



# The Bronx Charter School for Children

2011-2012

## Family Handbook Policies and Procedures

The Bronx Charter School for Children  
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[www.tbcs.org](http://www.tbcs.org)

The Mission of The Bronx Charter School for Children is to empower our children to achieve their greatest potential both as students and as members of their communities

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	
• BCSC 2011-2012 School Calendar	1
• BCSC Staff Listing	2-3
• BCSC Board of Trustees	3
• BCSC FSA Officers	3
<b>SCHOOL OVERVIEW</b>	
• BCSC Brief History and Timeline	4
• What is a Charter School?	5
• BCSC Management Structure	6
• Charter School Funding	6
• BCSC Mission and Core Values	7
• BCSC Accountability Goals 2011-2016	8-11
<b>BCSC OPERATIONAL PROCEDURES</b>	
• Who Do I Call?	12
• School Hours	13
• School Closings and Emergencies	13
• Traveling to and from the BCSC	13
• Arrival and Dismissal	13-14
<b>FAMILY RESPONSIBILITIES TO SUPPORT LEARNING</b>	
• Attendance	15
• Late Arrivals and Early Dismissals	15
• BCSC Action Steps: absences and Late Arrivals	16
• Afternoon Late Pick-Ups	17
<b>ADDITIONAL SCHOOL POLICIES AND PROCEDURES</b>	
• Breakfast, Lunch and Snack	18
• Outdoor Recess	18
• Birthdays Celebrations	19
• Holiday Celebrations	19
<b>HEALTH AND SAFETY</b>	
• Parent/Guardian and Emergency Contact Information	20
• Escorts	20
• Nurse	20
• Medication Policy	20-21
• Fire Drills	21
• Elevator Use	21
• Telephone Use	21
• Visitor Identification	21
• Solicitation	21
• Internet Safety Policy	21-22
• Family Educational Rights and Privacy Act (FERPA)	22
• Mandated Reporters	23
• Definitions of Child Abuse and Maltreatment	23
<b>THE EDUCATIONAL MODEL</b>	
• Academic Program	24
o More Time on Task	24
o Standards-Based Instruction	24
o Research-Based Curricula	24
o Nightly Homework	24

## TABLE OF CONTENTS

○ Continuous Assessments	25
○ Targeted Intervention	25
○ Enrichment	25
● Character Education	25-26
○ Student Pledge	25
○ Sweating the Small Stuff	25-26
○ Social Emotional Support	26
○ Family Communication	26
● Books and Supplies	26
● Assessment and Grading Systems	26
○ Assessments	26
○ Grading	27
○ BCSC Honor Roll	27
○ Promotional Criteria	27
● Homework	27
○ Overarching Expectations	27
○ Content Requirements	28
○ Grading Homework	28
○ Homework Policy	28-29
○ Student Vacation Homework Packets	29
● Field Trips	30
● BCSC Town Meeting	31
● Morning Announcements	31
<b>BCSC STUDENT BEHAVIORAL EXPECTATIONS</b>	
● Student Dress Code	32-33
● Promoting Smart, Safe Choices	33
○ School Pledge	33
○ BCSC Behavior Chart	33
● BCSC Discipline Code	34
○ Re-Entry Meetings	35
● BCSC Bus Policy	35-36
● Prohibited Items	36
<b>HOME AND SCHOOL PARTNERSHIP</b>	
● Home and School Connection	37
● Parent/Teacher Conferences	37
● Curriculum Night	37
● School Volunteers	38
● Chaperoning Field Trips	38
<b>THE BCSC COMMUNITY IS SOLUTION-ORIENTED</b>	
● Grievance Procedure	39
<b>ENROLLMENT INFORMATION</b>	
● Lottery Admission	40
● Re-Enrollment	40
● Transfers	40
● Student Records	41



## The Bronx Charter School for Children

### School Calendar 2011-12

Date	Day	
September 5	Monday	Labor Day—School Closed
September 6	Tuesday	First Day of Classes! (No bus service)
September 21	Wednesday	Curriculum Night – 6 pm
September 29-30	Thursday & Friday	Rosh Hashanah—School Closed
October 10	Monday	Columbus Day—School Closed Staff Professional Development
October 19	Wednesday	Curriculum Night 6pm
November 8	Tuesday	Election Day—School Closed Staff Professional Development
November 11	Friday	Veteran’s Day—School Closed
November 16	Wednesday	Parent Teacher Conferences—Noon Dismissal for Students
November 24-25	Thursday & Friday	Thanksgiving Recess — School Closed
December 26- January 3	Monday to Monday	Winter Recess — School Closed Students return to school on Wednesday, January 4th Staff Professional Development –Tuesday, January 3rd
January 16	Monday	Dr. Martin Luther King Jr. Day—School Closed
February 20-24	Monday to Friday	Midwinter Recess — School Closed Students return to school on Monday, February 27
March 14	Wednesday	School Closed Staff Professional Development
April 6-13	Friday to Friday	Spring Recess — School Closed Students return to school on Monday, April 16th
April 18	Wednesday	Parent Teacher Conferences 1pm-7pm—School Closed for Students Staff Professional Development
May 28	Monday	Memorial Day—School Closed
June 27	Wednesday	Last Day of Classes— Noon Dismissal for Students

<b>FSA Meetings</b>	<b>Board of Trustees Meetings</b>
<i>These meetings are on the 3<sup>rd</sup> Wednesday of each month at 6:00 pm</i>	<i>These meetings are on the 2<sup>nd</sup> Thursday of each month at 4:30 pm</i>
September 14 <sup>th</sup> October 19 <sup>th</sup> November 23 <sup>rd</sup> December 12 <sup>th</sup> /14 <sup>th</sup> (Pot Luck Dinners) January 18 <sup>th</sup> February 15 <sup>th</sup> March 21 <sup>st</sup> April 25 <sup>th</sup> May 16 <sup>th</sup> June 20 <sup>nd</sup>	September 8 <sup>th</sup> October 13 <sup>th</sup> November 10 <sup>h</sup> December 8 <sup>th</sup> January 12 <sup>th</sup> February 9 <sup>th</sup> March 8 <sup>th</sup> April 19 <sup>th</sup> May 10 <sup>th</sup> June 14 <sup>th</sup>

The FSA meetings are open to all BCSC community members.  
The Board of Trustees meetings are open to the public.  
Notices of special events and reminders of meetings will be sent home with students and are posted on the BCSC website.

**The Bronx Charter School for Children  
2011-2012 Staff Members**

**ADMINISTRATIVE TEAM**

Dr. Doreen Land	Head of School/Executive Director	Main office
Ms. Anna Johnson	Director of Lower School K-2	104
Ms. Stephanie Abel	Director of Upper School 3-5	308
Ms. Kristina Jelinek	Director of Student Support Services	208
Mr. Bill Seiter	Director of Finance	209, Finance office
Ms. Candice Manzano	Director of Operations	105, Operations Office
Ms. Carolyn Lashley	Dean of Students and Families	306
Dr. Traci Gavila	School Psychologist	207
Ms. Rosalyn Bindman	ESL Coordinator	211
Ms. Rose McSween	Director of Development	307

**CLASSROOM TEACHING STAFF**

Mrs. Meirelys Ruiz	Kindergarten Teacher	K-101
Mr. Daniel Fontana	Kindergarten Assistant Teacher	K-101
Mrs. Ariana Adler-Derr	Kindergarten Teacher	K-102
Ms. Marisol Millan	Kindergarten Assistant Teacher	K-102
Ms. Susan Reynoso	Kindergarten Teacher	K-103
Ms. Magda Alicea	Kindergarten Assistant Teacher	K-103
Mrs. Alexandra Reyes	First Grade Teacher	1-201
Ms. Christina Fazio	First Grade Teacher	1-202
Mrs. Tina Maiuolo	First Grade Teacher	1-202
Ms. Peggy McIntosh	First Grade Teacher	1-203
Mrs. Jessica Sosnovich	Second Grade Teacher	2-204
Mrs. Ashley Maguire	Second Grade Teacher	2-204
Ms. Lourdes Roman	Second Grade Teacher	2-205
Ms. Nicole Polera	Second Grade Teacher	2-206
Ms. Laura Zaglauer	Third Grade Teacher	3-301
Ms. Amy Gogerty	Third Grade Teacher	3-301
Ms. Elizabeth Buryk	Third Grade Teacher	3-302
Mr. Mathew Cole	Third Grade Teacher	3-303
Mrs. Erin Knight	Fourth Grade Teacher	4-401
Ms. Veronica Salcedo	Fourth Grade Teacher	4-304
Mrs. Danielle Donaire	Fourth Grade Teacher	4-304
Mrs. Regina Arone	Fourth Grade Teacher	4-305
Ms. Marsha Belton	Fifth Grade Teacher	5-402
Ms. Marina Vega	Fifth Grade Teacher	5-403
Mrs. Wodo Ogbonna	Fifth Grade Teacher	5-404
Ms. Shameeka Tirado	Fifth Grade Teacher	5-404

**SPECIALTY TEACHING STAFF**

Mr. Rolando Guevara	Physical Education Teacher	405
Mrs. Stephanie Darcy	Art Teacher	002
TBD	Music Teacher	001
Mrs. Nicole Altamirano	Science Teacher	003

**STUDENT SUPPORT TEAM**

Ms. Danielle Hernen	School Counselor	207
Ms. Erika Martin	ESL Teacher	211
Mr. Matt Pellowski	Lower School Learning Specialist	309
Ms. Sara Finger	Upper School Learning Specialist	309
Ms. Maya Close	Assistant Teacher, Grade 1	
Mr. Dominique Fludd	Assistant Teacher, Grade 2	
Mr. Miguel Santiago-Soto	Assistant Teacher, Grade 3	
Ms. Tara Catalano	Assistant Teacher, Grade 4	
Ms. Jennifer Giustiniani	Assistant Teacher, Grade 5	

**STAFF SUPPORT PERSONNEL**

Ms. Valerie Kokelaar	Literacy Specialist	211
Ms. Kellie Tice	Assessment Coordinator	211

**OPERATIONS SUPPORT TEAM**

Ms. Michele Clarke	School Aide	Main Office
Mr. Angel Torres	Administrative Assistant	Main Office
Mrs. Wanda Rosario Vázquez	Administrative Assistant	Main Office
Mrs. Tara Guzmán	Assistant to the Executive Director/Head of School	
Mr. Juan Martinez	Maintenance	
Mr. Leo Figueroa		
Mr. Manuel Fragosa	Security	Lobby
Mr. Volcy Jean		
Mrs. Que Lisha Gardner	Finance Assistant	209, Finance Office

**BOARD OF TRUSTEES**

Dr. Eleanor Sypher	Chair
Mr. Laurence Slous	Vice President
Mr. Bruce Greenwald	Treasurer
Dr. Jane Ehrenberg Rosen	Secretary
Rev. Bertram Bennett	
Dr. Patricia Cooper	
Mr. Mark C. Brazier	
Mr. Andrew Lerner	
Ms. Molly Parkinson	
Ms. Liz Russell	
Dr. Doreen Land	Ex-Officio, Executive Director

**FSA OFFICERS**

Mrs. Nancy Vargas	President
Ms. Karla Velasquez	Vice-President
Ms. Catalina Quiñones	Treasurer
Ms. Maria Ortega	Recording Secretary

## BCSC Brief History and Timeline

A diverse group of concerned individuals came together with a shared desire to support alternative educational opportunities for at-risk children residing in the South Bronx. All of these professionals were familiar with the range of challenges that faced children in this community, including poverty, homelessness, and foster care situations.

April 2000	The founders' group began to design a school program and business plan in preparation of submitting a charter school application to the New York State Board of Regents.  Several of the founders' group members were either closely or loosely affiliated with Episcopal Social Services ("ESS"), a non-profit, non-sectarian organization, whose programs aim to strengthen families through the provision of foster care services and after school/Head Start programs. Therefore, the mission of ESS to empower individuals and families influenced the development of the core values of Bronx Charter School for Children.
December 2000	The founders' group incorporated as the Friends of the Bronx Academy Charter School, a 501 (c)(3) non-profit organization.
January 2003	BCSC first charter was granted.
2003-2004	The first year of the charter was utilized for planning. During this time, the Board of Trustees was established, the community was informed of this new opportunity, and the first lottery was held (March 2004).
September 2004	BCSC opened its doors to 132 kindergarten and first grade students, offering a welcomed alternative for children to receive a high quality education in the Mott Haven section of the South Bronx.
September 2005	BCSC opened for its second year of operations (198 students).
September 2006	BCSC opened for its third year of operations (264 students).
July 2007	BCSC submitted a charter renewal application for 2008-2013.
September 2007	BCSC opened for its fourth year of operations (330 students).
January 2008	BCSC charter renewal was granted through July 2011.
September 2008	BCSC opened for its fifth year of operations (396 students).
September 2009	BCSC opened for its sixth year of operations (396 students).
July 2010	BCSC submitted/was granted a charter renewal application for 2011-2016.
September 2010	BCSC opened for its seventh year of operations (432 students).
September 2011	BCSC opens for its eighth year of operations (432 students).

# CHARTER SCHOOLS

## What is a charter school?

In December 1998, the New York State Charter Schools Act allowed the creation of independent public schools, operating based on the terms of a five-year performance contract or "charter." These schools can be created by educators, parents, community leaders, philanthropists and nonprofit organizations and are governed by a not-for-profit board of trustees.

Charter schools are held accountable for meeting specific student performance goals and their charter can be revoked or not renewed if results are not attained. In return, charter schools are exempt from many public school regulations for curriculum development, staffing and budgeting.

By giving educators more authority and evaluating schools by their student achievements, charter schools provide an innovative solution to achieve the following educational goals:

- Increase the learning opportunities and scholastic achievement for all students, especially those at-risk of academic failure
- Encourage the use of different and innovative teaching methods
- Provide parents and students more educational choices within the public school system
- Create new opportunities for motivated teachers, school administrators and personnel

Like all public schools, charter schools must meet state standards and Regents requirements, as well as state laws regarding health, safety, civil rights and student assessment. In addition, charter schools must accept all students and cannot discriminate in their admission policy.

The above summary was excerpted from the New York Center for Charter School Excellence website. Additional information can be found at:

New York Center for Charter School Excellence  
111 Broadway  
Suite 604  
New York, NY 10006  
Tel: 212-437-8300  
Fax: 212-227-2763  
[www.nycchartercenter.org](http://www.nycchartercenter.org)

New York Charter School Association  
1 Commerce Plaza Suite 402  
99 Washington Avenue  
Phone: 888-343-6907  
[www.nycsa.org](http://www.nycsa.org)

## Charter School Management Structure

The BCSC's license to operate (our "charter") is granted by the New York State Education Department (NYSED). Representatives from the NYSED visit to observe the operations of the school and to ensure we comply with all NYSED requirements.

Although we are *not* a New York City Department of Education school, we work with the NYC public school system in the following capacities:

- Breakfast/lunch program
- Transportation
- Special education and related services

The BCSC is a 501(c)3 non-profit organization.

The BCSC holds every adult accountable for the organization's success. The Executive Director is hired by the Board of Trustees to manage all school activities that involve students, families and staff members.

## Charter School Funding

- BCSC's primary source of funding is the per student allotment from NYS that is funneled through the NYC DOE Office of New Schools, Charter Schools Unit. To maintain the flow of these base funds, we routinely report our enrollment figures and service provisions.
- Additionally, we receive various federal and state funds. The *No Child Left Behind Act* of 2001 disperses Title I, II, and IV monies to support our efforts to serve at-risk learners.
- As an entity independent from the NYC DOE school system we have the freedom to raise additional, private funds.

## **BCSC Mission Statement**

The Mission of The Bronx Charter School for Children is to empower our children to achieve their greatest potential both as students and as members of their communities.

**To realize our Mission, we are guided by these Core Values:**

### ***Fostering Academic Excellence***

By supporting skilled and dedicated teachers who maintain high academic standards, motivate our students and collaborate with our families

### ***Nurturing the Whole Child***

By creating engaged learners, encouraging honesty and guiding social and emotional development

### ***Ensuring a Safe Environment***

By promoting mutual respect in our diverse community of students, teachers and families

### ***Developing Critical Thinkers***

By encouraging intellectual curiosity and rewarding independent and creative problem solvers

### ***Building Partnership***

By welcoming our families, staff and members of the wider community to participate in and celebrate the successes of our students

# BCSC Charter Accountability Goals, 2011-2016

All adults in the BCSC community (trustees, staff members and family members) are required to contribute in purposeful and persistent ways to ensure the academic achievement of students and overall development of a successful school. Our unwavering focus on our shared objectives drives the evolution of BCSC school programs and overall culture.

As noted in our charter, our 10 fundamental goals are:

## **GOAL I: BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN LITERACY SKILLS**

### Measure 1 (Absolute):

Student performance on the New York State English Language Arts (NYS ELA) Assessment

- Each year, 75% of third, 75% of fourth and 75% of fifth grade students who are enrolled on the test date and were enrolled on or before the first day of the month two years prior to the current year's test administration will perform at or above Level 3 on the NYS ELA assessment.
- Each year, the BCSC's aggregate Performance Index on the NYS ELA assessment will meet its Annual Measurable Objective set forth in the NYS No Child Left Behind (NCLB) accountability system

### Measure 2 (Comparative):

Student performance as compared to the BCSC grade level student cohorts in previous years, in NYC similar schools and in Community School District 7 on the NYS ELA assessment

- Each year, the gap between the percentage of third, fourth and fifth grade cohorts who perform at or above Level 3 and the 75 % goal on the NYS ELA assessment will be reduced by one-half when compared to this gap between the previous year's percentage at or above Level 3 and the 75 % goal. If a grade-level cohort exceeds 75 % at or above Level 3 in the previous year, the cohort is expected to show at least an increase in the current year.
- Each year, the percent of students who perform at or above Level 3 on the NYS ELA assessment in each tested grade will be greater than that of Community School District 7 and the citywide average.
- Conditional upon the data for similar school being made available to BCSC, each year, the percentage of students performing at or above level 3 on the NYS ELA exam in each tested grade will place the school in the top quartile of all similar schools, based on the similar school categories generated by the New York State Education Department and the New York City Department of Education.

### Measure 3 (Growth):

- Each year, fourth grade students who have been enrolled at the BCSC for two years or more on the date of the current year NYS ELA assessment administration, who have also been administered the ELA assessment in both the prior and current year ("fourth grade matched cohort") will demonstrate an increase in their average scale score between the prior and current year.
- Each year, fifth grade students who have been enrolled at the BCSC for two years or more on the date of the current year NYS ELA assessment administration, who have also been administered the ELA assessment in both the prior and current year ("fifth grade matched cohort") will demonstrate an increase in their average scale score between the prior and current year.

Student Normal Curve Equivalent (NCE) on the TerraNova in Reading

- Each year, the gap between the NCE of student cohorts at each grade level and an NCE of 50 (signifying appropriate grade level) on the Reading Total subtest of the *TerraNova* will be reduced by one-half when compared to the gap between the same students' NCE in the prior year and the NCE goal of 50. If a grade-level cohort exceeds an NCE of 50 in the previous year, the cohort is expected to show at least an increase in the current year.

## **GOAL II: BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN THE UNDERSTANDING AND APPLICATION OF MATHEMATICAL SKILLS AND CONCEPTS**

### Measure 1 (Absolute):

Student performance on the New York State Mathematics (NYS Math) Assessment

- Each year, 75% of third, 75% of fourth and 75% of fifth grade students who are enrolled on the test date and were enrolled on or before the first day of the month two years prior to the current year's test administration will perform at or above Level 3 on the NYS Math assessment.

- Each year, the BCSC's aggregate Performance Index on the NYS Math assessment will meet its Annual Measurable Objective set forth in the NYS No Child Left Behind (NCLB) accountability system.

Measure 2 (Comparative):

Student performance as compared to BCSC grade level student cohorts in previous years, in NYC similar schools and in Community School District 7 on the NYS Math assessment

- Each year, the gap between the percentage of third, fourth and fifth grade cohorts who perform at or above Level 3 and the 75 % goal on the NYS Math assessment will be reduced by one-half when compared to this gap between the previous year's percentage at or above Level 3 and the 75 % goal. If a grade-level cohort exceeds 75 % at or above Level 3 in the previous year, the cohort is expected to show at least an increase in the current year.
- Each year, the percent of students who perform at or above Level 3 on the NYS Math assessment in each tested grade will be greater than that of Community School District 7 and the citywide average.
- Conditional upon the data for similar schools being made available to BCSC, each year, the percent of students performing at or above Level 3 on the NYS Math assessment in the tested grade will place the school in the top quartile of all similar schools, based on the similar school categories generated by the New York State Education Department and New York City Department of Education.

Measure 3 (Growth):

NYS mathematics Assessment Scale Score Matched Cohort Growth

- Each year fourth grade students who have been enrolled at the BCSC for two years or more on the date of the current year NYS Mathematics assessment administration, who have also been administered the Mathematics assessment in both prior and current year ("fourth grade matched cohort") will demonstrate an increase in their average scale score between the prior and current year.
- Each year, fifth grade students who have been enrolled in BCSC for two years or more on the date of the current year NYS Mathematics assessment administration, who have also been administered the Mathematics assessment in the prior and current year ("fifth grade matched cohort") will demonstrate an increase in their average scale score between the prior and current year.

Student Normal Curve Equivalent (NCE) on the TerraNova in Math

- Each year, the gap between the NCE of student cohorts at each grade level and an NCE of 50 (signifying appropriate grade level) on the Math Total subtest of the TerraNova will be reduced by one-half when compared to the gap between the same students' NCE in the prior year and the NCE goal of 50. If a grade-level cohort exceeds an NCE of 50 in the previous year, the cohort is expected to show at least an increase in the current year.

**GOAL III: BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN SCIENCE**

Measure 1 (Absolute):

Student performance on the New York State Science (NYS Science) Assessment

- Each year, 75 % of fourth grade students who are enrolled on the test date and were enrolled on or before the first day of the month two years prior to the current year's test administration will perform at or above Level 3 on the NYS Science assessment.

Measure 2 (Comparative):

Student performance as compared to student cohorts in Community School District 7 and the citywide average on the NYS Science assessment

- Each year, the percent of students who perform at or above Level 3 on the NYS Science assessment in each tested grade will be greater than that of Community School District 7 and the citywide average.

**GOAL IV: BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN SOCIAL STUDIES**

Measure 1 (Absolute):

Student performance on the New York State Social Studies (NYS SS) Assessment

- Each year, 75% of fifth grade students who have been enrolled for at least two complete school years will perform at or above level 3 on the NYS SS assessment

Measure 2 (Comparative):

Student performance as compared to student cohorts in Community School District 7 and the citywide average on the NYS SS assessment

- Each year, the percent of students who perform at or above Level 3 on the NYS SS assessment in each tested grade will be greater than that of Community School District 7 and the citywide average.

**GOAL V: BCSC WILL BE IN “GOOD STANDING” EACH YEAR.**

Measure 1:

Under the NYS No Child Left Behind accountability system, the school’s Accountability Status will be “Good Standing” each year.

**GOAL VI: THE BCSC WILL ACHIEVE HIGH RATES OF STUDENT ATTENDANCE AND ENROLLMENT, AND LOW LEVELS OF STUDENT ATTRITION.**

Measure 1:

Annual rates of student attendance

- Each year, the BCSC will achieve a student attendance rate of at least 95 %.

Measure 2:

Annual rates of student enrollment

- Each year, the BCSC will achieve an enrollment rate of at least 95 %<sup>1</sup>.

Measure 3:

Annual rates of student attrition

- Each year, the BCSC will achieve a student attrition rate of no more than 10 %<sup>2</sup>.

**GOAL VII: THE BCSC WILL ACHIEVE HIGH LEVELS OF PARENT/GUARDIAN SATISFACTION AND INVOLVEMENT.**

Measure 1:

Annual BCSC Parent Guardian Survey

- Each year, at least 80% of parents/guardians will complete the annual BCSC Parent/Guardian Survey.
- Each year, at least 80% of the parents/guardians who complete the annual BCSC Parent/Guardian Survey will express satisfaction with the BCSC by indicating a positive response to each of the survey items related to satisfaction.
- Each year, the BCSC will reduce the gap by one-half (if it exists) between the percentage of parents/guardians that express satisfaction in the prior year and the 80 % goal.

Measure 2:

Parent/guardian attendance at parent/teacher conferences

- Each year, at least 90% of all parents/guardians will attend each parent/teacher conference<sup>3</sup>.

**GOAL VIII: THE BCSC WILL ACHIEVE HIGH LEVELS OF STAFF SATISFACTION.**

Measure 1:

Annual BCSC Staff Survey

- Each year, staff members will express satisfaction with the BCSC, based on the results from the annual Staff Survey, in which at least 80 % of all staff provide a positive response to each of the survey items related to satisfaction.
- Each year, the BCSC will reduce the gap by one-half (if it exists) between the percentage of staff members that express satisfaction in the prior year and the 80 % goal.

Measure 2:

Annual rates of staff attrition

<sup>1</sup> The enrollment rate is defined as the total full time equivalent (FTE) of students enrolled for the BCSC year divided by the enrollment capacity for said school year.

<sup>2</sup> The attrition rate will be measured as the percent of students who are enrolled on the first day of each school year that are no longer enrolled on the last day of the BCSC year.

<sup>3</sup> Parent/teacher conferences are held twice a year—at the end of Trimester 1 and 2.

- Each year, the BCSC will achieve a staff retention rate of 80% or more.

**GOAL IX: THE BCSC WILL MEET ALL LEGAL REQUIREMENTS AND RESPONSIBILITIES**

Measure 1:

Adherence to Contract Terms

- Each year, the BCSC will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and the federal Family Educational Rights and Privacy Act.

**GOAL X: THE BCSC WILL MAKE RESPONSIBLE FINANCIAL DECISIONS AND DEMONSTRATE SOUND FISCAL PRACTICES AND MANAGEMENT**

Measure 1:

Financial Compliance

- Each year, the BCSC will undergo an independent financial audit that will result in an unqualified opinion and no major findings<sup>4</sup>.

Measure 2:

Financial Viability

- Each year, the BCSC will operate on a balanced budget<sup>5</sup> and maintain a stable cash flow.

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<sup>4</sup> A finding will be determined to be “major” if it indicates a deliberate act of wrongdoing, reckless conduct or causes a loss of confidence in the abilities or integrity of the BCSC or seriously jeopardizes the continued operation of the BCSC.

<sup>5</sup> A budget for the upcoming fiscal year will be considered “balanced” if revenues equal or exceed expenditures as of May 31 of each year.

# BCSC OPERATIONAL PROCEDURES

## Who Do I Call?

As BCSC parents and guardians, you are encouraged to speak with/call CLASSROOM TEACHERS with any concerns or questions that may arise. Please call the main office (718-402-3300) to leave a message. They will return your call within 24 hours!

Please contact members of our administrative team if you are in need of further assistance:

Who Do I Call?	For What?
<b>Mr. Angel, Administrative Assistant</b> <b>Ms. Wanda, Administrative Assistant</b> <b>Ms. Michele, School Aide</b>	<ul style="list-style-type: none"> <li>▪ Required forms (medical, etc.)</li> <li>▪ Contact/escort information updates</li> <li>▪ Student attendance</li> <li>▪ Enrollment</li> <li>▪ Requests for bus transportation</li> <li>▪ Local after school programs</li> </ul>
<b>Ms. Candice, Director of Operations</b> <b>Mrs. Lashley, Dean of Students and Families</b>	<ul style="list-style-type: none"> <li>▪ School operations</li> <li>▪ Behavioral and social concerns</li> <li>▪ Discipline and safety (in school and on the bus)</li> <li>▪ Uniforms</li> <li>▪ Academic/behavioral concerns about your child in art, physical education and music classes</li> <li>▪ Family assistance</li> <li>▪ Support for families (parenting, child care, housing, income, health, safety, food)</li> <li>▪</li> </ul>
<b>Ms. Jelinek, Director of Student Support Services</b>	<ul style="list-style-type: none"> <li>▪ Special needs and services</li> <li>▪ Evaluations</li> <li>▪ Arranging learning resources</li> </ul>
<b>Ms. Bindman, ESL Coordinator</b>	<ul style="list-style-type: none"> <li>▪ English as a Second Language needs and services</li> <li>▪ Arranging learning resources</li> </ul>
<b>Dr. Gavila, School Psychologist</b>	<ul style="list-style-type: none"> <li>▪ Direct social support for students</li> <li>▪ Student attendance challenges</li> <li>▪ Student late arrival and late pick up challenges</li> </ul>
<b>Mrs. Johnson, Director of Lower School</b>	<ul style="list-style-type: none"> <li>▪ Academic/behavioral concerns about your kindergarten, 1<sup>st</sup> or 2<sup>nd</sup> grade child</li> <li>▪ Questions and suggestions about teaching and learning</li> </ul>
<b>Ms. Abel, Director of Upper School</b>	<ul style="list-style-type: none"> <li>▪ Academic/behavioral concerns about your 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> grade child</li> <li>▪ Questions and suggestions about teaching and learning</li> </ul>
<b>Mrs. McSween, Development Director</b>	<ul style="list-style-type: none"> <li>▪ Middle school articulation</li> </ul>

**Dr. Land, Head of School/Executive Director**  
 Dr. Land is responsible for managing all aspects of the school.  
 She makes all efforts to be accessible to families.

To make sure your concerns are addressed and your questions are answered as quickly as possible, the staff members listed are the second ones to address your concerns after the teacher.

## School Hours

The Bronx Charter School for Children adheres to an extended-day, extended year model. We are in session **190 days** of the year. The regular school day is **from 8:00 am to 4:00 pm Monday-Thursday and 8:00 am -2:00 pm on Friday.**

## School Closings and Emergencies

In the case of inclement weather or other emergencies, school announcements will be made on the local radio station, WCBS, Newsradio 880 or 1010 WINS.

BCSC follows the closures and delayed openings decisions of the NYC Department of Education school system. All determinations of closures/delayed openings are made as early as possible, but no later than 7:00 am.

For students who ride yellow buses in the morning, parents/guardians can call the NYC Department of Education Office of Pupil Transportation customer service hotline at (718) 392-8855 for bus service information.

## Traveling to and from the BCSC

**K-3 students are not permitted to walk to school without adult supervision, and cannot be left unattended at the school before doors are opened at 8:00 am. The school cannot be held responsible for the safety of students before 8:00 am and after 4:30 pm.**

**4<sup>th</sup> and 5<sup>th</sup> graders are permitted to walk to and from school with a signed BCSC Safety Walk Waiver Form submitted to the main office. Students with signed waivers will not be permitted to leave the school early on their own for any reason. If your child needs to leave early for a documented reason, s/he must be signed out by an authorized escort. The privilege of walking to school may be revoked by the BCSC at any time. 4<sup>th</sup> and 5<sup>th</sup> graders are NOT permitted to walk younger siblings or neighbors to or from school.**

## Arrival

Arrival and dismissal times are limited and therefore are not designed for lengthy conversations with teachers. Parents/guardians are encouraged to call or schedule a meeting to discuss any concerns.

### Morning Arrival

**The School opens promptly at 8:00 am for breakfast.**

**Students and families are not admitted to enter the main building before 8:00 am. Escorts are expected to stay with students until the doors open. Do not leave students unattended.**

**★ Breakfast is served between 8:00 – 8:20 am. ★**

Upon arrival, K-5 students proceed to the cafeteria to pick up a breakfast (provided free).

- Kindergarteners, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders take breakfast directly to their classrooms to eat.
- 4<sup>th</sup>, and 5<sup>th</sup> graders sit in the cafeteria by grade.

★ Kindergarten parents/guardians are only permitted in the kindergarten classrooms between 8:00-8:20, and must leave promptly to ensure a quick clean up. Learning must begin at 8:30 each day!

- ★ **Grade 1-5 parents/guardians are not permitted upstairs or in the cafeteria. This eases crowding and ensures all students get and eat breakfast in a timely fashion.**

## Dismissal

Arrival and dismissal times are limited and therefore are not designed for lengthy conversations with teachers. Parents/guardians are encouraged to call or schedule a meeting to discuss any concerns.

### Afternoon Dismissal

3:45-4:00 Bus riders board the buses.

★ **Requests for changes to afternoon bus rides must be received by the office before 2:00 pm Monday through Thursday and by 12:00 pm on Friday to ensure proper communication and, above all, safe supervision.**

4:00 Front doors are opened for pick-ups

★ The security guard may limit the number of persons entering the building in order to ensure the safety of our school community. Therefore, if there is a large number of people at the door, please be prepared to wait a few minutes.

<b>If your child is in....</b>	<b>He/she will be in this room for dismissal</b>
K101 and 3-301	K101
K102 and 3-302	K102
K103 and 3-303	K103
201 and 4-304	201
202 and 4-305	202
203 and 4-401	203
204 and 5-402	204
205 and 5-403	205
206 and 5-404	206

4:10 Teachers are required to call parents/guardians and ALL escorts (until someone is reached) if students are not picked up on time.

4:20 Students who are not yet picked up are brought to the office.

# FAMILY RESPONSIBILITY TO SUPPORT LEARNING

## Attendance

**New York State law states that parents/guardians are legally required to make sure that their child gets to school everyday, arrives on time and stays all day.** This includes half days and days proceeding and following vacations. A goal of our charter is AT LEAST 95 % attendance for every student; therefore, frequent absences not only have a direct negative impact on learning, but on the future of the school as well. A large number of absences contribute to year-end retention and promotion decisions, and opportunities for continued enrollment at the BCSC.

**Family trips/vacations should never be scheduled during days that school is in session;** extended durations of time out of school significantly impact learning and send a message that the family does not place a high value on school and learning.

### **Legal reasons for a child's absence include:**

- Student illness with official documentation from a doctor or medical facility
- Serious illness or death in the family with official documentation (obituary, death certificate, etc.)
- Religious observations
- Necessary physician/dentist appointments with official documentation from the doctor

**BCSC strongly recommends scheduling routine doctor's appointments during the days that school is not in session.**

*All other absences are considered unexcused.*

### **Late Arrivals and Early Dismissals**

BCSC strongly discourages late arrivals and early dismissals from school, as both actions by parents/guardians devalue the extended day model of the BCSC:

- Late arrivals upset the daily learning routine of the arriving child as well as all of his/her classmates.
- At the end of every school day, teachers give out homework and review instructions.

### **Early Dismissals**

The Main Office will notify the Dean of Students and Families when a student has been picked up early 3 times. The Dean of Students and Families will contact the family. If the student continues to be picked up early, a formal meeting will be held and a plan made to ensure the parent keeps the student in school all day.

## BCSC Action Steps

### **Absences**

<b>Absences</b>	<b>Required Parent/Guardian Action</b>
3 unexcused	Letter sent home from the Main Office.
5 unexcused	Formal meeting with the grade-level Attendance Representative. <ul style="list-style-type: none"> <li>• An action plan will be made and signed by the parent/guardian to ensure that the child comes to school everyday. A copy will be placed in the student's file.</li> <li>• Student will be placed on the Promotion in Doubt list with the possibility of required summer school.</li> </ul>
10 unexcused	Formal meeting with the grade-level Attendance Representative. <ul style="list-style-type: none"> <li>• The action plan will be revised.</li> <li>• Student will remain PiD.</li> <li>• The parent/guardian will be offered a referral to preventive services.</li> <li>• If a recommended referral to preventive services is refused, a mandated call to request an ACS investigation may be made.</li> </ul>
Absences over 10%	<ul style="list-style-type: none"> <li>• A mandated call to ACS will be made for an investigation of educational neglect.</li> <li>• Student will be required to attend summer school.</li> <li>• Student will be retained if he/she does not attend summer school.</li> </ul>
<i>Refusal to sign the agreement and uphold it will be seen as a break in contract with BCSC and a mandated report to investigate educational neglect may follow. The Director of Support Services will further report excessive absences to the Executive Director</i>	

### **Late Arrivals**

<b>Late Arrivals</b>	<b>Required Parent/Guardian Action</b>
3	Letter sent home from the Main Office.
5	<ul style="list-style-type: none"> <li>• 5 late arrivals will be counted as 1 absence.</li> <li>• The late arrivals will be addressed as an absence.</li> <li>• Actions will take place as written above.</li> </ul>
<i>The Director of Support Services will report excessive late arrivals to the Executive Director.</i>	

#### **Daily Approach to Late Arrivals**

- Any student who arrives late to school (after **8:30** am) will **NOT** be permitted to enter his or her classroom.
- Instead, he or she will be required to report directly to the cafeteria, and remain there until 9:00am to complete academic work.
- He or she will be under the supervision of the Dean of Students & Families and/or the School Aides.

### Afternoon Late Pick-Ups

It is the responsibility of parents/guardians to pick students up from the school building or the bus stop on time. The failure of parents/guardians arriving on time is often extremely upsetting to children. Particularly at bus stops, it can also be unsafe, and in some cases may constitute neglect. Families are encouraged to discuss challenges in this respect with the Dean of Students and Families, School Psychologist and School Counselor to ensure the necessary support. Because this has been a significant concern at the BCSC in the past, the following reflects a new, tighter protocol.

<b>Consequences for Late Pick Ups</b>		
<b>Late Pick Ups in One Trimester</b>	<b>Required Parent/Guardian Action</b>	
	<b>School Pick Up</b>	<b>Bus Stop Pick Up</b>
2	Phone conversation with the Dean of Students.	Formal meeting with the Social Worker to create an action plan to ensure the child is picked up everyday.
3	Formal meeting with the Dean of Students to create an action plan to ensure the child is picked up on time everyday.	Arrange alternative method of transportation. Bus privilege is revoked for remainder of trimester.
5 or more	Contribute \$1 for the first fifteen minutes late and \$1 per minute after that.	
<i>The Dean of Students and Families will report excessive late pick ups to the Executive Director.</i>		

# ADDITIONAL SCHOOL POLICIES AND PROCEDURES

## Breakfast, Lunch and Snack

### Breakfast and Lunch

Breakfast and lunch are provided to students daily. While not every student qualifies for free or reduced-pay breakfast and lunch, the school has committed to cover the cost of all meals, because the money the school spends on this service ensures that each child eats well-balanced meals in school.

It is a parents/guardian's choice whether or not a child takes advantage of eating the school breakfast and/or lunch. Although parents/guardians are not allowed to deliver hot or fast food (e.g. pizza, McDonald's) during lunchtime, they may send a lunch to school with the child in the morning. Lunches are stored in the classrooms between morning arrival and lunchtime; they cannot be refrigerated or warmed at the school.

### Snack

Snack is scheduled at each teacher's discretion and is only a 10-minute break for students. Because learning activities are our priority at the BCSC, students do not have time to eat large snacks, and teachers may cancel a snack time in order to focus on necessary academic work instead.

#### These snacks are ALLOWED

- Fruits
- Vegetables
- Pretzels
- 100 % fruit juice (Juicy Juice, apple, orange – check the label)
- Water
- Granola or breakfast bars
- Yogurt
- Crackers
- Fruit snacks (dried fruit, fruit roll-ups)
- Popcorn

#### These snacks are NOT ALLOWED:

- Candy
- Pastries, cookies (honey buns, donuts, Little Debbie snacks)
- Chips (potatoes, tortilla, etc.)
- Drinks other than 100 % juice (soda, punch, artificial juices)
- Gum

BCSC staff reinforces this policy in three ways:

1. Students and families are reminded of healthy choices, both verbally and in written communication from teachers.
2. Teachers confiscate unhealthy snacks if students bring them to school (snacks are returned to students in the afternoon to take home).
3. Teachers do not use candy as an incentive or reward.

## Outdoor Recess

All grades participate in outdoor recess when the weather is favorable (35 degrees and above), and enjoy a more structured indoor recess time in cases of inclement weather. All classes are accompanied to this enclosed area by adults. Parents and guardians are encouraged to volunteer to supervise outdoor recess with BCSC staff members.

The playgrounds are located on East 141st Street between Willis and Alexander Avenue and on Third Avenue and 144<sup>th</sup> street.

## **Birthday Celebrations**

Birthdays are exciting events for children. However, because learning is our top priority, extended celebrations need to happen outside of school time.

Birthdays may be acknowledged in the classroom with a **SMALL** party, only at the end of a school day (3:15 p.m. or later), for no longer than 15 minutes.

Families may provide:

- A pre-cut cake, or individual cupcakes, cookies or donuts
- 100% juice boxes

Please be sure to bring enough for each student.

### **The following items are NOT ALLOWED:**

- Ice cream
- Cakes that must be cut
- Soda
- Party favors
- Balloons
- Gift bags

Furthermore, if a child is having an out-of-school birthday party, parents/guardians are asked to be sensitive to the feelings of all children. If a whole class is not invited to an out of school party, children should not distribute invitations at school. Instead, they should be mailed to each child's home.

## **Holiday Celebrations**

The BCSC recognizes the diverse cultures represented in its community and respects the religious beliefs of all of its members. Therefore, rather than formally acknowledging specific holidays, we instead celebrate our varied heritages at inclusive events such as our annual pot-luck dinner in December.

As one example, although many families enjoy Halloween, we do **NOT** formally celebrate this holiday in school. Instead, students participate in activities related to the fall season in their classrooms. Therefore, no costumes are allowed. Uniforms are required as usual, and no candy is distributed.

# HEALTH AND SAFETY

## Parent/Guardian and Emergency Contact Information

The BCSC must have **current** and **working** phone numbers on file for all parents/guardians and authorized escorts. Updates and changes must be provided to the BCSC main office as soon as a change occurs in order to ensure the safety of students at all times.

## Escorts

**All BCSC parents/guardians are expected to identify escorts who will be available in an emergency and willing to come to the school immediately upon request.**

- Therefore, escorts who are under age 18 and who are currently enrolled in middle or high school cannot be released from their own school in an emergency situation.
- Escorts should be adults with whom the BCSC student is familiar.
- Escorts must be informed by the parent/guardian that the school may contact them to be responsible for his/her child if no parent/guardian is available.

***Anyone who picks up a child MUST:***

- Be on the student's escort list
- Have proper picture identification with him/her in order for a child to be released into his/her custody.
- Be at least 14 years old.

## Nurse

The BCSC has a part-time on-site nurse assigned to the school from the NYC Department of Health. If the nurse is not available, a BCSC staff member will assist any student who is ill or injured. The nurse or a BCSC staff member will administer treatment for minor injuries. The student's parent/guardian will be notified by phone if medical treatment needs to be administered to a student.

If the nurse or BCSC staff member needs a student to be picked up due to illness or injury, a parent/guardian or escort must come to the school as soon as possible. This is important to the child, who may feel sick or need to see a doctor, and in many cases it helps the school community to stay healthy as well. The BCSC will only release students to persons authorized by the parent/guardian on the Escort Release Form.

## Medication Policy

**Students are not permitted to bring any type of medication (prescription or non-prescription) to school.**

If a student requires prescription medication to be dispensed at school (for example, asthma medication), the parent/ guardian must submit a completed Medication Administration (504) form to the BCSC Office. This form needs to be completed by the student's doctor and signed by the student's parent/ guardian. All medication must be dropped off at the school by the parent or guardian and must be in its original prescription container labeled with the student's name, the name of the medication, the date of expiration and the proper dosage. Medication submitted to the school will be kept in a locked cabinet located in the nurse's room.

Asthma medication, insulin or other prescribed medications cannot be given to a student without a current 504 form on file at the school. Even if a current 504 form is on file at the BCSC, medication can only be administered legally by a nurse. If the nurse is unavailable, a parent/guardian must be available to come to the school to ensure the health and safety of his/her child.

## **Fire Drills**

The BCSC administers routine fire drills as mandated by NYS law. The school has established evacuation plans and procedures as well as designated safety areas. Copies of the *Evacuation Plan and Procedures* for the school building have been posted in each classroom, office, and common area.

## **Elevator Use**

Students will only be permitted to use the elevator if recommended in writing by a medical professional. For short term use (<1 month), a note from a medical professional must be submitted to the office. For long term use (>1 month), the parent/guardian must have a completed 504 form on file with the Main Office. Students with medical authorization to use the elevator will be escorted by an adult. At no time will students be permitted to operate the elevator without adult supervision.

## **Telephone Use**

Students may only use the school phone with teacher permission. Teachers will use their discretion when allowing students to make calls. Parents/guardians will only be allowed to talk to students in emergency situations. Otherwise, a message will be taken and given to the child. Students are not allowed to use cellular phones during the school day for any reason.

## **Visitor Identification**

To ensure that the BCSC is a safe and secure learning environment for students, all visitors are required to show proper picture identification (e.g. valid driver's license, state ID card, passport, etc.), sign-in at the security desk, and wear a visitor's pass. All staff members have been instructed to escort any visitor immediately to the security desk for proper identification.

## **Solicitation**

Solicitation of or by any student, parent, or staff member on the School property for any reason except those authorized by the Executive Director is prohibited.

## **Internet Safety Policy**

The BCSC has an internet safety policy which includes the following:

- Access by minors to inappropriate matter on the Internet is prohibited. Children will be barred from accessing known, objectionable sites and this list will be constantly updated.

- Procedures have been established to ensure the safety and security of minors when using the Internet and chat sessions. To this end, training will be provided to children so that they will refrain from giving out personal details to unknown parties.
- Constant supervision will be maintained to monitor the activities of the vulnerable children and the type of information they access on the computers.
- Use of technology such as firewalls and filters augment the effort to maintain the integrity of the program.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the BCSC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the BCSC may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the BCSC to include this type of information from your child's education records in certain school publications. Examples include:

- Playbill, showing a student's role in a drama production
- Annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the BCSC to disclose information from your child's education record without your prior written consent, you must notify the school in writing by November 1<sup>st</sup>. The BCSC has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Participation in officially recognized school activities
- Degrees, honors and awards received
- The most recent educational agency or institution attended

## **Mandated Reporters**

Employees of the BCSC are required by law to report suspected child abuse, maltreatment or neglect to the New York State Central Registrar (SCR). The law assigns civil or criminal liability to professionals bound by this law that do not comply with their mandated reporter responsibilities.

## **Definitions of Child Abuse and Maltreatment**

The definitions of child abuse and maltreatment written below have been copied directly from the website of the New York State Office of Children and Family Services. More information is available at: [http://www.ocfs.state.ny.us/main/prevention/faqs\\_mandatedreporter.asp](http://www.ocfs.state.ny.us/main/prevention/faqs_mandatedreporter.asp)

### **Child Abuse**

Generally, the term abuse encompasses the most serious harms committed against children. An "abused child" is a child whose parent or other person legally responsible for his/her care inflicts upon the child serious physical injury, creates a substantial risk of serious physical injury, or commits an act of sex abuse against the child. Not only can a person be abusive to a child if they perpetrate any of these actions against a child in their care, they can be guilty of abusing a child if they allow someone else to do these things to that child.

Child Abuse is defined in law at Section 412 of the Social Services Law and at Section 1012 of the Family Court Act.

### **Child Maltreatment**

Maltreatment refers to the quality of care a child is receiving from those responsible for him/her. Maltreatment occurs when a parent or other person legally responsible for the care of a child harms a child, or places a child in imminent danger of harm by failing to exercise the minimum degree of care in providing the child with any of the following: food, clothing, shelter, education or medical care when financially able to do so. Maltreatment can also result from abandonment of a child or from not providing adequate supervision for the child. Further, a child may be maltreated if a parent engages in excessive use of drugs or alcohol such that it interferes with their ability to adequately supervise the child.

Neglect is defined in law at Section 1012 of the Family Court Act. Maltreatment is defined in law at Section 412 of the Social Services Law. Although the terms are not synonymous in the law, for the purposes of this website, the terms neglect and maltreatment are used interchangeably.

## THE EDUCATIONAL MODEL

### Academic Program

We believe that a rigorous academic program combined with a supportive social-emotional curriculum leads to student success. BCSC’s academic program reflects the practices that are associated with high-performing urban schools: more time on task; standards-based instruction; research-based curricula; regular assessments; nightly homework; and horizon-broadening enrichment opportunities.

**More Time on Task:** *BCSC students spend approximately 20% more time in school than other NYC public school students.*

- The school day is from 8:00 am-4:00 pm, allowing for increased time on task for student learning.

**Standards-Based Instruction:** *BCSC uses NYS standards and the Common Core to ensure high quality instruction.*

- A curriculum committee meets regularly to map BCSC’s curriculum, benchmark it against standards, and drive instructional decision-making in a rigorous, meaningful way.

**Research-Based Curricula:** *BCSC adopts resources that have proven success with similar populations of students.*

CURRICULUM MATRIX			
GRADE LEVEL	SUBJECT	CURRICULUM RESOURCES	STRENGTHS/COMMENTS
K-3 <sup>rd</sup>	ELA	Text Talk	Vocabulary
K-3 <sup>rd</sup>	Phonics	Wilson Foundations	Phonics
K – 5 <sup>th</sup>	ELA	Houghton Mifflin Nation’s Choice	Balanced literacy
K-5 <sup>th</sup>	Guided reading	Fountas and Pinnell	Small group skill building
K – 5 <sup>th</sup>	Writing	Write Source	Writing process
K– 3 <sup>rd</sup>	Phonics intervention	Orton-Gillingham	For students below grade level
K-5 <sup>th</sup>	Math	Saxon Math	Strong in procedures
K-5 <sup>th</sup>	Social Studies	McMillan/McGraw Hill	Literacy infused content
K-5 <sup>th</sup>	Science	FOSS	Hands-on and problem-solving activities
K-5 <sup>th</sup>	Science	Harcourt	Literacy infused content

**Nightly Homework:** *Regular homework is essential to mastering content and developing strong study habits.*

- Students receive developmentally appropriate homework on a nightly basis to reinforce skills and develop study skills
- Homework is checked on a daily basis and families are kept apprised of student success through phone calls and written logs.

**Continuous Assessment:** *Regular analysis of and reflection on student progress is central to BCSC's culture and to achieving our mission.*

- An Assessment Coordinator leads assessment and data collection efforts to ensure data-drive instruction.
- All students will participate in at least three interim assessments in Reading and Math each year to gauge progress towards grade-level standards.
- Student specific action plans are created following each interim assessment.
- All students take the Terra Nova exam to comply with our charter accountability goals.
- Students in grades 3-5 participate in the NYS ELA and Math exams alongside other NYS charter and district schools.
- Students in grade 4 participate in the NYS Science written and hands-on exam.
- English Language Learners in grades K-5 participate in the NYSESLAT exam.
- Students' reading progress is monitored regularly through the use of the DRA2.

**Targeted Intervention:** *BCSC provides a program of intensive academic support for students who enter school significantly below grade level.*

- A Director of Student Support Services works to ensure that the needs of each student performing below level are addressed.
- A Literacy Specialist works to ensure fluidity in literacy instruction as well as targeted intervention in the area of literacy.
- Seven Learning Specialists work to provide mandated special education services and support for general education teachers.
- Two ESL teachers work to provide mandated ESL instruction and support for general education teachers.
- Classroom teachers are supported by Assistant Teachers (one per class in kindergarten, one per grade in first-fifth) to ensure individual attention for students performing at all level.
- Integrated Co-Teaching pairs general education teachers and learning specialists to provide increased instructional intensity for students in grades 1-5.

**Enrichment:** *Our enrichment program ensures that students enjoy a variety of specials activities which contribute to student success both inside and outside of the classroom.*

- Full-time art, music and physical education instructors ensure that students have exposure to the arts and healthy lifestyles.
- A full-time science teacher ensures that students have lab experiences in addition to the literacy-based science instruction they receive from classroom teachers.

## **Character Education**

BCSC aims to create self-aware, reflective, and disciplined learners. Therefore, character education — both the articulation of the school's core values and the day-to-day demonstration of these values — is an essential component of our approach. The program includes the following key elements.

**Student Pledge:** *A student-friendly explanation of core values.*

- “We do our best work all the time and everyday. We follow directions right away and all the way. We treat others the way we want to be treated. We are responsible for what we do and say.”

**Sweating the Small Stuff:** *A detailed set of expectations, a growing incentive program, and a clear and transparent discipline policy.*

- We pay close attention to the smallest details of student behavior including attendance, punctuality, uniform compliance and homework completion.
- Teachers reinforce the school values, the social skills, the discipline policy, and the incentive system in a similar fashion so that students receive a consistent message about appropriate and productive behavior.
- The BCSC Preppie program recognizes students who consistently make good choices, as well as those who show improvement in their ability to do so.

**Social Emotional Support:** *Supporting the whole child includes both academics and social-emotional support.*

- A School Psychologist and School Counselor work to support the needs of students in a holistic manner.
- The Second Step curriculum supports students in decision-making, conflict resolution and character-building.

**Family Communication:** *Fostering a home-school partnership and shared aspirations.*

- A Dean of Students and Families actively reaches out to families to ensure collaboration and shared responsibility for students.
- The Family Staff Association meets monthly to share information, plan events and support the overall needs of the school.
- Weekly Town Meetings and periodic academic celebrations allow families to commemorate the successes of their students.
- Families receive frequent and regular communications, and relationships are started off on the right foot through phone calls prior to the start of the school year.

## **Books and Supplies**

Books sent home with children are the property of the school and must be returned in good condition. Classroom teachers inform families and students of work to be completed with the books. Families are held responsible for either replacing or reimbursing the school for unreturned books or books returned in poor condition. The cost to replace any textbook or trade book is \$5 per book.

Each classroom teacher provides his/her own list of required supplies, which may differ by teacher and class.

## **Assessment and Grading Systems**

### **Assessments**

The BCSC instructional staff utilizes a range of assessment tools to inform and enrich the teaching and learning in classrooms. This includes but is not limited to:

- ECLAS-2
- Developed Reading Assessment 2 (DRA2)
- Saxon Math Assessments
- Interim Assessments
- New York State Assessments
- Teacher-Created Tests, Quizzes, Checklists and Rubrics

## Grading

On many assessments and on trimester progress reports, BCSC students are rated on a 4-point scale:

1	Not meeting the standard
2	Approaching the standard
3	Meeting the standard
4	Exceeding the Standard

## BCSC Honor Roll

All BCSC students have the opportunity to make honor roll each trimester, which includes public acknowledgment and certificates. Students can achieve this distinction by meeting the four following criteria:

1. Meeting or exceeding the standard (earning a 3 or 4) in ALL content areas
2. Having three or fewer unexcused absences
3. Having three or fewer late arrivals
4. Completing ALL homework assignments
5. Having NO disciplinary action taken involving the Dean of Students and Families

## Promotional Criteria

All students will be promoted annually based on their achievement of the benchmarks and standards outlined for each grade level.

The following 3 factors are considered in making promotion and retention decisions:

1. Evidence of academic progress as measured by standardized tests
2. Evidence of academic progress as reported by teachers
3. Attendance record\*

**\* A student is at great risk of retention if daily attendance rate is below 90 %.**

Students who have Individualized Education Plans (IEPs) receive progress reports with similar elements. In addition to objective data and comments, the report will describe the extent to which the student is meeting the annual goals of the IEP.

**Parents/guardians are informed of promotion-in-doubt status by March 1<sup>st</sup> of each year. Mandatory parent/teacher meetings are scheduled to determine necessary interventions at school and at home.**

## Homework

### Overarching Expectations

- BCSC students **must** have homework every night, including on weekends.
- EVERY BCSC student will go home with a book(s) from the classroom library. (**Teachers will keep a sign-out sheet of library books in the classroom to monitor the students' use and return of books. For K & 1<sup>st</sup> grade, teachers will sign the books out for the students.**)
- Reading homework must require students to create some type of response (e.g. written response to comprehension questions, summary, analysis, character comparison, graphic organizer, etc.)
- Grades K-2 will complete reading responses on provided templates.
- Grades 3-5 will complete reading responses in a reader's response notebook.
- Heading for Homework must begin on the first line, at left margin
  - Full Name

- Date
- BCSC
- Class#
- Title of the assignment on the line beneath the heading
- Questions or problems copied onto paper (if necessary)
- All answers are written in complete sentences
- Paper must be clean and lined if appropriate – (no rips, tears, extraneous marks)
- Writing starts at left margin and if appropriate, ends at the right margin.
- All homework must be completed in pencil.
- All homework and papers must be returned in the BCSC Take Home Folder

### Example Homework

	<b>Name</b>	<b>Date</b>
	<b>BCSC</b>	<b>Class#</b>
	<b>Activity Title</b>	
	<b>(Skip line)</b>	
	<b>First problem or sentence</b>	

### Content Requirements

- ✓ Every night, all students **must** have both Math and ELA homework.
- ✓ Teachers may choose to **add** other assignments in addition to the first 2 homework requirements as they see fit.
- ✓ Homework should be a review of a previously taught concept or skill.

### Grading Homework

- Teachers will check that students completed their homework every day. These assignments will be returned to the students for review at home.

### Homework Policy

Kindergarten	15 minutes of activities with 15 minutes of parent reading to child, daily reading log to be completed (Total minutes of homework= 30 minutes)
First Grade	20 minutes of assignments and 15 minutes independent reading with completion of a daily reading log, Story Map and a one paragraph book report after Spring Break (Total minutes of homework= 35 minutes)
Second Grade	25 minutes of assignments and 20 minutes independent reading with completion of a daily reading log, book reports once a month (Total minutes of homework= 45 minutes)
Third Grade	30 minutes of assignments and 25 minutes independent reading with completion of a daily reading log, book reports once a month (Total minutes of homework= 55 minutes)
Fourth Grade	35 minutes of assignments and 30 minutes independent reading with completion of a daily reading log, book reports once a month (Total minutes of homework= 65 minutes)

**Student Vacation Homework Packets (Break Packets)**

BCSC students cannot only expect homework every school night and on weekends, but they also can expect homework during vacation because we want our students to keep their minds fresh and to get extra practice with concepts learned in class. Teachers create homework packets for all major vacation periods, including Thanksgiving break, Winter Recess, Midwinter Recess, and Spring break.

<b>Consequences for Incomplete or Missing Homework</b>	
Missing/Incomplete Homework Assignments	Teacher Response
1-3	1. Call the parent/guardian <b>that day</b> to report the concern and reiterate the expectation. 2. Expect students to complete missing or incomplete assignments during recess.
4 or More	Report concern to Director of Lower (K-2) or Upper (3-5) School, who schedules a family meeting.

Parents/guardians are responsible for getting missed assignments when students are absent and students have 48 hours to submit completed assignments upon their return to school. Incomplete homework has a negative impact on learning. Trimester progress reports document homework completion, and all progress report ratings contribute to Honor Roll status. Parents/guardians must expect that missed assignments may not be available immediately but will be provided within 24 hours of a request.

**Tips for Families: Homework**

- Make homework rules together with your child. Decide when and where it will be done. Once the place and time are established, ensure that the homework routine is consistently practiced.
- Give your child a healthy snack before s/he begins to work.
- Provide a quiet place for your child to do his or her homework (such as the kitchen table or a desk).
- Have necessary materials available (such as pencils, markers, paper)
- Make sure the room is well lit and there are no distractions.
- Asking your child about his/her school day and showing an interest in his/her homework shows him/her how much you value learning.

**Suggestions for helping with homework:**

- Read and discuss the directions with your child.
- Allow your child time to complete the work.
- Insist that s/he try before asking for help.
- After work is complete, go over it with your child and have him/her explain what s/he did.

## Field Trips

- Students must turn in completed permission slips and payments to the school by the deadline in order to attend any trip.
- Refunds will only be issued under the following circumstances:
  - The request for a refund is made at least two weeks prior to the field trip date, unless otherwise specified on the field trip permission form.
  - A child is unable to attend the field trip due to an illness/emergency and s/he submits official written documentation.
  - The school does not allow a student to attend the field trip due to his/her behavior.
- If a child cannot attend a trip **for any reason**, s/he is still required to attend school that day. Relevant academic work will be completed in another classroom.
- The purchase of gifts, toys or food on any trip is not permitted. Children should not be sent on field trips with spending money.

### ***Field Trips and Behavior Consequences***

The BCSC values experiential learning and real world experiences. Therefore it is expected that students attend school field trips with their class and with the school. A range of appropriate consequences are utilized to address behavior concerns at the BCSC, but in rare cases a student may lose the opportunity to attend a field trip as a direct consequence for poor choices in school.

1. **Dean's Consequence:** The Dean of Students may not allow a student to attend a field trip as a direct consequence for an incident of demonstrated unsafe behavior. In these cases the Dean is expected to inform the parent/guardian and the classroom teacher in writing of the situation.
2. **Classroom Teacher Consequence:** Classroom teachers may not allow a student to attend a field trip if his/her behavior in the classroom has been off-task or disruptive to learning in an ongoing way. In these cases, the following protocol will be followed:

#### **At least 2 weeks prior to the field trip:**

1. The parent/guardian will be informed in writing that his/her child is at risk of losing the opportunity to attend the trip.
2. A behavioral goal sheet will be developed by the teacher with the student. It will describe the necessary behaviors that the student must demonstrate in order to earn the trip. This goal sheet will be sent home on a daily basis for parent/guardian review and signature.
3. A teacher may request that a parent/guardian attend the trip to supervise his/her child. If this is possible, the student must still earn the opportunity as a result of improved behavior over the two-week period.

#### **At least three days prior to the field trip:**

The classroom teacher will determine if the behavioral goals were met by the student and if he/she earned the opportunity to attend the trip. If a determination is made to not allow the student to attend, the teacher will inform the parent/guardian.

### **Tips for Families: Field Trip Piggy Bank**

Many field trips involve a small payment from families to cover admission fees, etc.

The BCSC encourages the use of a Field Trip Piggy Bank at home.

1. Create a list of chores that children can do to help out at home (e.g. completing homework, picking up toys/ clothes, helping to set/clear the dinner table, making the bed, etc.)
2. Children earn a small weekly allowance (\$1-2 dollars) for completing the chores.
3. Children put their weekly allowance in their piggy bank, saving these funds to pay for a portion or all field trip fees.
4. As the Piggy Bank fills up, children feel a sense of accomplishment and learn the value of responsibility at an early age.

## **BCSC Town Meeting**

Students assemble every Friday in the cafeteria or the gym for Town Meeting

### **The goals of the BCSC Town Meeting are to:**

- Celebrate our school community
- Share learning across grade levels
- Provide opportunities for students to teach and learn from each other
- Recognize birthdays
- Honor accomplishments in leadership and academic and social progress

## **Morning Announcements**

A BCSC staff member makes morning announcements on a daily basis, Monday through Thursday at 9:00 am over the public address system. During this time:

1. The BCSC pledge is recited by the entire school (frequently led by a student leader).
2. Student and staff birthdays are acknowledged.
3. School announcements are made.

# BCSC STUDENT BEHAVIORAL EXPECTATIONS

*To ensure a safe, respectful and cohesive learning community, families must actively partner with the BCSC to support a common set of expectations.*

## Student Dress Code

We believe that school uniforms help students feel like active members of our learning community. They decrease distractions and increase academic focus. Progress reports include a rating documenting whether each student wears his or her uniform to school and the BCSC strictly enforces this expectation.

### BCSC Uniform

All students attending BCSC are required to wear uniforms everyday. Students do not change clothes for physical education or recess. Please make sure that all shoes are appropriate and safe for playing and running around.

#### Bottoms:

- All students must wear navy blue bottoms. Students may wear pants, shorts, skirts, jumpers or skirts.

#### Shirts:

- All students must wear light blue button-up shirts. Students may wear long or short sleeved shirts.
- Shirts must be tucked in at all times.

#### Shoes and Socks:

- All students must wear black closed-toe shoes. Students may wear white or blue socks or stockings.

#### Sweaters:

- In cooler weather, students may wear plain navy cardigans, pullovers, v-neck sweaters or sweater vests.
- Hooded sweaters and sweatshirts are not allowed.

#### Belts:

- Belts must be worn if there are belt loops on the students' pants, shorts, skirts, jumpers or skirts. Belts should not be worn if bottoms do not have loops.

#### Jewelry:

- Jewelry should be limited to small earrings and small necklaces.

At the beginning of the school year, children are encouraged to bring a second set of uniform clothing to store in their classroom in the case of any accidents or illness.

The BCSC Dean of Students will address non-compliance to the uniform policy:

1 <sup>st</sup> Incident	Verbal warning is made to student and parent/guardian, in person or by phone.
2 <sup>nd</sup> Incident	Phone call is made to parent/guardian about non-compliance and a warning of student being sent home on 3 <sup>rd</sup> incident will be discussed.
3 <sup>rd</sup> Incident	Student is sent home after phone call is made to parent/guardian. If parent can not be contacted, student is given a BCSC t-shirt to wear for the remainder of the day.

Teachers must also indicate the students that are out of compliance on the uniform ½ sheet and hand it in with their daily attendance, if applicable.

### **Tips for Families: Putting Student Names on Clothes and Other Belongings**

The BCSC is not responsible for any lost, stolen or damaged personal property, including uniforms.

- Due to the similarities among children's uniform clothing, it is recommended that all school clothing be labeled with the student's name. A permanent marker should be used.
- Likewise, all other belongings (such as book bags and lunchboxes) should be permanently marked inside of the object.

The BCSC has a Lost and Found. Every December and June, the BCSC donates any unclaimed items in the Lost and Found to a charitable organization.

## **Promoting Smart, Safe Choices**

The BCSC is very focused on teaching and recognizing positive, safe behaviors in school, and partnering with families to reinforce smart choices really helps students to be successful learners, responsible community members and good friends. Parents/guardians are encouraged to use these approaches and tools outside of school as well and ask BCSC staff members for more information about them anytime!

### ***School Pledge***

All classrooms recite the school pledge and adhere to their own created classroom rules in the class. The pledge will be stated every morning during morning announcements and at Town Meeting.

- ★ We do our best work all the time and every day!
- ★ We follow directions right away and all the way.
- ★ We treat others the way we want to be treated.
- ★ We are responsible for what we do and say!

### ***BCSC Behavior Charts***

BCSC staff members work with particular students to accomplish certain, identified behavior goals over a period of time. A chart will be created with a student, involving daily communication with the family, in order to change any behaviors that are having a negative impact on learning. Active partnerships with parents/guardians are essential in these cases.

## BCSC Discipline Code

The BCSC strongly believes that proper behavior should be expected. Our goal is for our students to internalize a sense of personal responsibility. Students are expected to follow the rules set by teachers in classrooms, and adhere to the BCSC Discipline Code when they are at school. We believe that students rise to the highest behavioral expectations, and concerning behaviors are addressed immediately and consistently.

We adhere to a strict, leveled school-wide discipline code. Teachers are expected to maintain authority in their classrooms and address a range of behaviors (**yellow**) with classroom-based consequences and parent/guardian contact. However, in cases that are severe enough for the teacher to refer a student to the Dean of Students (**orange** or **red** behaviors), the Dean will make the final determination of the consequence for the child based on both the BCSC Discipline Code and the Dean’s best judgment, and communicate this to the teacher, the student and the student’s family, *after* the initial call has been made by the teacher.

The lists below are not exhaustive but are provided as a summary of the Discipline Code for families.

<b>YELLOW behaviors disrupt learning.</b>	<b>ORANGE behaviors endanger others.</b>	<b>RED behaviors are seriously unsafe.</b>
<ul style="list-style-type: none"> <li>• Calls out</li> <li>• Talks during instruction</li> <li>• Gets out of seat <i>without</i> permission</li> <li>• Does not follow directions after 1-2 reminders</li> <li>• Not focused in class</li> <li>• Writes or says curse or disrespectful word</li> <li>• Makes inappropriate gesture (sucks teeth, rolls eyes)</li> <li>• Passes note</li> <li>• Has toy, candy, gum, etc.</li> <li>• Chews gum, eats candy</li> <li>• Uses cell phone</li> <li>• Inappropriate physical contact (nudge, tap, poke, pull hair)</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespectfully talks back or curses to teacher</li> <li>• Taunts/bully others</li> <li>• Uses materials in inappropriate or unsafe manner (breaks pencils, rips schoolwork)</li> <li>• Damages school property (writes on desk, breaks chair)</li> <li>• Throws objects</li> <li>• Refuses to be bounced to partner classroom</li> <li>• Steals from teacher or classmate</li> <li>• Shouts, kicks objects, rolls on floor, stands on furniture, runs around room, etc.</li> <li>• Picks up or kicks furniture</li> <li>• Stomps, bangs, or tantrums</li> </ul>	<ul style="list-style-type: none"> <li>• Intentionally causes or attempts to cause injury to another individual (punching, kicking, slapping, etc.)</li> <li>• Intentionally hurts or attempts to hurt him/herself</li> <li>• Throws or pushes furniture out of anger/rage</li> <li>• Runs from supervised area</li> <li>• Possesses a weapon, uses an object as a weapon, with intent to harm</li> <li>• Teacher hears student make violent threats against others</li> </ul>

### **Yellow Bounce Forms**

Yellow “bounce” forms are used by teachers as one strategy to help students take a quick break from the classroom while remaining focused on learning. Teachers reserve the right to employ this method, or a range of other strategies to help students stay on track and engaged in learning.

### **Behavioral Consequences**

For students who exhibit unsafe behaviors (orange or red) at the BCSC, the Dean and other school leaders reserve the right to set any of the following consequences:

- Half or full day in-school suspension, with Dean of Students
- Half or full day in-school suspension with parent/guardian present
- Half or full day out-of-school suspension
- Extended in-school or out-of-school suspensions (more than 1 day)

### **Critical Safety Concerns**

For students who continue to exhibit unsafe behaviors at the BCSC or that make a choice that endangers others in the school community, the school reserves the right to set any of the following consequences:

- Extended in-school or out-of-school suspensions (more than 1 day)
- Intensive parent/guardian attendance at the school
- Recommendation to the BCSC Board of Trustees for expulsion

### **Re-Entry Meetings**

Following any suspension, parents/guardians are REQUIRED to participate in a re-entry meeting at 8:00 am on the morning the student returns to school. At this meeting, family members, the Dean of Students and Families, and the classroom teacher revisit the concern with the child and together discuss better choices, next steps and behavior expectations going forward. When all adults communicate a consistent message in this manner, it is a powerful experience for the child. This is a necessary step in the learning and growing process for everyone at the BCSC.

### **BCSC Bus Policy**

Our goal is for all children to enjoy a safe, friendly bus ride both to and from school everyday. The bus drivers' main concerns are driving safely and ensuring our students arrive at school and home on time. Although the BCSC is well aware of family reliance on yellow bus transportation, riding the bus is a privilege and not a right. The School communicates the rules of the bus to students and their families, as well as the consequence protocol established to address unsafe situations. The bus rules are:

- 1) Stay seated and buckled up **AT ALL TIMES**.
- 2) Speak respectfully and quietly to peers and driver.
- 3) Face forward while seated on bus.
- 4) No eating on the bus.
- 5) Keep your hands and feet to yourself.

*In the event that there is a report that a child has broken any of these rules, the following process will take place:*

- 1) There will be an investigation by the Dean of Students and Families where children will be asked individually to state what happened.
- 2) A decision will be made by the Dean whether or not there is enough evidence to set a consequence. If the Dean determines an incident has occurred, it is addressed in the following manner:
  - **First Incident:** The Dean will verbally warn the child when there is an initial report and record that warning.
  - **Second Incident:** The Dean will phone the child's home and give a warning to the parent that the child will be suspended off of the bus for 2 days both for a.m. **and** the p.m. bus rides if there is another incident.
  - **Third Incident:** The Dean will phone the child's home and suspend the child off the bus for 2 days (**both a.m. and p.m.**).
  - **Fourth Incident:** The Dean will phone the child's home and suspend the child off the bus for 5 days (**both a.m. and p.m.**).
  - **Fifth Incident:** The Dean will phone the child's home and suspend the child off the bus permanently (**both a.m. and p.m.**).

**\*\*The Dean is at liberty to make any determinations at will based on evidence that supports his/her decision regarding a student riding the bus. The Dean can also override this process in light of the severity of a bus situation.**

**Please note:**

If a child is absent from school on the day(s) a discipline consequence is expected to be fulfilled (such as days off the bus and in school suspensions) upon the student's return to school, s/he will then be expected to fulfill this consequence.

**Reading on the Road will be encouraged**—All students will be encouraged to read while they ride the bus. Students with a book in their hand coming off the bus and getting onto the bus should be praised.

**Please note:**

If a child is absent from school on the day(s) a discipline consequence is expected to be fulfilled (such as days off the bus and in school suspensions) upon the student's return to school, s/he will then be expected to fulfill this consequence.

**Prohibited Items**

The following items are prohibited from school, and the school reserves the right to take away any of these items from any child at any time during school hours. In addition, the school is not responsible for any of these items getting lost or stolen.

- Gum/candy
- Cellular phones or beepers
- Toys (includes video games and playing cards)
- DVDs and CDs
- Lip gloss or make-up of any kind
- Perfume
- iPods, walkmans or CD players
- Radios
- Non-Educational Magazines (e.g. wrestling, car magazines)
- Distracting Jewelry
- Money (please inform the teacher in cases when money is sent for specific reasons such as field trip payments, school pictures or book fairs)
- Heelies (sneakers with wheels)

# HOME AND SCHOOL PARTNERSHIP

## Home and School Connection

The BCSC values family involvement. We define parent/guardian involvement as any adult member who is connected and advocates for a student at BCSC. Our school understands that parental involvement is directly correlated to academic performance. As members of the BCSC staff, it is necessary for us to build an alliance with families. We view parents/guardians as the first educators for their children and BCSC is an extension of the educational support that students receive. Family involvement is encouraged in several ways at our school:

- Parents/guardians are expected to be actively involved in their children's academics. For example, parents/guardians are expected to work closely with their children to ensure homework is completed. Also, work closely and communicate with their child's teacher to ensure that they are meeting the school's academic expectations. Parents and guardians are expected to communicate in an open and civil manner at all times. Healthy communication is critical in maintaining a productive home-school partnership and modeling for children.
- The FSA is an organization that exists to promote parental involvement. The Association works collaboratively with faculty members to support the mission of the school. The Association meets monthly at the school to provide updates and to serve as an open forum for parents and guardians. All adults involved in students' lives are encouraged to attend and participate in these meetings. The meeting schedule is posted on the school's FSA board in the main lobby, and is included in the BCSC calendar.
- Developing strong, trusting relationships with families is an essential contributing factor to student success in school. Teachers and faculty members are expected to communicate with parents/guardians at least monthly and document that interaction and its purpose. Examples of methods of communication are by telephone, in person, or in writing. BCSC staff members are expected to respond to parents/guardians within 24 hours of receiving the message.
- In addition, teachers are required to make a minimum of two positive phone calls or send two positive notes to the home of every child.
- Family Liaison is the link between home and school. This person will meet with parents/guardians of extreme absences/latenesses to discuss their challenges, create an action plan/next steps for students, facilitate workshops, and assist in families who have experienced tragedies and/or life altering set backs.

## Parent/Teacher Conferences

The BCSC holds two parent/teacher conferences each year to review the progress report and authentic student work together as a team. The school values this home/school partnership opportunity, and therefore seeks to have 100 % participation!

## Curriculum Night

At the beginning of each school year, the BCSC holds a curriculum night. Families begin to develop relationships with teachers and have the opportunity to increase their familiarity with the content their children will be learning throughout the year.

## School Volunteers

Parents, guardians, and other family members of students are strongly encouraged to volunteer at the school. Our committed volunteers are featured on a lobby bulletin board and celebrated throughout the year! Volunteer opportunities include:

- Classroom support
- Chaperoning during field trips
- Providing supervision during recess
- Assisting with breakfast and/ or lunch
- Helping to organize and implement community and fundraising activities

Those interested in volunteering can sign up in the BCSC office and will be contacted by a member of the operations staff to discuss the volunteer opportunities available.

## Field Trips

### Chaperoning on Field Trips

Parents and guardians are welcomed as chaperones. Attending a field trip is a responsibility first, and an opportunity second. Chaperones must:

1. Ensure the safety of students
2. Enjoy the learning experience with their child as well as with all students

Chaperones will be assigned to a small group of students, and may be given other responsibilities as well (bathroom runs, etc.). **It is vital for chaperones to be attentive and aware at all times.**

- Walking to/from the subway/bus
- On the subway/bus
- During lunchtime
- At the destination

#### Chaperones may not:

- Wear headphones
- Have long conversations on cell phones
- Leave the group
- Purchase gifts, toys, or food
- Smoke

Chaperones are expected to return to the school with their child, and it is expected that their child remains in school until dismissal time.

## **THE BCSC COMMUNITY IS SOLUTION-ORIENTED**

The Bronx Charter School for Children prides itself in being open to the concerns and suggestions of the school community to ensure the success of the school. Toward that end, community members are expected to communicate with each other honestly and respectfully, and encouraged to offer possible solutions that are in the best interest of the school's students, families and staff members.

### **Grievance Procedure**

All issues should proceed up the ladder beginning with the teacher/teacher assistant, head of school, and then to the Executive Director if the situation is not resolved to the your satisfaction. Anyone wishing to formally complain about a school-related matter must direct their complaint in writing to the Executive Director. The Executive Director or his or her designee shall investigate the matter as soon as possible, and the Executive Director shall issue a written decision to the complainant within 14 days after receiving the written complaint. If the Executive Director designates an investigator, the investigator shall make recommendations to the Executive Director only. All final decisions regarding the complaint shall be made by the Executive Director.

If the Executive Director is the subject of the complaint, or if the complainant wishes to appeal the decision of the Executive Director, the complainant shall submit their complaint in writing to the Board of Trustees for resolution. In such instances, a subcommittee of the Board of Trustees or the Board's designee will investigate the complaint and make recommendations for resolutions to the full Board. The Board, as appropriate and pursuant to Article 7 of the Public Officers Law, may consider the complaint in executive session. The Board shall render a decision in writing to the complainant within 30 days of having received a complaint

In accordance with Education Law § 2855(4), anyone who presents a complaint to the Board of Trustees alleging a violation of the provisions of the Charter School Act, the charter, or any other provision of law relating to the management or operations of the charter school, and determines that the Board has not adequately addressed the complaint, may present the complaint to the School's chartering entity, the New York State Education Department, which shall investigate and respond.

# ENROLLMENT INFORMATION

## Lottery Admission

The Bronx Charter School for Children holds a lottery in the spring before the start of each upcoming school year to enroll new students. To apply for kindergarten, a child's 5<sup>th</sup> birthday must occur before December 31<sup>st</sup> of the enrollment year. To be included in the lottery, parents/guardians must submit a Lottery Registration Form (available online at [www.tbcsc.org](http://www.tbcsc.org) or by contacting the BCSC office) by the deadline advertised on the BCSC website. All forms submitted after the deadline are added to the waitlist in the order they are received by the BCSC office.

The lottery determines which students will be granted admission. Once all spaces are filled, names are drawn to determine the order of the waitlist. Students are admitted from the waitlist as places become available in each grade.

Preference is given to siblings of currently enrolled students, and students living in Community District 7.

The BCSC is open to all children on a space-available basis within each grade and does not discriminate on the basis of sex, sexual preference, handicaps, race, religion, national origin, intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

## Re-Enrollment

If families wish to secure their child's place at the BCSC for the next school year, the student must be officially re-enrolled. In May, parent/guardians receive a re-enrollment packet containing the necessary paperwork, information on a mandatory parent/ guardian meeting, and the deadline for re-enrollment. Students who do not submit the necessary paperwork by the re-enrollment deadline forfeit their space at the BCSC. Their name will be added to the waitlist and they may only be re-admitted on a space-available basis.

## Transfers

The BCSC requests parents/ guardians to provide at least two weeks notice prior to a student's transfer from the BCSC to another school for any reason. Such notice allows the school to complete the necessary paperwork as well as transfer student records. Proper notification also enables the school to fill the upcoming vacant spot with a student from the waitlist. Notice of Transfer is to be submitted to the BCSC Office in writing and must include the name and address of the new school the child will attend.

## **Student Records**

The BCSC requires families to complete and submit the following items as part of the registration process:

- Application for Student Admission
- Escort Release Form
- Application for Free and Reduced-Price School Meals
- New Admission Examination Form (including Immunization Record)
- ATS Admissions/ Discharge/ Transfer Form
- Parent/ Guardian Ethnic Identification Form
- Home Language Questionnaire
- Copy of the student's birth certificate
- Proof of address (copy of a current bill)
- Current photo of the student
- Family/School Contract

Parents/guardians must notify the BCSC office of any changes to a student's name, address, phone number, or any other information provided at the time of registration. Changes must be communicated in writing.