

Bronx Charter School for Excellence



Family Handbook

Expecting Excellence From Our Children

Revised February 2023

The Mission

The Bronx Charter School for Excellence prepares young people in 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 Bronx Charter School for Excellence accomplishes this by offering a challenging and rigorous academic curriculum, which at the earliest of grades has an eye toward college preparation. The Bronx Charter School for Excellence achieves this in a supportive and caring environment that maintains high expectations for all students.

Educational Approach and School Design

Bronx Charter School for Excellence 1 (Bronx Excellence 1) opened its doors in 2004 to 50 kindergarten scholars and 50 first grade scholars. By adding a new kindergarten class each year, Bronx Excellence 1 now serves a full K-8th grade population, one of two campuses that presently do so along with Stamford Excellence. All other campuses continue to add a grade level each year, with the goal of eventually serving a full K-8th grade population as well. Bronx Excellence focuses on the mastery of the core academic subjects—English Language Arts, Mathematics, Science and Social Studies as well as a variety of other enriching subjects such as Art, Music, Dance, Graphic Design, Physical Education, and the Spanish language.

Homework is an essential part of Bronx Excellence. 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 and 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 Bronx Excellence's high standards for hard work and quality presentation.

Research shows that independent reading improves a scholar's literary skills and that scholars who read a lot outside of school score the highest on reading tests. We strongly encourage that you engage in your scholar's daily reading activity with them so that they are motivated to continue it and enjoy it. Some ways you may do this are by asking your scholar to read out loud to you and by asking them questions about what is being read. Supporting your scholar's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of their reading.

Mandatory Saturday School

Saturday Academy is mandatory for grades 3 through 8 as it is used for state test prep. For the 2022-2023 school year, Saturday Academy will begin in January. Scholars are expected to arrive

at 9 am and will be dismissed at 3 pm. The final schedule will be included in the academic calendar which is sent home the first week of the new school year.

Hours of Operation

- Bronx Excellence Elementary School operates from 7:45 am until 4:00 pm Monday through Friday.
- Bronx Excellence Middle School operates from 7:45 am until 4:15 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, Bronx Excellence parents chose Flynn and O'Hara as our uniform company.

Elementary School Proper Uniform

Boys:

- White Bronx Excellence 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
- Gray Bronx Excellence logo Sweater

Girls:

- White Bronx Excellence logo collared shirt
 - White collared shirt
 - Navy pants (only when temp is below 40°F
 - 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)
- Gray Bronx Excellence logo sweater

Physical Education Uniform:

- Logo navy blue sweatpants and sweatshirt
 - Logo navy shorts
- School emblem t-shirt

- Blue, black, gray 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 mentioned 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
- A gray polo for the summer months only
- Sweater vest with the Bronx Excellence 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)
 - Navy Bronx Excellence sweater

Girls:

- A white collared shirt
- A gray polo for the summer months only
- Bronx Excellence Plaid skirt (right above the knee)
- Navy Bronx Excellence cardigan
- 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 sweatpants and sweatshirt
- Logo navy shorts
- School emblem gray t-shirt
- Blue, black, gray 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 under jumper, 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.

The following items are NOT ALLOWED at Bronx Excellence 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)
- Wigs of any kind
- Haircuts (no mohawks or faux hawks), 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 Bronx Excellence uniform sweater)

Anything deemed inappropriate by Bronx Excellence is subject to reprimand

All scholars 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.

Bronx Excellence School Wide Uniform Infraction Policy

Type of Infraction Consequence

1st Uniform Infraction: Call home to bring change of clothes and parent/family inquiry

2nd Uniform Infraction: Call home and lunch detention

3rd Uniform Infraction: Call home and arrange a parent/family conference re: the support ECS offers for uniforms if needed/connect parent with Family and Community Engagement (FACE) team

4th Uniform Infraction: Parent/family meeting and review of uniform policy and scholar serves lunch detention

5th Uniform Infraction and beyond: Scholar is excused from attending school events and letter is sent home

All parents/guardians and scholars will sign a uniform policy at the beginning of the school year in order to ensure complete understanding of the policies in place.

When the parent/guardian is called, they will be asked to bring a change of clothes or missing uniform item to school for the scholar.

If a parent/guardian cannot bring the item to school that morning, the corresponding consequence will be carried out for the scholar.

All Bronx Excellence 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 scholar shouldn't miss a day of school except for the following reasons (but will still be marked as absent):

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

Below is a list of reasons that qualify as an Unexcused Absence (reasons your scholar should not miss school):

- Busing issues (bus late, bus did not show, bus broke down, etc.)
- Truancy
- When the scholar is absent from school with the knowledge and consent (stated or implied) by his/her parent/guardian for other than legal reasons. (Examples of this include: visiting someone, out of town, vacation, shopping, work needed at home, parent was sick etc.)

When your scholar 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 scholar 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 scholar's return to school, please make sure that a note is provided regarding their absence.

If a scholar is absent ten times in a year, they run the risk of not being promoted to the next grade. The parent/guardian will then 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 break, December/January holiday break, February break, April spring break, and/or July and August (summer recess). If a scholar is absent the day before or after a break without presenting documentation explaining their absence, they run the risk of being removed or losing their seat at Bronx Excellence.

Our poorest performing scholars often have the worst attendance and tardiness records. It is critical that scholars are in school everyday in order to keep up with their studies and to help them maintain a sense of commitment, structure and schedule.

Other things to note regarding your scholar's attendance:

- If one sibling is ill, the other sibling(s) should be in school—do not keep them home unless the sibling(s) is/was in close contact and must quarantine.
- Always have a back-up plan if your scholar's bus does not show up—they still must report to school. If you fail to plan, then you plan to fail.
- Late scholars will miss out on lessons and critical classroom time.
- 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 this balance is paid.
- Scholars must return Chromebooks prior to discharge or graduation from the school. Scholars will not receive transcripts for their next school until the device is returned. If lost or broken, families must pay for devices, as explained in the Chromebook loan agreement.

Bronx Excellence School Wide Lateness (Drop Off and Pickup) Policy

Scholar Tardiness (Drop off)

Elementary School:

- Doors open at 7:45 am each morning. Scholars must arrive between 7:45 am and 8:10 am. Scholars arriving after 8:10 am are considered late (tardy).
- Breakfast is served from 7:45 – 8:07 am—families may send their scholar(s) to school with a breakfast meal from home.
- Instruction begins at 8:15 am.

Middle School:

- Doors open at 7:45 am each morning. Scholars must arrive between 7:45 am and 8:00 am. Scholars arriving at 8:07 am or later are considered late (tardy). Doors will be closed.
- Breakfast is served from 7:45 – 8:00 am—families may send their scholar(s) to school 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 scholars riding a late bus are not considered tardy.

Our curriculum is an ambitious one and every day, timely attendance is essential for scholars to keep pace. Parents are expected to ensure that their child is in school and on time. PLEASE do not allow your scholar 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 endanger eligibility for promotion to the next grade level. Being absent 10% of the time, or 18 days, makes a scholar chronically absent.

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

Scholar Tardiness (Pick Up)

Elementary School:

All scholars 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. Parents or guardians will have until 4:20 pm to pick up their scholar before it is marked as a late pick up.

Middle School:

Scholars will be dismissed at 4:15 pm. Parents or guardians will have until 4:25 pm before it is marked as a late pick up. Only the adults listed on the scholar's emergency contact form will be allowed to pick up the scholar from school.

Bronx Excellence School Wide Lateness (Pick Up) Policy

Type of Infraction	Consequence
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 or Principal.

Discipline

Our approach to discipline is rooted in the belief that the learning environment is sacred. At Bronx Excellence we believe that the foundation of our schools is built upon the strength of relationships with all scholars. By fostering thought-provoking conversations on a regular basis, our scholars learn how to do the following:

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.

Bronx Excellence has created a safe and welcoming environment for all scholars where they may have helpful, open-dialogues with staff members to discuss their thoughts and questions and find solutions. Scholars will be able to count on all adults in their school building and all staff members will serve as thought-partners throughout the year in informal and scheduled meetings regarding school-wide discipline and incentives. We consistently utilize the resources and intelligence of our staff to model and meet our scholars' individual needs and we require that scholars respect themselves, adults, their peers, our school culture, and property at all times. Bronx Excellence expects that scholars actively participate in class, produce top quality work, help their classmates, and come to school every day on time, prepared to learn

Our schools thrive on structure, motivation, and discipline. The vision of Bronx Excellence is to produce highly educated and enthusiastic 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 and ethics. We love our scholars and expect them to abide by our high standards each and every day—both in and outside of school grounds. Our scholars represent not only themselves, but their families and community.

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

We take just as much pride in the details of our schools as we do in large matters. Safety is our top priority and Excellent behavior ensures that our children are SAFE at school. Disruptions within the classroom are unacceptable—the focus should always be on the lesson at hand. We seek to address all scholar behaviors—both recurring and new—to ensure that scholars are living up to their highest potential. Frequent phone calls and meetings will be arranged to discuss scholar performance and school matters 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.

Additional Protections for Students with Disabilities:

Further details and guidelines can be found in the New York City Department of Education Citywide Behavioral Expectations to Support Student Learning:

<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english>

Students with disabilities, 504 plans, or who are “presumed to have a disability” are entitled to assert specific procedural safeguards under IDEA. A student is presumed to be a student with a disability if the parent has expressed concern in writing that the student needs special education and/or related services, the parent has made a written request for an evaluation of their child, the parent or school staff express concern about a pattern of behavior, or the student has been referred for an initial evaluation.

Manifestation Determination Review (MDR):

A manifestation determination review (MDR) must be conducted when a student with a disability or a student who is presumed to have a disability is subject to a disciplinary change in placement to determine if the behavior is caused by or has a direct and substantial relationship to the student’s disability and/or was the direct result of the failure to implement the IEP or Section 504 plan. If the student’s behavior is a manifestation of the student’s disability, the student may not be disciplined for the behavior, except in certain cases. If the student’s behavior is determined not to be a manifestation of the student’s disability, the student may be subject to discipline for the behavior.

A disciplinary change of placement occurs if the student will be removed from their regular program for:

- (1) more than 10 consecutive school days as a result of a superintendent’s suspension;
- (2) more than 10 cumulative school days in a 40-school-day period as a result of three or more disciplinary responses (superintendent’s suspension, principal’s suspension, and/or teacher removal); or
- (3) more than 10 cumulative school days in a school year as a result of disciplinary responses that the principal determines constitute a pattern of removals.

See the NYCDOE Behavior Supports web page (<https://www.schools.nyc.gov/special-education/supportsand-services/behavior-supports>) for more information.

Required Steps Following the MDR Meeting:

Further details and guidelines can be found in the New York City Department of Education Special Education Standard Operating Manual (SOPM):

https://infohub.nyced.org/docs/default-source/default-document-library/specialeducationstandardoperatingproceduresmanualmarch.pdf?sfvrsn=4cdb05a0_2

Determination of a Manifestation:

If the MDR Team finds that the action for which the student was subject to discipline was a manifestation of his/her disability, the student must be immediately returned to school, except as set forth below. If a student's misconduct is found to be a manifestation of the student's disability, the student may still be assigned to an Alternate Learning Center (ALC) for up to 45 school days by the CEO/designee if charges involving the following offenses were sustained at the superintendent's suspension hearing:

- **Weapons:** The student brought or possessed a weapon in school, on school premises, or at a school function under the jurisdiction of the school or DOE.
- **Drugs:** The student knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the school or DOE.
- **Serious bodily injury:** The student inflicted serious bodily injury on another person at school, on school premises, or at a school function, meaning bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

* A weapon for these purposes means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that this term does not include a pocket or other knife with a blade of less than two and one-half inches in length.

*If the student is attending an ALC, the school should work with the ALC staff to gather the relevant information to create or update the FBA/BIP.

The following steps must also be taken if the MDR Team concludes that the action is a manifestation:

- If the student does not already have one, a Functional Behavioral Assessment (FBA) must be conducted and, if appropriate, a Behavioral Intervention Plan (BIP) must be developed and implemented immediately. For more information about FBAs and BIPs, visit the "Behavior Supports" page within the Special Education Resources section on the DOE InfoHub.
- If an FBA has already been conducted, it must be reviewed to determine whether a new FBA is needed and whether a BIP should be created. If a BIP has already been developed, it must be reviewed and modified as necessary to address the behavior that resulted in the removal. Additionally, if appropriate, the BIP should be reviewed to address other behaviors identified in the FBA that impede learning.

- If the student's IEP is not fully implemented, steps must be taken immediately to remedy the deficiencies.

Determination of No Manifestation:

If it is determined that the student's behavior was not a manifestation of his/ her disability, the disciplinary removal may be imposed.

The following additional steps must be taken:

- At the next IEP meeting, the IEP team must determine whether the student's behavior necessitates conducting an FBA and/or developing or reviewing a BIP. If the student requires an FBA, one must be conducted, and a decision must be made as to whether the student requires a BIP. If the student requires a BIP, it must be developed and implemented immediately. If the student already has a BIP, it must be reviewed to determine if a new FBA is needed to gather new data or if changes need to be made to the BIP.
- The FBA and BIP must be forwarded to the student's suspension site upon completion.

For Either Outcome:

Regardless of whether the behavior is found to be a manifestation of the student's disability, if any member of the MDR Team determines that the educational or related service needs of the student warrant a change in the student's program or a reevaluation of the student, the member must submit a request for a reevaluation or an IEP review immediately following completion of the MDR.

Order from Impartial Hearing Officer:

In exceptional cases the school may also seek an order from a special education impartial hearing officer to place a student in an ALC for up to 45 days when maintaining the student in his/her current educational placement is substantially likely to result in injury to the student or others. The order may be sought without seeking disciplinary action, in which case the student remains in school pending the outcome of the hearing. The student may remain in the ALC regardless of the determination of an MDR Team. Prior to pursuing this type of removal, the school should consult with relevant supervisors who should contact the central DOE Special Education Office for guidance.

*The DOE may request that the impartial hearing officer extend the student's placement in the ALC for additional 45 day periods if returning the student to his/her current educational placement is substantially likely to result in injury to the student or others.

*Suspension site refers to an Alternate Learning Center (ALC) or "buddy school."

Suspension Plan:

If a student with a disability is removed from his or her school program for more than 10 consecutive school days, a Suspension Plan must be created. The Suspension Plan provides information regarding the student and delineates the programs and services the student will receive during the removal. A Suspension Plan must be created whenever either: (1) the student is removed for 10 or more consecutive days as a result of a suspension, or (2) the student is removed pre-hearing and an adjournment results in the student being out of his or her regular school program for more than 10 consecutive school days.

A Suspension Plan is a collaborative effort between the student's school (the home school) and the suspension site to determine the programs and services that will enable the student to make progress toward meeting his/her annual goals during the period of removal. The Suspension Plan must include an explanation of the student's level of need in math, listening, speaking, writing and reading English, and behavior; IEP goals, strategies, interventions, programs, supports, testing accommodations, promotion criteria (if applicable), and medical alerts; the special education program to be implemented at the suspension site (including related, supplementary, and transition services, if appropriate); and additional transportation support to the suspension site if needed. The Suspension Plan must note the student's classification and the date of the last IEP conference.

The Suspension Plan is composed of two parts:

- Part 1 summarizes: the student's skill-based performance; his/her needs, including around transportation, health, and behavior; and the strategies, interventions, programs, services and/or supports employed by the home school. It is designed to obtain current information about the student's academic performance, behavioral issues, and/or instructional supports, with the most up-to-date details about the student's performance.
- Part 2 describes the special education program, related services, accommodations, and other supports the student will receive during the suspension.
- The home school will complete Part 1 of the Suspension Plan within three school days of the student's suspension. The home school must provide the name and contact information of a special education contact in the event the ALC to which the student is assigned requires additional information. Part 2 of the Suspension Plan will be completed no later than 10 school days after the student's arrival at the suspension site. Part 2 of the Suspension Plan will be created by the IEP team (including the parent).

If a Suspension Plan is created using an out-of-date IEP, and the IEP is updated while the student is suspended, the Suspension Plan should be adjusted at an IEP meeting based upon the up-to-date IEP. With the IEP goals attached, the Suspension Plan, forms a comprehensive document with all relevant information on how the Suspension Site will deliver the student's special education services.

The Suspension Plan should be uploaded to SESIS or otherwise made available to the school that the student will attend following the end of the suspension.

Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs):

If a student with an IEP is subject to a disciplinary response and a determination has been made that the behavior is a manifestation of the student's disability, a functional behavioral assessment must be conducted or updated and a BIP developed or modified. Additionally, even when a student's behavior is determined not to be a manifestation of a student's disability, a functional behavioral assessment can help provide a more in-depth understanding of the student's behavior.

A functional behavior assessment (FBA) is an evaluation used to determine why a student with a disability engages in behaviors that impede learning and how the student's behavior relates to the environment.

The FBA must be based on multiple sources of data, obtained across multiple settings and times of day including, but not limited to: information obtained from direct observation of the student; information from the student, the student's teacher(s), related service provider(s) and others with whom the student interacts; and a review of available data and information from the student's record and other sources, including any relevant information provided by the student's parents/caregivers. An FBA must be conducted by a team; the principal will designate the team and its facilitator.

A behavioral intervention plan (BIP) is based on the results of an FBA and includes, at a minimum: a description of the problem behavior; global and specific hypotheses as to why the problem behavior occurs; and intervention strategies that include positive behavioral supports to address the behavior. The BIP must identify intervention strategies to be used to alter antecedent events to prevent the occurrence of the behavior, teach individual alternative and adaptive behaviors to the student, and provide responses for the targeted inappropriate behavior(s) and alternative acceptable behavior(s). Baseline data must be used as a standard to establish performance criteria and against which to evaluate intervention effectiveness. The BIP must be monitored (and reported to the parent) using the same data collection measures (frequency, intensity, duration and/or latency) that were used to collect baseline data for the FBA. The goal is for the problem behavior to decrease as the replacement behavior increases.

After an FBA has been conducted, the IEP team must be convened to review the results of the FBA, develop a corresponding BIP (if appropriate), and update the student's individualized education program (IEP) to indicate if a particular device or service, including an intervention, accommodation or other program modification, is needed to address the student's behavior.

Motto

R.I.S.E. U.P.!

Respect Integrity Success Etiquette Unity Pride

Values

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

Recognition Systems /Awards

On a daily basis, teachers engage scholars via recognition and awards. Values are taught, practiced, and used in class discussions to foster positive social behaviors and healthy relationships. As thought-partners, teachers reinforce values and highlight exemplary scholars through classroom recognitions, school-wide assemblies, and informal moments of praise.

Bronx Excellence Common Language

Bronx Excellence has established a common vocabulary and behavior management plan so that scholars receive consistent messaging and are held to the same high expectations throughout their years at the school. Scholars recognize key phrases, signals, and procedures that are implemented in every class, articulated through each grade, and ubiquitous among all teachers. As scholars advance in grade level, expectations for conduct evolve appropriately with age to ensure developmental appropriateness. With these strategies, Bronx Excellence advances scholarly achievement by creating a culture that inculcates positive work habits, develops lifelong scholars, and allows scholars to feel safe, interconnected, and empowered. Examples of this type of language include:

- o Scholars
- o RISE UP! (Respect Integrity Success Etiquette Unity Pride)
- o Criss cross applesauce
- o Stand up tall and proud
- o Sit up tall and proud
- o Hands out of your pocket.
- o All Greetings (Good morning, Good afternoon, Hello, May I help you? etc.)
- o Use polite words, or Use your kind words.
- o First landing...next landing/continue (for when scholars are ascending or descending the stairs)
- o Choices, decisions and consequences
- o Sir/Ma'am

- o Tuck in your shirts
- o Silent lunch so that the space remains safe and orderly
- o Expecting Excellence from our scholars
- o Time on task
- o Bobcats up!

General Guidelines (Discipline)

These general guidelines are set to ensure that the Bronx Excellence mission is upheld. Teaching scholars appropriate behavior is as much a part of an educator's job as teaching literacy and math. A considerable amount of time is spent building community within the classroom and it is essential that teachers promote and expect the best of each scholar. All teachers promote positive social behaviors and provide scholars with guidance and direction. In addition, all classroom rules are established and followed consistently. Strengthening the relationships between a scholar and their teacher, leadership, and peers fosters thought-provoking conversations and builds the scholar's capacity for achieving ideal habits and excellence.

Discipline Procedures

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

- Anecdotal record of student's behavior by the teacher
- Private, thought-provoking conversations with scholar about undesired behaviors with teacher and/or AP, Principal
- Use of interventions
- Development of behavior modification plan for scholar and/or change of intervention
- Contact with scholar's parent/guardian 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

Bronx 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, scholars, 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 scholars/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 <https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>. Bronx Excellence will use this code/resource in the event of an incident.

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

Homework

Elementary School

All scholars are provided with homework folders which are designed to teach essential organizational skills. There are high standards for homework and all homework must be neat, clean, and thoroughly completed. Homework is checked daily by each teacher. If a scholar’s homework is late, missing, incomplete, or of poor quality, they may face in-school consequences such as being required to make up the work during recess, or after school. All assignments must be signed upon completion. Moreover, since bringing all necessary books and supplies is a part of homework, scholars 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 scholar 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 core value of Bronx Excellence.

Middle School:

School assignments are posted in Google Classroom and, during orientation, scholars are provided with lessons on how to navigate the Google calendar and link assignments to their devices to get daily notifications of their school work. If a scholar's homework is late, missing, incomplete, or of poor quality, the scholar 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 Bronx Excellence.

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

Summer Projects

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 school year, the scholar's grade will result in a 0. This means that in every subject area, the scholar's first test grade will be a 0, which will be averaged in for the remainder of the academic year.

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

Bronx Excellence School Wide Homework Policy

- The Elementary School will keep track of all homework missed regardless of the subject area of the assignment.
- At the Elementary School, after each trimester the scholar will start from 0 with the number of missing homework assignments.
- At the Middle School the homework missed will have to be 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 qualify them for detention until they miss their third homework in Math. This would give them a total of three missing assignments in Math alone.
- At the Middle School, after each quarter the scholar will start from 0 with the number of missing homework assignments.

Progress Reports

On a bi-weekly basis, your scholar will receive an academic progress report. This progress report communicates your scholar's current academic standing as well as any important notes from the teacher. Our intention is to ensure that parents and guardians are kept informed of their scholar's performance. This report must be signed and returned the following school day and any scholar

that does not return his or her progress report the Monday morning after they were given out will be assigned a mandatory after school 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 scholar 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 beforehand so they may collaborate with the dean/principal to prepare a packet of work for the extended absence. Once again, absences from school directly hurt a scholar's academic progress and a scholar should only be absent in the case of illness or a family emergency. If missed school work is not made up in time by the scholar, he or she will receive a 0 for that assignment, and it will be documented that sufficient time was given in order to complete it.

***For any scholar that misses school with valid reasoning, homework will be set aside so that the scholar will not be behind in their school work. Parents/guardians should call the school in advance before coming to pick up their scholar's work so the teacher has sufficient time to prepare and leave a copy at the front desk.**

Cell Phones/Electronic Devices

Scholars are not allowed to use any electronic devices during school hours. If your scholar has a cell phone or any smart devices (smart watches, iPads, tablets etc...), it must remain in their book bag and off during school hours (including lunch, recess, on field trips, bathrooms, and any other time your scholar is under our supervision).

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, 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

If a cell phone is seen or used during school hours, the following actions will be taken:

Type of Infraction	Consequence
1st Infraction	Cell phone is taken and phone call to parent/guardian is made; phone is returned to scholar at dismissal
2nd Infraction	Phone is taken; phone call is made to parent/guardian and parent/guardian will need to come pick up phone from leadership
3rd Infraction	Phone is taken and placed in leadership lock box until the last day of school when a parent/guardian must come and pick up

****Scholars who post pictures/videos etc., on campus, or off-campus in school uniform, 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 scholars. However when scholars are in school, cell phones must remain turned off and out of sight. **If you need to communicate with your scholar during the school day, please call the main office.**
- Bronx Excellence is not responsible for any lost or damaged electronic device that is brought to school by the scholar—it is the scholar’s property and should be taken care of accordingly.
- Scholars are prohibited from taking and posting pictures of other 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 scholars 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

***<http://www.nysed.gov/educator-integrity/prohibition-cell-phones-and-electronic-devices-new-york-state-assessments>

Technology Acceptable Use Policy

I understand that access to Bronx Excellence's computer technology applications and internet privileges is based on the understanding that I will use these tools to enhance learning, research, communication, and presentations 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 breakdown of further information.

[*https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy](https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy)

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 interactions 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.

6 . I will not share personal information about myself or anyone else on the Internet. This includes name, address, phone number, photograph, etc.

7. I understand that anyone can read the messages I send from the computer and that work stored on the computer is not private.

8. I will keep my passwords private and will accept the risk of not doing so.

9. I will not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their permission.

10. Anything in violation pursuant to the following definitions of digital citizenship and cyber bullying referencing: current scholars, alumni, scholar 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

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

- If there’s a problem or concern, speak with the teacher first so that the problem may be solved together.
- We encourage you to ask clarifying questions to learn all the facts surrounding the situation at-hand.
- 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 a member of the leadership team or your scholar's classroom teacher and they are not able to take your call, please leave a message.
- It is Bronx Excellence 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, and teachers/staff vary regarding 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 respond by phone or in writing within 24 hours.)
- Meetings
- Report Card Conferences
- Emailing

- School-wide Text Messaging System
- Website

Promotion to the Next Grade

Bronx Excellence has high standards for a scholar's promotion to the next grade level. Scholars are expected to perform at or above grade level in all subjects, which consists of a level 3 or 4. It is not automatically assumed that scholars will pass from one grade to the next—the scholar must earn promotion by demonstrating mastery of essential knowledge and skills. Promotion decisions will be based on a scholar's grades, standardized test scores, attendance, homework completion record, social behaviors, and other scholastic assessments. The principal will solicit, analyze and evaluate the data from all assessment tools and retains the authority to make the final decision on all promotion decisions. Scholars being retained are those who have performed significantly below grade-level standards. We will look carefully at scholar test scores, and academic work, teacher observation/anecdotal notes, and other assessment tools before making these promotion decisions. Based on overall performance, the scholar may have to attend summer school. Scholars who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP, and those 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 scholar. Please read them carefully and call our school nurse if you have any questions or concerns.

1. A doctor's copy of your scholar's immunization record is needed. This should list all immunizations that your child has received and the dates for each immunization. If your scholar 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 scholar, it is better that they perform the examination, especially since immunizations need to be updated and tuberculin testing should be done yearly. Scholars may be excluded from physical education or playground activities until a completed medical form 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.

3. To make sure that we are able to reach you in the event your scholar becomes ill, we need to have your home telephone number, work number(s), cell phone number(s), and two local (emergency) telephone numbers of relatives, friends, or neighbors who will take responsibility for your scholar if you are unavailable or unable to pick them up from school.

4. In the event that your scholar 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 in order for your scholar to return to school. In the case of strep, a scholar must be on an antibiotic for 24 hours before returning to school.

If your scholar is exposed to COVID-19, you will be provided with specific instructions and criteria for returning to school.

5. If your scholar 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.

6. If your scholar 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 scholar is able to resume the usual physical education activities, a doctor's note is also needed.

7. Medications that are prescribed when your scholar is ill may be given to them 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 scholar 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/guardians 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

8. If your scholar 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 degrees) for 24 hours—this ensures complete recovery and reduces the chances of spreading a contagious or infectious condition.

9. If your scholar is not coming to school, you must call the school at:

Bronx Excellence 1 Elementary: (718) 828-7301

Bronx Excellence 1 Middle: 718-828-7301

Bronx Excellence 2 Elementary: (718) 892-1276

Bronx Excellence 2 Middle: (718) 882-1058

Bronx Excellence 3 Elementary: (718) 882-0231

Bronx Excellence 3 Middle: 718-882-1074

Bronx Excellence 4 Elementary: (347) 773-3100

Bronx Excellence 4 Middle: 718-882-1074

Bronx Excellence 5 Elementary: (718) 882-1058

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

The Bronx Excellence calendar **MUST** be referred to by families in order to stay informed of scheduled school days and closings for the school year. Snow days will now be remote learning days. Bronx Excellence will only close school in cases of extreme weather conditions and, 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 DOE announces a delayed opening or a closing, Bronx Excellence will also be delayed or closed. Parents/guardians who are not at home during the day should make provisions for their scholar to go to the home of a friend or neighbor if an early school closing is necessary. The scholars should be made aware of these arrangements and the school must have an updated emergency contact form indicating where your scholar should be sent and who should be contacted.

Lost and Found

A small lost and found box is kept in each school building. Families may call the school and inquire as to whether their scholar's lost items were found. At the end of every trimester, items left in the box will be donated to a local charity.

School Bus Transportation

Busing to and from Bronx Excellence is provided by the New York City Department of Education (DOE). The Department of Education may provide busing for scholars who live between ½ mile and 5 miles from Bronx Excellence. However, the right to free transportation is not guaranteed and is dependent on where the DOE draws the bus routes, as well as on the scholar's good behavior while waiting for and riding the school bus. Scholars who do not behave on the school bus may have their riding privileges suspended or revoked. 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) at: (718) 392-8855. Please note that our schools can assist with these complaints, but the only ones that we independently solve are those involving scholar to scholar interactions.

While OPT determines the eligibility of a scholar for bus service, Bronx Excellence reserves the right to suspend or expel an eligible scholar from the bus if they, in any way, threaten the safety and well-being of themselves and/or their 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 on the school bus.

• **Poor Bus Behavior** – Bus drivers must focus on the road to make sure all scholars arrive to school and home safely. On the bus, scholars must remain in their seats, use their inside voices (low volume), refrain from eating, drinking or doing homework, and follow all directions given by the bus driver. Scholars 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 and if your scholar 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/Assistant Principal
1 st Infraction of bus policy	Bus Suspension (1 day)
2 nd Infraction of bus policy	Bus Suspension (2 days)
3 rd 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 Bronx Excellence Bus Policy (please refer to following pages).

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

****If you do not wish for your 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 do not guarantee that your scholar will not be put on the bus.****

School Year Bus Policy

Bus drivers must focus on the road to make sure all scholars arrive to school and home safely. The bus drivers will only pick up and drop off your scholar(s) at the designated bus stops. If you miss the bus, please do not follow the bus and attempt to place your scholar(s) on the bus at the next or another bus stop, instead, please bring them to school directly.

Pre-Suspension Warning - Detention

1st infraction of bus policy - Bus suspension (1 day)

2nd infraction of bus policy - Bus suspension (2 days)

3rd 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 promptly.

Failure to sign and submit this form may result in the scholar's removal from the bus until the *Bus Policy* is signed and submitted.

School Bus Policy

I, _____, have reviewed the *Bronx Excellence Bus Policy* and the consequences associated with its rules and regulations. I understand that it is my responsibility to re-enforce to my scholar that they maintain appropriate conduct and make productive choices. As a family partnered with Bronx Excellence, I understand that the bus policy was designed to bridge together the mission of our schools 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 scholar for bus service and that Bronx Excellence reserves the right to suspend or expel an eligible scholar from the bus if they threaten themselves and/or their peers on the bus. I understand and agree that the right to free transportation offered by OPT is a privilege and is contingent upon scholar behavior.

I understand that my scholar should clearly demonstrate behaviors that uphold the Bronx Excellence mission and the rules and regulations of OPT. I understand that having on-going conversations with my scholar about their behavior will help them to understand that they are expected to honor themselves, our family, and the Bronx Excellence school culture and community.

I understand that my scholar is expected to practice impulse control, respect authority and boundaries, and use appropriate language/actions while riding the bus. I understand that I must reinforce that they are cordial and act in compliance with the federal School Violence and Prevention Act of 2001 as well as with the Bronx Excellence philosophy of **Respect Integrity Success Etiquette Unity and Pride**.

I understand and agree to adhere to the Bronx Excellence Bus Policy and the consequences associated with making an infraction. I have read the Bus Policy and have discussed it fully with my scholar.

Parent/Guardian Signature

Date

Child's Name

Grade/Class

School Lunch Program & General Lunch

Breakfast and lunch are available at Bronx Excellence. As part of our participation in the School Foods Program (a federal program that subsidizes student meals), Bronx Excellence **MUST** collect a completed lunch application from each scholar annually. Families may send lunch to school with 100% juices only, water or milk. If you send lunch to school with your scholar, we ask that you send nutritious foods in appropriate-sized, ready-to-eat portions. Please do not send unhealthy drinks (e.g., sodas or beverages heavy in sugar) or unhealthy snacks (junk foods high in fats/sugar). Bronx Excellence reserves the right to prohibit scholars from consuming unhealthy foods/drinks at school.

Recommended Snack List at Bronx Excellence

<u>Pastry/ Snack Options</u>	<u>Chips/ Crackers</u>
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	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
<u>Beverages</u>	<u>Fruits and Vegetables</u>
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	Canned Fruits in Light Syrup Fresh Fruit Applesauce Fresh Vegetables Squeezable fruit pouches Hummus dip
<u>Miscellaneous</u>	
Low-Fat Cheese Sticks Yogurt Go-Gurt	

*** Reminder*** Bronx Excellence is a **Peanut and ALL Nut Free Zone.**

School Visitor Policy

Visitors, especially our families, are a vital part of the Bronx Excellence community and we welcome them as volunteers, observers, and partners in the education of our scholars. However, unannounced visits can be disruptive to our educational program and we ask that families who would like to visit please call at least one day in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in at the Main Office and enter classes during transitional periods (however they may leave at any time during the lesson). Visitors may not talk to a scholar or a teacher during the lesson, but may call the teacher after school to discuss any observations from their visit.

If a visitor comes to drop something off for a scholar or to leave a message, we require that the visitor leave the item/message in the Main Office. In accordance with the Bronx Excellence Safety Plan, we cannot allow unannounced visitors to roam the building.

***Please note: Our visitation policies may be temporarily suspended due to COVID-19 restrictions. To review the latest visitation policies, please review our latest guidance, which can be found at: <https://www.excellencecommunityschools.org/covid19>.

Additional Policies

School Supplies

The supplies you will need to purchase for your scholar are 1) a book bag that is big enough to fit a full-sized folder and books. All school supplies needed in school will be provided by Bronx Excellence. Please do not purchase rolling backpacks for Elementary School scholars as these can be very dangerous when used on staircases and are often too heavy for small children. At the

Middle School rolling backpacks 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 Bronx Excellence we do not allow scholars to bring outside food or drinks as part of a birthday celebration. Scholars will be celebrated in the classroom by their teachers and peers, but any additional celebrations within school property are omitted. Each school may celebrate a scholar's birthday differently in the classroom, but some teachers might give things such as a birthday pencil, celebratory crown, or certificate etc.

Bathrooms (Elementary/Middle Schools)

Scholars are to use the bathrooms located on the floor on which they are attending class.

We remind scholars that the bathroom is neither a place to socialize nor to play and if a scholar misuses the bathroom or the resources in the bathroom, the Assistant Principal/Principal will notify the scholar's family and we will work together, either over the phone or in person, to help the scholar set clear goals for appropriate and respectful use of the bathroom.

****Bronx Excellence reserves the right to enforce consequences for any inappropriate or unethical behavior/actions based upon the severity of the infraction.****

If a scholar ever feels uncomfortable or intimidated when using the bathroom, please let the teacher and leadership team know immediately so that we may work together to alleviate whatever is causing the concern.

Fire Drills

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

Hallways and Classrooms

- When scholars walk in the hallways, they must remain quiet and respectful of the learning of others throughout the building.

- Scholars must *walk* (not run) at all times in the building.
- When scholars are traveling in a group or are in the cafeteria and an adult prompts 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 for families and scholars:

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