



The Bronx Charter School for Children

2009-2010

Family Handbook Policies and Procedures

The Bronx Charter School for Children

388 Willis Avenue

Bronx, NY 10454

Telephone: 718-402-3300

Fax: 718-402-3258

www.tbcs.org

The Bronx Charter School for Children empowers children to meet and exceed high academic standards, develop a life-long passion for learning, make healthy choices and become community leaders.



The Bronx Charter School for Children

Receipt of 2009-2010 Family Handbook

I, _____, have received the Bronx Charter School for Children Family Handbook on the date noted below, and have reviewed and understand the policies stated therein.

I agree to fulfill all responsibilities described in this Handbook, partnering with BCSC staff members to best support the academic achievement and developmental growth of my child.

I also understand that upon any revision or addition of policies to the existing Handbook, I will be expected to acknowledge receipt on the date of distribution and to substitute and/or add this information.

Signature of Parent/Guardian

Date

1st Child's First and Last Name

Grade in 2009-10

2nd Child's First and Last Name

Grade in 2009-10

3rd Child's First and Last Name

Grade in 2009-10

4th Child's First and Last Name

Grade in 2009-10

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The Bronx Charter School for Children

School Calendar 2009-10

Date	Day	
September 1 st	Tuesday	K/1 st Grade Family Orientation
September 2 nd	Wednesday	2 nd /3 rd Grade Family Orientation
September 3 rd	Thursday	4 th /5 th Grade Family Orientation
September 8	Tuesday	First Day of Classes for ALL Students
September 28	Monday	Yom Kippur – School Closed
October 12	Monday	Columbus Day – School Closed <i>Staff Professional Development</i>
November 3	Tuesday	Election Day – School Closed <i>Staff Professional Development</i>
November 11	Wednesday	Veteran’s Day – School Closed
November 26-27	Thursday & Friday	Thanksgiving – School Closed
December 24- January 1	Thursday – Friday	Winter Recess – School Closed
January 18	Monday	Dr. Martin Luther King Jr. Day – School Closed
February 15 – 19	Monday – Friday	Midwinter Recess – School Closed
March 29 -- April 6	Monday – Tuesday	Spring Recess – School Closed
May 31	Monday	Memorial Day – School Closed
June 25	Friday	Last Day of Classes!

FSA Meetings	Board of Trustees Meetings
<i>These meetings are on the 3rd Tuesday of each month at 6:00 pm</i>	<i>These meetings are on the 2nd Thursday of each month at 4:30 pm</i>
September 22 nd October 20 th November 17 th December 15 th /17 th (Pot Luck Dinners) January 19 th February 23 rd March 16 th April 20 th May 18 th June 22 nd	September 10 th October 8 th November 12 th December 10 th January 14 th February 11 th March 11 th April 8 th May 13 th June 10 th

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
2009-2010 Staff Members**

LEADERSHIP TEAM

Ms. Karen Drezner	Executive Director	Main office
Mr. William Seiter	Director of Finance	211, Finance office
Ms. Candice Manzano	Director of Operations	104, Operations Office
Ms. Lindsay Malanga	Director of Lower School K-2	208
Ms. Stephanie Abel	Director of Upper School 3-5	208
Ms. Kristina Jelinek	Inclusion Program Manager	210
Ms. Carolyn Lashley	Dean of Students and Families	306
Dr. Traci Gavila	Director of Support Services	207
Ms. Rosalyn Bindman	ESL Coordinator	209
Ms. Rose McSween	Director of Development	211

CLASSROOM TEACHING STAFF

Ms. Kerry Cutrone	Kindergarten Teacher	K-101
Ms. Meirelys Perez	Kindergarten Assistant Teacher	K-101
Ms. Peggy McIntosh	Kindergarten Teacher	K-102
Ms. Marisol Millan	Kindergarten Assistant Teacher	K-102
Ms. Marzia Orru	Kindergarten Teacher	K-103
Ms. Magda Alicea	Kindergarten Assistant Teacher	K-103
Mr. Mario Deras	First Grade Teacher	1-201
Ms. Elizabeth O'Connell	First Grade Teacher	1-202
Ms. Samantha Caponera	First Grade Teacher	1-203
Ms. Jessica Chargar	Second Grade Teacher	2-204
Ms. Lourdes Roman	Second Grade Teacher	2-205
Ms. Victoria Manganello	Second Grade Teacher	2-206
Ms. Elizabeth Buryk	Third Grade Teacher	3-301
Ms. Kimberly Dean	Third Grade Teacher	3-302
Ms. Marsha Belton	Third Grade Teacher	3-303
Ms. Evelina Tota	Fourth Grade Teacher	4-401
Ms. Candace Barcia	Fourth Grade Teacher	4-304
Ms. Alisa Seidenberg	Fourth Grade Teacher	4-305
Ms. Erin Knight	Fifth Grade Teacher	5-402
Ms. Wodo Ogbonna	Fifth Grade Teacher	5-403
Ms. Laura Zaglauer	Fifth Grade Teacher	5-404

SPECIALTY TEACHING STAFF

Ms. Aisha Bruce	Physical Education Teacher	405
Ms. Stephanie Darcy	Art Teacher	002
Mr. Jerry Phelps	Music Teacher	001

STUDENT SUPPORT TEAM

Ms. Danielle Hernen	Social Worker	207
Ms. Jen Rego-Vallejos	ESL /Spanish Teacher	209
Ms. Melissa Lopez	K/1 st Grade Learning Specialist	307
Ms. Ama Abernethy	2 nd Grade Learning Specialist	307
Ms. Ashley Frusciante	3 rd Grade Learning Specialist	308
Ms. Danielle Donaire	4 th Grade Learning Specialist	308
Ms. Shameeka Tirado	5 th Grade Learning Specialist	309

STAFF SUPPORT PERSONNEL

Ms. Valerie Kokelaar	Literacy Specialist	306
Ms. Anna Johnson	Assessment Coordinator	210

OPERATIONS SUPPORT TEAM

Ms. Michele Clarke	School Aide	Main Office
Mr. Angel Torres	Administrative Assistant	Main Office
Mr. Miguel Santiago-Soto	School Aide	Main Office
Ms. Gertrude Agyemang	Administrative Assistant	Main Office
Mr. Juan Martinez	Maintenance	
Ms. Iris Rivera		
Mr. Leo Figueroa		
Mr. Ruben Ramirez Rosa	Security	Lobby
Mr. Volcy Jean		
Ms. Que Lisha Greenidge	Finance Assistant	211, 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	
Mr. Dennis Coleman	
Mr. Thomas Tsue	
Ms. Liz Russell	
Mr. Nick Luckock	
Mr. Shawn Rosado	Parent Member
Ms. Karen Drezner	Ex-Officio, Executive Director

FSA OFFICERS

Mr. Shawn Rosado	President
Ms. Deborah Aviles	Vice-President
Ms. Nancy Vargas	Treasurer
Ms. Aamira Mosley	Recording Secretary

THE BRONX CHARTER SCHOOL FOR CHILDREN HISTORY

A diverse group of concerned individuals came together with a shared desire to support alternative educational opportunities for children at-risk 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.

The founders' group raised funds and launched after-school and summer programs, and they also began to focus their efforts on the development of an innovative elementary school model that would have a powerful positive impact on the community.

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, a non-profit, non-sectarian organization, whose programs aim to strengthen families through the provision of foster care services and after school and Head Start programs. Therefore, the mission of ESS to empower individuals and families directly influenced the development of the core values of The 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 The BCSC 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 lottery was held (March 2004). As the facility at 388 Willis Avenue was secured and construction was completed, the development of the complex and necessary operational systems was also well underway.

September 2004 The 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 The BCSC opened for its second year of operations (198 students).

September 2006 The BCSC opened for its third year of operations (264 students).

July 2007 The BCSC submitted a charter renewal application for 2008-2013.

September 2007 The BCSC opened for its fourth year of operations (330 students).

January 2008 The BCSC charter renewal was granted.

September 2008 The BCSC opened for its fifth year of operations (396 students).

September 2009 The BCSC opens for its sixth year of operations (396 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

New York Charter School Association
1 Commerce Plaza Suite 402
99 Washington Avenue
Phone: 888-343-6907
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 Bronx Charter School for Children is a public elementary school that provides a rigorous academic curriculum supplemented with opportunities for enrichment, ensuring academic challenge and support to all students. Nurturing the potential of each child is our goal. We value the integration of literacy and math skills with all other content areas and encourage active inquiry. We are an educational community of teachers and learners, working together to emphasize the highest standards and levels of achievement, promote positive leadership and healthy choices, and develop resourceful, responsible and thoughtful citizens of tomorrow.

BCSC Philosophy

The Bronx Charter School for Children fosters the natural curiosity of children and helps them learn through discovery and discipline. Children learn best when they construct understanding from experiences and when they are expected to do high quality work; they must be empowered with a life-long passion for learning.

The BCSC draws strength from the diverse races, talents, languages, cultures, and interests of its community members. We work together to create a school environment that emphasizes the highest standards and levels of achievement, promotes positive leadership and healthy choices, and develops resourceful, responsible and thoughtful citizens of tomorrow.

The Bronx Charter School for Children encourages the integration of literacy and math skills with all other content areas and promotes independent and reflective learners.

BCSC Vision

The Bronx Charter School for Children empowers children to meet and exceed high academic standards, develop a life-long passion for learning, make healthy choices and become community leaders.

BCSC Core Values

We believe that our students...

- Can and want to learn.
- Will produce high-quality work.
- Will flourish in a safe and nurturing learning environment.
- Will be responsible and reflective.

We believe that our staff and families...

- Must establish strong partnerships, essential for ensuring mutual support and achieving academic excellence for our students.
- Must promote respect and cooperation through healthy communication.
- Must encourage students to develop a set of morals and ethics to guide them in life-long decision-making.

We believe that our learning community...

- Is a place where everyone is continuously working and learning together to expand their understanding of what is possible for themselves and their world, where achievement and success are expected for students, parents, teachers and other staff members.
- Is a dynamic school environment that addresses the comprehensive needs of the whole child - academically, socially, emotionally and physically.
- Encourages students to develop critical-thinking skills in order to assume responsibility for and be reflective about their own learning.
- Must employ effective teaching strategies to foster mastery of skills and concepts.
- Must actively utilize data to inform high-quality, standards-based instructional planning and implementation.

BCSC Charter Accountability Goals, 2008-2011

All adults in the BCSC community (trustees, staff members and family members) are expected to contribute in purposeful and persistent ways to ensure the academic achievement of students and overall development of a successful school. The BCSC charter defines very specific accountability goals, which are summarized below.

BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN LITERACY AND MATHEMATICS

Our goal is for ALL students to meet or exceed the standard on the NYS English Language Arts and Mathematics assessments. This means they need to attain a performance level of a 3 or a 4.

Every year:

- ***At least 75 % of students who are enrolled at the BCSC for 2 or more years need to meet/exceed the standard.***
- ***The percentage of students meeting/exceeding the standard needs to increase and needs to be higher than Community District 7 and NYC.***

BCSC students also need to show improvements on the Reading and Math Subtests on the Terra Nova Assessment.

BCSC STUDENTS WILL DEMONSTRATE PROFICIENCY IN SCIENCE AND SOCIAL STUDIES

Our goal is for ALL students to meet or exceed the standard on the NYS Science and Social Studies assessments. This means they need to attain a performance level of a 3 or a 4.

Every year:

- ***At least 75 % of students who are enrolled at the BCSC for 2 or more years need to meet/exceed the standard.***
- ***The percentage of students meeting/exceeding the standard needs to increase and needs to be higher than Community District 7 and NYC.***

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

Each year the BCSC will achieve:

- ***A student attendance rate of at least 95 %***
- ***An enrollment rate of at least 95 %***
- ***A student attrition rate of no more than 10 %.***

THE BCSC WILL ACHIEVE HIGH LEVELS OF PARENT/GUARDIAN SATISFACTION AND INVOLVEMENT

Each year:

- *At least 80% of parents/guardians will complete the annual BCSC Parent/Guardian Survey.*
- *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.*
- *The BCSC needs to increase any percentages of positive responses if they are below the 80 % goal.*
- *At least 90% of all parents/guardians will attend each parent/teacher conference (which are scheduled twice a year).*

THE BCSC WILL ACHIEVE HIGH LEVELS OF STAFF SATISFACTION

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.*
- *The BCSC needs to increase any percentages of positive responses if they are below the 80 % goal.*
- *The BCSC will achieve a staff attrition rate of no more than 15 %.*

IN ADDITION, THE BCSC ACCOUNTABILITY GOALS INDICATE THE FOLLOWING:

- *Under the NYS No Child Left Behind accountability system, the School's Accountability Status will be "Good Standing" each year.*
- *The BCSC will meet all legal requirements and responsibilities*
- *The BCSC will make responsible financial decisions and demonstrate sound fiscal practices and management*

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 and leadership teams if you are in need of further assistance:

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

Ms. Drezner, Executive Director

Ms. Drezner is responsible for managing all aspects of the school.
 She makes all efforts to be accessible to families.
 The best times to reach her are by phone or in person
 during her open office hours: Tuesday and Thursday mornings 8:00-9:30.

To make sure your concerns are addressed and your questions are answered as quickly as possible, the staff members listed above may be asked to address your concerns.

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.

4th and 5th 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. 4th and 5th 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.

★ 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, 1st and 2nd graders take breakfast directly to their classrooms to eat.
- 3rd, 4th, and 5th 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.

If your child is in....	He/she will be in this room for dismissal
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 RESPONSIBILITIES TO SUPPORT LEARNING

Families make a conscious choice to enroll their children in the Bronx Charter School for Children. This translates to an ongoing commitment to do all that is necessary for students to learn and be successful. This must be a top priority.

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 preceding and following vacations!

A goal of our charter is AT LEAST 95 % attendance for every student; and frequent or extended absences from school may result in retention and put a child's continued enrollment at the BCSC at risk. Absences not only have a direct negative impact on learning, but on the future of our school as well.

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 observances
 - Necessary physician/dentist appointments with official documentation from the doctor
- The BCSC strongly recommends scheduling routine doctor's appointments during the days that school is not in session.**

All other absences are considered unexcused.

Written Documentation

OFFICIAL DOCUMENTATION TO EXCUSE AN ABSENCE OR LATE ARRIVAL MAY INCLUDE THE FOLLOWING:

- A note from doctor or medical facility
- A copy of a family member's death certificate in the event of this unfortunate circumstance
- Evidence of a family emergency

Late Arrivals and Early Dismissals

The 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.

BCSC Action Steps Taken to Address Absences, Late Arrivals and Early Dismissals

Absences

Absences in One Trimester	Required Parent/Guardian Action
3	Phone conversation with the Director of Support Services.
4	Formal meeting with the Director of Support Services to create an action plan to ensure the child comes to school everyday.
5 or more	Formal meeting with the Director of Support Services and Dean of Students. <ul style="list-style-type: none"> • The action plan will be revised as needed and signed by the parent/guardian. A copy will be placed in the student's file. • The parent/guardian will be offered a referral to preventive services • If a referral to preventive services is refused, a mandated call to request an ACS investigation may be made.
<i>The Director of Support Services will report excessive absences to the Executive Director.</i>	

Late Arrivals or Early Dismissals

Late Arrivals or Early Dismissals in One Trimester	Required Parent/Guardian Action
3	Phone conversation with the Dean of Students.
4	Formal meeting with the Dean of Students to create an action plan to ensure the child comes to school on time and stays all day, everyday.
5 or more	Formal meeting with the Dean of Students. <ul style="list-style-type: none"> • The action plan will be revised as needed and signed by the parent/guardian. A copy will be placed in the student's file. Refusal to sign this agreement and uphold it may result in the expulsion of the child from the school.
<i>The Dean of Students will report excessive late arrivals and early dismissals 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 is required to report directly to the cafeteria, and remain there to complete academic work, until 9:00 a.m. *Parents/guardians of late students are not permitted beyond the security desk.*
- Late arriving students will be under the supervision of the Dean of Students and Families and/or the School Aides.

Afternoon Late Pick-Ups

It is the responsibility of parents/guardians to pick up students from the school building or the bus stop on time. The failure of parents/guardians to arrive 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 Director of Support Services and Dean of Students 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.

Consequences for Late Pick Ups		
Late Pick Ups in One Trimester	Required Parent/Guardian Action	
	School Pick Up	Bus Stop Pick Up
2	Phone conversation with the Dean of Students.	Formal meeting with the Dean of Students 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 the school year.
<i>The Dean of Students will report excessive late pick ups to the Director of Support Services and the Executive Director.</i>		

★ ★ **The BCSC 100 % Attendance Star Challenge!** ★ ★

Every month, we will review each student's and each classroom's daily attendance.

Students

who have PERFECT attendance and ON TIME ARRIVAL all month
will be featured
on the 100 % **Attendance Star Challenge bulletin board** in the school lobby!

Classrooms

★ that have no more than 3 absences OR late arrivals all month
will earn
a **STAR** on the BCSC 100 % Attendance Star Challenge bulletin board
AND
Shout outs at Friday's Town Meeting and on our Morning Announcements!

ADDITIONAL SCHOOL-WIDE POLICIES

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 times are scheduled in the morning hours at each teacher's discretion. Snack most frequently occurs in the afternoon close to the end of the school day; however, it is scheduled at each teacher's discretion and is only a 5-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.

Recess

Recess is an opportunity for students to develop strengths in social interactions and expend natural energy in a positive manner. 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.

We utilize the Willis Avenue and Clark Street playground for outdoor recess. 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.

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 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 may not use the elevator unless accompanied by an adult. The main stairway is located in the lobby.

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. 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 October 1, 2009. 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

TEACHING AND LEARNING

The BCSC Instructional Approach

The BCSC provides all children with the tools necessary for a lifetime of learning, including a strong foundation of literacy and mathematical skills and opportunities to think critically, research, explore and develop the capability to solve problems. Small class size (22 students per class) and an extended day/extended year program (operating from 8:00 a.m. – 4:00 p.m., 190 school days per year) positively contribute to the development of a cohesive and supportive school.

The BCSC utilizes a standards-based, workshop model approach to instruction. In addition to this model, the BCSC retains a strong focus on experiential, constructivist learning through the incorporation of content-related field trips and hands-on experiences built into the curriculum—especially in the areas of social studies and science.

Curriculum resources include, but are not limited to, the following:

- **LITERACY:** The *Houghton Mifflin Nation's Choice Edition* balanced literacy program supports teachers as they encourage students to become enthusiastic readers and writers. A complete Scholastic Guided Reading library is housed at the school as well. Students experience read-alouds, shared reading, guided reading groups and independent work. Phonics is taught explicitly and integrated into a range of literacy activities, and leveled classroom libraries increase the accessibility of literature for students.
- **MATH:** The *Saxon Math* program, a structured series that sequentially builds computational and manipulative skills, is utilized, along with materials published by TERC and created by Marilyn Burns.
- **SOCIAL STUDIES:** Social studies units are designed by grade level teacher teams, which readily use the **McGraw Hill** curriculum and the **Core Knowledge Sequence** as guiding foundation materials. Students will gain a solid foundation in fundamental ideas and facts.
- **SCIENCE:** Teachers utilize the **Harcourt** curriculum and **FOSS science kits** as resources for science. Students will develop investigative, reflective and critical-thinking skills through an ongoing application of the scientific method and active, hands-on exploration.

Daily Instructional Schedule

The daily instructional schedule varies from grade to grade, but generally follows similar routines across grades.

- Typically, a BCSC student focuses on **reading**, **writing** and **math** during the morning hours.
- In the afternoon, a BCSC student will engage in **science** or **social studies** activities.
- In terms of specialty areas such as **art**, **music** and **physical education**, a BCSC student will experience two of three specials each trimester.
- In addition, BCSC students in grades 3, 4 and 5 receive **Spanish** instruction.

Supporting Every Student's Growth

The BCSC has a policy of inclusion. Therefore, all instructional staff works cooperatively with families to meet the needs of every student. A comprehensive system of support is designed to ensure each child achieves academically, and develops positive social and behavioral skills. The BCSC provides the following:

Student Support Staff

- An **Inclusion Program Manager** works with families and staff members to formally and informally address student needs.
- An **ESL Coordinator** arranges for and provides English language learner services, with support provided by the ESL/Spanish teacher.
- Five **learning specialists** (certified special education teachers), who are integral members of grade level instructional teams, arrange for and provide mandated special education and at-risk services and actively support differentiated instruction in classrooms.
- A **Dean of Students and Families** ensures that the BCSC is a safe and cohesive community of learners.
- A Director of Support Services and part-time social worker provide individual and group counseling to students, and guidance, resources and support to families and staff members.

Student Support Systems

- The **BCSC Strategic Reading and Math Interventions (SRI and SMI)** promote the necessary development of foundation literacy and math skills.
- The **BCSC Child Study Team (CST)** meetings assist teachers in strategizing around the complex learning needs of struggling students.
- The **BCSC Superstar Tutoring Program** prepares 3rd-5th graders for the NYS assessments.
- The **BCSC Summer Program** offers at-risk academic support for students who are most in need.

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
- Rigby Running Record/DRA
- 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 1st of each year. Mandatory parent/teacher meetings are scheduled to determine necessary interventions at school and at home.

Homework Expectations

1. **All BCSC students are assigned homework every night, and on weekends.**
2. **Homework packets are assigned for extended vacations from school.**
3. **All BCSC students will go home with a book from the classroom and will be assigned 15-30 minutes of reading every night (depending on grade level).**

Homework reinforces the learning that students are doing in their classrooms. Homework is assigned to establish patterns of responsibility and help students develop strong study habits.

Parents are expected to check all homework before students turn in assignments.
Some homework assignments may involve the participation of family members.

Consequences for Incomplete or Missing Homework

Missing/Incomplete Homework Assignments	Teacher Response
1-3	<ol style="list-style-type: none">1. Call the parent/guardian that day 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 in order to attend any trip.
- 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

- In the cafeteria every Friday morning at 9:00 am, kindergarten, 1st and 2nd grade classes assemble at our weekly Town Meeting.
- Also on Friday at 9:00 am, the 3rd, 4th and 5th grades hold their Town Meeting in the 4th floor gymnasium.

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

After opening the meeting each week and announcing birthdays, the students of one class share something exciting that they are learning about in their classroom. The content of what is shared is much more essential than an entertaining performance, but classes and teachers get creative. The audience has the opportunity to ask questions or give compliments to the presenters.

At this meeting we also recognize accomplishments of individual students, as the development of social skills is something to be encouraged and reinforced by all adults in our community.

We close the meeting each week with a staff member or student sharing poetry. This exposes students to a range of writing styles and develops public speaking and presentation skills.

Family members are encouraged to attend Town Meetings, and discuss these experiences with their children, particularly on the days their child's class is scheduled to share.

Morning Announcements

The BCSC literacy specialist 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.
4. A word of the day is often shared to expand everyone's vocabulary!

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.

Dress Code

Uniforms help students feel like an active member of our learning community. They decrease distractions and increase academic focus. The BCSC strictly enforces this expectation.

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.

The BCSC uniform includes navy blue bottoms and white or light blue collared shirts.

- Shirts must be tucked in at all times.
- Shoes and sneakers are acceptable. All shoes must be closed-toe. Sandals are not permitted for safety reasons.
- Navy blue shorts may be worn in the summer months.

The following are NOT allowed:

- JEANS OR DENIM MATERIAL.
- Hats, scarves and head coverings, except in cases of religious observance.
- Sandals or flip-flops.

*** BCSC students are no longer permitted to wear hooded sweatshirts and jackets during the school day, as they are often distracting to learning.**

*** Teachers reserve the right to require students to remove other types of clothing beyond the required uniform if anything is determined to be distracting to learning.**

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 st Incident	Verbal warning is made to parent/guardian, in person or by phone.
2 nd Incident	Warning letter is sent to parent/guardian. Parent/guardian is expected to sign this letter and return it to the Dean of Students within 24 hours.
3 rd Incident	Formal meeting is scheduled to review the BCSC Family/School Contract and create an action plan.

Patterns of non-compliance to the uniform policy will be reported to the Director of Support Services.

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 bookbags and lunchboxes) should be permanently marked inside of the object.

The BCSC has a Lost and Found located in the hallway to K102. 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!

Anger Reducers

The BCSC encourages students to express their feelings in ways that are safe and respectful. The books below are frequently used by teachers because the characters in them are wonderful models!

I Was So Mad – Mercer Mayer

Lilly's Purple Plastic Purse – Kevin Henkes

When Sophie Gets Angry – Really, Really

Angry – Molly Bang

How to Take the Grrr Out of Anger – Elizabeth

Verdick

Where the Wild Things Are – Maurice Sendak

Alexander and the Terrible, Horrible, No Good

Very Bad Day – Judith Viorst

Hands are Not for Hitting – Martine Agassi

The Way I Feel – Janan Cain

BCSC Stop and Think Form

Teachers and other staff members at the BCSC often instruct students to complete a “BCSC Stop and Think Form” when they make choices that disturb learning or are unsafe in any way. This reinforces an active process of reflection designed to encourage better choices in the future.

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.

Teachers address a range of behaviors with classroom-based consequences and parent/guardian contact. In cases that are severe enough for the teacher to refer a student to the Dean of Students and Families, 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.

Generally, teachers set consequences for yellow behaviors, while the Dean or another administration is involved in setting consequences to address orange or red behaviors. These lists are not exhaustive but are provided as a summary of the Discipline Code for families.

YELLOW behaviors disrupt learning.	ORANGE behaviors endanger others.	RED behaviors are seriously unsafe.
<ul style="list-style-type: none"> • Calling out • Refusing to follow directions or do work • Writing or saying inappropriate words • Damaging school property or using materials inappropriately • Inappropriate physical contact (tapping, pushing, poking) • Wearing a hood or hat • Having any items that are prohibited 	<ul style="list-style-type: none"> • Speaking disrespectfully or cursing • Taunting others • Using materials in ways that are dangerous • Stomping, banging or tantruming • Kicking, standing on or picking up furniture 	<ul style="list-style-type: none"> • Intentionally causing or attempting to cause injury to others (punching, kicking, etc.) • Running from unsupervised area (indoors or outdoors) • Throwing furniture • Making violent threats • Possession or use of a weapon

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)

* All students have the right to due process, which is the opportunity to present their version of the facts and circumstances before behavioral consequences are set. If a consequence set for a student with a disability would constitute a change in placement, parents/guardians will be notified, and within 10 days, the CSE will review the relationship between the student’s disability and the unsafe behavior exhibited.

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 Yellow Bus Policy

Our goal at the BCSC 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.

Bus Rules

- 1) Stay seated and buckled up.
- 2) Keep your body and possessions to yourself.
- 3) Speak respectfully and quietly.

***Consequences for unacceptable or unsafe behavior on the bus
will be determined by the Dean of Students as follows:***

1 st Incident	The Dean will verbally warn the child when there is an initial report and record that warning.
2 nd Incident	The Dean will phone the child's parent/guardian and inform him/her 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.
3 rd 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.).
4 th 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.).
5 th 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 of Students has the authority to skip any steps in the consequence protocol above to ensure the safety of students on the bus.

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)

FAMILY/SCHOOL PARTNERHSIPS

FAMILY INVOLVEMENT AND VOLUNTEERING

The Family/School Partnership

The BCSC believes that all families want the best for their children. Research shows that children do best when parents/guardians are enabled to play four key roles in the learning experience:

- ⇒ Teacher. *Help children learn at home.*
- ⇒ Supporter. *Contribute skills and talents to the school.*
- ⇒ Advocate. *Make sure children receive fair treatment*
- ⇒ Decision-maker. *Participate in problem-solving with the school at every level.*

Active BCSC parents/guardians are essential to achieve the best possible learning experience for each child. Therefore, communication between home and school is valued and encouraged, continually evaluated and maintained so all adults and children can forge meaningful and productive relationships that benefit the entire learning community.

Contacting Staff Members

Parents/guardians are encouraged to contact teachers or staff members by phone and by email. As teachers are with students in classrooms for the majority of the school day, they may not receive messages until the end of the school day. As a general rule, teachers do not receive phone calls or check email while they are teaching. Please notify the office if your communication is urgent. All BCSC staff members are expected to respond to parents/guardians within 24 hours of receiving a message.

Meeting and Visit Requests

Parents/guardians are encouraged to first discuss any concerns that may arise with their child's teacher. However, all staff members are eager and available to meet with parents/guardians to assist in any way. **For any meeting, appointments need to be scheduled in advance.**

Parents/guardians may also request appointments to sit in and observe lessons in their child's classroom. These requests can be made with the teacher directly, or with the Director of Lower or Upper School.

Healthy Communication

Parents and guardians are expected to communicate in an open and civil manner at all times. Mutual respect and kindness are critical to maintaining a productive home-school partnership and modeling for children. Disrespectful tone, offensive or threatening language or inappropriate actions taken by any adult in the school building will be addressed quickly by school leaders, and may result in severe consequences, such as being restricted from field trips, special events or entering the school building.

Family Staff Association

The Family Staff Association (FSA) meets monthly at the school to provide updates and to serve as an open forum for parents and guardians. The meeting schedule is posted on the school's FSA bulletin board in the main lobby, and is included in the BCSC calendar. *All adults involved in students' lives are encouraged to attend these meetings.*

An FSA President, Vice President, Recording Secretary, and Treasurer serve as officers for the FSA, and are elected annually by families of the student body to conduct the FSA meetings, to organize fundraising events, and to lead the FSA in the contributions made to the school's development. Only legal parents and guardians of currently enrolled BCSC students may run for office, vote and serve as Chairpersons of committees.

For more information, obtain a copy of the *By-Laws of the Bronx Charter School for Children Family Staff Association* from the BCSC Main Office or the current FSA Officers.

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
- Serving as a Bus Escort on one of the general education buses
- 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.

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

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 5th birthday must occur before December 31st of the enrollment year. To be included in the lottery, parents/guardians must submit a Lottery Registration Form (available online at www.tbcs.org or by contacting the BCSC office) by April 9, 2010. 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.