings will exit together through the South Alley Entrance.

Bus Scholars

Bus scholars will report to Room 10 at dismissal.

A designated staff member will supervise bus scholars until they are called for boarding. Scholars are expected to remain with the assigned staff member and follow all school and bus safety expectations.

Late Pick-Up

Scholars who have not been picked up by 3:25 p.m. will report to Room 112 for supervision by Main Office staff.

Scholars must remain with the assigned staff member until an authorized adult arrives.

Families are expected to make arrangements for prompt pick-up. Repeated late pick-ups may result in communication with the family and additional intervention in accordance with school policy.

Dismissal Changes & Early Release

Families should notify the school as early as possible if a scholar's regular dismissal plan changes.

Amani uses SchoolMessenger to support school-to-family communication regarding important school information and dismissal updates.

All dismissal changes are subject to verification by school staff to ensure scholar safety.

Early Release

Early dismissal is generally limited to circumstances such as:

- A verified family emergency.
- Scholar illness or injury.
- A situation in which the scholar poses a safety risk to themselves or others.
- Other circumstances approved by school administration.

Parents/guardians requesting an early dismissal should:

1. Notify the school in advance by emailing attendance@amanicharter.org whenever possible.
2. Report to the Main Office.
3. Sign the scholar out using the Early Release Log.
4. Present a valid government-issued photo ID.
5. Be listed as an authorized pick-up person on the scholar's emergency contact information.

Early Release Cut-Off Times

To protect the safety and efficiency of dismissal:

- K–Grade 2: Early dismissal requests must be completed by 2:30 p.m.
- Grades 5–8: Early dismissal requests must be completed by 3:00 p.m.

Exceptions may be made for verified emergencies or other circumstances approved by school administration.

Scholar Pick-Up & Emergency Release

The safety and security of every scholar is our highest priority. Scholars may only be released to authorized individuals.

Authorized Pick-Up

- Scholars may be released only to a parent, legal guardian, or individual listed on the scholar's emergency contact and authorized pick-up information.
- Parents/guardians are responsible for keeping this information current throughout the school year.
- Individuals picking up scholars may be required to present a valid government-issued photo ID.

Unauthorized Pick-Up

Amani will not release a scholar to an individual who:

- Is not listed as an authorized pick-up person and has not received parent/guardian authorization.
- Fails to provide valid identification when requested.
- Is under 18 years of age unless prior written permission has been provided and approved by the school.
- Appears impaired or otherwise unable to safely supervise the scholar.

When necessary, the school will take appropriate steps to ensure the scholar's safety.

Emergency Pick-Up

If a parent/guardian is unable to pick up a scholar because of an emergency, the parent/guardian should:

- Notify the Main Office as soon as possible.
- Provide written authorization, by email or signed note when possible, for another individual to pick up the scholar.
- Provide the individual's full name and a verifiable phone number.
- Ensure the authorized individual presents valid government-issued photo identification.
- Ensure the authorized individual signs the scholar out through the Main Office.

These procedures help ensure that every scholar is released safely, securely, and only to an authorized adult.

School Calendar & Daily Schedule

Amani maintains an annual school calendar that includes important dates such as:

- First and last days of school
- School holidays and closures
- Scholar Orientation
- Family engagement events
- Parent conferences

- Assessment and testing windows
- Professional development days
- Special programs and assemblies
- Field Day
- Other schoolwide events

Families are encouraged to review the school calendar regularly and plan ahead for important dates.

Schedule changes and important school announcements will be communicated through the school's established communication systems.

Wednesday Early Dismissal

On Wednesdays, scholars are dismissed at 12:00 p.m. Families should plan transportation and child-care arrangements accordingly.

Scheduled Half Days

On designated half days, scholars are dismissed at 12:00 p.m. Families should consult the school calendar for specific half-day dates and any additional information regarding meals, transportation, or dismissal procedures.

After-Dismissal Supervision

Scholars may not remain in the school building or on school grounds after dismissal unless they are participating in an approved school-sponsored activity.

Scholars participating in an:

- After-school program
- Club
- Sport
- Tutoring session
- Intervention
- Other school-sponsored activity

must report immediately to the designated location and remain under the supervision of the assigned staff member.

Scholars who are not participating in an approved after-school activity must be picked up no later than 3:45 p.m.

Families are responsible for making arrangements for timely pick-up. These procedures ensure that all scholars remain appropriately supervised and safe after the regular school day.

After-School Program- Kids in the Game

Kids in the Game is Amani's after-school program designed to provide scholars with a safe, structured and engaging environment after the regular school day. The program gives scholars opportunities to learn, play, build relationships, and explore new interests while receiving supervision from trained staff.

This program is supplemental, requires registration and has a monetary cost associated with it.

PART III — ATTENDANCE & SCHOLAR INFORMATION

Attendance

Regular school attendance is essential to scholar success. Every scholar deserves consistent access to the instruction, relationships, and learning opportunities that support their academic, social, and emotional development.

When scholars attend school consistently and arrive on time, they are better able to engage with their teachers and classmates, maintain classroom routines, complete assignments, and make academic progress.

Amani's goal is to identify attendance concerns early and partner with families to address barriers to consistent attendance. Strong attendance is a shared responsibility among scholars, families, teachers, and school leaders.'

New York State Education Law classified absence from school as either excused or unexcused. In maintaining accurate records, Amani will categorize an absence as either excused or unexcused as follows:

Excused:

- Personal illness with physician's note
- Illness or death in immediate family
- Religious observance
- Quarantine with note from physician
- Required court appearance with documentation
- High School Visit with administrative approval
- Suspension

Family Attendance Responsibilities

Families are expected to:

- Ensure that scholars attend school every scheduled school day unless they are unable to attend.
- Establish morning routines that support consistent and punctual arrival.
- Notify the school when a scholar will be absent by emailing attendance@amanicharter.org.
- Communicate with the school when attendance concerns or circumstances may interfere with regular attendance.
- Review attendance information and respond to school outreach regarding attendance concerns.

Attendance Partnership

Amani believes that strong attendance is a partnership between school and home.

Families can help scholars develop strong attendance habits by:

- Establishing a consistent bedtime and morning routine.
- Preparing clothing, backpacks, and materials the night before.
- Allowing enough time for transportation and morning arrival.
- Communicating with the school when challenges arise.
- Checking attendance information regularly.
- Encouraging scholars to understand the importance of being present and on time.

Every instructional day matters. Consistent attendance and punctuality give scholars the opportunity to experience the full Amani school day, build strong relationships, and make meaningful academic progress.

Daily Attendance

Homeroom begins promptly at 8:00 a.m. Attendance is taken each morning to ensure that the school has an accurate record of every scholar's presence.

Morning Arrival

Grades K–2

- Scholars enter through the South Alley Entrance.
- Scholars arriving between 7:30 and 8:29 a.m. should report directly to their classrooms.
- Breakfast is served in classrooms from 8:00–8:30 a.m.
- Scholars arriving after 8:30 a.m. must report to the Main Office with a parent/guardian to receive a late pass.

Grades 5–8

- Scholars enter through the South Entrance and proceed to the Gym.
- Scholars use their school ID cards to digitally sign in.
- Scholars must turn in their cell phones upon arrival in accordance with Amani's Cell Phone Policy.
- Scholars then report to their homerooms.
- Scholars arriving after 8:00 a.m. must report to the Main Office to receive a late pass before proceeding to class.

Absences

If a scholar will be absent, the parent/guardian should notify Amani by emailing:

attendance@amanicharter.org

Families should communicate the reason for the absence and provide any additional information requested by the school.

Amani monitors attendance regularly. When a scholar demonstrates a pattern of absences or other attendance concerns, the school may contact the family to discuss the concern and identify appropriate supports.

The goal of attendance outreach is to partner with families, address barriers, and help every scholar attend school consistently.

Late Arrival to Homeroom (Tardy)

Arriving on time is an important part of being ready to learn. Late arrivals can interrupt classroom routines, reduce instructional time, and make it more difficult for scholars to begin the day successfully.

K–Grade 2

- Scholars may arrive through the South Alley Entrance between 7:30 and 8:29 a.m.
- Scholars are considered tardy after 8:30 a.m.
- A parent/guardian must accompany a scholar arriving after 8:30 a.m. to the Main Office.
- The scholar will receive a late pass before reporting to class.

Grades 5–8

- Homeroom begins at 8:00 a.m.
- Scholars arriving after 8:00 a.m. must report to the Main Office.
- The scholar will receive a late pass before reporting to class.
- Scholars arriving late must follow the school's cell phone procedures before proceeding to class.

Late to Class

Being on time applies throughout the entire school day—not only to morning arrival.

Scholars are expected to arrive at every class on time and prepared to learn.

Amani monitors class-to-class transitions and records late arrivals. Beginning with the second late arrival to homeroom or class, a scholar will automatically be assigned an After School Intervention.

Deans will monitor and document late arrivals. Once a scholar reaches two late arrivals, the Dean will assign an After School Intervention and communicate with the appropriate staff and family as needed.

Continued lateness may result in additional interventions in accordance with the Amani Public Charter School Code of Conduct.

Our goal is not simply to assign consequences, but to help scholars develop the habits of responsibility, accountability, punctuality, and readiness to learn.

Scholar Identification Cards

School identification cards are an important part of Amani's school safety and arrival procedures.

All scholars will receive a school identification card. Families should remind scholars to bring and care for their identification cards as directed by the school.

Identification cards may be used for:

- School identification
- Building security
- Digital arrival/sign-in procedures
- Other school systems as implemented by Amani

If a scholar loses or damages an identification card, the family should notify the Main Office.

OneTap Digital Sign-In

Amani uses OneTap as part of our digital scholar arrival and sign-in process.

OneTap helps the school:

- Maintain accurate arrival records.
- Record scholar arrival times.
- Quickly identify which scholars have arrived.
- Monitor late arrivals.
- Strengthen accountability for attendance.
- Support scholar safety by providing an additional record of who is in the building.

Families can support this process by ensuring that scholars follow the school's arrival procedures each morning.

Changes to Dismissal Plans

For the safety of all scholars, families must communicate any changes to a scholar's regular dismissal plan as early as possible.

Amani uses SchoolMessenger and other school communication systems to support dismissal communication.

All dismissal changes must be verified by school staff.

Scholars will not be called to the Main Office or released for early dismissal until their authorized pick-up person has arrived and completed the required check-out process.

Parents/guardians should not assume that a phone call or message automatically authorizes a scholar to leave the building. All changes are subject to school verification.

Early Dismissal

Early dismissal should be limited to circumstances that require a scholar to leave school before the regular dismissal time.

Early dismissal may be approved for:

- A verified family emergency.
- Scholar illness or injury.
- A situation in which the scholar poses a safety risk to themselves or others.
- Other circumstances approved by school administration.

Families Requesting Early Dismissal Must:

1. Notify the school in advance by emailing attendance@amanicharter.org whenever possible.
2. Report to the Main Office upon arrival.
3. Present a valid government-issued photo ID.
4. Be listed as an authorized pick-up person on the scholar's emergency contact information.
5. Sign the scholar out using the school's Early Release Log.

Early Release Cut-Off Times

To maintain a safe and orderly dismissal process, early dismissals will not be permitted after:

- K–Grade 2: 2:30 p.m.
- Grades 5–8: 3:00 p.m.

Exceptions may be made for verified family emergencies or other circumstances approved by school administration.

PART IV — SCHOLAR CULTURE, BEHAVIOR & ACCOUNTABILITY

At Amani Public Charter School, we believe that strong academics and strong character go hand in hand. Our goal is to create a school community where every scholar feels safe, respected, valued, and challenged to grow. We intentionally teach scholars how to make responsible choices, build positive relationships, resolve conflict, and take ownership of their actions.

Our approach to scholar culture is responsive, restorative, and grounded in high expectations. We believe that behavior is an opportunity for learning and growth, and we work in partnership with families to support scholars in becoming responsible, confident, and compassionate members of the Amani community.

Amani Culture & A.C.H.I.E.V.E.

Amani's culture is grounded in our core values:

A.C.H.I.E.V.E.

- A — Accountability: We take responsibility for our choices, actions, and learning.
- C — Community: We contribute to a safe, inclusive, and supportive school community.
- H — Hard Work: We persevere, put forth our best effort, and do not give up when learning is challenging.
- I — Integrity: We do what is right, even when no one is watching.
- E — Empathy: We demonstrate care, respect, and understanding toward others.
- V — Vision: We set goals, dream boldly, and work toward our future.
- E — Excellence: We strive to be our best and take pride in the quality of our work.

Creating a Strong Start to Every Day

At Amani, our morning routines are designed to do more than prepare scholars for the academic day. They establish a safe, welcoming, and predictable environment where every scholar is ready to learn.

Our daily practices are intentionally aligned to our social-emotional learning approach and focus on three key areas:

Relationships • Routines • Environment

Relationships

Amani staff intentionally model the behaviors and interactions we expect scholars to demonstrate. We build trusting relationships with scholars and consistently teach, model, and practice the skills necessary for academic and personal success.

Staff and scholars are expected to:

- Maintain composure and demonstrate self-regulation.
- Use language that promotes safety and empathy.
- Use language that supports community and learning.
- Communicate high expectations while providing appropriate support.

Routines

Consistent routines create a sense of safety and predictability. Scholars are explicitly taught and given opportunities to practice routines and social-emotional skills. Predictable systems also give scholars greater ownership of their classroom and school community while allowing them to focus their mental energy on learning.

Environment

We intentionally design classrooms and school spaces to be warm, welcoming, organized, and supportive of scholars' academic and social-emotional needs.

Character Development

Character development is an important part of the Amani experience. Scholars will receive regular feedback on their demonstration of the A.C.H.I.E.V.E. core values.

Feedback may be informed by:

- Teacher observations
- Peer feedback
- Scholar reflection
- Participation in school activities
- Participation in community activities
- Demonstration of Amani's core values in daily school life

The purpose of this feedback is to encourage personal growth, reflection, and character development, rather than to serve as a measure of academic achievement.

Character Development Is Separate from Academic Grades

Amani recognizes that character development and academic achievement are both important, but they represent different areas of scholar growth.

A.C.H.I.E.V.E. evaluations will be reported separately from academic grades and will not affect a scholar's GPA. This allows scholars to develop these skills authentically while receiving meaningful feedback and recognition for their growth.

Families are encouraged to reinforce Amani's core values at home by discussing what Accountability, Community, Hard Work, Integrity, Empathy, Vision, and Excellence look and sound like in everyday life.

Together, school and families can help scholars develop the academic skills, character, confidence, and sense of responsibility necessary to thrive.

Code of Conduct

Amani's Code of Conduct establishes clear expectations for behavior and helps maintain a safe, respectful, and productive learning environment. Mutual respect among scholars, families, and staff is fundamental to our school community.

Teaching appropriate behavior is an essential part of education. Amani intentionally teaches, models, practices, and reinforces behavioral expectations throughout the school day.

The Amani Code of Conduct is designed to comply with applicable New York State Education Law, Commissioner's Regulations, and the Dignity for All Students Act (DASA).

When the Code of Conduct Applies

The Code of Conduct applies to scholar behavior:

- During the school day and on school property.
- Before and after school when scholars are on school property.
- During school-sponsored activities, events, field trips, and transportation.
- In other circumstances where behavior may substantially affect the school environment or the safety and well-being of members of the Amani community.

Families should review the complete Amani Code of Conduct for detailed expectations, prohibited behaviors, and disciplinary procedures. The Code of Conduct can be found on our website and in the Parent Resource Folder. It is also at the end of this document.

Responsive Classroom

[*Responsive Classroom Approach Overview for Parents*](#)

What Is Responsive Classroom?

Responsive Classroom is an evidence-based approach to teaching that focuses on creating a safe, joyful, and engaging learning environment for every student—both

academically and socially. It's built on the belief that how children learn is just as important as what they learn.

At our school, we use Responsive Classroom strategies to build a strong, respectful school community where students feel valued, take ownership of their learning, and develop the skills they need to succeed both in and out of the classroom.

Amani's approach to behavior is designed to balance accountability with support. When a scholar makes an inappropriate choice, the response will focus on helping the scholar understand the impact of the behavior, repair harm when appropriate, learn a more appropriate response, and return successfully to the learning environment.

Depending on the situation, responses may include:

- Redirection and reteaching.
- Reflection.
- Logical consequences.
- Restorative conversations.
- Problem-solving with an adult.
- Family communication.
- Support from a Dean or other school leader.
- After-School Academic Intervention.
- Additional consequences outlined in the Code of Conduct.

Our goal is not simply compliance. We want scholars to develop self-management, independence, empathy, accountability, and responsible decision-making.

Classroom Behavior and Referrals

Not every behavior concern requires administrative intervention. Amani distinguishes between classroom-level behavior concerns and behaviors that require administrative support.

Classroom-Level Behavior

When a behavior can appropriately be addressed within the classroom, the teacher will:

- Address the behavior directly with the scholar.
- Reteach or reinforce the expected behavior.
- Apply an appropriate classroom-level consequence when necessary.
- Provide an opportunity for the scholar to reflect and make a better choice.
- Document the incident when required.
- Support the scholar in returning to learning.

Administrative Referral

Administrative involvement may be necessary when:

- A behavior cannot be appropriately resolved within the classroom.
- The behavior significantly disrupts learning.
- The behavior presents a safety concern.
- The scholar must be removed from the classroom.
- The behavior requires investigation or administrative action under the Code of Conduct.
- The incident involves a serious or repeated violation of school expectations.

All disciplinary incidents requiring documentation will be recorded in the school's student information system.

AfterSchool Intervention Program (“Detention”)

Amani's After-School Academic Intervention provides an opportunity for scholars to address academic responsibilities while also developing accountability and reflection. It replaces traditional detention and is designed to be purposeful and supportive.

During an intervention, scholars may:

- Complete missed or unfinished academic work.
- Receive additional academic support.
- Reflect on choices and behavior.
- Participate in restorative activities.
- Develop strategies for making more responsible choices.

After-School Academic Interventions are generally held Tuesdays and Thursdays from 3:30–4:30 p.m., according to the school schedule.

Families will be notified when their scholar is assigned an intervention.

Bathrooms

To maintain safety, respect, and accountability during the school day we have established the following guidelines for scholar use of restrooms:

- ❖ Scholars need permission and a pass from an adult.
- ❖ Only two scholars in the restroom at once
- ❖ Restrooms may not be used during transition times.

Classroom Events

At Amani, we value opportunities to celebrate and recognize our scholars and create a positive classroom community. While we want to acknowledge and celebrate every

scholar's birthday, birthday parties or celebrations **will not** be held during school hours in the classroom.

Teachers may recognize scholars' birthdays in simple, inclusive, and non-disruptive ways that do not interfere with instructional time. Birthday celebrations should not include food, treats, gifts, parties, or activities that take away from learning.

Families are asked not to send in birthday treats, decorations, gifts, or party materials for classroom distribution.

Our goal is to ensure that every scholar feels seen, valued, and celebrated while maintaining a consistent focus on learning and protecting instructional time.

Community Circle

Community Circle is a schoolwide practice designed to strengthen relationships, belonging, and school culture. It takes place every first Wednesday of the month.

Community Circle provides opportunities for scholars to:

- Build relationships and community.
- Celebrate achievements and growth.
- Reinforce A.C.H.I.E.V.E. Core Values.
- Practice communication and listening skills.
- Develop leadership and public-speaking skills.
- Reflect on their choices and experiences.
- Connect with scholars and adults across the school community.

Scholars are expected to participate actively and respectfully. Community Circle is an intentional part of Amani's commitment to developing scholars academically, socially, and emotionally.

Town Hall Meetings

Grade-Level Town Hall Meetings provide a structured opportunity for Deans to address grade-level trends and reinforce expectations.

Town Halls may be used to:

- Reinforce A.C.H.I.E.V.E. Core Values.
- Address recurring grade-level concerns.
- Review schoolwide expectations.
- Reset expectations when patterns emerge.
- Discuss topics such as peer conflict, hallway behavior, tardiness, uniform compliance, technology use, or classroom disruption.

Town Hall Meetings are designed to address patterns and trends, rather than serve as individual disciplinary meetings.

Scholar Transitions

Transitions are an important part of the school day and are considered instructional time. Safe and efficient transitions protect learning time and help scholars develop independence and responsibility.

All Scholars Are Expected To:

- Walk safely and calmly.
- Move directly to their destination.
- Use appropriate voice levels.
- Follow staff directions.
- Avoid horseplay and unnecessary disruptions.
- Keep food and drinks out of hallways unless authorized.
- Arrive to class on time.
- Use lockers only at approved times.
- Respect shared spaces.

First and Last Five Minutes

There should be no scholar movement into the hallways during the first five minutes or last five minutes of class, except for emergencies or a staff-directed need.

Grades K–5

Younger scholars will generally be escorted by teachers and/or other designated adults during transitions.

Grades 6–8

Middle school scholars are expected to demonstrate increasing independence while continuing to follow all school expectations.

Independence is a privilege accompanied by accountability.

Scholars who demonstrate responsible decision-making may be provided additional opportunities for independence. When additional support is needed, the school may provide increased adult supervision and structure.

Hall Passes

Scholars must have permission to leave the classroom during instructional time.

A hall pass may be required when traveling to:

- The restroom.
- The Main Office.
- The Dean's office.
- The nurse.
- Another classroom.
- The library.
- Another designated school location.

Scholars should return to class promptly after completing their approved task.

Social workers and counselors will generally pick up scholars for scheduled appointments.

School Phone and Family Contact

To maintain an orderly learning environment, scholars should not independently use the Main Office phone to contact parents/guardians.

If a scholar believes they need to contact home, they should notify a Dean, who will determine the appropriate next step and coordinate the communication when necessary.

If a scholar is feeling ill, the scholar will be sent to the school nurse for evaluation. If the nurse determines that the scholar should go home, the nurse will contact the parent/guardian and coordinate the appropriate dismissal process.

Student Government Association (SGA)

The Student Government Association provides scholars with opportunities to develop leadership skills, represent their peers, strengthen school spirit, and contribute to the Amani community.

The SGA includes an Executive Board and class representatives.

The Executive Board includes:

- President
- Vice President
- Treasurer
- Secretary

Executive Board positions are selected through a schoolwide election. Scholars must maintain a 90 GPA to be eligible for an Executive Board position.

Class Representatives- Each class elects a representative. Scholars must maintain an 85 GPA to be eligible to serve as a class representative.

SGA members are expected to demonstrate strong character, leadership, academic commitment, and adherence to Amani's Code of Conduct.

SGA activities may include:

- School dances.
- Spirit weeks.
- Schoolwide events.
- Scholar-led initiatives.
- Community-building activities.
- Representation of scholar perspectives.

Family Engagement

Amani believes that families are essential partners in scholar success. Strong two-way communication between home and school supports academic achievement, positive behavior, and a strong sense of belonging.

Families are encouraged to:

- Attend family meetings and school events.
- Communicate questions or concerns with the appropriate staff member.
- Monitor school communications.
- Support scholars in following school expectations.
- Celebrate their scholar's academic and character growth.
- Partner with teachers and school leaders when additional support is needed.

Amani Eagle Passport: Each family receives an Amani Eagle Passport at the start of the school year as a fun way to track engagement in school life. Every time your family attends a school event — from Welcome to the Nest to Field Day — bring your passport to be stamped at check-in. Families who fill their passport by June and turn it in will earn a prize from Amani.

Schoolwide Communication: Families may receive important announcements, reminders, attendance information, event information, and other school communications through school-approved communication systems, including SchoolMessenger and school email.

Families are responsible for ensuring that their contact information remains current with the school.

Drug Free Environment

Amani Public Charter School is committed to maintaining a safe and healthy learning environment for all scholars.

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited on school property and at school-sponsored activities. Amani

complies with applicable federal and New York State laws and regulations regarding alcohol and controlled substances.

This expectation applies to scholars, employees, visitors, volunteers, and other individuals participating in the Amani community.

Uniform Expectations

The Amani uniform represents pride, professionalism, belonging, and community.

Scholars are expected to arrive at school in the approved Amani uniform each day unless the school has communicated an exception or special dress day.

Uniforms should be:

- Clean.
- Neat.
- Tidy.
- Appropriate for the school day.
- Consistent with Amani's published uniform requirements.

The uniform helps establish a shared identity and communicates that scholars are members of a community committed to excellence and success.

Families should refer to the Amani Family Handbook Uniform Guide for the complete list of approved uniform items and dress expectations.

PART VI — Staff Operations & Communications

Building Access

Amani Public Charter School is committed to maintaining a safe, secure, and welcoming environment for all scholars, staff, families, and visitors. While we value strong partnerships with families and community members, access to the building must be carefully managed during school hours to ensure the safety and security of our school community.

Calendar and Daily Schedule

At Amani Public Charter School, we believe that structure, consistency, and thoughtful planning create the conditions for scholar and staff success. The school calendar, daily schedules, and operational routines are designed to maximize instructional time, support collaboration, and provide opportunities for continuous professional growth.

All community members are responsible for reviewing the annual school calendar and commitments associated with it.

Meetings and Appointments

To support an organized, productive, and secure school environment, family meetings must be scheduled in advance whenever possible.

Staff members will not meet with unscheduled visitors during instructional time unless approved by administration.

Amani Public Charter School welcomes families as partners in scholar success; however, maintaining a secure building requires consistent adherence to visitor and access procedures by all staff members.

Wednesday Schedule

On Wednesdays, scholars will have an early dismissal at 12:00 p.m.

Scholar Schedule

- Grades 5–8 will receive grab-and-go bagged lunches.
- Additional lunch procedures may be communicated based on the specific Wednesday schedule.

Staff Professional Development

- Staff professional development will take place from 1:00–3:30 p.m.
- Professional development is a critical component of Amani's commitment to continuous improvement, instructional excellence, and professional growth.

- Staff members are expected to arrive prepared, actively participate, and apply professional learning to their practice.
- Staff members are expected to bring required materials, data, student work, or other preparation identified in advance.

Half-Day Schedule

On scheduled half-days, including days immediately preceding school vacations, scholar and staff dismissal will generally be at 12:00 p.m.

- Grades 5–8 will receive grab-and-go bagged lunches at dismissal

Consistent attention to schedules and calendar expectations ensures that Amani maintains a strong learning environment, protects instructional time, and provides meaningful opportunities for staff collaboration and development.

Care of School Property

Amani Public Charter School provides scholars with access to materials, resources, technology, equipment, and other property necessary to support teaching, learning, and school operations.

All school-owned property—including, but not limited to, books, electronic devices, equipment, musical instruments, instructional materials, furniture, and other resources—remains the property of Amani Public Charter School.

Scholar Expectations

- Using school property appropriately and for its intended purpose.
- Maintaining school property in good condition.
- Securing school-owned materials and equipment.
- Reporting damaged or malfunctioning equipment promptly.
- Ensuring that items taken off campus are appropriately secured and returned when required.
- Not removing school property from the building without appropriate authorization.

School-owned property that is lost, stolen due to negligence, or damaged beyond normal wear and tear may require repair or replacement in accordance with school policy and applicable law.

Google Workspace for Education

Amani Public Charter School uses Google Workspace for Education as its primary digital communication, collaboration, and instructional platform.

All scholars in grades 5-8 are provided with a secure, school-managed Google account that includes access to:

- Gmail – School-issued email communication
- Google Drive – Cloud storage and file sharing
- Google Docs, Sheets, and Slides – Collaborative document creation and editing
- Google Classroom – Instructional management, assignments, and resources
- Google Meet – Virtual meetings and learning opportunities
- Google Calendar – Scheduling and organization
- Google Chat – Internal communication and staff collaboration
- Google Voice – School communication tools

All school-managed accounts and technology systems are subject to school technology policies and applicable security and privacy requirements.

Scholar-Facing Technology

Google Classroom

Google Classroom is one of the tools Amani uses to help scholars stay organized, access learning materials, complete assignments, and communicate with their teachers.

What Scholars Can Use Google Classroom For

-  Find Assignments – See what work you need to complete and when it is due.
-  Access Resources – Find class materials, readings, videos, and other learning resources.
-  Submit Your Work – Turn in assignments and check your submission status.
-  Stay Organized – Use the Classwork and Calendar features to keep track of your responsibilities.
-  Get Updates – Receive important announcements and information from your teacher.
-  Keep Families Informed – Families may receive Google Classroom summaries to help them stay informed about your learning.

Scholar Expectations

As an Amani scholar, you are expected to:

- Check Google Classroom regularly.
- Know where to find your assignments and class materials.
- Complete and submit assignments by the assigned deadline.
- Follow your teacher's directions for using Google Classroom.
- Keep your digital work organized.
- Ask your teacher for help if you cannot find an assignment or resource.
- Use Google Classroom for learning and school-related purposes only.
- Check for announcements and updates from your teachers.

Remember:

Google Classroom helps you take ownership of your learning.
Check it out. Know it. Complete it.

GoGuardian

What Is GoGuardian?

GoGuardian is a school technology platform that helps teachers and school leaders support safe, responsible, and focused use of school Chromebooks.

At Amani, GoGuardian helps us make sure that technology is being used safely, responsibly, and for learning.

What Does GoGuardian Help Teachers Do?

 See What You're Working On

Teachers may be able to see the websites and tabs you are using on your school Chromebook during the school day.

 Help You Stay Focused

Teachers can help redirect you when you are using your Chromebook for something that is not part of the lesson.

 Support Your Safety

GoGuardian helps the school support safe and appropriate technology use.

 Support Learning

Teachers can help make sure scholars are using the correct digital resources during instruction.

Scholar Chromebook Expectations

When using an Amani Chromebook, scholars are expected to:

- Use the Chromebook only for school-related purposes during instructional time.
- Follow your teacher's directions about which websites, applications, and resources to use.
- Stay on assigned websites and applications.
- Keep your Chromebook secure and treat it as school property.
- Never use technology to bully, harass, threaten, or harm another person.
- Never attempt to bypass school technology restrictions or security settings.
- Immediately report technology problems to your teacher.
- Close or put away the Chromebook when instructed.
- Use technology in a way that supports your learning and the learning of others.

Amani's Digital Learning Expectation

GoGuardian is a tool—not a replacement for your responsibility.

Your teacher should not have to watch your screen every second for you to make good choices.

Remember:

Be Safe. Be Responsible. Be Focused. Be Ready to Learn.

Strong Digital Learning = Responsible Scholar + Clear Expectations + Teacher Support
+ GoGuardian

Electronic Distraction Free Policy

At Amani Public Charter School, we are committed to maintaining a focused, engaging, and safe learning environment. Our Distraction-Free Policy aligns with New York State's statewide "bell-to-bell" expectations, which limit unsanctioned use of internet-enabled devices during the school day.

All staff members are expected to consistently model, enforce, and support this policy. Consistency across all classrooms and settings is essential to the success of this expectation. Uneven enforcement creates confusion and undermines our ability to maintain a focused learning environment.

Failure of a staff member to follow or enforce this policy may result in corrective action or other administrative consequences.

Scholar Cell Phone Expectations

During the school day, scholars may not use personal electronic devices, including cell phones, unless explicitly permitted by school staff for an approved instructional purpose.

The use of cell phones for the following activities is strictly prohibited during the school day:

- Taking photos or videos
- Sending or receiving messages
- Accessing social media
- Personal internet use
- Any other non-approved electronic activity

If a scholar is found using or possessing a cell phone during the school day:

1. The cell phone will be collected by staff and securely stored.

2. The device will be turned over to the appropriate Dean according to Amani's cell phone confiscation procedures.
3. *The parent/guardian will be responsible for retrieving the device from the Dean's Office at a mutually agreed-upon time.*

Families are encouraged to discuss these expectations with their scholars to help prevent disruptions and ensure compliance with the policy.

All staff members are expected to:

- *Model appropriate technology use at all times.*
- *Reinforce the Distraction-Free Policy consistently.*
- *Address violations immediately and follow established procedures.*
- *Avoid personal cell phone use during instructional time, supervision duties, or other times when staff are responsible for scholars, except for school-related purposes*

School Trips & Field Trips

Field trips give Amani scholars the opportunity to explore, discover, experience, and apply what they are learning beyond the classroom. A field trip should feel like an extension of the learning environment and provide scholars with meaningful opportunities to connect classroom learning to the real world.

School-sponsored trips may take place during or outside of regular school hours and may include educational experiences, cultural experiences, enrichment opportunities, or appropriate celebrations.

Every field trip must have a clear educational, enrichment, or appropriate celebratory purpose and must be thoughtfully planned to ensure the safety, accessibility, and success of all scholars.

A field trip is not just a day away from school—it is a day of learning in a different environment.

What Scholars Can Expect

When participating in an Amani field trip, scholars can expect to:

- *Explore new places and experiences.*
- *Connect classroom learning to the real world.*
- *Participate in hands-on activities.*
- *Learn about people, places, cultures, careers, science, history, and the arts.*
- *Represent Amani and demonstrate our A.C.H.I.E.V.E. values.*
- *Follow school and field trip expectations.*
- *Stay with their assigned group and adults.*
- *Return to school with their classmates unless an emergency or approved circumstance requires otherwise.*

Scholar Field Trip Expectations

Be Ready to Learn

Scholars are expected to:

- *Arrive on time and prepared.*
- *Bring only items approved by their teacher.*
- *Listen carefully to directions from teachers and chaperones.*
- *Participate actively in planned activities.*
- *Ask questions and make connections to what they are learning in school.*

Be Safe

Scholars must:

- *Stay with their assigned group.*
- *Remain within designated areas.*
- *Never leave the group without permission.*
- *Follow directions from Amani staff, chaperones, and authorized venue staff.*
- *Use transportation safely and appropriately.*
- *Follow all safety rules at the field trip location.*
- *Immediately tell an adult if they are lost, feel unsafe, or need help.*

Be Respectful

Scholars are representing Amani Public Charter School wherever they go.

Scholars are expected to:

- *Treat staff, classmates, chaperones, and members of the community respectfully.*
- *Respect the location and its property.*
- *Use appropriate language and behavior.*
- *Demonstrate good manners.*
- *Follow all school expectations, even when away from the school building.*
- *Leave spaces cleaner and better than they found them whenever possible.*

Staying With Your Group

Scholars must remain with their assigned teacher or chaperone throughout the trip.

- *Do not wander away from your group.*
- *Do not enter restricted areas.*

- *Do not change groups without permission.*
- *Do not leave the field trip location without an approved adult.*
- *If you become separated from your group, stop, stay in a safe location, and immediately seek help from an Amani staff member or authorized adult.*

Transportation Expectations

When school transportation is provided, scholars are expected to:

- *Follow the driver's and staff members' directions.*
- *Remain seated when required.*
- *Wear a seat belt when available and required.*
- *Keep hands, feet, and objects to themselves.*
- *Use an appropriate voice level.*
- *Keep aisles and exits clear.*
- *Treat the bus or other transportation vehicle with care.*
- *Remain with their assigned group when entering or exiting transportation.*

The same Amani expectations apply on the bus as they do in the school building.

Accessibility and Inclusion

Amani believes every scholar deserves the opportunity to participate in meaningful school experiences.

Scholars with disabilities, IEPs, 504 Plans, or other documented needs will receive the accommodations and support necessary to participate whenever reasonably possible.

If a scholar needs additional support, Amani staff will work with the appropriate adults to ensure the field trip is accessible and safe.

A scholar will not be excluded from a school-sponsored field trip because of a disability.

Family Permission

Families will receive information about school-sponsored field trips in advance.

Before participating:

- *A parent/guardian must provide the required permission.*
- *Families will receive information about the trip, including the destination, date, schedule, transportation, and activities.*
- *Families will be informed of any activities that involve additional or inherent risks.*
- *Scholars may not participate without the required parent/guardian permission.*

Important Family Reminder

Scholars are expected to remain with the Amani group for the entire duration of the field trip. Parents/guardians may not routinely pick up scholars early from a field trip location.

Early dismissal may only occur because of an emergency or an extenuating circumstance approved by the Principal/designee. The scholar must be released to an authorized adult and remain under Amani supervision until properly released.

Scholars may not be dismissed from a field trip at an alternate location.

Field Trip Costs

Amani will make every effort to ensure that field trip costs are reasonable and that financial circumstances do not prevent scholars from participating in school-sponsored experiences.

If a family has difficulty paying a required fee, they should contact the school to discuss available assistance.

No scholar should feel excluded because of their family's financial circumstances.

Representing Amani

When you leave the school building, you are still an Amani scholar.

Your behavior reflects our school community.

Ask yourself:

Am I demonstrating A.C.H.I.E.V.E.?

- A – Accountability
- C – Character
- H – Hard Work
- I – Integrity
- E – Excellence
- V – Voice
- E – Engagement

Whether you are visiting a museum, attending a performance, exploring a college, visiting a business, or participating in a celebration, we expect you to ACHIEVE wherever you go.

Independent Trips

Some trips may be independently organized and are not sponsored by Amani Public Charter School.

If a trip is independently organized, families must be clearly informed that the activity is not an Amani-sponsored trip, and all related documentation and communication must clearly identify the trip as independent.

Health Guidelines

New York School Health Guidelines are designed to ensure the health and safety of all scholars within the school environment. These guidelines cover a range of health-related topics, including immunization requirements, physical exams, management of chronic conditions like asthma or diabetes, and protocols for handling illnesses or injuries that occur during school hours. They also include measures for maintaining a healthy school environment, such as promoting good hygiene practices and managing the spread of infectious diseases. Compliance with these guidelines is essential to creating a safe and supportive learning environment for all students.

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the “ACIP-Recommended Child and Adolescent Immunization Schedule.” Doses received before the minimum age or intervals shown on the schedule are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in gradeless classes must meet the immunization requirements of the grades for which they are age equivalent.

Below is the list of NYS Health Requirements for Amani Public Charter School scholars for the school year.

- Scholars entering Grade 5 and 7 must submit physical examinations upon the start of the school year. A dental health certificate is also required.
- All children must be age-appropriately immunized to attend school in New York State. NYSDOH provides a chart of the Immunization Requirements https://www.health.ny.gov/publications/2370_2026.pdf for scholars in all PreK-12 schools which is available in multiple languages.

NYS requires parents/guardians to give the school an immunization record that shows their child has received or has an appointment to receive the required immunization to attend school in September.

New scholars

New scholars must submit a recent Physical (within the past year) and immunizations (as per the NYS requirements) to the Health Office within 30 days of registration. All new scholars will have vision (near, far and color) and hearing screening once school begins.

Illness and Injury

Scholars exhibiting any of the following symptoms should be kept from school:

- A fever of 100 degrees or higher
- Vomiting
- Difficulty breathing
- Open or draining cuts or sores
- Rash or hives
- Symptoms of pink eye
- Symptoms of lice, ringworm, or other contagious conditions
- Is in pain

If a child becomes sick or is injured at school, appropriate first aid will be administered if required and an incident report will be filled out (in the case of an injury). The parent/guardian will be contacted by the school nurse. The school nurse will determine whether a scholar should be returned to class or sent home.

In the event of serious illness or injury requiring emergency care, Amani will contact emergency services (911) and then the parent/guardian.

Medication

Medication (over the counter or prescription) may not be kept in the students' possession, but handed over to the school nurse with proper documentation.

Sports

All Athletes (every grade) must have a valid physical with a complete immunization record on file in the Health Office. This physical must be performed by a licensed practitioner within the past two years and must indicate that the student is physically qualified to participate in sports. No student-athlete will be admitted to tryout or practice until all mandatory medical information has been submitted.

If you have any questions regarding this please reach out to our school nursery ext. 113.

Mandated Reporting

Amani is required by law to report possible and suspected cases of child abuse based on the existence of certain symptoms, characteristics, and circumstances. All reports are confidential and will be maintained in a confidential manner.

MySchool Bucks

Amani will utilize MySchoolBucks to make school payments easy. Parents will use MySchoolBucks for payment of Chromebook Insurance, field trips, after-school programs, bus passes, athletic fees, and more. This will be the way Amani collects any fees from a scholar or family.

How do I get started with MYSCHOOLBUCKS?

- Download the app or visit the MySchoolBucks homepage and click on “Sign Up for Free.”
- Create a user profile with your email address, establish a password, and set up your security questions.
- Add a Student to your account using the student's name, date of birth, and/or student ID number.

Lunch and Recess

Lunch and recess are important parts of the school day. They give scholars time to eat, relax, connect with friends, and get ready to learn. At Amani, we work together to make these times safe, respectful, clean, and enjoyable for everyone.

Scholars eat lunch with their grade-level groups:

Expectations

1. *Use Hand Signals*
Use the appropriate hand signal when you need help or need permission to leave your seat.
2. *Clean Up After Yourself*
Keep your eating area clean. Throw away your trash and leave your space ready for the next group.
3. *Be Ready on Time*
You should be ready to leave five minutes before lunch ends. Have all of your belongings gathered and make sure your area is clean.
4. *Respectful*
Use appropriate language, respect personal space, and follow directions from staff.

Recess is a time to move, play, have fun, and build positive relationships with others.

Recess may take place in the gym or outdoor play area, depending on the weather and the school schedule.

Your class will follow a rotating recess schedule. The schedule will be posted in the cafeteria.

Scholar Recess Expectations

1. **Be Respectful**
Treat classmates and staff with kindness and respect. Include others and use appropriate language.
2. **Play Safely**
Follow the rules for the gym, playground, and equipment. Keep your hands, feet, and objects to yourself unless they are part of an appropriate game.
3. **Follow Directions**
Listen to supervising staff and follow directions the first time.
4. **Solve Problems Respectfully**
Use words to solve disagreements. Ask an adult for help when you need it.
5. **Clean Up**
Help return equipment and leave the play area clean before returning to class.

Nutrition Program

Breakfast and lunch will be available at Amani as part of its participation in the School Nutrition Program. We are committed to providing every scholar in our school community with all the tools they need to succeed, including nutritious meals that everyone can enjoy together.

We offer school breakfast and lunch every day to ALL scholars at no charge as part of The Community Eligibility Program (CEP), a provision from the Healthy, Hunger- Free Kids Act of 2010.

Scholars are not permitted to be delivered “fast food” and are not allowed to heat up their lunches.

Dropping off School Lunch: No food deliveries may be scheduled or made to the school for scholars during school hours. However, a parent may drop off a bagged lunch (clearly labeled) before 10:00 AM if their child forgot the item at home.

Please be reminded that all classrooms are strictly nut-free environments to ensure the health and safety of our scholars.

- **Nut allergies can be severe and life-threatening. Even trace amounts can cause serious reactions.**

- Staff may consume food containing nuts only in the staff lounge.
- Do not give any scholar a snack that contains nuts or has been processed with nuts (e.g., peanut butter, trail mix, certain granola bars, etc.).

Snack: Scholars in K-Grade 2 are allowed to bring a healthy snack to school each day. Snacks should be nutritious and easy to eat during a short break in the school day. Families are encouraged to send snacks that support their child's focus and energy for learning.

Water: *Hydration is very important for a healthy mind and body. Each Amani staff and scholar are encouraged to bring a refillable water bottle labeled with their name to school each day.*

Remote Learning

In the event that Amani shifts to an Online model, attendance will be taken as outlined in our existing policies, with the same expectations for punctuality and participation.

Scholars are expected to:

- Attend all scheduled remote classes on time
- Remain present for the entire class session
- Keep their cameras on during class to ensure active participation

Scholars do not have the option to choose remote learning individually. Any shift to online learning will apply school-wide and will be communicated accordingly.

School Closings and Emergencies

School Closings

In the event of inclement weather and snow days, an automated phone message will also be sent informing the school community of school delays and closures. Amani generally will follow the Mount Vernon City School District closures. Please access <https://westchester.news12.com/> for updated information. In some cases, Amani may make a determination before the Mount Vernon City School District.

School Information System- School Tool

Scholar information, attendance, disciplinary records, progress reports, and report cards are tracked and generated through Amani's scholar Information System: SchoolTool. SchoolTool is the official system we track attendance, grades, family information, and reporting.

The parent portal is a module of SchoolTool that allows parents/scholars to view their academic information from anywhere an internet connection is available. With a parent portal account, parents can view the following scholar information:

- Scholar record (basic information)
- Contact information
- Schedule
- Attendance
- Grades
- Assignment grades
- You can even use the parent portal to quickly send an email to the teacher(s).

The goal of the parent portal is to provide timely and effective feedback to scholars and parents to help them in their educational growth. Please communicate with the school guidance counselor if you have any questions in this area.

School Safety

Amani Public Charter School has an emergency evacuation plan. In the event that the school needs to be evacuated for an extended period of time, all scholars and staff will go to 24 South 3rd Avenue. Families will be contacted as soon as possible from this location and given instructions. Please make sure to keep the school up to date with contact information and emergency contact information.

Scholars and staff are familiarized with the emergency evacuation procedures. To ensure the safety of all scholars and staff, Amani Public Charter School conducts regular emergency drills in alignment with state and local safety regulations which is a minimum of 12 practice evacuation/lockdown drills per year. Below are the types of drills practiced:

Security

At Amani Public Charter School, the safety and security of our scholars and staff are our highest priority. We maintain a secure school environment through controlled access to the building, trained security personnel, and clear visitor protocols. All visitors must enter through the main entrance, present valid photo identification, and sign in at the front desk before being permitted beyond the main office. Scholars are supervised at all times during the school day and are not permitted to leave the building without proper authorization. Emergency procedures, including fire drills, lockdowns, and evacuations, are practiced regularly to ensure that all scholars and staff are prepared in the event of an emergency. We ask for families' partnership in keeping our school community safe by following all security procedures and reporting any concerns to school administration immediately.

Search and Seizure

Amani Public Charter School is committed to maintaining a safe and secure learning environment for all scholars and staff. To support this goal, the school reserves the right to conduct searches of scholars and their property when there is reasonable suspicion that a scholar may be in possession of items that are illegal, prohibited, or pose a threat to the safety and well-being of the school community.

Scholar Belongings

School officials may search scholars' personal belongings, including backpacks, lockers, desks, and electronic devices, when there is reasonable suspicion that a school rule or law has been violated. These searches will be conducted in a manner that is respectful, minimally intrusive, and consistent with applicable laws and regulations.

School Property

Lockers, desks, and other storage areas provided to scholars remain the property of the school. Scholars should have no expectation of privacy in these areas. Periodic, unannounced inspections of school property may be conducted by school officials.

Searches of the scholar

A physical search of a scholar's person will only be conducted when there is reasonable suspicion that the scholar is concealing something dangerous or prohibited. Such searches will be conducted in private by a school administrator or designee, with another adult present, and in a manner that is age-appropriate and respectful.

Seizure of Items

If a search yields evidence of a violation of school rules or the law, the school may confiscate the item(s). Depending on the nature of the item, the school may:

- Notify parents/guardians
- Take disciplinary action in accordance with the Code of Conduct
- Contact law enforcement if appropriate

Refusal to Cooperate

If a scholar refuses to comply with a reasonable search request, the refusal may result in disciplinary action. In serious cases, law enforcement may be contacted.

Solicitation

In the interest of efficiency and security, the School's general policy is to restrict solicitations or distributions by employees to non-work areas during non-work time. Employees and non-employees are prohibited from soliciting or distributing literature in work areas or during work time.

Surveys

As a public charter school, we are responsible for providing data, feedback, and documentation that demonstrates our progress as a school. Teachers, scholars, and parents will be asked throughout the year to complete and submit school surveys.

The safety and security of our staff and scholars is our priority. By requiring visitors to announce themselves and sign in, we can maintain a secure environment and prevent unauthorized access to the premises.

- ❖ Visitor Check-In: All visitors are required to stop at the Main Office upon entering the building. They must present a valid ID for verification before access will be granted.
- ❖ Visitor Passes: All visitors will receive a pass from the Main Office, which must be displayed at all times while in the building.

Volunteers

Amani Public Charter School values the contributions of volunteers and recognizes the important role they play in enriching the educational experience of our scholars. Volunteers support the work of our professional staff but do not replace the responsibilities or authority of school employees.

All volunteers are expected to follow school policies, maintain professional boundaries, protect scholar confidentiality, and work under the direction of designated Amani staff.

Accept Direction and Supervision

Volunteers are expected to accept direction and supervision from Amani staff. While volunteers are valued members of our school community and may bring important skills, experiences, and expertise, they serve in a supplementary capacity and do not take the place of a staff member.

Volunteers should consult with the supervising staff member whenever they have questions about their responsibilities, student interactions, or assigned activities.

Appearance and Professional Conduct

As representatives of Amani Public Charter School, volunteers are expected to present themselves in a professional manner. Volunteers should dress appropriately for the school environment and the responsibilities of their assignment.

Volunteers are also expected to model Amani's values through respectful language, professional behavior, and appropriate interactions with scholars, families, and staff.

Assignment and Responsibilities

Volunteers are expected to remain within the scope of their assigned responsibilities. If an assignment differs from what was expected or a volunteer has questions about their role, they should speak with the supervising staff member or designated school administrator.

Volunteers should not independently change, expand, or assume responsibilities beyond their assigned role.

Dependability and Attendance

Volunteers are expected to be dependable and punctual. Scholars, staff, and other volunteers rely on individuals to honor their commitments.

If a volunteer is unable to fulfill a scheduled commitment, they should notify the Main Office or their designated supervisor as far in advance as possible.

Communication

Open and respectful communication is essential. Volunteers should communicate questions or concerns to their supervising staff member or the appropriate school administrator.

Volunteers should not independently address concerns with families, make commitments on behalf of the school, or communicate information about scholars without authorization.

Confidentiality

Confidentiality is essential to protecting the privacy and dignity of our scholars and staff.

Volunteers may encounter confidential information about scholars, families, staff, or school operations. Volunteers must not discuss, share, photograph, copy, post, or otherwise disclose confidential information obtained through their volunteer service.

Information about scholars or school matters should never be discussed outside of the appropriate school setting or with individuals who do not have a legitimate educational need to know.

Student Discipline and Behavior

Volunteers do not have authority to administer discipline or consequences to scholars.

Volunteers may reinforce established classroom or activity expectations and should immediately report significant behavioral concerns to the supervising teacher or appropriate staff member. Professional staff remain responsible for student discipline and behavior management.

Volunteers should never use physical punishment, threats, humiliation, intimidation, or other inappropriate disciplinary practices.

Student Contact and Professional Boundaries

Volunteers are expected to maintain appropriate professional boundaries with all scholars.

Volunteers should not:

- Contact scholars through personal phone numbers, personal email accounts, or personal social media accounts.
- Visit scholars at their homes.
- Meet with scholars outside of school grounds or school-sponsored activities unless specifically authorized by the school.
- Transport scholars in personal vehicles unless specifically authorized by the school.
- Develop personal or private relationships with scholars.
- Exchange personal gifts or items with individual scholars without prior school approval.

When working with individual scholars or small groups, volunteers should work in visible, school-approved locations whenever possible. These expectations are intended to protect both scholars and volunteers.

What Volunteers May Not Do

Volunteers may not:

- Access or review scholar permanent records or other confidential student files unless specifically authorized and legally permitted.
- Diagnose scholar academic, behavioral, social-emotional, or other needs.
- Make final determinations or evaluations regarding scholar achievement.
- Provide counseling or therapeutic services.

- Make decisions regarding special education, discipline, placement, or other educational services.
- Discuss a scholar's academic, behavioral, or personal progress with parents or guardians.
- Represent themselves as an Amani employee or speak on behalf of the school without authorization.
- Photograph, record, or post images or information about scholars without appropriate school authorization.
- Provide scholars with materials, food, medication, or other items without approval from the supervising staff member.

Questions or concerns regarding a scholar should always be directed to the appropriate Amani staff member.

Volunteers are an important part of the Amani community. By following these guidelines, volunteers help us maintain a school environment that is safe, respectful, inclusive, professional, and focused on scholar success.

Every adult in the Amani community is responsible for modeling the expectations we have for our scholars.