



## Lower & Middle School Family Handbook

## TABLE OF CONTENTS

|   |    |
|---|----|
| <b>DIRECTORY OF ADMINISTRATION &amp; ADMINISTRATIVE STAFF</b> | 4  |
| <b>BAY RIDGE PREP HISTORY</b>                                 | 5  |
| The Bay Ridge Prep Seal                                       | 5  |
| <b>MISSION STATEMENT AND PHILOSOPHIC PRINCIPLES</b>           | 6  |
| Mission Statement   | 6  |
| Philosophic Principles  | 6  |
| <b>GENERAL PROCEDURES FOR ALL CHILDREN</b>                    | 7  |
| Arrival and Dismissal   | 7  |
| Arrival   | 7  |
| Ridge Boulevard   | 7  |
| “No Parking – School Zone”                                    | 7  |
| Dismissal   | 7  |
| Younger students  | 7  |
| Older students  | 7  |
| Unexpected delays   | 8  |
| Early dismissal   | 8  |
| Attendance  | 8  |
| Absences  | 8  |
| Older students  | 8  |
| Lateness  | 8  |
| Illness or Emergency at School                                | 9  |
| Illness at School   | 9  |
| Emergency at School   | 9  |
| Snacks  | 9  |
| Younger students  | 9  |
| Older students  | 9  |
| Lunch   | 9  |
| Lost and Found  | 10 |
| Outdoor Play  | 10 |
| Birthdays   | 10 |
| Adults in the Building  | 10 |
| Student MetroCards  | 10 |
| <b>FAMILY RESPONSIBILITIES</b>                                | 11 |
| Breakfast   | 11 |
| Homework  | 11 |
| Internet Safety   | 11 |
| Valuables   | 11 |
| <b>HOME-SCHOOL COMMUNICATION</b>                              | 13 |
| Classroom/Advisory Teachers                                   | 13 |
| Younger students  | 13 |
| Older students  | 13 |
| Bayridgeprep.org  | 13 |
| Class Directories   | 13 |

|   |           |
|---|-----------|
| Family Friday                           | 14        |
| Parent Workshops                        | 14        |
| Report Cards                            | 14        |
| Standardized Testing                    | 14        |
| Parent-Teacher Meetings                 | 14        |
| <b>SCHOOL POLICIES</b>                  | <b>15</b> |
| Dress Code                              | 15        |
| Code of Conduct                         | 15        |
| School Closings                         | 15        |
| Emergency Drills                        | 16        |
| <b>SCHOOLWIDE EVENTS</b>                | <b>16</b> |
| Back To School Night                    | 16        |
| The Turkey Trot                         | 16        |
| Field Day                               | 16        |
| Talent Show                             | 17        |
| Field Trips                             | 17        |
| Middle School Excursions and Overnights | 17        |
| <b>AFTER SCHOOL ACTIVITIES</b>          | <b>18</b> |
| <b>AFTERSCHOOL PROGRAM</b>              | <b>18</b> |

**DIRECTORY OF SCHOOL-WIDE ADMINISTRATION & ADMINISTRATIVE STAFF  
(Listed in alphabetical order)**

|                        |   |
|------------------------|---|
| Ms. Patrice Bettig     | Administrative Assistant, Lower & Middle School       |
| Ms. Stacy Betro        | Medical Coordinator                                   |
| Mr. Anthony Campbell   | Director of Athletics                                 |
| Mr. Edward Clifford    | Security and Facilities Manager                       |
| Ms. Sabina Clifford    | Business Manager                                      |
| Dr. Michael Dealy      | Head of School  |
| Dr. Charles Fasano     | Head of School  |
| Ms. Kate George        | Director of the Lower School                          |
| Mr. Anthony Hazell '02 | Director of Communications                            |
| Dr. John Kugler        | Director of the Upper School Bridge Program           |
| Dr. Julie Mayring      | Director of the Middle School                         |
| Ms. Janine McKenna     | School Psychologist, Upper School                     |
| Ms. Anita Mercado '08  | Assistant to the Head of School, Upper School         |
| Ms. Joan Miller        | Assistant to the Business Manager                     |
| Mr. Robert Milne       | Upper School College Advisor & Technology Coordinator |
| Ms. Sarah Morgan       | Administrative Assistant, Upper School                |
| Ms. Regan Murphy       | Director of Development                               |
| Dr. Chris Nuesell      | Director of Guidance                                  |
| Ms. Kathleen Raphael   | Director of Speech & Language Services                |
| Ms. Alissa Roeder      | Director of Admissions                                |
| Mr. Anthony Tempera    | Achieve Program Coordinator, Upper School             |
| Ms. Nieci Thomas       | Administrative Assistant, Lower & Middle School       |

**Upper School**  
7420 Fourth Avenue  
Brooklyn, New York 11209  
Phone: 718-833-5839  
Fax: 718-833-1043

**Lower & Middle Schools**  
8101 Ridge Boulevard  
Brooklyn, New York 11209  
Phone: 718-833-9090  
Fax: 718-833-6680

**Business Office**  
8717 Third Avenue – 2<sup>nd</sup> Floor  
Brooklyn, New York 11209  
Phone: 718-833-8650  
Fax: 718-833-8651

**Contact information for all faculty and staff is available online at [www.bayridgeprep.org](http://www.bayridgeprep.org)**

## **HISTORY OF BAY RIDGE PREP**

Our history is a source of great pride for our community and helps shape our mission and philosophy. The school was founded in 1998 by a group of committed faculty and parents who shared a student-centered educational vision for the initial 35 students that Bay Ridge Prep welcomed that September. On the eve of the school's opening, teachers feverishly worked to ready the one-room schoolhouse for its first students, literally painting walls and tiling the floors. Today, the school enrolls 400 students in two main buildings.

The school's rapid growth deepens our commitment to our original vision. Members of the Bay Ridge Prep community are on a mission to build something larger than themselves. As one visiting educator recently observed, Bay Ridge Prep is "obviously a labor of love."

The school's original location at 479 78<sup>th</sup> Street housed all grades for two years. After enrollment doubled in two years, the Lower and Middle Schools moved in 2000 to 8101 Ridge Boulevard where space was leased from Union Church of Bay Ridge. The Upper School remained at 78<sup>th</sup> Street until it moved in 2004 to its current facility at 7420 Fourth Avenue. Bay Ridge Prep became outright owners of the 81<sup>st</sup> Street Building in 2012 after purchasing the property from Union Church.

Dr. Charles Fasano and Dr. Michael Dealy are the founding and current Heads of School.

## **THE OFFICIAL SEAL BAY RIDGE PREP**

The Bay Ridge Prep seal was designed by alumni parent Susan Spivack and originally started as a project to celebrate the school's tenth anniversary. The seal features an artist's interpretation of the 81<sup>st</sup> Street Building set against the New York City skyline with the Verrazano Narrows Bridge in the forefront. According to Susan Spivack, the design is meant to reflect the close-knit family feeling of a small school like Bay Ridge Prep in a big city like New York. The artwork also reaffirms the school's commitment to serving the Bay Ridge community as well as the entire City of New York.



## **MISSION STATEMENT AND PHILOSOPHIC PRINCIPLES**

### **Mission Statement**

Bay Ridge Preparatory School is dedicated to enriching intellectual curiosity, creativity, and emotional intelligence through a student-centered community that values the unique talents and learning styles of each individual.

### **Philosophic Principles**

- We provide students with tools of inquiry that will promote their success in life. In addition to learning important facts and concepts, students use research methods to identify and solve problems, to analyze and evaluate information, and to synthesize and apply the results to new learning situations. In this context, teachers become facilitators of learning. We seek to help students attain a deeper understanding of concepts and issues that are pervasive and enduring.
- We recognize that motivation to learn increases when students are confident about their abilities, advocate for their educational pursuits, and identify connections between what they are learning and their own lives. Teachers strengthen the self-efficacy of their students by organizing instruction around the variety of ways students learn and engaging students in integrative learning experiences that utilize the broad spectrum of their skills and abilities.
- We value the importance of emotional intelligence in helping students create lives that are professionally satisfying and personally fulfilling. Toward that end we create a school community that includes the following: cooperative and experiential learning, role modeling in social interactions among the teachers and students, and school-wide practices that develop self-awareness and encourage social responsibility.
- We believe that individuals have a greater impact on the world when they are self-confident, cognizant of their strengths and weaknesses, and are prepared to pursue their interests and passions. Students are exposed to issues that challenge their beliefs, values, and actions and to experiences that celebrate differences among themselves and others. Through active involvement in building community consciousness within the immediate school environment, students' horizons are broadened to include issues of social justice. Students begin to understand and pursue the responsibilities of being citizens of local, national and global communities.

## GENERAL PROCEDURES FOR ALL CHILDREN

### Arrival and Dismissal

|                            | <i>Start Time</i> | <i>End Time</i>   |
|----------------------------|-------------------|---|
| <i>Lower School (K-5)</i>  | 8:30 a.m.         | 2:30 p.m.<br>(extended to 3 p.m. on<br>Mon., Tues., Thurs.) |
| <i>Middle School (6-8)</i> | 8:15 a.m.         | 2:45 p.m.   |

*Arrival.* Parents of children in grades K-2 should escort their children to their classrooms. Older students may walk to their classrooms independently. Students may arrive no earlier than 15 minutes prior to the beginning of the school day and should report directly to their first period class.

*Ridge Boulevard.* It is important to remember that our school is located on a busy, two-way street. Safety is our highest priority. We urge you to be extremely careful when loading and unloading passengers in front of the school. If you are dropping your child off by car, please do not double park on Ridge Boulevard. Both 81<sup>st</sup> and 82<sup>nd</sup> Streets are better for off-loading and parking is also generally easy to find. We recommend Middle School students be dropped off on the 82<sup>nd</sup> Street corner so as to reduce the amount of traffic directly in front of the school, and allow the parents of children in the Lower School the opportunity to be able to escort their younger children, who require closer supervision, from the 81<sup>st</sup> Street side.

*“No Parking—School Zone”.* We ask that parents leave this area vacant for the arrival and departure of school buses.

#### *Dismissal.*

*Younger students.* Lower School dismissal is at 2:30 p.m. We ask that parents arrive by 2:25 p.m. and wait in front of the school. Teachers will escort their classes downstairs in front of the school to be picked up. They will have dismissal clipboards, and will document how each child is picked up.

Forms will be distributed for parents to designate who has permission to pick their child up. If you need to make a last-minute change and have a different person pick up your child other than someone you designated, please send a written and signed note to your child’s teacher (this applies to play dates, too).

It is important that parents arrive on time for dismissal. Young children can become very anxious when they see all their peers going home and they are left standing alone with a teacher. Children who are not picked up by 2:45 p.m. will be escorted to the Afterschool Program. Families will be charged the program’s daily fee of \$30.

*Older students.* The school day ends at 2:45 p.m. for Middle School students. If you do not plan to pick up your child from school and they have permission to travel home by themselves or carpool with others, please send in a permission letter to the main office detailing how your child will get home, along with your signed permission, so that it can be placed in your child’s file and your wishes noted.

It is important that parents arrive on time for dismissal. Children who are not picked up

by 3:00 p.m. and/or do not have permission to leave independently will be escorted to the Afterschool Program. Families will be charged the program's daily fee of \$30.

Unexpected delays. If you are unable to pick up your child for any reason or anticipate a delay in your arrival please contact the Main Office at 718-833-9090.

Early dismissal. If you need to pick up your child at a time other than dismissal, please send a note to the Main Office to let them know when your child should be at the Main Office for pickup. When you arrive to pick up your child, you must sign him/her out in the Main Office.

### **Attendance**

Attendance is taken by your child's classroom/first period teacher at the start of every day.

Absences. We understand that there will be times that a student is absent due to health, family emergencies, a religious observance that is not part of the school holiday calendar, college visits or other circumstances. While we respect each family's individual needs and practices, please note that any absence from school is recorded as an absence. If an absence is planned, we ask that parents notify their child(ren)'s teachers and the main office so that assignments can be communicated prior to the student being away from school.

Given the nature of the growing immune systems of children, however, there will most likely come a time when your child will have to miss school due to illness. *For the benefit of the other children and staff in your child's class, we would ask that if your child is running a fever (temperature > 100.3), is vomiting, is exhibiting breathing difficulties, has an undiagnosed rash, or has signs of other communicable diseases, that you keep your child at home. It is our school policy that a child should be kept home for 24 hours after running a fever, vomiting, or suffering from diarrhea. To be clear, that means that a child should be free from these symptoms for 24 hours without any type of symptom-relieving medications.*

If your child must miss school, we ask that a phone call be made to the Main Office at 718-833-9090 prior to 8 a.m. so that she can alert the classroom teacher(s) of the absence. If a student does not arrive at school and a parent has not called in their absence, then a phone call will be placed to a parent to ensure that the child is, in fact, safe and sound.

Older students. We strongly encourage parents to check the school's website (**[www.bayridgeprep.org](http://www.bayridgeprep.org)**) in order to sign in to My Backpack, the web service used by the school to communicate with parents about material covered, homework assignments and long-term projects. Upon first enrolling in the school, parents should receive information about logging into this system. Otherwise, information is available on our school's website. Parents can also e-mail their child's teacher(s) regarding missed assignments and/or extended absences. All contact information is readily available in our online directory.

Lateness. Lateness is recorded and is included on children's record cards. It not only causes students to miss important instruction but lateness results in students missing morning routines, which are designed to help children become more organized learners. Late children also disrupt these activities for others.

If children arrive to school after classes begin (at or after 8:20 a.m. for Middle School students and 8:35 a.m. for Lower School students) they must stop at the Main Office before

going to their class. This is to ensure that both the classroom teacher and the Main Office are informed of a child's arrival in school and that they are marked present for the day.

### **Illness or Emergency at School**

*Illness at School.* We ask parents to contact the School Nurse should you suspect that your child has a communicable disease (not a cold, but a stomach virus, or chicken pox, for instance) during the school year.

Should your child become ill during the school day or should there be an emergency within the school that necessitates closure, you will be contacted and requested to pick up your child as soon as possible. Should the school be unable to reach a parent, your emergency contacts will be called, in order. We ask that parents continue to update their contact information (i.e., should your cell phone number change) with the School Secretary and their child's medical information with the School Nurse as needed so that we have the most current data in our files. Please also let the school know if your child's health has changed for any reason, or if they are on new or changed medication.

While we understand that a child's illness can be extremely inconvenient for working families, every parent must understand that one sick child in attendance at school can cause many other students and faculty to become ill. *It is imperative that every family have a plan for alternate childcare in case your child becomes ill and cannot attend school. For the benefit of the other children and staff in your child's class, we would ask that if your child is running a fever (temperature > 100.3), vomiting, exhibiting breathing difficulties, an undiagnosed rash, or signs of other communicable diseases, that you keep your child at home. It is our school policy that a child should be kept home for 24 hours after running a fever, vomiting, or suffering from diarrhea. To be clear, that means that a child should be free from these symptoms for 24 hours without any type of symptom-relieving medications.*

*Emergency at School.* If an emergency occurs (e.g., an injury), your child will be evaluated by the School Nurse or other qualified personnel if the Nurse is not available. Parents will be notified of minor injuries. If your child requires immediate medical treatment, we will make every effort to contact you, if time allows. Our first call will be to 911 to request an ambulance to transport your child to a local emergency room, most often Lutheran Medical Center which is located at 150 55<sup>th</sup> Street in Brooklyn. A school staff member, most often the Nurse, will accompany your child in the ambulance. We will continue to try to reach you, one of your emergency contacts, and your child's pediatrician.

### **Snacks**

*Younger students.* Morning snack time allows children an opportunity to socialize and refuel for the day's tasks. Teachers will send home information regarding their snack policies on the first day of school. Generally, snacks include juice and crackers, fruit, or vegetables. It is our school policy to limit the amount of sugar children consume, as it is detrimental to students maintaining their focus during the day and it hampers the learning process in general.

*Older students.* Students may bring in fruit or a healthy snack with them each day. Morning advisory is held from 9:35 – 9:50 a.m. each morning and students may snack during this time. Examples of appropriate snacks are fruit, vegetables, raisins, nuts, or fruit juice. Sweets, candy, and/or caffeinated beverages are not appropriate for school.

## **Lunch**

We are pleased to offer K-12 students daily lunch service through Campus Cuisine. This service delivers fresh made lunches every day from local Bay Ridge restaurants. Campus Cuisine's online ordering and payment process is extremely flexible. Orders may be placed up until Noon ET the day before, and pre-ordered weekly, monthly or by semester. Changes and cancellations may also be made online. For additional information, or to sign up, please visit [www.bayridgeprep.org/lunch](http://www.bayridgeprep.org/lunch).

For students who will bring their own lunch, it is suggested that families pack a healthy lunch without sugary drinks, glass bottles, and candy. Acceptable drinks include water, milk, and fruit juices. Lunches that need to be kept cold should be packed in a thermal lunch box. Please do not pack lunches that need to be warmed up.

## **Lost and Found**

Lost items are a fact of life in elementary schools despite everyone's best efforts. Please LABEL EVERYTHING with your child's first initial and last name. If your child has lost something, they should check their classroom first and the Lost and Found rack next. Every year many clothes are unclaimed. In order to reduce the volume of clothes, unclaimed clothing will be laundered and re-sold in our "swap shop" twice a year.

## **Outdoor Play**

When the weather permits, grades K-3 walk to the Fort Hamilton playground, on 83<sup>rd</sup> Street and Colonial Road, two to three times a week. During cold and inclement weather, children use our gymnasium for play time or gym space across the street at St. Mary's Church. Grades 4-8 go to the park on Shore Road and 79<sup>th</sup> Street every Friday during the Fall and Spring and participate in teacher-led activities including soccer, softball, basketball, and track.

## **Birthdays**

Teachers are happy to assist in the celebration of a child's birthday in school by distributing a classroom treat. Please discuss your plans for your child's in-school celebration in advance of their actual birthday in order to allow for planning. Also, in order to minimize potential classroom disruptions, if your child is having a party outside of school, we would ask as a courtesy that unless the entire class is invited, that you please mail your invitations.

## **Adults in the Building**

In order to ensure the safety and security of all students, when arriving at the school at times other than arrival and dismissal we ask that parents please sign in at the security desk upon entering the building. Photo identification is required. There you will be issued a visitor's pass, which you must return to the security personnel at the time of your departure.

## **Student MetroCards**

Students who are eligible for student MetroCards may obtain them from the Main Office.

## FAMILY RESPONSIBILITIES

We believe that families are the basis of support for successful academic achievement, positive relationships, and the development and maintenance of mental health. As such, we ask for your support in establishing good routines with your child regarding eating breakfast, promptness for school, homework, preparedness, and sleeping habits.

### Breakfast

Families have the opportunity to be role models for their children in the development of healthy eating habits. When students come to school without eating breakfast, their ability to focus is diminished. What older students tend to “grab” in between classes or on their way to school is often unhealthy. We cannot recommend strongly enough that students be encouraged to eat a healthy breakfast before coming to school.

### Homework

Regarding homework, in general, students benefit from a regular and quiet work place that is equipped with a supply of pens and pencils, loose-leaf paper, reference materials, and perhaps even a computer (for older students). A file box can be set up at home with folders separated by subject where students can empty the papers they no longer need from their backpacks on a weekly basis. We encourage families to check the school’s website ([www.bayridgeprep.org](http://www.bayridgeprep.org)) and for Middle School families, you can stay informed about assignments and projects right on My BackPack, accessible through the school’s website. This can be a great way to assist your child in planning their schedule to maximize results. Your child will have a homework folder (Lower School) or a binder (Middle School), which should be checked regularly for exams and notices. We also make every effort to e-mail notices to parents as well.

We believe homework is a way to reinforce skills, expand thinking, and build strong study habits. It also requires discipline, independent work, and encourages the development of time management. We place an emphasis on the quality of homework assignments rather than quantity, although our teachers are given the rough guidelines of 10 minutes per grade per night (ex: 60 minutes per night of homework for a 6<sup>th</sup> grader). The following are the Bay Ridge Prep grade-by-grade daily homework guidelines:

| GRADE        | READING  | WRITING                          | TOTAL TIME     |
|--------------|--|----------------------------------|----------------|
| Kindergarten | Parents and children read together 10-15 minutes | Children receive a weekly packet | 10-15 minutes  |
| First        | 10-15 minutes                                    | 10 minutes                       | 20-25 minutes  |
| Second       | 15-20 minutes                                    | 10-15 minutes                    | 25-35 minutes  |
| Third        | 15-20 minutes                                    | 20-25 minutes                    | 35-45 minutes  |
| Fourth       | 20-30 minutes                                    | 25-30 minutes                    | 45-60 minutes  |
| Fifth        | 25-30 minutes                                    | 30-40 minutes                    | 55-70 minutes  |
| Sixth        |  |                                  | 65-80 minutes  |
| Seventh      |  |                                  | 75-90 minutes  |
| Eighth       |  |                                  | 85-100 minutes |

\*Note: Middle School students’ total homework time includes time spent on Language Arts, History, Science, Math, and Spanish assignments.

Teachers create homework assignments that allow children to practice new skills (arithmetic, spelling, punctuation), prepare for the next day's lesson (i.e., Where does bread come from? How many shoes are in your house?), extend new ideas and experiences (i.e., Think about what you have learned about the environment of the Northeast Woodlands. What might the Native Americans have used to build shelters?), and prepare for exams.

Expect that teachers clearly communicate expectations of quality, neatness, and quantity to you and students. If students are not clear on an assignment as it is presented in class, they should be encouraged to clarify expectations and directions in class with the teacher.

Homework completion is monitored and parents are informed of incomplete assignments. If children arrive to school without homework they are asked to complete it during lunch.

Families can take an active interest in their child's assignments by reading with him/her and regularly discussing assignments. Please ensure that time is set aside each afternoon/evening for your child to complete work. Try not to wait until your child is too tired for work. If students have difficulty or are confused about an assignment, they should be encouraged to contact a classmate. Parents may clarify an assignment but should not complete work or provide answers for their child. Students should also be encouraged to touch base with their teacher on the next day if they are still unclear about something.

Please feel free to contact teachers with any concerns about the nature of the homework and your child's approach to assignments. Also, if you feel that it is taking your child too much/too little time to complete homework, please contact your child's teacher/advisory teacher about this for further discussion among his/her teachers.

### **Internet Safety**

We continue to alert families to the importance of parental supervision of internet use. The media is full of scary stories of unsuspecting young students being victimized by criminals. We have also found that the instant messaging that goes on between students can become an unhealthy forum for negative topics and bullying. We urge parents to monitor their children's online use as they would phone calls and personal contacts. Keeping the family computer in a main room seems to be a sound suggestion. Our children need our support and guidance in this increasingly complex world we live in. Articles have highlighted the "instant and constant accessibility" provided by both cell phones and computers as one reason for the increase in teenage sexual activity in recent years. As such, we urge parents to dialogue with their children about these potential threats and to stay vigilant with supervision.

Another recommendation we make is for parents to have a "charging station" where electronic devices are retired for the day. This prevents older students from having access to devices that have been often found to detract from a sound night's sleep. Finally, consider setting a daily time limit on electronics. When children have unlimited time available to them it is hard for them to find something more interesting to engage in. When they are encouraged to vary their activities, it is often an opportunity for them to let their imaginations and creativity grow.

## **Valuables**

We do not recommend that children bring valuables to school (i.e., personal gaming devices, jewelry, excessive amounts of money, expensive smart phones). Please be aware that while we understand the reasons for cell phone use in today's modern world in terms of communication with your child, students are not permitted to use cell phones and/or pagers at all during the school day. We allow students to carry phones if they remain unused and in their schoolbag during the day as long as they are turned off. If it is important that if you need to communicate with your child during school hours, or if your child needs to communicate with you during school hours, that this go through the Main Office.

## HOME-SCHOOL COMMUNICATION

Establishing and maintaining strong lines of communication between school and home greatly contribute to a child's academic success.

### Classroom/Advisory Teachers

If there is an issue relating to your child's classroom experience that you wish to discuss, the classroom teacher is the first person to consult. Families can contact classroom/advisory teachers via e-mail (or for Lower School families, by a note placed in their child's homework folder). If, after this contact, you need to meet with an administrator, please consult the Lower School Director, Middle School Director, or the Head of School.

*Younger students.* Parents should expect a letter each time a new topic of study is introduced in a child's classroom. These letters will explain the new study, highlight projects, and give examples of learning outcomes. Most teachers routinely send home a weekly newsletter to also update families on classroom happenings.

*Older students.* Advisory teachers are the first teachers your child sees at the start of the day and help to guide your child throughout the year. They help with organization, attendance, time management, announcements and they even eat lunch with the students. They also facilitate packing up and dismissal at day's end. Parents (grades 5 and up) are encouraged to log on to **www.bayridgeprep.org** to access My Backpack for weekly curriculum updates and assignment explanations.

### Bayridgeprep.org

The school's website, **www.bayridgeprep.org**, can be used as a source of information regarding the school and its activities. In addition to the school calendar being available on our homepage, parent letters, notices, and routine forms are available through the "Parents" link on our website.

### Family Friday (Grades K-3)

On the first Friday of every month all families in grades K-3 are invited into classrooms from 8:15 – 8:45 a.m. to either read with or to the children, play math games, or participate in other learning activities with your child and his/her classmates. This is a wonderful opportunity to gain a glimpse of your child's classroom life and become more familiar with the educational methods utilized by classroom teachers.

Following "Family Friday", parents are invited to workshops on helping their children read, write, and understand mathematical concepts at home.

### **Parent Workshops**

Parent workshops will be organized during the school year on topics such as “Internet Safety: What Every Parent Should Know”, “Study and Organizational Skills”, or “Parenting Tips”. Parents will be informed in advance of these workshops.

### **Report Cards**

Report cards provide families with an official record of their child’s academic and social progress in school based on curricular standards and developmental expectations. Reports are compiled three times per year at the Lower School level and four times a year at the Middle School level. Students are evaluated based on a variety of tasks, including tests, quizzes, homework, writing pieces, and drafts, science labs and projects assigned throughout the year.

### **Standardized Testing**

Bay Ridge Prep employs the use of standardized instruments to measure progress in the areas of reading, comprehension, and math. Progress is monitored on an annual basis and parents are contacted should a child not be making adequate progress from year to year.

### **Parent-Teacher Meetings**

Parents are invited to meet with teachers at two scheduled parent-teacher meetings during the year. The goal of these meetings is to give parents an opportunity to discuss their child’s progress with the teacher directly.

## **SCHOOL POLICIES**

### **Dress Code**

Over the years, parents have given feedback that providing reasonable options for their children have made getting ready in the morning easier. The school dress code guidelines are online at [www.bayridgeprep.org](http://www.bayridgeprep.org). The decision to utilize a dress code was made in order to facilitate a feeling of respect for oneself and others, encourage the development of a routine for dressing professionally, in order to encourage equity among peers, and ensure that children will not become distracted by the latest fashions. It is school policy that students must dress according to the dress code, unless the Head of School declares a “dress down day”.

We recommend that parents purchase two or three gym uniforms and have the components for three to four regular dress code outfits for a normal week of school. We also ask that students wear appropriate hairstyles that are not distracting to others. Jewelry, if worn, should be modest and not interfere with students’ normal school-day activities. Hats, while appropriate for field trips and outdoor activities, are not permitted in school.

### **Code of Conduct**

Students are expected to treat each other and faculty with respect and courtesy. Our goal is to create a school where students look forward to attending and feel safe when they are there. When in school uniform (i.e., coming to and from school, on field trips, and going out to lunch), students are seen as representatives of the school and are expected to conduct themselves as such in order to ensure their own safety and security and the safety and security of other people and their property. We encourage students to support one another in their quest for self-development and in their development as future citizens in the community.

Bay Ridge Prep follows a unique model of utilizing positive role modeling and attempting to encourage self-motivation through positivity. We utilize reinforcement and reframing, providing structure and supervision to the children during the day. At times, however, teachers may observe unhealthy interactions among students or a specific behavior or situation that necessitates intervention on their part. Teachers will do their best to minimize embarrassment or bad feelings but are encouraged to act in an understanding yet prompt, firm, and fair manner.

### **School Closings**

In general, Bay Ridge Prep will close if the Department of Education closes New York City Public Schools. In the event that public schools remain open and Bay Ridge Prep decides to close, an announcement will be e-mailed and sent via text message to the school community. The information will also be posted on the school's website at [www.bayridgeprep.org](http://www.bayridgeprep.org) and social media pages. WABC-TV/Channel 7 (ABC) will carry our announcement on television.

If another type of emergency forces the school to close, delay opening, or dismiss students early, you will be notified directly by school officials.

### **Emergency Drills**

Evacuation instructions are posted near doors throughout the school. Students are instructed in fire/evacuation routines early in the year to prepare for a minimum of eight unannounced

fire/evacuation drills throughout the year. Students are also instructed in lockdown/shelter-in-place routines early in the year to prepare for a minimum of four lockdown/shelter-in-place drills during the school year.

## **SCHOOL-WIDE EVENTS**

### **Back To School Night**

Back To School Night, held in mid-September, is designed to acquaint both new and returning parents with the year's curriculum, class routines, and academic expectations. You will be introduced to your child's teachers and they will be available to answer any questions that you may have. It is also a good time to meet other parents in your child's class.

### **The Tiger Trot**

The Tiger Trot provides the entire school community with an afternoon of fun and fitness and is also the school's major annual fundraiser. Students obtain sponsors and run a little over 1 mile along the Shore Road Promenade. Depending on their level of contribution, businesses and individual sponsors may have their names placed on the back of the race shirt. The design for the shirts is chosen by the faculty from entries submitted by students during an annual art contest. Families, friends and alumni are invited to attend and are encouraged to join us in running and supporting this event. After the race, everyone is invited to a reception.

### **Field Day**

Field Day is held in June. Lower School parents are invited to attend this outing to one of the parks on Shore Road where activities and a class picnic take place throughout the day (weather permitting). Middle School students will be participating in outdoor activities during their spring retreat.

### **Talent Show**

Bay Ridge Prep's Lower & Middle School hosts a Talent Show on the last school day in June in order to give all students an opportunity to share their special talents with the school community. Students interested in participating should contact their class/advisory teacher in order to receive information about auditions. Performances typically include dances, singing, and musical performances.

### **Field Trips**

Several trips are scheduled throughout the school year to enhance classroom curriculum and community. Most of these are scheduled aboard school bus and/or reserved coach bus and require a fee to help cover the transportation costs. We require consent slips signed by parents for trips; verbal permission will not be accepted. For neighborhood walking trips, one note signed in early September will cover the year. Parent chaperones are often needed for the younger children and welcome on class trips. Simply indicate your interest in chaperoning on your child's consent slip.

### **Middle School Excursions and Overnights**

In order to supplement our curriculum, the Middle School takes two annual trips; one trip, for 5<sup>th</sup> through 7<sup>th</sup> graders, is an excursion to the Catskill Mountains and takes place in June. The second is the 8<sup>th</sup> Grade spring trip to an historic American city such as Boston or Washington, D.C.

## AFTERSCHOOL ACTIVITIES

Various afterschool activities are offered for students at Bay Ridge Prep, including a chess team, dance troupe, track team, karate club, volleyball team, and basketball team. For further information about any particular team or club, please contact the moderator listed below:

| <u>Grade</u> | <u>Team/Club</u>  | <u>Moderator</u>    |
|--------------|-------------------|---------------------|
| 6-8          | Boy's Basketball  | Mrs. Luann Senisi   |
| K-8          | Dance             | Mrs. Luann Senisi   |
| K-3          | Karate            | Mr. James Clifford  |
| 4-8          | Karate            | Mr. Erik Fezzuoglio |
| 6-8          | Track             | Dr. Charles Fasano  |
| 6-8          | Girl's Volleyball | Mr. Terence Simpson |
| 1-8          | Chess             | Mr. Miguel Iniguez  |

## AFTERSCHOOL PROGRAM

The Afterschool Program at Bay Ridge Prep runs from 2:30 until 6 p.m. each day. It is open to all students in grades K-8 and consists of three supervised segments: a homework segment and two organized activity segments (like karate, dance, cooking, arts and crafts, or computers). An enrollment form is online at [www.bayridgeprep.org](http://www.bayridgeprep.org). Spaces are available on a first-come, first-serve basis. You may enroll on a semester or daily basis.