



## Upper School Family Handbook

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**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**  
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Brooklyn, New York 11209  
Phone: 718-833-5839  
Fax: 718-833-1043

**Lower & Middle Schools**  
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Brooklyn, New York 11209  
Phone: 718-833-9090  
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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 STUDENTS

### ***Arrival***

Classes begin each day at 8:30 a.m. Students should report to school in time to gather their books, organize their locker and be seated in their first period class by 8:30 a.m. We strongly recommend students plan to arrive to school no later than 8:15 a.m. to avoid being late for first period, which is recorded as a lateness for the day.

### ***Dismissal***

On full school days, classes end at 2:40 p.m. and students are dismissed at the end of last period. After dismissal, students may stay in the school building as long as they are meeting with a club or athletic team, doing homework or other academic/extra-curricular work under faculty supervision. On full school days, the school building is open to students until 4:00 p.m. to complete academic and extra-curricular work. Students are not permitted to remain in the building after 4:00 p.m. unless under faculty supervision.

### ***Early Dismissal***

On half-days, dismissal is at 12:00 p.m., and classes run on an abbreviated schedule. Early dismissal usually occurs on days when the full faculty and staff must be available for special events such as parent-teacher conferences, professional development meetings or for a school-wide special event. Because of this, on days when school is dismissed early, students may not remain in the building after dismissal unless under faculty supervision.

### ***Leaving the School Building***

Outside of sophomore, junior and senior lunch periods and certain class periods such as physical education taking place at a local park or fitness club, students are not allowed to leave the school unsupervised before dismissal. Permission will be granted only if they are being sent home because of an illness or if a parent/guardian has requested the student be released early due to a special circumstance.

### ***Student MetroCards***

Students who are eligible for student MetroCards may obtain them from the main office. Student MetroCards are issued by and are the property of the Metropolitan Transportation Authority. Students are expected to comply with any rules and regulations the MTA may place on holders of student MetroCards.

### ***Lunch***

Freshman students eat lunch in school. At least once per week, however, freshman students go out to lunch with their classroom teachers. Sophomores, Juniors, and Seniors have the privilege of being allowed out of the building for their lunch period to purchase food from and have lunch at the local eateries in our neighborhood. All students who go out for lunch are expected to return from their lunch period and be seated in their classroom by the time afternoon classes begin. When outside the school building for lunch, students are expected to be the same model citizens they are during any other school activity.

### ***Nearby intersections***

It is important to remember that the Upper School is located near very busy, two-way intersections. Safety is our highest priority. We urge all members of our school community to be cautious when crossing our surrounding intersections at Fourth Avenue, Third Avenue, Bay Ridge Parkway/75<sup>th</sup> Street and 74<sup>th</sup> Street.

## **ATTENDANCE**

Attendance is taken each period. Parents will receive an e-mail and text alert if a student is marked late or absent from school during first period attendance. If a student is absent from another class during the school day or does not return from lunch, the main office will notify the student's parents.

### ***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.

For the benefit of the rest of the school community, we ask that if a student is running a fever (temperature greater than 100.3°F), vomiting, exhibiting breathing difficulties, an undiagnosed rash, or signs of other communicable diseases, that the student is kept home.

We also recommend students stay home for 24 hours after a fever has subsided ***without*** the use of fever reducing medication.

If a student will miss school, a parent/guardian must call the office at 718-833-5839 no later than 8:00 a.m. so that the absence can be reported to the student's teachers. If a student does not arrive to school and a parent/guardian has not called in the absence, a phone call will be placed to the family to ensure that the student is safe.

### ***Lateness***

Being on time to school and to all classes is a key component to academic success for all students in our community. When one student is late to a class, it disrupts the class already in session and the late student has missed valuable instruction time. Students who are late to school must sign in as late at the front desk in the lobby. The lateness will be recorded on the student's record. Excessive lateness to school or to classes will result in a school official setting up a meeting or teleconference with the student and his/her family to find a solution to getting the student to school and to classes on time. Excessive lateness may also adversely affect a student's grade in the classes for which they are consistently late.

### ***Missed Assignments***

Students who are absent or late are responsible for making up missed class work and receiving homework assignments and long-term projects discussed in class. Students should have the telephone number or e-mail address of a classmate in each class and contact that person to help catch up on missed work. Students may also contact their individual teachers via e-mail or in school to find out what they missed in class.

## **ILLNESS OR EMERGENCY AT SCHOOL**

### ***Illness at School***

We ask families to contact the school's medical coordinator should you suspect that your child has a communicable disease (not a cold, but a stomach virus, chicken pox, etc.) during the school year.

Should a student become ill during the school day, you will be contacted and requested to pick up your child as soon as possible. Should the school be unable to reach a parent/guardian, the student's emergency contacts will be called. We ask that families continue to update their contact information (i.e., should your work or cell phone number change) on My BackPack and the student's medical information so that we have the most current data in our files. Please also let the school know if the student's health has changed for any reason, or if he/she is on new or changed medication.

While we understand that a child's illness can be extremely inconvenient for working families, every family must understand that one ill student 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 needs to be attended to at home. For the benefit of the rest of the school community, we ask that if a student is running a fever (temperature greater than 100.3°F), vomiting, exhibiting breathing difficulties, an undiagnosed rash, or signs of other communicable diseases, that the student is kept home. We also recommend students stay home for 24 hours after a fever has subsided.*

### ***Emergency at School***

If an emergency occurs, the student will be evaluated by the school's medical coordinator or other qualified personnel. Families will be notified of minor injuries. If the student requires immediate medical treatment, we will make every effort to contact families, if time allows. Our first call will be to 9-1-1 to request an ambulance to transport the student to a local emergency room, most often NYU Lutheran Medical Center which is located at 150 55<sup>th</sup> Street in Brooklyn. A school staff member, will accompany the student in the ambulance. We will continue to try to reach the family or one of the student's emergency contacts and the family physician.

## **VISITORS ON CAMPUS**

To ensure the safety and security of our facilities, any person who is not a student or faculty/staff member of the school is considered a visitor. Visitors at any Bay Ridge Prep facility campus must sign in as a guest at the front desk of the building they are visiting. Photo identification is required. Visitors will be issued a visitor's pass, which must be returned to the front desk at the time of their departure.

Students and faculty/staff members who wish to bring a visitor on campus must first receive permission from a school director or the Head of School.

### ***Homework and Projects***

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. Teachers create homework assignments that allow students to practice new skills, prepare for the next lesson, extend new ideas, and experiences and prepare for exams.

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. Many places such as this exist right at Bay Ridge Prep and students are encouraged to complete homework assignments in school where faculty may be available to them if there are any questions about the assignment.

Students should expect that teachers clearly communicate expectations of quality, neatness, and quantity to 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 patterns of incomplete assignments. Most teachers, if not all, factor in homework completion when deciding each student's quarterly and semester grades.

Families can take an active interest in the student's assignments by regularly discussing assignments and school activities. Please ensure that time is set aside each afternoon/evening to complete work. If students have difficulty or are confused about an assignment when they are at home, they should try to contact a classmate who may be able to explain the assignment. Parents/Guardians may clarify an assignment but should not complete work or provide answers for their child. Students should also be encouraged to contact their teacher during the next class if they are still unclear about something.

### ***Exams***

Most teachers give tests and quizzes as part of the class curriculum. Students are encouraged to approach a teacher if they feel unprepared for or are having difficulty completing an exam. Most teachers, if not all, factor in exam grades when deciding each student's quarterly and semester grades.

Some exams, such as New York State Regent/RCT exams and The College Board's PSAT/NMSQT and AP exams, may also be given to Upper School students at Bay Ridge Prep. Students who feel unprepared for these exams should approach a teacher prior to the test date and seek help in preparing for the exam in question.

It is important that each student scheduled to take a midterm or final exam is present and on time on test dates. Students who miss Bay Ridge Prep mid-term or final exams must reschedule them with their individual teacher and a grade for that quarter or semester may not be issued until the completion of the missed exam.

### ***Academic Integrity Policy***

Academic integrity is essential to a successful school environment for the entire community. All members of the school community are expected to adhere to the highest standards of academic integrity. Being dishonest in any way about any form of work that is submitted or using unfair methods to complete exams and other assignments are not characteristics of a Bay Ridge Prep community member. Students who are found to have submitted work that is not their own, in whole or in part, or to have completed exams or other assignments in a deceitful way will have to make up the assignment in addition to any other work the teacher assigns. Multiple instances may result in a conference with the student's family, teachers, and school administration to consider possible further action.

### ***Grading Policy***

The academic year is comprised of a Fall Semester and a Spring Semester. Each semester contains two quarters to make a total of four quarters during the academic year. Each individual teacher explains his/her quarterly grading policy for each class either on the class syllabus or in an announcement during class. Semester grades are determined by an average of the two quarters and final exams. Report cards will show grades for each quarter and semester. Transcripts will show only semester grades.

### ***Grading Questions***

If a student feels that he/she has been given an incorrect grade on an assignment or exam, the first step is to approach the teacher who gave the assignment or exam. In most cases, grade disputes are resolved fairly and to both parties' liking when the teacher and student confer with each other. If the student is not satisfied with the outcome of his/her meeting with the teacher, then, depending on the academic program they are enrolled in, he/she may make an appointment with either the Director and/or Coordinator of the Achieve or Bridge programs or the Head of School. The Head of School is the final arbiter of grading disputes.

### ***Internet, Computer, E-Mail and Wi-Fi Use***

Bay Ridge Prep provides computer labs and Wi-Fi to all members of the school community for academic and/or other school-related use. Upon enrollment, each student receives a unique username and password to log on to the school computers as well as log in information for their school e-mail/Google Drive account and My BackPack account. Students wishing to connect personal devices to the school's Wi-Fi network must bring the device to the technology coordinator to register it on the school's network. The use of the school computers for reasons unrelated to academic and/or extra-curricular work may result in the loss of computer privileges.

## **GRADUATION REQUIREMENTS**

### ***Bay Ridge Prep Graduation Requirements***

Bay Ridge Preparatory School mandates that the following requirements be fulfilled for graduation from the Upper School. Students enrolled in the Bridge Program may have different requirements and should consult with the Director of the Bridge Program.

#### **English/Literature**

4 years

#### **Mathematics**

4 years (3 years of required credits; plus 1 year of an elective math credit)

#### **History**

4 years

#### **Science**

4 years (3 years of required credits; plus 1 year of an elective science credit)

#### **Foreign Language**

3 years

#### **Health**

1 year

#### **Fine Arts**

1 Year

#### **Physical Education**

4 years

#### **Senior Thesis**

#### **Senior Involvement**

Seniors are placed in volunteer roles at local non-profit organizations. Seniors will be given time during the school day each week of their Senior Involvement semester to complete their volunteer work.

#### ***Diplomas & Graduation***

Official diplomas are issued at Commencement to students who have satisfied the requirements for graduation by the date of Commencement. This includes academic requirements of the student and financial obligations of the student's family. Students who have course work to be completed or financial obligations to be met will still participate fully in Commencement and are issued a placeholder certificate in their diploma case. Once all requirements for graduation have been fulfilled, the diploma will be made available to the student.

## HOME-SCHOOL COMMUNICATION

### ***Communication to Families***

Establishing and maintaining strong lines of communication between school and home greatly contribute to a student's academic success. The school communicates primarily via e-mail and by posting information online at [bayridgeprep.org](http://bayridgeprep.org). For communication of high importance, the school will make every effort to communicate by other means including but not limited to phone calls, text messaging and paper mailings home.

### ***School Website***

The school's website, [www.bayridgeprep.org](http://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, letters, notices, and routine forms are available through the "Parents" link on our home page.

### ***My Backpack / Magnus Health / Google Classroom***

My Backpack is the web service that parents utilize to update contact information, search the student/parent directory, view grades and access Magnus Health accounts. Teachers may also post class information on My Backpack along with instructions on how to access your child's Google Classroom pages for each subject. You can log in to My Backpack using the link at the top of the school website at [www.bayridgeprep.org](http://www.bayridgeprep.org)

### ***Report Cards***

Report cards provide families with an official record of their child's progress in school. Report cards are published online in My Backpack after each quarter has concluded.

### ***Parent-Teacher Meetings***

Families 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 teachers directly.

## **SCHOOL POLICIES**

### ***Code of Conduct***

All members of the school community are expected to treat each other with respect. Our goal is to create a school where students look forward to attending each day and feel safe when they are here. When coming to and from school, on field trips, and going out to lunch, students are representatives of the school and are expected to conduct themselves as such 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 progressive model of utilizing positive role modeling and attempting to encourage self-motivation through positive actions. We utilize reinforcement, reframing, and provide structure and supervision to students during the day. If unhealthy, negative, and distracting interactions or behavior among students are observed, a teacher will intervene. 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. Depending on the severity of the incident observed, the teacher may notify the student's family and/or a school director or the Head of School.

### ***Communication Devices (Phones, Tablets, electronic devices, etc.)***

Tablets and laptops may be used for note taking and school work inside the classroom. Cell phones will be collected from all students during first period each day. Freshman students will have their devices returned at the end of the day. Sophomore, Junior and Senior students will have their devices returned before lunch.

### ***Dress Code***

The decision to utilize a dress code was made to facilitate a feeling of respect for oneself and others, encourage the development of a routine for dressing professionally, encourage equity among peers, and ensure that children will not become distracted by the latest fashions. All students are informed of the dress code for the school during their admissions and enrollment process. Unless otherwise specified by a school director or the Head of School, all students are expected to be in dress code at all times while on campus, on a school trip, or when outside of the school building during the school day.

Students who do not come to school with the proper attire will be given clothing that meets the school's dress code standards. The clothing becomes the property of the student and an invoice for the clothing will be sent by the Business Office.

Both the fall/winter dress code and the spring dress code are always available online at [bayridgeprep.org](http://bayridgeprep.org).

### ***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 Closings due to Weather & Emergencies***

If school is closed or delayed due to weather or a city-wide emergency, a note is posted on bayridgeprep.org and the school's social media pages. The information is also sent via text message and e-mail to the school community. WABC-TV/Ch. 7 carries the announcement on television. Weather-related notifications are sent out by 6 a.m. on the day in question.

Bay Ridge Prep will always close school if the NYC Dept. of Education closes public schools for weather or another city-wide emergency. On some occasions, Bay Ridge Prep will close school before the DOE comes to a decision or even if the DOE keeps public schools open. This usually occurs if it is determined that an impending weather event or another emergency will make conditions inside or near the school unsafe.

### ***Substance Abuse***

In order to provide a safe and healthy environment for our entire school community, the use and possession of tobacco, alcohol and other drugs by any student is strictly prohibited during school hours, coming to and from school, on field trips, going out to lunch, at school events, and within a five-block radius of all Bay Ridge Prep facilities including, but not limited to, the Upper School building, the Lower/Middle School building, and the Business Office.

The faculty and staff of Bay Ridge Prep will always offer their full support and guidance to any student seeking to end any unhealthy habits. Students who have serious substance abuse problems, however, may be referred to professional rehabilitation programs and may be asked to withdraw from school.

### ***Suspension and Withdrawal from School***

Bay Ridge Prep prides itself on being an environment where maturity, respect for peers and faculty, and awareness of others' emotional and physical state of being is thought of as a priority by all members of the school community.

Sometimes a student may not share these values or may not consider them as important as the rest of our community does. In these cases, a pre-suspension hearing may be held between a school official, the student and the student's family to give fair warning that the student is at risk of being suspended because of his/her behavior.

If the student continues to be disruptive to the school's positive environment, he/she may be suspended from school. Students who can prove that they want to continue to be part of the school community and would like to become positive leaders for their peers are often welcomed back so long as they remain a positive influence and model citizens.

On very rare occasions, a student's behavior might be deemed so damaging to the school environment that it is best for the student to be withdrawn from the school. The school administration will decide whether the student can finish the academic year first or if the student should be withdrawn immediately.

## **SCHOOL EVENTS**

### ***Upper School Club Fair***

The Club Fair is held in early fall during the school day and provides an opportunity for students to find out more information about clubs they may want to join or have not yet learned about.

### ***Back to School Night***

Back to School Night, held in early Fall, is a chance for teachers, students and families to enjoy an evening of informal conversation and socialization and get to know each other better. It's also a good opportunity for parents to learn more about each academic department and athletic activities.

### ***Halloween at Bay Ridge Prep***

When Halloween falls on a school day, students and faculty are encouraged to dress in costume for the day. Costumes should be appropriate. Students not in costume should be in dress code. If Halloween does not fall on a school day, an announcement will be made notifying students which day the school will observe it.

### ***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 spring on Staten Island. Students are transported to and from the school via bus and are invited to enjoy a day of organized outdoor activities.

### ***Commencement***

Commencement is our annual celebration of our senior class and our school community. Tickets for Commencement are free and are distributed first to graduates and their families.

## **ATHLETIC EVENTS**

All members of the school community are encouraged to show their school spirit and support our various athletic teams at home and, if possible, at away games. Sports vary by season and the Department of Athletics posts seasonal schedules online at [www.bayridgeprep.org](http://www.bayridgeprep.org) and throughout the school. All Bay Ridge Prep community members are expected to adhere to the school's code of conduct at athletic events and to the Department of Athletics' regulations for spectators and sportsmanship.

### ***Sportsmanship & Spectator Guidelines***

#### **Fundamentals of Sportsmanship**

- Show respect for self and others at all times
- Show respect for the officials. Have the willingness to accept and abide by the decisions of the officials.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance regardless of team affiliation.

#### **Expectations for Coaches**

- Act like an educator and a leader, which is an expectation of the New York State Association of Independent Schools (NYSAIS).
- Set a good example for participants and fans to follow.
- Exemplify the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Respect the judgment of contest officials, abide by all rules and do not display behavior that could incite fans.
- Treat opposing coaches, participants, and fans with respect.
- Shake hands before and after contests.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

#### **Expectations for Student Athletes**

- Treat teammates/opponents with respect.
- Respect the judgment of contest officials.
- Abide by all rules and do not display behavior that could incite fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept the responsibility and privilege of representing the school and community.
- Display positive behavior at all times.
- Live up to the high standards of sportsmanship established by the NYSAIS, our school, and your coaches.

#### **Expectations for Parents and Spectators**

- Realize that athletics are a part of the educational experience and that the benefits go beyond the final score of the contest.
- Realize that a ticket is a privilege to observe a contest and support the activities of our youth. It is not a license to verbally assault others.
- Respect decisions made by the contest officials.
- Be an exemplary role model by supporting teams in a positive manner.
- Respect fans, coaches, officials, administrators, and participants.
- Be a fan...not a fanatic!

### **Acceptable Behaviors**

- Applaud during the introduction of players, coaches, and officials.
- Graciously accept all decisions of the officials.
- Shake hands with participants and coaches at the end of a contest, regardless of the outcome.
- Coaches/players should seek out opposing participants to recognize them for an outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Show concern for injured players, regardless of team.
- Encourage surrounding people to display good sportsmanship.
- Treat competition as a game, as well as an opportunity to meet others; not a war.

### **Unacceptable Behaviors**

- "Coaching" from the stands or sidelines by spectators, fans, or parents.
- Confronting a coach, player, or official after the athletic contest.
- Criticizing officials in any way.
- Cheers that antagonize opponents.
- Refusing to shake hands or engaging in trash talking.
- Directing negative comments at opponents to distract or upset them.
- Using profanity or racial comments, or displaying anger that draws attention from the game.
- Throwing objects onto the floor or at an opponent.
- Entering the floor or playing field at any time.
- Refusing to comply with the directives of any school official.
- Blaming the loss of a game on officials, coaches, or athletes.

### **Coaches and Athletes**

- Adhere to Bay Ridge Prep and NYSAIS sportsmanship guidelines.
- Any unsportsmanlike behavior exhibited by a Bay Ridge Prep coach or athlete will be subject to a penalty ranging from a verbal warning to a one game suspension.
- Any Bay Ridge Prep Athlete or coach who receives an unsportsmanlike ejection at an athletic contest will be suspended a minimum of one to a maximum of two athletic contests at that level of competition.
- Any subsequent ejections will be reviewed by the Director of Athletics and the Bay Ridge Prep Head of School and may result in more game suspensions and/or dismissal from a team.

### **Parents and Spectators**

- In keeping with Bay Ridge Prep and NYSAIS guidelines, we ask that parents and spectators employ sportsmanlike conduct in expressing themselves at Bay Ridge Prep athletics events. Remember that the youth on the field and on the court – regardless of what uniform they are wearing – need all of our support and encouragement.

## **FREQUENTLY ASKED QUESTIONS**

### **Does Bay Ridge Prep provide working papers?**

The main office can assist students in obtaining working papers.

### **I lost my ID card/my name is misspelled on my ID card. How can I receive a replacement?**

See an administrative assistant in the Main Office or e-mail bayridgeprep@bayridgeprep.org with your name and grade.

### **I'd like to create a new club. How do I proceed?**

First, find a faculty member wishing to be a moderator of your club and then ask around to see if there are any other students interested in the proposed club. If you and the potential faculty moderator feel there is enough interest, make an appointment to see the Head of School who will review with you the club's mission and goals before granting you approval to proceed.

### **I'd like to hang a flier on the bulletin boards. What is the policy on posting fliers?**

All fliers should be approved for posting by the Office of the Head of School. Fliers should clearly list the event name, purpose, date and time. In general, the only fliers that should be posted on bulletin boards are fliers that promote a Bay Ridge Prep event or approved club. Fliers should be posted on bulletin boards only. In an effort to keep the school walls clean, we kindly ask that you utilize the bulletin boards only. Fliers posted to walls will be removed. If you post fliers, you are expected to remove them from the bulletin boards once your event has passed.

### **Where can I find out my locker number and combination?**

Lockers and locks are provided by the Assistant to the Head of School. Only school-provided locks are permitted to be used. If you forget your combination, see the Assistant to the Head of School. Students are issued locks free of charge, however, there is a fee if a replacement lock must be issued.