



UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN

2025 – 2026 STUDENT & FAMILY HANDBOOK

MISSION STATEMENT

University Preparatory Charter School for Young Men will establish a culture of engaged learning that prepares young men to thrive in college and career by empowering them to develop their unique talents and lead in the community.

1290 Lake Avenue | Rochester, New York 14613

Phone: (585) 672-1280 | Fax: (585) 458-2732

www.uprep.org

Notice of Compliance Updates — 2025–2026

This handbook has been updated to reflect requirements under current New York State Education Law, including but not limited to: the Dignity for All Students Act (DASA), Education Law Article 2; NYS Education Law §2854 (Charter School Requirements); the Family Educational Rights and Privacy Act (FERPA); the Individuals with Disabilities Education Act (IDEA); the McKinney-Vento Homeless Assistance Act; and the NYS Phone-Free Schools Law (Education Law §2803, effective 2025–26). Parents and guardians are encouraged to review this handbook in its entirety. Translated copies are available upon request.

Language Access Notice

Pursuant to NYS Education Law, this handbook is available in translated form upon request. Please contact the Main Office at (585) 672-1280 or visit 1290 Lake Avenue, Rochester, NY 14613.

Table of Contents

Notice of Compliance Updates	2
Student Recruitment, Selection & Enrollment Policy	4
Parent & Family Engagement	7
2025–26 School Year Calendar & Assessment Calendar	11
2025–26 Marking Period End Dates	11
Board of Trustees Directory	12
Staff Directory	13
Attendance, Absences & Tardiness Policy	16
Grade Promotion Policy	19
Uniform & Dress Code Policy	21
Non-Discrimination & Equal Access Policy	22
Code of Conduct	24
Health Policy	29
Code of Conduct for Students with Disabilities	32
Technology & Internet Use Policy	37
Phone-Free Schools Policy (NYS Ed. Law §2803)	39
Field Trip Consent	40
Extracurricular Activities	41
Visitor Policy	42
Complaint & Grievance Policy	44
Habits of Work (HOWs)	46
Freedom of Information Policy (FOIL)	47
Confidentiality of Student Records (FERPA/IDEA)	48
Dignity for All Students Act (DASA)	52
Student Government	56

Student Recruitment, Selection & Enrollment Policy

Recruitment

In accordance with NYS Education Law §2854(2), University Preparatory Charter School for Young Men (UPrep) shall conduct an open, transparent, and publicly announced application process each year. The school shall not limit admission on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Annual recruitment activities shall include:

- Public announcement posted on the school website, published in the Democrat & Chronicle, and distributed via radio public service announcements each January;
- At least one open house for prospective families;
- Recruitment presentations at community events and local elementary schools upon request;
- Distribution of application materials to any requesting family in English and in other languages predominantly spoken in the community, consistent with NYS Education Law requirements;
- School tours for interested families during school hours, by appointment.

Applications are available at the Main Office and on the school website. Required information includes: student name, address, phone number, date of birth, and current school ID; names and addresses of parents or legal guardians; name and address of current school; intended grade level; and names of any siblings currently enrolled at UPrep. Required data may be waived for homeless children pursuant to the McKinney-Vento Homeless Assistance Act.

Selection

Completed applications must be received by the school office by 4:30 p.m. on April 1 each year (or the next school business day if April 1 falls on a non-school day). Late applications will be time-stamped and placed on a waiting list in order of receipt.

A public lottery will be held at 5:00 p.m. on the application deadline date, chaired by the Board President or CEO, in accordance with NYS Charter Institute regulations and the Open Meetings Law (NYS Public Officers Law Article 7). All Board members are invited. All applicants will be informed in advance of the date, time, and location.

Enrollment preference shall be granted, in the following order, as permitted by Education Law §2854(2)(b):

1. Siblings of currently enrolled students (selected prior to lottery);
2. Students drawn by random lottery from timely completed applications;
3. Remaining applicants placed on a ranked waiting list, valid through the following school year.

The President shall reserve seats for students who may require grade retention, reducing available lottery seats accordingly.

Enrollment

Selected students and their families must complete all required enrollment forms and submit required documents within the timeframe provided. If enrollment is not completed, the family will receive a certified letter allowing 15 calendar days to comply. Failure to complete enrollment will void the selection, with written notice provided. The student's current school district will be notified of enrollment upon completion of all required forms.

Selection Appeal

A parent or guardian may appeal the non-selection of their child directly to the Board of Trustees by submitting a written appeal form to the Board Secretary. The form must include: the student's name; the parent/guardian's name and contact information; and a brief explanation of the reason for appeal. Within 10 days of receipt, the Board President shall appoint three (3) Board members to meet with the family and CEO. The three members shall recommend a disposition by majority vote to the full Board, which must approve the recommendation.

Policy Review

The CEO will recommend revisions to this policy to the Board after each annual recruitment, selection, and enrollment cycle. This policy is posted on the school website consistent with NYS Education Law §2854(1)(e).

Parent & Family Engagement

UPrep is committed to meaningful, two-way communication with families and to their active involvement in their child's education. Pursuant to Title I of the Elementary and Secondary Education Act (ESEA) and NYSED requirements, UPrep maintains the following family engagement practices.

Communication

The school communicates with families through newsletters, letters, fliers, phone calls, conferences, meetings, email, voicemail, and progress reports. Reasonable efforts will be made to communicate in a family's primary language. Translated materials are available upon request.

Volunteers

Parents and family members are welcome in our school. Volunteers may assist in classrooms, the office, the lunchroom, or school events with principal approval. All volunteers must meet applicable state, county, and city screening requirements.

Home Learning

Families are encouraged to support their child's learning at home. Teachers will assign meaningful homework and communicate regularly about curriculum and academic expectations. Parents will receive grade reports and progress reports at least four times per year.

Community Collaboration

UPrep values collaboration with higher education institutions, service organizations, and area businesses. These partnerships bring valuable financial and technical resources to our school.

Title I / AIS Parent Involvement Requirements

Family involvement occurs at multiple levels: supporting individual student learning at home; participating in school-level planning and decision-making; and serving on the Title I/AIS School Advisory Committee, which includes one Title I/AIS parent per grade, selected by the principal, who serves as chairperson.

UPrep shall:

- Convene an annual meeting at a convenient time to inform families of the school's Title I participation and requirements (ESEA §1118(c)(1)–(2));
- Offer flexible meeting times, including morning and evening options, and may provide transportation, childcare, or home visits as needed;
- Involve parents in the ongoing planning, review, and improvement of Title I/AIS programs;
- Provide families with timely information about student achievement, assessments, curriculum, and academic standards;
- Offer regular meetings for parents to formulate suggestions and participate in educational decisions;
- Develop, disseminate, and implement a school-parent compact outlining shared responsibilities for improved student achievement.

UPrep will ensure:

- Parent-teacher conferences at least twice annually;
- Progress reports at least four times annually;

- Reasonable parent access to staff;
- Meaningful guidance on how parents can support their child's achievement.

Title I Complaints

Any parent, teacher, interested person, or agency may file a Title I complaint. All complaints must be written, signed, specify the law or regulation allegedly violated, include supporting information, and state the desired corrective action. Complaints must be submitted to the Principal. Unresolved complaints may be appealed to: NYSED, Office of School Improvement and Community Services, Title I School and Community Services, Room 365 EBA, Albany, NY 12234.

Authority

This Title I/AIS Parent Involvement Policy is approved by the Board of Trustees and submitted to NYSED as part of the School's Annual Consolidated Grant Application. Policy highlights are published in this Handbook, on the school website, and distributed at annual parent meetings.

2025–2026 School Calendar & Academic Reporting

School Hours

Monday–Thursday: 7:45 AM – 2:45 PM | Friday: 7:45 AM – 12:00 PM

Staff Report Time: Monday–Thursday 7:15 AM – 3:15 PM | Friday 7:15 AM – 2:15 PM

Key Dates

Event	Date
Independence Day (Observed)	July 4, 2025
Summer School Begins	July 14, 2025
Regents Testing	August 19–20, 2025
New Staff Professional Development	August 21, 2025
All Staff Professional Development	August 25–29, 2025
Labor Day Recess	September 1–2, 2025
Staff PD	September 3, 2025
First Day of School	Thursday, September 4, 2025
Open House	September 25, 2025
Indigenous Peoples' Day Recess	October 13, 2025
Parent-Teacher Conferences (In-Person)	October 17, 2025
Election Day – Asynchronous (Online Only)	November 4, 2025
Veterans' Day Recess	November 11, 2025
Thanksgiving/Fall Recess Observed	November 26–28, 2025
Parent-Teacher Conferences (In-Person)	December 4, 2025
Winter Break (12-mo. staff report)	December 22–23, 29–30, 2025
Winter Holidays Observed	December 24–26, 31, 2025
Federal Observance – New Year's Day	January 1, 2026
12-Month Staff Report	January 2, 2026
MLK Jr. Day Recess	January 19, 2026
Regents Exam Week	January 20–23, 2026
Parent-Teacher Conferences	February 6, 2026
Presidents' Day Recess	February 16, 2026
February Recess (12-mo. staff report)	February 17–20, 2026

Event	Date
Asynchronous/Parent Conference (In-Person)	March 20, 2026
Spring Recess (12-mo. staff report)	March 30–31, April 1–2, 2026
Good Friday Recess	April 3, 2026
ELA Testing – Grades 3–8	April 14–24, 2026
Asynchronous Day (Staff Report)	April 17, 2026
NYSESLAT Exam	April 27–30, 2026
NYSESLAT Exam (continued)	May 1–21, 2026
NYS Math Testing – Grades 3–8	May 4–14, 2026
Asynchronous Day (Online Only)	May 22, 2026
Memorial Day Recess	May 25, 2026
Regent Exams	June 9–10, 17–25, 2026
Juneteenth Holiday Recess	June 19, 2026
UPrep Graduation	June 26, 2026
Last Day for Teachers	June 30, 2026

Total Student Days: 180 | Total Staff Days: 186

Note: Emergency closings = remote learning days.

2025–26 Assessment Calendar

The following schedule reflects all state and school-administered assessments for the 2025–26 school year.

Administration Dates	Assessment	Grade Levels	Scoring
October 2, 2025	i-Ready Reading Diagnostic	Grades 6–8	
October 7, 2025	i-Ready Math Diagnostic	Grades 6–8	
Sept. 29 – Oct. 10, 2025	Common Formative Assessment #1 (Math, ELA, Science, Social Studies)	Grades 6–12	Formative
October 30, 2025	PSAT	Grade 11	
January 21, 2026	ELA / Earth Science / Physics (Regents)	Grades 8–12	Score as administered
January 22, 2026	Geometry / US History & Govt / Algebra I / Physics (Regents)	Grades 8–12	Score as administered
January 23, 2026	Global II / Algebra II (Regents)	Grades 11–12	Score as administered
January 23, 2026	NYS CBT Simulation	Grade 8	
January 27, 2026	i-Ready Reading Diagnostic	Grades 6–8	

Administration Dates	Assessment	Grade Levels	Scoring
Feb. 2 – Feb. 13, 2026	Common Formative Assessment #2 (Math, ELA, Science, Social Studies)	Grades 6–12	TBD
February 3, 2026	i-Ready Math Diagnostic	Grades 6–8	
Apr. 6 – May 15, 2026	NYS 3–8 ELA Test (Computer-Based; make-ups within window)	Grades 6–8	By May 22, 2026
Apr. 28 – Apr. 29, 2026	NYS 3–8 ELA Test	Grades 6–8	By May 22, 2026
Apr. 6 – May 22, 2026	NYSESLAT Speaking (make-ups within window)	Grades 7–12	Score as administered
May 5 – May 7, 2026	NYS 3–8 Math Test	Grade 6	
Apr. 20 – May 1, 2026	Common Formative Assessment #3 (Math, ELA, Science, Social Studies)	Grades 6–12	TBD
May 13 – May 24, 2026	NYSESLAT Listening, Reading & Writing (make-ups within window)	Grades 7–12	TBD
May 20, 2026	i-Ready Reading Diagnostic	Grades 6–8	
May 27, 2026	i-Ready Math Diagnostic	Grades 6–8	
June 9, 2026	ELA (Regents)	Grades 7–11	Score as administered
June 11, 2026	Geometry (Regents)	Grades 8–12	Score as administered
June 17, 2026	ELA / Living Environment (Regents)	Grades 7–12	Score as administered
June 18, 2026	Global Hist/Geog II / Algebra I (Regents)	Grades 7–12	Score as administered
June 20, 2026	US History & Govt / Earth Science (Regents)	Grades 8–12	Score as administered
June 23, 2026	Local Assessments (suggested date)	All grades	Score as administered
June 24, 2026	Chemistry / Physics (Regents)	Grades 10–12	Score as administered
June 25, 2026	Algebra II (Regents)	Grades 10–12	Score as administered

2025–26 Marking Period End Dates

Marking Period	End Date
Quarter 1	November 7, 2025
Quarter 2 / Semester 1	January 30, 2026
Quarter 3	March 17, 2026
Quarter 4 / Semester 2	June 19, 2026

2025–26 Academic Reporting Timeline

Report card and progress report timelines will be distributed separately by the Principal at the start of the school year, aligned to the marking period end dates above. Parents will receive at minimum four (4) progress reports and four (4) report cards per school year consistent with Title I and NYS requirements.

2025–2026 Board of Trustees

Name	Role	Email
Dr. Edward Yansen	Board President	Edward.Yansen@uprep.org
Allen Williams	Treasurer	Allen.Williams@uprep.org
Sharon Delly	Secretary	Sharon.Delly@uprep.org
Dr. George Bovenzi	Board Member	George.Bovenzi@uprep.org
Denise Rainey	Board Member	Denise.Rainey@uprep.org
Dr. W. Gayle Harrison	Board Member	Gayle.Harrison@uprep.org
Wandah Gibbs	Board Member	Wanda.Gibbs@uprep.org
David Shakes	Board Member	David.Shakes@uprep.org
Larry Ellison	Board Member	Larry.Ellison@uprep.org

Key Administrative Contacts

Name	Title	Area
Walter Larkin	Chief Executive Officer (CEO)	Executive
Latresha Fuller	HS Principal / CAO	Academic
Cameron Lewis	Chief Operating Officer (COO)	Operations
Michael Perkins	Vice-Principal	Administration
Jamaal Peavy	Dignity Act Coordinator (Primary DAC)	DASA
Jamal Hughes	HS Counselor (DAC Backup)	DASA Backup
Adela Mehremic	Director of Business	Business
Raheem Miller	Director of Building, Security & GLM	Operations
Laurie Buchko	SPED Coordinator	Special Education
Malcolm Lee	Athletic Director	Athletics
Tracy Harris	Director of CTE	Career & Technical Ed
Gregory Lawrence	HR Manager	Human Resources

A full staff directory is available in the Main Office and on the school website.

Attendance, Absences & Tardiness Policy

Philosophy

Regular, uninterrupted attendance is essential to each student's academic success. UPrep believes that school is students' work, and consistent attendance builds the habits of responsibility and punctuality that students will carry into adulthood. Poor attendance jeopardizes a student's academic standing and, for charter schools, can affect state funding that supports books and services for all families.

Daily Absences

When a student will be absent, parents or guardians must contact the school that day. If no contact is received by 9:30 AM, the school will initiate a robo-call and follow-up to verify the student's whereabouts. This is a safety requirement. Every student who was sent to school must be accounted for.

Tardiness

Students must arrive before the 8:15 AM bell. Students arriving after the bell must:

- Enter through Exit 4 until 9:00 AM to sign in and receive a late pass;
- After 9:00 AM, enter through Exit 1.

Teachers will close classroom doors when the tardy bell rings. Late students must report directly to the House Office for a tardy slip before going to class. Students may not obtain a pass from any other teacher.

Excusing Students from School

Students may only leave school grounds during regular hours with prior written parent or guardian consent. Notes for early dismissal are required for medical and dental appointments. Parents must sign students out at the Main Office. Only persons listed on the child's registration card may sign a student out — it is critical that registration card contact information is kept current.

Chronic Absences & Attendance Contracts

Students with chronic absences or excessive tardiness will be placed on attendance contracts in accordance with NYS Education Law. The school will make efforts to contact parents and guardians. Students with irregular attendance (including frequent tardiness) will not be guaranteed a seat for the following school year.

Notification of Excessive Absences

Parents will be contacted whenever a student is absent without prior notice. The school will document all absences and tardiness. Families will be informed of the importance of regular attendance and will be offered support as needed.

Exceptional Education Accommodations

Procedures and policies governing English as a Second Language (ESL) students and students with disabilities under IDEA and/or Section 504 of the Rehabilitation Act of 1973 take precedence over this attendance policy whenever compliance would conflict with a student's legally protected rights.

Safety Drills

All parents and guardians will be notified at least one week in advance of all scheduled fire, lockdown, and emergency preparedness drills, consistent with NYS Education Law requirements.

Changing Contact Information

Parents must promptly inform the school of any changes to home addresses, phone numbers, and emergency contacts. This information is essential for student safety. Unlisted numbers are accepted and privacy will be maintained.

Grade Promotion Policy

UPrep's grade promotion policy establishes clear academic standards students must meet to advance to the next grade level. This policy complies with NYSED requirements for charter schools under Education Law §2854.

Grade 7 to 8 / Grade 8 to 9 Promotion

At the end of Grade 7 and/or Grade 8, a promotional meeting is held for each student, attended by:

- Principal (Meeting Chair)
- Grade-level core subject teacher(s)
- Instructional or grade-level administrator
- RTI staff and/or Special Education teacher

One of the following decisions is made for each student:

4. Student is promoted to the next grade.
5. Student must attend a four-week summer program focused on literacy and math, and must demonstrate sufficient growth to be promoted.
6. Student and parent/guardian will attend a pre-summer school meeting to review expectations and possible outcomes.

If required growth is not evident at the end of summer school, grade retention will be considered. Final decisions are made by the CEO and Principal.

Grade 10 Designation

A student must have earned a minimum of 5.5 credits toward graduation, including:

- 1 Credit: Integrated Algebra (Regents)
- 1 Credit: Living Environment (Regents)
- 1 Credit: Global I (Regents)
- 1 Credit: English I (Local)
- 0.5 Credit: Physical Education (Local)
- 1 Credit: Spanish I or II (as applicable)

Summer school is mandatory for credit recovery in all listed core subjects.

Grade 11 Designation

A student must have earned a minimum of 12 credits toward graduation, including:

- 1 Credit: Geometry (Regents)
- 1 Credit: Earth Science (Regents)
- 1 Credit: Global II (Regents)
- 1 Credit: English II (Regents/Local)
- 1 Credit: U.S. History – If applicable (Regents)
- 0.5 Credit: Physical Education (Local)
- 1 Credit: Elective Credit(s) (Local)

Summer school is mandatory for credit recovery in all listed core subjects.

Grade 12 Designation

A student must have earned a minimum of 18 credits toward graduation and must have a class schedule enabling graduation in June of that school year. Grade 12 course offerings include:

7. Physics or Chemistry (third science required for graduation – Regents or Local)
8. Algebra 2/Trigonometry (third math required for graduation – Regents or Local)
9. English III – with Regents (if applicable)
10. Participation in Government/Economics
11. 0.5 Physical Education Credit
12. Course recovery from previous Regents courses
13. College course(s) offered on campus
14. Elective credit(s)

Policy Availability

This policy is posted on the school website and distributed to students, parents/guardians, and employees at the start of each school year.

School Uniform & Dress Code Policy

The Board of Trustees believes that student uniforms promote school safety, improve discipline, and enhance the learning environment. Uniforms help:

- Reduce the likelihood of theft or conflict over clothing;
- Prevent gang-affiliated colors and insignias (which are strictly prohibited);
- Create a professional, work-focused atmosphere;
- Reduce peer pressure related to fashion or clothing expense;
- Enhance campus security by making it easier to identify unauthorized persons.

Required Uniform Elements

- UPrep-issued polo shirts or fleece;
- Khaki-colored slacks (jeans are not permitted);
- Dress shoes or sneakers;
- When directed by administration for special events: white or blue dress shirt (short or long sleeve) with an appropriate tie of any color or design.

Accommodations

The CEO may grant exceptions to the uniform policy for special events or as required for religious or medical accommodation, consistent with NYS Education Law anti-discrimination protections.

Non-Discrimination & Equal Access Policy

UPrep is committed to providing a safe, inclusive, and equitable educational environment. In accordance with NYS Education Law §2854(2), federal civil rights law, and the Dignity for All Students Act (DASA), UPrep does not discriminate in admissions, educational programs, services, or employment on the basis of race, color, creed, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression, sex, age, weight, or any other characteristic protected by applicable law.

Harassment — Zero Tolerance

UPrep maintains a zero-tolerance policy for harassment in any form. Harassment on the basis of any protected characteristic — including but not limited to race, national origin, religion, age, sex, sexual orientation, gender identity, disability, or weight — is strictly prohibited on school grounds, at school-sponsored events or activities, during school transportation, and in off-campus settings where such conduct could foreseeably create a risk of disruption at school.

Prohibited conduct includes:

- Unsolicited remarks, verbal comments, or written materials that are derogatory, threatening, or discriminatory;
- Unwanted physical contact, gestures, or touching;
- Display or circulation of offensive materials, images, or electronic communications;
- Unwanted sexual attention, pressure for sexual activity, or sexual assault;
- Cyberbullying or electronic harassment;
- Threats, intimidation, or abuse that substantially interferes with a student's educational performance or well-being.

Reporting Harassment

If a staff member or student believes they are being subjected to harassment, they should:

15. If safe to do so, inform the harasser directly that the behavior is unwelcome and must stop.
16. Report the incident to the Dignity Act Coordinator (DAC), the House Office Coordinator, or the Principal as soon as possible.
17. Students are also encouraged to inform their parents or guardians.

Staff members who receive a complaint of harassment must document the incident in writing and deliver it to the CEO within one (1) business day. The CEO is responsible for ensuring all complaints are addressed promptly and that records of all harassment incidents are maintained. Reports will be kept confidential to the extent permitted by law.

Dignity Act Coordinators (DAC)

Primary DAC: Jamaal Peavy — jamaal.peavy@uprep.org Backup DAC: Jamal Hughes — jamal.hughes@uprep.org Phone: (585) 672-1280

Any person found, after investigation, to have committed an act of harassment toward a student or staff member will be subject to disciplinary action up to and including suspension, expulsion, or termination of employment. UPrep prohibits any retaliation against individuals who report harassment in good faith.

Code of Conduct

UPrep expects good and productive behavior from all students. Our school is designed to minimize the likelihood of problems, and our Code of Conduct reflects our commitment to a safe, respectful, and educationally focused environment. When misconduct occurs, thorough investigations will be conducted and consequences will be applied fairly and consistently.

Student Rights & Responsibilities

All students at UPrep have the right to:

- Quality education in an environment free from unnecessary disruptions;
- Equal access to educational opportunities without discrimination;
- Due process before any suspension or significant disciplinary action;
- A safe school environment free from bullying, harassment, and discrimination.

All students are expected to:

- Conduct themselves with maturity and respect toward teachers, staff, administrators, and fellow students;
- Respect the educational purposes underlying all school activities;
- Take responsibility for their actions and the consequences that follow;
- Honor the Habits of Work (HOWs) established by the school community.

Examples of Misbehavior (Minor)

The following are examples of minor misbehavior and are not a comprehensive list:

- Not following classroom rules or teacher directions;
- Interrupting class, talking out of turn, or being disruptive;
- Being out of one's seat without permission;
- Rudeness or negative body language;
- Eating, chewing gum, or having unauthorized items during class;
- Wearing a hat during instructional hours inside the building;
- Being late to class;
- Name-calling or teasing.

Examples of Major Misbehavior

The following are examples of major misbehavior and are not a comprehensive list:

- Using profane, obscene, or threatening language or gestures;
- Disrupting hallways, abusing pass privileges, or being in off-limits areas;
- Refusing to leave a classroom when directed;
- Verbal harassment, including racial, ethnic, sexual, or disability-based slurs;
- Threatening a student or staff member;
- Leaving the building or class without permission;
- Bullying, intimidation, or cyberbullying;
- Defacing school property or stealing;
- Forging a parent or guardian's signature;
- Bringing unauthorized guests to school;
- Cheating or plagiarism;

- Violating the school dress code;
- Breaking bus rules or endangering oneself or others during school travel.

Progressive Disciplinary Approach

Consistent with NYSED guidance, UPrep's discipline approach is restorative and instructive in nature, not purely punitive. Staff will take proactive steps to de-escalate situations before they require formal disciplinary action. Possible consequences, applied progressively based on severity, include:

- Verbal redirection and documented warning;
- Time-out, redirection to House Office, or brief removal from classroom;
- Parent or guardian notification and conference;
- Peer mediation or conflict resolution;
- Individual Behavior Plan (IBP) developed collaboratively by student and teacher, with parent review;
- Community service;
- In-school suspension (ISS);
- Short-term out-of-school suspension (1–5 days);
- Alternative afternoon program;
- Long-term suspension (hearing presided over by CEO or designated officer);
- Expulsion (most serious offenses, with full due process protections).

Due Process Notice

Prior to any suspension of more than one day, parents or guardians will be notified in writing or by phone. For suspensions over five (5) consecutive school days, a formal hearing will be provided consistent with NYS Education Law. Ultimate disciplinary authority rests with the CEO.

Cheating & Academic Integrity

Plagiarism — using another's words or ideas without attribution — and cheating are serious academic offenses at UPrep.

- First offense (plagiarism on an assignment): student may redo the assignment.
- Subsequent offenses: student receives No Credit and may not redo the assignment.
- Cheating during an exam: student receives No Credit and may not retake the exam.
- Additional consequences for both violations may include suspension or, in severe cases, expulsion.

Personal Property

UPrep is not responsible for safeguarding students' personal property. Students should leave items not needed for educational or after-school purposes at home.

Homework

Homework at UPrep is purposeful — it provides students the opportunity to practice concepts from the day's instruction and prepare for the next class. Students are expected to complete all assigned homework.

Health Policy

Illness at School or Home

If a child is ill, parents are asked to keep them home to protect both the student and the school community. If a student becomes ill at school, parents will be notified immediately and are expected to arrange prompt pick-up. Parents must keep emergency contact information current.

Immunization Requirements

All students enrolling at UPrep for the first time must submit a current immunization record. Consistent with New York State Public Health Law and NYSED regulations, all students must be immunized according to State guidelines and provide written documentation. Failure to provide required immunization records may result in exclusion from school. Medically exempt students must submit documentation from a licensed physician. The school nurse may verify immunization status through the NYS Immunization Information System.

Administering Medication at School

Medication will be administered at school only when clinically necessary for a student to attend. Parents should work with their child's physician to arrange dosing schedules that minimize school-time medication when possible.

To administer any medication at school, a completed Authorization to Administer Medication form must be on file. The form requires the physician's instructions and the parent's or guardian's signature. Prescription medications must be submitted in a properly labeled pharmacy container — parents may request a duplicate labeled container from their pharmacist.

An adult must deliver all medications to the Main Office. Students may not carry any medication. Any student found with medication will be referred to the CEO's office and a parent will be notified. Medications are stored in a locked cabinet accessible only to the school nurse and principal.

Prescription medication will be administered by the school nurse when on duty. The CEO is authorized to designate and train other employees to administer emergency medications as permitted by law. If a student misses a prescribed dose before school, parents should inform the school so appropriate accommodations can be made for the day.

Teaching & Conflict Resolution

Teaching and modeling positive behavior are the primary approaches to discipline at UPrep. Conflict resolution is viewed as an opportunity to teach better behaviors and communication skills. When conflicts arise, all members of the school community will work together to protect each person's rights, restore positive relationships, and help each student make wise choices.

Code of Conduct for Students with Disabilities

UPrep implements the following disciplinary procedures for students with disabilities, consistent with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and applicable NYS Education Law provisions.

Due Process Protections

When a student with a disability is considered for suspension or removal, UPrep will:

- Notify the parent or guardian in writing and by follow-up phone call within 24 hours of the incident;
- Describe the basis for the proposed suspension and explain the parent's right to an informal conference with the CEO;
- For suspensions exceeding five (5) consecutive school days, provide written notice of the student's right to a fair hearing conducted by the CEO or designated officer;
- Provide alternative education, including any services required by the student's Individualized Education Program (IEP), for any suspension of a compulsory-age student.

Additional Protections for Students with Disabilities

- Students suspended or removed for more than 10 school days in a school year must continue to receive a Free and Appropriate Public Education (FAPE), including teacher instruction at home or on-site as required by the IEP.
- A Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP) must be addressed when suspensions exceed 10 school days in a year.
- A manifestation determination must be conducted by the CSE when a disciplinary change of placement is proposed, to determine whether the behavior is related to the student's disability.
- Procedural safeguards notice must be provided to parents whenever a disciplinary change of placement is proposed.
- UPrep has authority to place students with disabilities in an interim alternative educational setting for up to 45 school days for offenses involving illegal drugs, controlled substances, weapons, or where the student poses a serious safety concern.

Manifestation Determination

Not later than 10 school days after a decision to impose discipline that constitutes a change of placement, the CSE and other qualified personnel shall meet to determine whether the student's behavior was caused by, or had a direct and substantial relationship to, the student's disability, or was the direct result of UPrep's failure to implement the IEP. If the behavior is a manifestation of the student's disability, the student may not be disciplined in the same manner as a non-disabled student.

Record-Keeping

UPrep will maintain written records of all suspensions and removals of students with disabilities, including: the student's name; description of the behavior; disciplinary action taken; and total number of days suspended or removed.

CSE Collaboration

UPrep will work closely with the Committee on Special Education (CSE) of the student's home district to ensure required meetings occur within 7 days of notification of qualifying incidents, and to ensure students receive appropriate services during any period of removal.

Services During Removal

Students removed for fewer than 10 days will receive all classroom assignments and a schedule to complete work under the direction of a certified teacher. Students may also receive phone assistance, computer instruction, home visits, or one-on-one tutoring to support continued progress.

Technology & Internet Use Policy

Electronic information literacy is essential to prepare students for college and career. UPrep integrates technology into the curriculum while maintaining clear expectations for appropriate, safe, and legal use of all school technology resources.

General Expectations

All school employees and students are responsible for appropriate conduct on school computer networks — the same standards that apply to all school activities apply to technology use. The school network is provided for educational research and school-related communication. All use of school technology may be reviewed by appropriate instructional and administrative staff. Students must surrender any equipment or files generated on school equipment immediately upon demand of the principal.

Before accessing the school network, employees and students must sign a Technology Use Agreement. Students under age 18 must also have a signed parental permission form on file. Permission forms are non-transferable.

Prohibited Uses of School Technology

The following uses of school technology are strictly prohibited:

- Accessing, transmitting, or posting unlawful, unethical, or offensive materials;
- Violating copyright laws and software license agreements;
- Using the network for non-educational purposes;
- Destroying, altering, or vandalizing computer equipment, network resources, or other users' files;
- Invading another person's privacy or accessing unauthorized accounts;
- Using offensive or harassing language online;
- Hacking — gaining unauthorized access to resources or websites;
- Evading or attempting to evade network safety protocols;
- Spamming or disrupting network operations;
- Accessing materials that are obscene, harmful to minors, or violate community standards;
- Cyberbullying — engaging in bullying behavior toward students, staff, or school affiliates through any electronic medium.

Internet Safety Instruction

Consistent with NYS Education Law §814, UPrep incorporates internet safety instruction into the curriculum at developmentally appropriate levels. Students will learn about safe and responsible technology use, digital citizenship, cyberbullying prevention, and privacy protection.

Annual Review

The principal or designee will review the Internet Use Policy annually with all students. New students will receive a copy upon enrollment. Every student will sign a Technology Use Agreement annually, kept on file in the school office.

Phone-Free Schools Policy

Legal Basis

This policy is adopted pursuant to New York State Education Law §2803 (effective 2025–26 school year), which requires all public school districts, charter schools, and BOCES to prohibit student use of personal internet-enabled electronic devices during the school day (bell to bell).

Policy Statement

In support of distraction-free learning and student mental health, UPrep prohibits the unsanctioned use of personal internet-enabled electronic devices on school grounds during the entire school day, from the start of the school day to dismissal ('bell to bell'), including classroom time, lunch, study halls, and all other school-day settings.

Covered Devices

'Internet-enabled electronic devices' include, but are not limited to: smartphones, tablets, smartwatches, and any other personal device capable of connecting to the internet or accessing social media applications.

This policy does NOT apply to:

- Simple cellular phones without internet capability;
- Internet-enabled devices supplied by UPrep for an educational purpose;
- Devices covered by an approved exception (see below).

Approved Exceptions

A student may be authorized to access a personal internet-enabled device during the school day in the following circumstances:

- Authorization by a teacher, principal, or the school for a specific educational purpose;
- Necessary for management of a student's healthcare condition;
- Required by the student's IEP or Section 504 plan for medical or educational purposes;
- Individual student emergency where the parent has notified school leadership of the nature of the emergency;
- Translation or interpretation services, if no other means are available;
- For a student caregiver routinely responsible for a family member's care, upon review and approval by a school psychologist, social worker, or counselor;
- Where otherwise required by law.

Storage

Students must store personal internet-enabled devices in designated school storage at the start of each school day. UPrep will provide appropriate storage solutions. Devices stored in backpacks alone are not considered compliant unless the backpack is secured in a closet, cubby, or locked area not accessible to students without permission.

Consequences

Consistent with NYS Education Law §2803, students will NOT be suspended solely for violating this policy. Violations will be addressed through the school's progressive discipline framework as follows:

Offense	Consequence
1st Offense	Device confiscated, returned at end of day; verbal warning documented; parent/guardian contact.
2nd Offense	Device confiscated, returned only to parent/guardian; lunch detention; parent/guardian contact.
3rd Offense	Device confiscated; after-school detention; behavior contract; parent/guardian contact.
4th Offense	Mandatory parent/guardian meeting; review of behavior contract; other non-suspension consequences.
Repeated/Severe	Formal behavior hearing; additional non-suspension corrective measures.

Confiscated devices will be securely stored in the Main Office. Students who refuse to surrender a device when directed may face additional consequences consistent with the Code of Conduct.

This policy has been developed in consultation with parents, students, and staff consistent with NYS Education Law §2803. The policy is posted on the school website. A translated copy is available upon request.

Field Trips & Extracurricular Activities

Field Trip Policy

Students at UPrep frequently engage in community-based fieldwork as part of their educational program. Due to the frequency of off-campus activities, a standing field trip permission form is completed at enrollment. Specific permission slips are required for overnight trips and selected day trips.

Students may be transported by walking, school bus, hired vehicle, or RTS bus. In all cases, students remain under the supervision of UPrep staff. Emergency contact information must be kept current on file.

Extracurricular Eligibility

To participate in a sports team or extracurricular activity, a student must be passing all core academic subjects or have approval from the Athletic Director or CEO. Students must maintain a high level of sportsmanship on and off the field.

Absence from School & Extracurriculars

A student who is absent from school may not participate in any extracurricular or school-related activity that day, unless the CEO grants specific permission.

Attendance at Practices & Meetings

Students are required to notify club advisors or coaches in advance of any planned absences from meetings or practices due to religious observance, medical appointments, family obligations, or illness.

Injury & Accident Policy

UPrep follows established procedures for student injuries on school property or during school activities. Minor injuries are treated by the school nurse (or available staff in the nurse's absence). Major injuries are referred to the nearest hospital by ambulance; parents are notified as soon as possible. UPrep's supervision of a medical case ends upon hospital arrival. Parents' health coverage applies to medical costs arising from school injuries.

Student Government — New Requirement (NYS Ed. Law §817)

Pursuant to Chapter 357 of the Laws of 2023, effective September 1, 2024, UPrep is required to establish at least one peer-selected student government organization for students in grades 9–12. Details regarding UPrep's student government are provided in the Student Government section of this handbook.

Visitor Policy

Parents and community members are encouraged to visit UPrep. However, the school must maintain order and security to protect its primary mission of teaching and learning.

General Visitor Rules

- Any person who is not a regular staff member or enrolled student is considered a visitor.
- During school hours, all visitors — including Board members — must report to the front desk, sign the visitor register, and wait for a UPrep staff escort. The escort will remain with the visitor for the entire visit.
- Visitors wishing to observe a classroom must arrange the visit at least 24 hours in advance with the classroom teacher, to minimize disruption.
- Teachers will not discuss individual student matters with visitors during class time. Meetings with teachers must be pre-arranged by phone or in writing.
- All visitors must abide by UPrep's rules for conduct on school property, including turning off or silencing cell phones and refraining from electronic communication during classroom visits.
- The CEO reserves the right to refuse admission to any visitor based on school conditions, lack of school-related purpose, or other reasonable cause.

Complaint & Grievance Policy

UPrep welcomes constructive feedback motivated by a sincere desire to improve educational quality. Complaints are best resolved as close to their origin as possible, with staff given the opportunity to address concerns before Board involvement.

Complaint Channels

Complaints involving staff, instruction, discipline, or learning materials should be directed through the following channels in order:

18. Teacher (or Grade Level Manager)
19. Principal
20. CEO
21. Board of Directors

Complaint Resolution Steps

Step 1 — Initial Contact

The parent or complainant meets with the appropriate school staff member to attempt resolution. If unresolved, the complaint advances to the next level.

Step 2 — Principal Review

The Principal meets with the complainant and relevant staff, individually or jointly. If resolved, the Principal documents the outcome in writing. If not resolved, the Principal issues a written decision, with copies to the complainant, staff member, and CEO. The complainant may advance to Step 3 within 30 days.

Step 3 — CEO Review

The CEO meets with all parties and issues a written resolution or decision. If unresolved, the complainant may advance to Step 4 within 30 days.

Step 4 — Board Review

The Board considers the complaint in executive session (for personnel matters). The CEO provides the complete file, including all prior decisions. The complainant presents their concern; the CEO and employee respond. The Board issues a final written decision implemented by the CEO.

Written Complaints

Matters referred to the CEO or Board should be submitted in writing, clearly specifying the facts, applicable policy or law, and desired outcome. Concerns about Board operations may be raised at any time.

Habits of Work (HOWs)

Each student is expected to demonstrate the following Habits of Work consistently across all classrooms and school settings:

HABITS OF WORK	"HOWs"
Handle class materials and school property with respect.	Listen actively when others are speaking.
Be punctual — arrive on time and meet assignment deadlines.	Set personal and academic goals, and pursue them.
Follow directions the first time they are given.	Participate in self-assessment and revision of your work.
Come prepared to class every day.	Contribute to the success of the group.
Ask thoughtful questions.	Give and receive honest and respectful feedback.
Ask for help when you need it.	Offer help to others when you can.

Freedom of Information Policy (FOIL)

Pursuant to NYS Education Law §2854(1)(e), UPrep is subject to the provisions of Article 6 (Freedom of Information Law) and Article 7 (Open Meetings Law) of the NYS Public Officers Law. UPrep's FOIL policy and procedures are available upon request at the Main Office.

Records Access Officer	Records Access Appeals Officer
Mr. Walter Larkin Jr., CEO 1290 Lake Avenue, Rochester, NY 14613 Phone: (585) 672-1280 Fax: (585) 458-2732	Ms. Latresha Fuller, HS Principal/CAO 1290 Lake Avenue, Rochester, NY 14613 Phone: (585) 672-1280 Fax: (585) 458-2732

All records are housed at the school's Main Office. Copies are available upon request in accordance with the Freedom of Information Law.

Confidentiality of Student Records Policy (FERPA / IDEA)

UPrep's policies governing the confidentiality of student education records comply with:

- The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g;
- The Individuals with Disabilities Education Act (IDEA), Part B;
- NYS Education Law and Commissioner's Regulations.

Designated Records Official

CEO Walter Larkin is responsible for handling all requests for student education records. All requests by persons outside the school community — including parents — must be submitted in writing using the school's Request to Review Records form. Records will be reviewed in the presence of the CEO.

Parent Rights

- Parents have the right to inspect and review their child's education records within 45 days of a written request.
- For requests connected to a CSE meeting, records will be provided before such meeting or within 45 days, whichever is sooner.
- Parents have the right to request amendment of records they believe are inaccurate, misleading, or in violation of their child's privacy rights. If UPrep declines to amend, the parent will be notified and advised of their right to a hearing.
- Before releasing any student records to a non-school entity, UPrep must obtain written parental consent using the Consent for Release of Student Information form.

Disclosure Without Consent

Student records may be disclosed without prior parental consent only in limited circumstances, including:

- To state and local educational authorities for audit or evaluation purposes;
- To officials of another school in which the student seeks or intends to enroll;
- In response to a judicial order or lawfully issued subpoena (parent will be notified prior to disclosure to seek judicial relief, unless prohibited by court order);
- To other school officials with a legitimate educational interest;
- To comply with applicable federal or state law.

Personally Identifiable Information

'Personally identifiable information' that may not be disclosed without consent includes: the student's name; the name of the student's parent or other family member; the student's address; any personal identifier (e.g., Social Security number or student ID number); and any other information that would make the student's identity easily traceable.

Record of Access

UPrep maintains a record of all parties (other than school officials) who have requested or obtained access to a student's education records, including the purpose of each request. This record is maintained with each student's education file and is itself confidential.

Dignity for All Students Act (DASA)

Pursuant to NYS Education Law Article 2 (the Dignity for All Students Act), UPrep is committed to creating and maintaining a school environment free from discrimination, harassment, bullying, taunting, and intimidation for all students.

Scope of Protections

UPrep prohibits all forms of discrimination, harassment, bullying, and cyberbullying of students by employees, other students, or visitors. This prohibition applies:

- On school property (including buildings, grounds, athletic fields, playgrounds, and parking lots);
- On school buses and school-provided transportation;
- At school-sponsored extracurricular events and activities, whether on or off campus;
- Off school property where such conduct creates or would foreseeably create a risk of substantial disruption at school or on school property.

Protected characteristics include, but are not limited to: race (including protective hairstyles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, and sex.

Definitions

Harassment and bullying mean the creation of a hostile environment by conduct, threats, intimidation, or abuse — including cyberbullying — that:

- Unreasonably and substantially interferes with a student's educational performance, opportunities, or well-being;
- Causes or would reasonably be expected to cause a student to fear for their physical safety;
- Causes physical injury or emotional harm to a student.

Cyberbullying includes harassment or bullying conducted through any electronic communication, including social media, email, texting, or online platforms, whether occurring on or off school property.

Dignity Act Coordinators (DAC)

Dignity Act Coordinators (DAC)

Primary DAC: Jamaal Peavy — jamaal.peavy@uprep.org — (585) 672-1280 Backup DAC: Jamal Hughes — jamal.hughes@uprep.org — (585) 672-1280 The DAC is responsible for receiving, investigating, and responding to all reports of harassment, bullying, and discrimination.

Reporting Incidents

Any student, parent, or staff member who observes, experiences, or becomes aware of harassment, bullying, or discrimination must report it as soon as possible. Reports may be made verbally or in writing to the DAC, the Principal, or any school staff member.

All staff members who become aware of a potential DASA incident must:

- Make an oral report to the Principal or CEO within one (1) school day;
- Submit a written report within two (2) school days of the oral report.

Investigation & Response

The DAC will conduct a thorough investigation of all DASA reports promptly upon receipt. Where appropriate, the DAC may seek outside assistance. UPrep will take prompt corrective action reasonably calculated to:

- End the harassment, bullying, or discrimination;
- Eliminate any hostile environment;
- Prevent recurrence;
- Ensure the safety of affected students;
- Create a more positive school culture and climate.

Law enforcement will be notified when any incident appears to constitute criminal conduct.

Annual Reporting

The CEO will report to the Board at least once annually on data and trends related to harassment, bullying, and discrimination. UPrep will file required annual reports with NYSED on the Basic Educational Data System (BEDS) reporting deadline.

Anti-Retaliation

UPrep strictly prohibits retaliation against any person who, in good faith, reports harassment, bullying, or discrimination, or who participates in an investigation or formal proceeding related to such conduct. Any confirmed retaliation will result in appropriate disciplinary or corrective action.

Staff Training

All UPrep employees receive annual DASA training that:

- Raises awareness and sensitivity to harassment, bullying, and discrimination;
- Addresses social patterns of discriminatory conduct and its effects on students;
- Develops skills to identify, mitigate, and prevent such conduct;
- Provides strategies for addressing exclusion, bias, and aggression in educational settings;
- Incorporates safe and supportive school climate concepts into classroom management;
- Supports effective implementation of the Code of Conduct.

Civility, Citizenship & Character Education

Consistent with NYS Education Law §801-a, UPrep's curriculum includes instruction in civility, citizenship, and character education that promotes honesty, tolerance, personal responsibility, respect for others, and sensitivity to diversity across race, weight, national origin, religion, disability, sexual orientation, gender identity, and sex.

Student Government

Legal Requirement

Pursuant to Chapter 357 of the Laws of 2023 (NYS Education Law §817), effective September 1, 2024, UPrep is required to establish at least one peer-selected student government organization serving students in grades 9–12.

UPrep recognizes that student voice is essential to a healthy school community. The student government at UPrep provides students in grades 9–12 with the opportunity to participate in school decision-making, advocate for their peers, and develop leadership skills that prepare them for college and civic life.

Structure & Selection

Student government representatives are selected by their peers through a school-level election process. Requirements for candidacy, election procedures, and the specific structure of student government are established at the school level and communicated to students at the beginning of each school year.

Role & Function

The student government serves as a liaison between the student body and school administration. It may advise on school programs, events, policies, and other matters affecting student life. The school administration will work collaboratively with student government representatives and take their input seriously in decisions that affect students.

Additional information about student government, including how to run for a position, is available from the Main Office and will be announced at the beginning of each school year.

Family Acknowledgment & Agreement

By signing below, I/we acknowledge that I/we have received and reviewed the University Preparatory Charter School for Young Men 2024–2025 Student & Family Handbook. I/we understand the policies, procedures, and expectations described herein and agree to support my/our student in adhering to them throughout the school year.

I/we understand that this handbook is subject to change and that the school will make reasonable efforts to notify families of significant updates. The most current version of this handbook is available on the school website at www.uprep.org.

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent / Guardian Name (Print): _____

Parent / Guardian Signature: _____ Date: _____

Relationship to Student: _____

Please sign and return this page to the Main Office within the first week of school. Thank you.