

# Bronx Charter School For Excellence



## Family Handbook

Expecting Excellence From Our Children

## **Table of Contents**

	<u><b>Page #</b></u>
<b>1. The Mission</b>	<b>3</b>
<b>2. Education Approach and School Design</b>	<b>3</b>
<b>3. Hours of Operation</b>	<b>3</b>
<b>4. School Uniform Policy</b>	<b>4-6</b>
<b>5. Attendance</b>	<b>7</b>
<b>6. Scholar Pick Up and Drop Off</b>	<b>8-9</b>
<b>7. Discipline and Guidelines</b>	<b>10-13</b>
<b>8. School Rules and Consequences</b>	<b>13</b>
<b>9. Homework</b>	<b>14-15</b>
<b>10. Make-Up Work</b>	<b>15</b>
<b>11. Electronics Policy</b>	<b>16-18</b>
<b>12. Communication</b>	<b>19</b>
<b>13. Promotional Criteria</b>	<b>19</b>
<b>14. Nursing Services &amp; Medications</b>	<b>20-21</b>
<b>15. School Calendar &amp; Closings</b>	<b>21</b>
<b>16. Lost and Found Procedures</b>	<b>21</b>
<b>17. School Bus Transportation Rules and Procedures</b>	<b>21-24</b>
<b>18. School Lunch Program &amp; Snack List</b>	<b>25</b>
<b>19. School Visitor Policy</b>	<b>26</b>
<b>20. Additional Policies</b>	<b>26-27</b>
<b>21. Emergency Contact Numbers</b>	<b>27</b>

## The Mission

The mission of the Bronx Charter School for Excellence is to prepare young people from New York City to compete for admission to and succeed in top public, private and parochial high schools by cultivating their intellectual, artistic, social, emotional and ethical development. The school will accomplish this by offering a challenging and rigorous academic curriculum which at the earliest of grades will have an eye towards college preparation. To achieve this, we will create a supportive and caring environment that at all times maintains high expectations of our students.

## Educational Approach and School Design

Bronx Charter School for Excellence (BCSE) opened its doors in 2004 to 50 kindergarten students and 50 1<sup>st</sup> grade students. By adding a new kindergarten class each year, we have now grown to serve a full K-8<sup>th</sup> grade population. BCSE focuses on a classical liberal arts education providing the rigorous academic foundation necessary for our students to compete against their more advantaged peers. The majority of school time is devoted to the mastery of the core subjects—English Language Arts, Mathematics, Science and Social Studies. A rigorous curriculum program for grades K-8 will allow students to advance in all academic subject areas. Students, better known as scholars, also study Art, Music, Dance, Graphic Design, Physical Education and Spanish.

Homework is an essential part of the Bronx Charter School for Excellence educational program. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned every night at BCSE. Homework will include at least 20 minutes of required reading every night (including weekends and holidays). Homework must be completed in full and in accordance with BCSE's high standards for hard work and quality presentation.**

Research shows that **Independent Reading** improves a student's reading skills. The students who read a lot outside of school are the students who are the best readers and who score the highest on reading tests. We strongly encourage that you make sure to supervise your child in reading at least 20 minutes every night and each day on the weekends. You can support your child's reading by asking him or her to read out loud to you. Stop him or her occasionally and ask some questions about what is being read. Doing so can help ensure that your child understands what he or she is reading. Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. There are no short cuts. Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of their reading.

## Hours of Operation

- BCSE **Elementary School** operates from 7:45 am until 4:00 pm Monday through Friday.
- BCSE **Middle School** operates from **7:45 am until 4:15 pm Monday through Friday.**
- BCSE **5<sup>th</sup> Grade Middle School** operates from 7:45 am until 4:00 pm Monday through Friday.
- All scholars are required to arrive at school on time and to remain in school until dismissal.

# School Uniforms

In order to make every effort to select a durable uniform of quality fabric that is easy-to-care-for, and long-lasting, BCSE parents chose Flynn and O'Hara as our uniform company.

## Elementary School Proper Uniform

### Boys:

- White BCSE logo collared shirt
- Navy blue pants/trousers/shorts
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)
- White or black socks
- Grey BCSE logo Sweater

### Girls:

- White BCSE logo collared shirt under plaid jumper
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)
- White or navy blue stockings / socks (knee high)
- Grey BCSE logo sweater

### Physical Education or Dance Days Uniform:

- Logo navy blue sweat pants and sweatshirt
- School emblem t-shirt
- Blue, black, grey or white sneakers only (**scholars MAY NOT have any other colors in their sneakers such as red, yellow, pink, orange etc. Also no bright colored shoe laces, only the colors mention above are allowed.**)

**Note:** Change of Clothes for Kindergarten scholars: Parents of Kindergarten scholars are required to bring an extra uniform on the first day of school. Please label the bag with the scholar's name.

## Middle School Proper Uniform

### Boys:

- A white collared shirt and school tie
- Sweater vest with the school logo
- Navy blue pants/trousers/shorts
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)

### Girls:

- A white collared shirt
- BCSE Plaid skirt (right above the knee)
- White or navy blue stockings/knee high stockings (no ankle socks, no nylons, no thigh-highs)
- School bolero (vest with school logo)
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)

### **Physical Education Days Uniform:**

- Logo navy blue sweat pants and sweatshirt
- School emblem t-shirt
- Blue, black, grey or white sneakers only (**scholars MAY NOT have other colors in their sneakers such as red, yellow, pink, orange etc. Also no bright colored shoe laces, only the colors mentioned above are allowed.**)

### **\*\*Inclement Weather Modifications for Elementary and Middle School\*\***

- Boys may wear short pants or mesh shorts (on PE days) when the temperature is above 75 degrees F
- Scholars may wear boots during snow/rain, but must be changed upon entering school
- Girls can wear navy blue pants when the temperature is below 40 degrees F
- Girls may wear leggings or sweats to school, but must be changed upon entering school
- Scholars should wear WHITE ONLY undershirts under uniform shirt
- All undergarments should be neutral colors that will not show through clothing.

\$5.00 DOLLAR FRIDAY RULES

BCSE/College shirt

Jeans (with no holes or rips)

Sneakers/Shoes of their choice

The following items are **NOT ALLOWED** at BCSE Elementary and Middle Schools:

- **Make-up (including lip gloss)**
- **Any neon or brightly colored nail polish *and/or* fake nail extensions, and/or jeweled, decorative nail art (Pale or Neutral colors allowed)**
- **Boots (They may be worn to school in bad weather, but proper dress shoes must be put on upon arrival.)**
- **Sneakers (except on Physical Education/dance days)**
- **No sneakers that light up or glow**
- **Any colored dress shoes other than navy blue or black**
- **Body/tongue piercings**
- **Hoop earrings must be smaller than a quarter, post earrings preferred**
- **Exposed body art and or tattoos**
- **Elaborate/exotic/dyed hairstyles or large hair ornaments (bows—MUST BE BLACK/BLUE/WHITE GRAY, flowers, etc.)**
- **Wigs of any kind**
- **Haircuts (no mohawks or fohawks), engraved cutouts, symbols, or graphics**
- **Dying of hair, highlights or colored streaks of any kind (including extensions)**
- **Excessive jewelry or anything distracting (necklace, rings, bracelets, etc.)**
- **Sweaters/Hooded sweatshirts (other than the BCSE uniform sweater)**

**\*Anything deemed inappropriate by BCSE is subject to reprimand\***

All students are required to come to school in their proper uniform every day. New York State schools operating with a uniform policy adhere to a state mandate that declares that, “The mandatory uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline." Uniforms may not consist of clothing which constitutes a health or safety hazard (hoodies) or that is disruptive to the education process and or environment.

## **BCSE School Wide Uniform Infraction Policy**

<b>Type of Infraction</b>	<b>Consequence</b>
1 <sup>st</sup> Uniform Infraction	Call home to bring change of clothes/lunch detention
2 <sup>nd</sup> Uniform Infraction	Call home and afterschool detention
3 <sup>rd</sup> Uniform Infraction	Call home and in school suspension with principal meeting
4 <sup>th</sup> Uniform Infraction	Call home and out of school suspension
5 <sup>th</sup> Uniform Infraction	Call home and out of school suspension
6 <sup>th</sup> & every Infraction thereafter...	A consequence chosen by the Principal or Head of School

- **All parents and scholars will sign a uniform policy at the beginning of the school year in order to insure complete understanding of the policies in place.**
- When the parent is called, they will be asked to bring a change of clothes or missing uniform item to school for the scholar.**
- If a parent cannot bring the item to school that morning, the corresponding consequence will be carried out for scholar.**
- All BCSE staff members have the right to enforce the school wide uniform policy regardless of their title or grade they teach.**
- **Infractions will occur if your scholar is not in the proper uniform on a given day, or has violated one of the restricted items listed above.**

## Attendance

Your child shouldn't miss a day of school except for the following **reasons** (but still will be marked absent):

- Illness with a doctor's note
- Death in the family
- Religious observance
- Quarantine
- When required to be in court
- Attendance at health clinics
- Absence approved by the Principal in advance

An **Unexcused Absence** occurs in the event of (these are not reasons your child should not miss school):

- Busing issues (bus late, bus did not show, bus broke down, etc.)
- Truancy
- When the student is absent from school with the knowledge and consent stated (or implied) of his/her parent/guardian for other than legal reasons. (Such excuses as "visiting, away, went hunting, vacation, shopping, work needed at home, parent was sick" are examples.)

**When your child will not be in school due to illness, the school must be notified before 8:15 a.m. Please send a note in with your child ahead of time if he or she is going to be out for any reason. Refer to the list of excused and unexcused absences above. Upon your child's return to school, please make sure that a note is provided regarding their absence.**

**If a student is absent ten times in a year, the student is considered a truant. At this point, the student is at risk of not being promoted to the next grade because of habitual absences. Attendance is a part of the promotional criteria.** The parent/guardian will be called to the school to meet with the Principal/Assistant Principal. In addition, the Principal/Assistant Principal is required by law to file a report with the **Administration of Child Services (ACS)** if a child misses an excessive amount of school days (educational neglect). Please note:

- **There are plenty of opportunities during the school year to take family vacations: Thanksgiving, holiday break, February's Mid-Winter break, April's spring break, and/or July and August. If a scholar is absent the day before or after a break, they run the risk of being removed or losing their seat from BCSE without the presentation of proper documentation.**
- Our poorest performing students often have the worst attendance and lateness. It pays to be in school everyday to maintain continuity. Predictability for children is healthy.
- If one sibling is ill, the other sibling(s) should be in school. Do not keep them home.
- Always have a back up plan if your child's bus does not show up. They still must report to school. If you fail to plan, then you plan to fail. We promote routine and structure.
- Late students will miss out on lessons, as well as make teachers forfeit their prep and free time to catch the scholar up to speed.
- **All scholars MUST be present on the last day of school in order to receive their report cards and summer projects. Neither item will be handed out before the last day of school.**

- Scholars must turn in all missing books or pay for any lost ones by the last day of school. Summer projects, report cards will not be given out until the balance is paid.
- Scholars and families must pay outstanding lunch balances before summer projects and report cards are distributed.

## Scholar Tardiness (Drop off)

### Elementary School

- Doors open at 7:45 am each morning. Students must arrive between 7:45 am and 8:10 am. Students arriving after 8:10 am are considered late (tardy).
- Breakfast is served from 7:45 – 8:07 am. You may send them a breakfast meal from home.
- Instruction begins at 8:15 am.

### Middle School

- Doors open at 7:45 am each morning. Students must arrive between 7:45 am and 8:00 am. Students arriving at 8:06 am or later are considered late (tardy). Doors will be closed.
- Breakfast is served from 7:45 – 8:00 am. You may send them with a breakfast meal from home.
- Instruction begins promptly at 8:05 am. Scholars are considered late as of 8:06 am.

In cases when a school bus arrives late, those students riding a late bus are not considered tardy. Attendance at school is the most basic requirement for learning. In order for scholars to reach their personal best, they must show up and give their strongest effort at school each and every day. Regular attendance is required, and poor attendance will not be tolerated. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents are expected to ensure that their child is in school. PLEASE do not allow your child to miss a day of school except for legal absences listed above. Excessive absences will be considered a violation of the parent-school-student contract.

### **Attendance Accountability \*Averaging 3 or more absences or 10 or more tardies may result in promotion**

	Number of Tardies	Accountability	Number of Unexcused Absences	Accountability
Stage 1	5	Detention	3	Detention
Stage 2	10	Parent Meeting	9	Parent Meeting
Stage 3	15	Principal Meeting/Promotion in Doubt	15	Principal Meeting/Promotion in Doubt/Mandatory Summer School
Stage 4	20+	Principal Meeting/Promotion in Doubt/Mandatory Summer School	20+	Principal Meeting/Promotion in Doubt

**Note: If a student is late twenty (20) times in a year, the student will be also considered a habitual truant. The Administration has to right by law to file a written complaint with a relevant court or ACS.**



## **BCSE School Wide Lateness (Drop Off) Policy**

<b>Type of Infraction</b>	<b>Consequence</b>
5 Total Late	Detention or removal from school event
10 Total Late	Detention and Parent Meeting
15+ Total Late	Detention and Principal Meeting
20 Total Late	A consequence chosen by the Principal or Head of School

**If tardiness becomes a chronic issue, a meeting will be called with the parents or guardians of the scholar to meet with the Assistant Principal, Principal or Head of School.**

## **Scholar Tardiness (Pick Up)**

All students must be picked up at the school during the designated times. Scholars that do not take the bus home will be dismissed from school at 4:00 pm (**Elementary**). Parents will have till 4:20 pm to pick up their scholar before it is marked as a late pick up. At the Middle school scholars will be dismissed at 4:15 pm (**Middle**). Parents or guardians will have till 4:25 pm before it is marked down as a late pick up. Only the adults listed on the scholars emergency contact form will be allowed to pick up the scholar from school.

## **BCSE School Wide Lateness (Pick Up) Policy**

<b>Type of Infraction</b>	<b>Consequence</b>
3 Total Late	Detention or removal from school activity
6 Total Late	2 Detentions and removal from school activity

**If tardiness becomes a chronic issue, a meeting will be called with the parents or guardians of the scholar to meet with the Assistant Principal, Principal or Head of School.**

# Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At BCSE we believe that the foundation of our school is built upon the strength of relationships with all students, not just with academics. Our aim is to foster thought provoking conversations that will help children in many ways:

1. Think through decisions, 2. Be aware of their choices. 3. Recognize positive and negative consequences from the choice they made or need to make. Our young learners will be able to feel the predictability and reliability when speaking with the adults of BCSE. Their relationships with staff members will create a safe open dialogue to discuss and problem-solve their various needs so that they are better equipped to deal with circumstances. They will be able to count on all adults in their school building. All staff members can serve as thought-partners throughout the year in informal and scheduled meetings regarding school-wide discipline and incentives. We will use the resources and intelligence of the staff to model and meet our scholars' individual needs. It is not enough to simply have the students stay out of trouble. We require students to respect themselves, adults, their peers, our school culture and property. BCSE requires that students actively participate in class, produce top quality work, help their classmates, come to school every day on time and prepared to learn.

**This is a strict school.** The vision of BCSE is to produce highly motivated and excited scholars who can read, write, communicate, compute, express themselves artistically, use technology, think analytically and critically and conduct themselves with a strong sense of self, morality and ethics. We love our students and expect them to behave up to our high standards everyday, in school, on the bus, at recess, on field trips and in the neighborhood. Just as we represent more than ourselves, our students represent their parents, race, gender, culture, spiritual beliefs, etc. and now the students learn to walk, talk, dress and carry themselves understanding that they represent more than themselves... they represent BCSE!

We have high expectations for behavior in all grades to **establish good habits.**

- We **sweat the small stuff.**
- Excellent behavior ensures that our children are **SAFE** at school.
- We want **no disruptions** in the classroom. This allows their teachers to teach.
- We may be **addressing behaviors that may not have been addressed before.**
- **Expect frequent phone calls** and meetings when necessary.
- For scholars that ride the bus, their school day starts when they get on the bus and vice versa. They must stay in their seat and behave properly.
- We have **no tolerance for lying, theft, or cheating.** It dishonors the school culture, especially if it is done to avoid punishment at home or in school.

**Motto:** **R**espect **I**ntegrity **S**uccess **E**tiquette **U**nity **P**ride

## **Values**

- Respect
- Citizenship
- Team work
- Honesty
- College-Bound Attitude

Recognition Systems /Awards: On a daily basis, teachers engage students via recognition and awards. Values are taught, practiced, and used in class discussions to foster pro-social behaviors and healthy relationships. As thought-partners, teachers reinforce values and highlight model students through classroom recognitions, school-wide assemblies and informal moments of praise.

**Common Language of BCSE** promotes unification in the delivery of healthy messages. It is the norm to have these phrases spoken by the staff, volunteers and interns. The phrases below are to be used to communicate clear expectations and/or directives:

- Scholars
- RISE UP! (Respect Integrity Etiquette Unity Pride)
- Criss cross applesauce
- Stand up tall and proud
- Sit up tall and proud
- The quiet hand gets chosen.
- Scholars don't slouch.
- Hands out of your pocket.
- All Greetings (Good morning, Good afternoon, Hello, may I help you? etc.)
- Use polite words, or Use your kind words.
- First landing...next landing/continue
- Choices, decisions and consequences
- Sir/Ma'am
- Tuck in your shirts
- Silent lunch
- We expect from our children.
- Time on task
- Bobcats up!

## **General Guidelines (Discipline):**

These general guidelines are set to ensure that the BCSE mission is upheld. Teaching students appropriate behavior is as much a part of an educator's job as teaching literacy and math. A considerable amount of time is used to build classroom community. It is essential that the teachers promote and expect the best of each scholar. All teachers are to insist on pro-social behaviors. Scholars are provided with guidance and direction. In addition, all classroom rules are established and followed consistently. Daily routines provide positive reinforcement for scholars to demonstrate appropriate behavior.

## **Discipline Procedures:**

In order to deal more effectively with scholars who demonstrate inappropriate behaviors, the following procedures and guidelines for BCSE Staff have been established (in no particular order):

- Anecdotal record of student's behavior by the teacher
- Private thought-provoking conversations with student about undesired behaviors with teacher and/or AP, Principal
- Use of interventions
- Development of behavior modification plan for student and/or change of intervention
- Contact with student's parent by phone or note
- Schedule formal parent-teacher conference/intervention review
- Request meeting with the parent-teacher-AP/Principal
- Additional referral to Principal/AP/Social Worker/Special Education Team
- Detention
- Request formal evaluation with review of anecdotal records as evidence of previous intervention methods used
- In-house suspension and out of school suspension
- Possible expulsion, depending on severity of infraction/s

# School Rules and Consequences

## Discipline Code

The Bronx Charter School for Excellence follows the New York Citywide Standards of Intervention and Discipline Measures. The New York City Department of Education is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria, custodial and bus staff—to treat one another with mutual respect.

This guide covers infractions and the range of possible disciplinary and other responses for grades K-5 and grades 6-12, plus how students/families can appeal decisions. It also includes the Student’s Bill of Rights and Responsibilities. The guide is available in English, Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, Spanish, and Urdu.

The CITYWIDE STANDARDS OF INTERVENTION AND DISCIPLINE MEASURES can be found at <http://schools.nyc.gov> . Click on the Rules and Policies tab on the left side of the screen, and then on the Discipline Code link on the left hand side. There you will find the list of infractions citywide and the appropriate consequences BCSE will use in the event of an incident.

**\*\*Anything BCSE deems inappropriate or unethical, BCSE reserves the right to enforce any consequences necessary based upon the severity of the infraction\*\***

# Homework

## Elementary School:

All students are provided with homework folders. Homework folders are designed to teach students essential organizational skills. There are high standards for homework. All homework must be neat, clean, and thoroughly completed. Homework is checked daily by each teacher. **If a student's homework is late, missing, incomplete, or of poor quality, the student may face in-school consequences listed below. For example, the student may be required to make up the work during recess, or after school.** Moreover, since bringing all necessary books and supplies is a part of homework, students may also face consequences if they do not bring all necessary books and supplies back to school each day. Parents/guardians may receive a phone call if their child has missed assignments. We expect and need parental support to make sure all the homework gets done according to our standards. Promoting ownership of one's learning and responsibility is a value of BCSE.

## Middle School:

All students will be given a middle school planner. The planner is essential for organizational skills. Homework must be written down for each subject in this planner and signed after completion of the assignment. **If a student's homework is late, missing, incomplete, or of poor quality, the student may face in-school consequences.** We expect and need parental support to make sure all the homework gets done according to our standards. Promoting ownership of one's learning and responsibility is a value of BCSE.

Summer Projects that are assigned to each scholar are considered an assignment. If this assignment is not completed in full by the first day of school the following year, the scholar's grade will result in a 0. This means that in every subject area, the scholars first test grade will be a 0 which will be averaged in for the remainder of the year.

Scholars who miss a homework assignment will serve a lunch detention.

## BCSE School Wide Homework Policy

Type of Infraction	Consequence
1 missing homework's	Lunch Detention with Detention & Parent Call
3 missing homework's	Afterschool Detention & Parent Call
9 missing homework's	Afterschool Detention & Meeting with School Team
12+ missing homework's	Afterschool Detention & Meeting with Principal
13 or more missing homework's	Afterschool Detention & Removal from all enrichment activities

- The Elementary School will keep track of all homework's missed regardless of the subject area of the assignment.
- At the ES, after each trimester the scholar will start from 0 with the number of missing homework assignments.
- At the Middle School the homework's will have to be missed in the same subject area in order for the scholar to receive a detention in that subject. For example, if a scholar is missing two homework assignments in Math and one in Science, that will not count as three until they miss their third homework in Math. This would give them a total of three missing assignments in Math alone.
- At the MS, after each quarter the scholar will start from 0 with the number of missing homework assignments.

### **Progress Reports**

On a bi-weekly basis your child will receive an academic progress report. This progress report communicates your child's current academic standing and any important notes from the teacher. Our intention is to ensure that parents and guardians are kept abreast of their child's performance. This report must be signed and returned the following school day. ***Any student that does not return his or her progress report Monday morning after they were given out will be assigned a mandatory afterschool detention.***

### **Make-Up Work**

After returning from an absence, scholars are expected to complete any missed assignments. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. In the event of a planned absence (one known in advance), parents/guardians should notify the teachers several days in advance so that they can prepare a packet of work for the extended absence. The planned absences need to be discussed with the principal or deans of the school before a packet may be designed. Again, absences from school directly hurt a child's academic progress. A child should only be absent in the case of serious illness or a family emergency. If the work is not made up in time by the scholar, he or she will result with a 0 for that assignment, and it will be documented that sufficient time was given in order to complete it. ***\*Any child that is out of school with valid reasoning, homework will be set aside so that the scholar will not be behind in their school work. Parents can come to the school to pick up homework or any assignment that is assigned.***

# Cell Phones/Electronic Devices

Students are not allowed to use any electronic devices during school hours. If your child has a cell phone, it must remain in their book bag *and* off during school hours. That includes lunch, recess, on field trips, bathrooms, and any other time your scholar is under our supervision. If a cell phone is seen or used during school hours, the following actions will be taken:

**Prohibited devices include, but are not limited to:**

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Type of Infraction	Consequence
1 <sup>st</sup> Infraction	Cell phone will be taken away and they will receive it at dismissal.
2 <sup>nd</sup> Infraction	Detention will be given to the scholar and again the parent will need to come to school in order to retrieve the phone. At this time the parent or guardian will also have to sign a contract stating that if this occurs again, the cell phone will be taken away from the scholar until the last day of school.
3 <sup>rd</sup> Infraction	Cellular phone is confiscated until the last day of school when a parent must come to school and retrieve the phone.

***\*\*Scholars who post pictures taken during school hour's will also face these consequences\*\****

- **A scholar's warning will be given on the first day of school by their teacher.**
- **Cell phones offer many families the ability to communicate with their children, however students are in school, cell phones must remain turned off and out of sight. If you need to communicate with your child during the day, please call the main office.**
- **The Bronx Charter School for Excellence is not responsible for any lost or damaged electronic device that is brought to school by the scholar. It is their property and should be taken care of accordingly.**
- **Scholars are prohibited from taking and posting pictures of scholars without consent.**





---

TEST SECURITY UNIT

To: District Superintendents  
Superintendents of Schools  
Principals of Public, Nonpublic, and Charter Schools

From: Tina Sciocchetti, Executive Director

Re: Prohibition of Cell Phones and Electronic Devices in New York State Assessments

Date: June 12, 2014

Prohibition of Cell Phones and Electronic Devices in New York State Assessments

Currently, students are prohibited from using cell phones and other communications devices while taking New York State assessments. However, State Education Department policy does not prohibit students from possessing the devices in exam locations. To further ensure the integrity of State assessments, the current policy is being enhanced to prohibit all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered.

Prohibited devices include, but are not limited to:

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

Test proctors, test monitors, and school officials, shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them while the test is being administered, including break periods. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device.

Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IEP or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, the prohibition as provided above remains in effect and the student may not enter the exam room with any prohibited device.

This policy is effective immediately for all New York State assessments, including Regents Exams, Regents Competency Tests, Grades 3-8 Tests in English Language Arts and Mathematics, Grades 4 and 8 Science Tests, NYSESLAT, and the NYS Alternate Assessment. The Directions for Administering Regents Examinations for August 2012 and the School Administrator's Manual, 2012 Edition, will be amended by July 31, 2012, to incorporate this new cell phone and electronic devices policy.

## Technology Acceptable Use Policy

I understand that access to Bronx Charter School for Excellence computer technology applications and internet privileges is based on the understanding that I will use these tools to enhance learning, research, communication, and presentation at school. Using these technologies both in school and online for classwork and homework is an integral step in preparing myself for the future. In doing so, I understand appropriate use and procedures for technology use. These expectations will be taught, modeled, and outlined here along with being supported by technology classes at school.

I will also learn about traits and practices for being a digital citizen for the future. This will help me form a core foundation for properly conducting online school assignments and discussions.

Therefore, before access, I agree to follow these acceptable usage standards, and must accept responsibility to preserve and uphold the rules stated below.

Note: Rules and expectations are not limited to those stated below. Please also refer to the official NYC Department of [Education Internet Acceptable Use Policy](#) for a break down of further information.

\*<http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>

1. When using school computers, I will: \*use good manners. \* use appropriate language \* never tell anyone my home address or phone number. \* never post my picture on the Internet without permission of my parent(s) and teacher. \* not look at or use anyone else's work without permission.
2. I will show respect for: all interaction with people, all hardware, and software that I use.
3. I will not install "pirated software" or knowingly use disks with viruses on any equipment.
4. I will use only appropriate language when writing on the computer.
5. I will limit my use of the Internet to only appropriate learning activities.
  
7. I will not share personal information about myself or anyone else on the Internet. This includes name, address, phone number, photograph, etc.
8. I understand that anyone can read the messages I send from the computer and that work stored on the computer is not private.
9. I will keep my passwords private and will accept the risk of not doing so.
10. I will not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their permission.
11. Anything in violation pursuant to the following definitions of digital citizenship and cyber bullying referencing: current students, alumni, student family members, and faculty will be subject to administrative action. Points of infraction can be considered on school devices and personal devices/internet out of school that directly reference the above stated members.
  1. Cyber bullying – The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
  2. Digital Citizenship - The norms of appropriate, responsible behavior with regard to technology use.

## Communication

BCSE is a very demanding school with high expectations for academics and behavior. All of us – parents, the leadership team and teachers – are working hard to help our scholars climb “the mountain” to college. Thus, we believe that the staff and parents are partners. It has been proven that when adults partner work cooperatively together we can ensure the success of each scholar. Communication is a vital component to our partnership.

- If there’s a problem or concern, speak with the teacher first to solve it together.
- We encourage you to ask clarifying questions to learn all the facts.
- We are a Charter School. Therefore, we put all of our resources into classroom instruction. The principal and the leadership team are in the classrooms during the day and are rarely sitting at their desks able to answer the phone. If you wish to speak with someone of the leadership team and they are not able to take your phone call, please leave a message.
- It is BCSE policy for a staff member to make every attempt to get back to you within 24 hours after receiving your call or email.

In order to be effective partners, we must communicate. Teachers/staff vary their methods of communication. The following is a list of ways we will communicate with you throughout the year:

- **Weekly Updates/Newsletters**
- **Monthly Behavior Alert/Progress or Academic Alert/Progress**
- **Phone Calls** (Please response by phone or in writing within 24 hours.)
- **Meetings**
- **Report Card Conferences**
- **Emailing**
- **School-wide Text Messaging System**
- **Website**

## Promotion to the Next Grade

BCSE has tough standards for promotion. Students are expected to perform at or above grade level in all subject; level 3 or 4. It is not automatically assumed that scholars will pass from one grade to the next. The student must earn promotion by demonstrating mastery of essential knowledge and skills. ***Promotion decisions will be based on a student’s grades, standardized test scores, attendance, homework completion record, appropriate pro-social behaviors, and other scholastic assessments.*** The principal will solicit, analyze and evaluate the data from all assessment tools, but the principal retains the authority to make the final decision on all promotion decisions. Students being retained are those who have performed significantly below grade-level standards. We will look carefully at student test scores, student work, teacher observation/anecdotal notes, and other assessment tools before making these promotion decisions. ***Based on student performance they may have to attend summer school.***

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP. Students with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons in addition to performing significantly far below grade-level standards.

## **Nursing Services & Medication**

As a member of our community and school, we want you to be aware of the following specific health requirements for your child. **Please read them carefully and call our school nurse if you have any questions or concerns.**

1. **A doctor's copy of your child's immunization record is needed.** This should list all immunizations that your child has received and the dates for each immunization. If your child is not immunized, he/she will not be allowed to enter school. They are required to have DTap or DTP, IPV or OPV, MMR, Hepatitis B, and Varicella. Documentation of booster doses must be submitted to the nurse to keep records current.
2. **State Education Law mandates physical examinations upon entrance to school and upon entrance to grades 1, 3, 7 and 10.** Since your family physician knows your child, it is better that he/she does the examination, especially since immunizations need to be updated and tuberculin testing should be done yearly. Students may be excluded from physical education or playground activities until a medical is received. All medical conditions should be noted (e.g., asthma, epilepsy, allergies, any medications administered regularly at home, etc.). Please forward a copy of the health exam to the school nurse.
4. To make sure that we are able to reach you in the event your child becomes ill, **we need to have your home telephone number, work number(s), and two local (emergency) telephone numbers of relatives, friends, or neighbors who will take responsibility for your child if you are unavailable. Someone must be available to come and pick up your child.**
5. **In the event that your child is exposed to or is ill with a contagious disease (e.g., strep throat, impetigo, pink eye), a doctor's note indicating that he/she is not infectious is necessary for your child to return to school.** In the case of strep, a child must be on an antibiotic for 24 hours before returning to school.
6. **If your child is injured at home, after school, or in school,** and is seen either by a doctor or in the emergency room of a hospital, **please send in a doctor's note or the emergency room sheet to the school nurse.** This should include a diagnosis and any restrictions indicated.
7. **If your child is unable to participate in physical education** or needs limited physical education activities for health reasons, a doctor's note stating the reason for this limitation needs to be sent to the school nurse. When the student is able to resume the usual physical education activities, a doctor's note is also needed.
8. Medications that are prescribed when your child is ill may be given to your child at school. **All medications, including aspirin and Tylenol, cannot be given in school without a doctor's order and a parent's written permission.** An in-school medication sheet is available in the nurse's office. If a student is found to have any type of medication (even cough drops) and no permission notes or doctor's orders have been sent in, the medication will be confiscated, not administered, and parents will be notified. All medication must be in the original container with a pharmacy label on it.  
**\* 504 information with a new form must be completed every year with new medication**
9. If your child is sent home with a fever by the school nurse **DO NOT** send him/her back to school the following day. **Please keep your child home until the temperature is normal (98.6) for twenty-four hours.** This ensures complete recovery and reduces the chances of spreading a contagious or infectious condition.

10. If your child is not coming to school you must call the school at:

**BCSE 1 (718) 828-7301**  
**BCSE 2 (718) 892-1276**  
**BCSE 3 (718) 882-0231**

**\*Phone calls should be made to the office by 7:45 am or a phone call will be made inquiring into where the scholar is that day.\***

## **School Calendar & Closings**

Please use the BCSE calendar for the scheduled school days and closings for this school year.

**BCSE will only close school in cases of extreme weather conditions. In such situations, we will follow the NYC Department of Education closings.** Please listen to local radio and television stations to find out about school closings. If the NYC announces a delayed opening or a closing, BCSE will also be delayed or closed.

Parents who are not at home during the day should make provisions for their child to go to the home of a friend or neighbor if an early school closing is necessary. The children should be made aware of these arrangements and the school must have an update emergency contact form indicating where your child should be sent and who should be contacted.

## **Lost and Found**

The school will keep a small lost and found box in each school. Parents may come in any day between 7:45 am-4:00 pm to search the Lost and Found baskets. At the end of every quarter, items left in the box will be donated to a local charity.

## **School Bus Transportation**

Busing to and from BCSE is provided by the New York City Department of Education (DOE). The Department of Education may provide busing for student who lives between ½ mile and 5 miles from BCSE. However, the right to free transportation is not guaranteed and is dependent on where the DOE draws the bus routes and on the student's good behavior while waiting for and riding upon the school bus. Students who do not behave on the school bus may have their riding privileges suspended or expelled. If there are issues with the bus running late, you may call the bus company. If you have other concerns regarding driver safety or shared busing, then you should call the Office of Pupil Transportation (OPT). The school can assist with these complaints, but the only ones we can really solve are those involving scholar to scholar interactions.

While OPT determines the eligibility of a student for bus service, BCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. We believe that the right to free transportation is a privilege and is contingent upon a scholar's behavior while riding to and fro on the school bus.

- **Poor Bus Behavior** – Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats, using inside voices (low volume), refrain from eating, drinking or doing homework, and follow all directions given by the bus driver. Students must not behave poorly on the bus or compromise the safety of themselves and others. **Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**

Type of Infraction	Consequence
Pre-Suspension Warning	Detention at lunch/afterschool with the Principal/Assistan Principal
1 <sup>st</sup> Infraction of bus policy	Bus Suspension (1 day)
2 <sup>nd</sup> Infraction of bus policy	Bus Suspension (2 days)
3 <sup>rd</sup> Infraction of bus policy	Bus privileges revoked for the remainder of the school year

**Note:** All parents/guardians of scholars who ride the school bus must sign the BCSE bus policy.

**\*Below is the bus policy all scholars must sign in order to have busing for the year\***

**\*\*If you do not wish for scholar to take the bus on a certain day, a phone call must be made to the office no later than 3:00 pm. Any phone calls made after that time does not guarantee that your child will not be put on the bus\*\***

### School Year Bus Policy

Busing to and from BCSE is provided by the NYC Department of Education’s Office of Pupil Transportation (OPT). OPT may provide busing for student who lives between ½ mile and 5 miles from BCSE. However, the right to free transportation is not guaranteed and is dependent on where OPT draws the bus routes and on the scholar’s good behavior while waiting for and riding the bus. Scholars who do not behave on the bus may have their riding privileges suspended or expelled (for the remainder of the school year). If there are issues with the bus running late, you may call the bus company. If you have other concerns regarding driver safety or shared busing, then BCSE can assist with complaints involving scholar to scholar issues.

While OPT determines the eligibility of a student for bus service, BCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. We believe that the right to free transportation is a privilege and is contingent upon a scholar’s behavior while waiting for and riding to and fro on the school bus.

Bus drivers must focus on the road to make sure all students arrive to school and home safely. The bus drivers will only pick up and drop off your child (ren) at the designated bus stop. If you miss the bus, please do not follow the bus and attempt to place your child (ren) on the bus at the next or another bus stop. If you miss the bus, bring them to school directly. **BCSE Bus Policy** states that scholars riding the bus must: 1) remain respectfully seated, 2) use inside voices (low volume), 3) refrain from eating, drinking or doing homework, and 4) follow all directions given by the bus driver for safe traveling. Scholars must not behave poorly or compromise the safety of themselves and others. **Poor bus behavior will result in a suspension or termination of bus transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**

**Pre-Suspension Warning - Detention**

**1<sup>st</sup> infraction of bus policy - Bus suspension (1 day)**

**2<sup>nd</sup> infraction of bus policy - Bus suspension (2 days)**

**3<sup>rd</sup> infraction of bus policy - Bus privileges revoked for the remainder of the school year.**

**The following page should be read, signed and returned to the school before or by Friday.**

Failure to sign and submit can result in child's removal from the bus until the bus policy is signed.



## School Bus Policy

I, \_\_\_\_\_, have reviewed the Bronx Charter School for Excellence (BCSE) bus policy and the consequences associated with the bus policy. I understand that it is my responsibility to re-enforce to my child/scholar that he/she maintains desirable, pro-social behaviors and to make healthier choices. As a parent partnered with BCSE, I understand that the bus policy was designed to bridge together the mission of BCSE and the bus rules and regulations of NYC Department of Education's Office of Pupil Transportation (OPT). I understand and agree that OPT determines the eligibility of a student for bus service and that BCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. I understand and agree that the right to free transportation offered by OPT is a privilege and for my child to continue to ride the bus is contingent upon his/her behavior while waiting for and riding on the school bus.

I understand that my child should clearly demonstrate behaviors that uphold the BCSE mission and the rules and regulations of OPT. I understand that by having on-going conversations with my child will help him/her to understand that he/she is expected to honor him/herself, our family, and the BCSE school culture and community.

I understand that my child/scholar is expected to reflect impulse control, respect for authority and boundaries, and use appropriate language/actions while riding the bus, as expected in school. I understand that I must re-enforce that he/she must be cordial and act in compliance with the federal School Violence and Prevention Act of 2001 as well as BCSE mission and its philosophy of **R**espect **I**ntegrity **S**uccess **E**tiquette **U**nity **P**ride.

I understand and agree to adhere to the BCSE bus policy and consequences associated with making an infraction. I have read the bus policy and have discussed it fully with my child.

---

Parent/Guardian Signature

Date

---

Child's Name

Grade/Class



## School Lunch Program & General Lunch

Breakfast and lunch are available at BCSE. As part of our participation in the School Foods Program (a federal program that subsidizes student meals), BCSE **MUST** collect completed lunch application from each student yearly. The lunch application form is used to determine eligibility and level of assistance that a child will receive. The main office will be in touch to review the costs and set up a payment plan.

Parents may send lunch to school with 100% juices only, water or milk. If you send lunch to school with your child, we ask that you send nutritious foods in appropriate child portions. Please do not send unhealthy drinks (e.g., sodas or beverages heavy in sugar) or unhealthy snacks (junk foods high in fats/sugar). BCSE reserves the right to prohibit students from consuming unhealthy foods/drinks at school.

### Recommended Snack List at Bronx Charter School for Excellence

#### Pastry/ Snack Options

Kelloggs Nutri-Grain Bars (Apple, Blueberry, and Strawberry)  
General Mills Oat and Honey Granola bars  
Quaker Oat Chewy Granola Bars  
Pretzel Mix (peanut-free)  
Austin Zoo Animal Crackers  
Fat Free Fig Newtons  
Trail Mix (No Peanuts)  
Nut N' Yogurt Mix (No Peanuts)  
Oatmeal bars

#### Beverages

Any 100% fruit juice drinks  
Dole 100% Juices  
Raisins and other Dried Fruit  
Any Variety of Water  
Capri Sun -100% Juice  
Coconut water  
Tomato juice

#### Miscellaneous

Low-Fat Cheese Sticks  
Yogurt  
Go-Gurt

#### Chips/ Crackers

Baked Lays  
Baked Doritos Nacho Cheese  
Baked Bugles  
Rold Gold Fat Free Pretzels  
Sun Chips  
100 Calorie Pack Baked Chips  
Tortilla chips  
Rice cakes  
Crackers

#### Fruits and Vegetables

Canned Fruits in Light Syrup  
Fresh Fruit  
Applesauce  
Fresh Vegetables  
Squeezable fruit pouches  
Hummus dip

**\*\*\* Reminder\*\*\***

**Bronx Charter School for Excellence is a Peanut and ALL Nut Free Zone.**

## School Visitor Policy

Visitors, especially parents, are a vital part of the BCSE community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents who would like to visit should call one day in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in the Main Office.** They should enter classes during transition, but may leave at any time during the lesson. Visitors may not talk to a child or a teacher during the lesson. They may call the teacher after school to discuss observations.

If a visitor comes to drop something off for a student or to leave a message, we require that the visitor leave the item/message in the main office. In accordance with the BCSE Safety Plan, we cannot allow unannounced visitors to roam the building.

## Additional Policies

### School Supplies

The supplies you will need to purchase for your student are 1) the supplies listed on the teacher's class list and supplies for homework at home, and 2) a book bag that is big enough to fit a full-sized folder and books. Please do not purchase a rolling back pack since these can be very dangerous when used on staircases for Elementary School scholars. Also, these book bags are often too heavy for small children. At the Middle School rolling back packs are allowed to be used but must be put on the scholar's back the second they walk into the school. If this does not occur the scholar will lose the opportunity to use this kind of bag.

### Birthday Celebrations (Elementary School ONLY)

At BCSE, every minute counts, therefore, we ask that if you choose to celebrate your child's birthday in school, please let us know at least *one week* in advance. Celebrations can only occur during Snack & Pack (3:15-3:45) time. Only children who do not have serious behavior issues, attendance or lateness issues, or homework incompleteness issues will be allowed to celebrate with their class during Snack & Pack time. Parents may only bring in cupcakes and juice boxes for the scholars. **NO GIFT BAGS ALLOWED!**

### Bathrooms (Elementary/Middle)

Students are to use the bathrooms located on the floor on which they are attending class. Students should go with a bathroom buddy in grades K and 1st.

**We remind students that the bathroom is neither a place to socialize nor to play. If students misuse the bathroom or the resources in the bathroom, the Assistant Principal/Principal will notify parents and we will work together, either over the phone or in person, to help the student set clear goals for appropriate and respectful use of the bathroom.**

**\*\*Anything BCSE deems inappropriate or unethical, BCSE reserves the right to enforce any consequences necessary based upon the severity of the infraction\*\***

If a student ever feels uncomfortable or intimidated by using the bathroom, please let the teacher and principal know immediately. If we know, we can work together to alleviate whatever is causing the concern.

### **Fire Drills**

- Students are to exit from the building quickly and silently, following the direction of the teacher.
- Each teacher will review the fire drill route and procedures with students on the first day of school.
- We will help children understand that fire drills are a serious safety precaution and not a time to talk or fool around.

### **Hallways and Classrooms**

- When students walk in the hallways, they must remain quiet and respectful of the learning of others throughout the building.
- Students must walk at all times in the building.
- When students are travelling in a group or are in the cafeteria, adults prompt them to be quiet they must listen to whichever adult is directing them.

## **Human Services**

Below are several emergency telephone numbers that may be useful to parents/guardians and students:

### **New York Numbers**

Child Abuse Care Line	1-800-872-2288
Domestic Violence Hotline	1-800-621-HOPE
Drug Dependence Hotline	311 or 1-800-LIFENET
Mental Health Hotline	311 or 1-800-LIFENET
Police/Fire Emergency	911
NYC Poison Control	1-800-222-1222
Rape Crisis Hotline	1-800-621-HOPE
Runaway Hotline	1-888-83R-OOTS
Suicide Prevention	1-800-273-TALK

