



# Bronx Charter School for the Arts

Middle School  
Story Ave Campus

FAMILY HANDBOOK

2019 - 2020

## Table of Contents

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>OUR MISSION</b>	<b>3</b>
<b>OPERATING PRINCIPLES</b>	<b>4</b>
<b>THE HOME SCHOOL CONNECTION</b>	<b>4</b>
<b>PARENT/GUARDIAN INVOLVEMENT POLICY</b>	<b>4</b>
<b>FAMILY-STAFF COMMUNICATION</b>	<b>6</b>
<b>SCHOOL AND CLASSROOM VISITATION</b>	<b>6</b>
<b>VOLUNTEER OPPORTUNITIES</b>	<b>7</b>
<b>ENROLLMENT LETTERS</b>	<b>7</b>
<b>BOARD OF TRUSTEES</b>	<b>7</b>
<b>WHO CAN ANSWER MY QUESTIONS?</b>	<b>7</b>
<b>COMPLAINT RESOLUTION POLICY AND PROCEDURE</b>	<b>8</b>
<b>PHILOSOPHY OF TEACHING AND LEARNING</b>	<b>9</b>
• RIGOROUS INSTRUCTION: TEACHING HOW TO LEARN	
• THE IMPORTANCE OF THE ARTS IN SCHOOL	
• WE ARE AN INCLUSION SCHOOL	
• WE HAVE A HIGHLY QUALIFIED STAFF	
• CURRICULUM	
• BALANCED LITERACY	
• GUIDED READING	
• WHAT ABOUT STUDENTS WITH SPECIAL NEEDS IN READING?	
• STUDENTS LEARNING ENGLISH	
• MATHEMATICS	
• SCIENCE AND SOCIAL STUDIES	
• ACADEMIC INTERVENTION SERVICES	
• THE ARTS: MUSIC, DANCE, THEATER, AND VISUAL ARTS	
• ASSESSING STUDENT PROGRESS	
• TOOLS	
• REPORT CARDS	
<b>PROMOTION AND RETENTION POLICY</b>	<b>13</b>
<b>SCHOOL OPERATIONS</b>	<b>15</b>
• ATTENDANCE AND ABSENCE	
• WITHDRAWAL FROM SCHOOL	
• SAFETY & SECURITY OF BRONX ARTS FACILITY	
• SCHOOL DAY	
• ARRIVAL AND BREAKFAST	
• LUNCH	
• DISMISSAL	
• INCLEMENT WEATHER PROCEDURES	
• FOOD IN SCHOOL	
• TRANSPORTATION	
<b>DRESS CODE</b>	<b>20</b>
<b>OUTERWEAR</b>	<b>20</b>
<b>JEWELRY AND ACCESSORIES, ETC</b>	<b>20</b>

<b>CARE OF BOOKS, EQUIPMENT, INSTRUMENTS, AND PROPERTY</b>	<b>21</b>
<b>TECHNOLOGY AND INTERNET USE</b>	<b>21</b>
<b>SCHOOL TRIPS AND EVENTS OUTSIDE OF SCHOOL</b>	<b>21</b>
<b>HEALTH AND SAFETY</b>	<b>22</b>
• MEDICATION	
• PROOF OF IMMUNIZATIONS AND RECORDS	
• ALLERGIES	
• CONDITIONS AFFECTING BATHROOM USE	
<b>MANDATED CHILD ABUSE REPORTING</b>	<b>23</b>
<b>IMPORTANT WEBSITES</b>	<b>23</b>
<b>B.A.S.S./CODE OF CONDUCT AND DISCIPLINE POLICY</b>	<b>24</b>
<b>FAMILY MEMBER SIGN-OFF PAGE</b>	<b>37</b>

## Our Mission

Bronx Charter School for the Arts is a public elementary school founded on the principle that a rich and vibrant background in the arts is a key component of achieving academic excellence. We strive to serve as a model that encourages creativity and innovation in the classroom and inspire students to develop the intellectual and personal fortitude to realize their dreams.

## School Locations

<b>Bronx Charter School for the Arts Elementary School</b> 950 Longfellow Avenue Bronx New York 10474 Phone – (718) 893 - 1042 Fax – (718) 893 - 7910	<b>Bronx Charter School for the Arts Middle School</b> 1440 Story Avenue Bronx New York 10473 Phone – (718) 617 - 5660 Fax – (718) 617 - 5670
---	---

Title	Name	Email
Executive Director	Miriam Raccach	mraccach@bronxarts.net
Director of Operations	Karlene Cowan	kcowan@bronxarts.net

BRONX CHARTER SCHOOL FOR THE ARTS ELEMENTARY SCHOOL		
Title	Name	Email
Principal	Jonea Thomas	jthomas@bronxarts.net
Director of Curriculum	Patricia Rooney	prooney@bronxarts.net
Director of Curriculum	Jennifer Ciavarella	jciavarella@bronxarts.net
Dean of Students	Jahneel Small	jsmall@bronxarts.net
Social Worker	Allan Smith	asmith@bronxarts.net
Guidance Counselor	Jacqueline Smith	jsmith@bronxarts.net
Administrative Assistant	Fatoumata Traore-Sanogo	fsanogo@bronxarts.net

BRONX CHARTER SCHOOL FOR THE ARTS MIDDLE SCHOOL		
Title	Name	Email
Principal	Richard Gonzalez	rgonzalez@bronxarts.net
Director of Curriculum	Katie Cotten	kduffield@bronxarts.net
Director of Curriculum	Ryan McCabe	rmccabe@bronxarts.net
Arts Director	Jerry Phelps	jphelps@bronxarts.net
Dean of Students	Lisselot Monegro	lmonegro@bronxarts.net
Interventionist	Geovanti Steward	gsteward@bronxarts.net
Social Worker	Yimel Young	yyoung@bronxarts.net
Operations Manager	Nadeen Williams	nwilliams@bronxarts.net
Administrative Assistant	Samantha Rivera	srivera@bronxarts.net

## **Visiting Procedures for Parents and Guardians**

All BAM visitors must check-in with school safety and have state issued proof of identification to check in with our school safety agents. If possible, please arrange for an appointment with staff members before visiting the school.

## **Operating Principles**

1. We are one Bronx Arts Team.
2. We believe the Arts and Academics are inextricably linked and actively find and make those connections apparent for others, including our students.
3. We focus on all of our students as individuals and recognize that each bring value and worth to our Bronx Arts community and world.
4. We persist until we succeed. We are creative in finding solutions.
5. We value relationships and actively build them with our team, our students, our families and demonstrated compassion and care.
6. We value, respect, and recognize the unique gifts and talents in our students, our team and ourselves.
7. We strive to be a hub where teachers are developed and encouraged to positively impact students at Bronx Arts and beyond.
8. We commit to providing high quality , culturally relevant, standards aligned work to our students and provide the appropriate support to ensure every student succeeds.
9. We model and uphold Bronx Arts' high expectations in everything we do.

## **The Home School Connection Families as Partners**

Families play a key role in the educational success of their children. We rely on you to teach your children the value of education, discuss schoolwork and new ideas with your children, check in regularly with teachers and reinforce the Bronx Arts Expectations for Students. The expertise, hard work and creativity of the many family members who volunteer their time are essential to our development as a school. In this section, you will learn more about how families and staff members can work together towards the ultimate goal: successful, happy children.

## **Bronx Charter School for the Arts Parent/Guardian Involvement Policy**

Bronx Charter School for the Arts believes the school and parents and family members of our students are partners in helping all our learners to achieve academic success. The school is committed to working with parents and family members through both the integrity and caliber of the instruction provided and the involvement of parents and families to support and enhance the opportunities for the children's academic and intellectual growth.

Bronx Charter School for the Arts will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables student academic achievement.
2. Provide the necessary curriculum materials for effective instruction aligned to the Common Core Standards.
3. Employ effective instructional staff and provide teachers with ongoing professional development and support.
4. Provide additional academic intervention for students, where and when possible, through such programs as the Response to Intervention program during the school day.
5. Provide the appropriate homework to reinforce the academic skills that have been taught in school.
6. Provide counseling for those who require emotional and social support to overcome obstacles to their learning and academic achievement.
7. Communicate regularly with parents and families regarding individual student progress. Communication will take place by email, telephone calls, text messages, letters, notes, meetings, workshops, newsletter, robo-calls and the school's website.
  - Parents/guardian teacher conferences will be scheduled as per the school's annual calendar.
  - Parents/guardians will have access to their child's academic and attendance information via PowerSchool.
  - The school will schedule annual meeting to discuss and revise the Parent/Guardian Involvement Policy.
8. Provide opportunities for parents and families to become engaged as follows:
  - Volunteer at the school during the school day.
  - Participate in school wide events and activities.
  - Serve to the extent possible on policy advisory committees including the Title I, Part A, parent representative.
  - Join the Parent Organization (PO).
  - Attend the monthly Parent Organization (PO) meetings.
  - Participate in a variety of parent/guardian workshops hosted by the school to address topics such as academic standards, curriculum, instruction, high school selection, assessment, and social and emotional behaviors.
  - Connect with community based organizations which provide resources to our families.

- Monthly Check in sessions with the principal (Pastries with the Principal)

Bronx Charter School for the Arts Parents/Guardians will:

1. Ensure that students attend school and arrive promptly at the official start of the school day.
2. Monitor their child's daily attendance and adhere to the school's Student Attendance Policy. Students who miss 10% of the school year or in excess of 18 days of unexcused absences may be at risk of not being promoted to the next grade at the end of the school year.
3. Stay informed about their child's progress by reading and responding promptly to communication with the school.
4. Ensure students complete their homework assignments. Repeated failure to complete homework assignments could result in after school detention where students will be given the opportunity to make up the missing work.
5. Students who are assigned to the After School and/or school play/musical must attend regularly or forfeit the seat for poor attendance.
6. Review and adhere to the school's Student Code of Conduct/ Discipline Policy. Failure to abide by the school's Discipline Policy could result in expulsion.
7. Attend parent teacher conferences.
8. Participate in school events, PO meetings and workshops when possible.

### **Family-Staff Communication**

Because Bronx Arts provides a unique kind of educational program than many other schools, you may have questions about your child's daily classroom work and his or her progress towards learning standards. We encourage you to send notes, schedule conferences, phone school staff and attend school functions in order to fully understand your child's educational experience and progress and provide information that may be helpful for your child's teacher.

In general, a child's teacher is the first person that students and family members should contact with questions, issues, or ideas. If a problem exists that a teacher cannot resolve the concern should be directed to a member of the Bronx Arts Leadership Team.

### **School and Classroom Visitation**

Bronx Arts welcomes visitors to the school, especially family members. However, all visitors must be sensitive to instruction, and must make sure that visits do not disrupt the work of teachers or others who are instructing or supervising students. Family members are encouraged to make appointments in advance to speak to teachers when necessary.

## Volunteer Opportunities

Every parent, guardian, or caregiver, is encouraged to volunteer at least 10 hours a year at Bronx Arts. Because we all have demanding schedules and are busy, we have identified a variety of ways that family members can help. To learn more about volunteer opportunities, please contact the Operations Manager. All regular volunteers must undergo a background check in accordance with New York State law.

## Enrollment Letters

Families often find it necessary to obtain a letter from school that confirms that their child is attending Bronx Arts. We are glad to create these letters for families; however, we require 48 hours to generate them. Request forms for these letters are available from the Operations Manager.

## Board of Trustees

The Board of Trustees is responsible for overseeing all aspects of school operations, including fiscal oversight, long-term planning, fundraising and supervision of the Executive Director. Additionally, on the Board of Trustees there is a seat reserved for a parent representative or legal guardian of a Bronx Arts student. Board meetings are held regularly throughout the year and are open to the public. These meetings are posted on our website.

## Who Can Answer My Questions?

In general, Bronx Arts staff members are happy to help family members with whatever aspect of school operations that they can. However, many of the questions most frequently asked by family members in our main office are usually best answered by one particular Bronx Arts staff member. The following is a list of the people at Bronx Arts who can best help you with certain questions:

I have a question about Instruction	classwork, homework, assignments, tests, projects, conflict with other students, and/or anything classroom related	Teacher
Arts Class	I have a question about art projects, arts field trips, or conflicts with other students within a particular arts class.	Dance Teacher Music Teacher Theatre Teacher Visual Arts Teacher
Special Education, Accessibility	I have a question about, modifications being made to address special learning needs, or anything that takes place during class when the Learning Specialist is present.	Your student's Learning Specialist or School's Directors of Curriculum and Instruction

School	I have a question about concerns that arise across grades, questions about school-wide testing, and report cards.	Principal
School	I have a question about overall school performance and goals, the school building, school security, or overall school operations (non-academic).	Executive Director
Arts Instruction	I have a question about the arts program, artist-in-residence program, curriculum, and partnerships with outside arts organizations.	Director of Arts
Climate and Culture	I have a question about an incident that happened on the bus, discipline matters, suspensions, etc.	Dean of Students
School Business	I have a question about attendance, doctor's notes; need a school letter, changes in pick-up time, changes in transportation, changes in student information (i.e. new address or phone number), transportation, enrollment and lottery, and events and school trips. I have a question about general Bronx Arts information, purchasing Bronx Arts t-shirt uniform.	Operations Manager

### **Complaint Resolution Policy and Procedure**

The Board of Trustees intends for the first step in the conflict resolution process to be for complainants to discuss issues with the appropriate person or people at the school staff level, including the Executive Director.

However, any individual or group may bring a complaint to the Board of Trustees. The Board of Trustees will hear complaints pertaining to Bronx Arts' operation, management, or policies, or alleging any violation of the provision of the charter or any provision of law relating to the management or operation of the charter school.

To present a complaint to the Board of Trustees, a complainant may attend a meeting of the Board of Trustees (consistent with the open meetings law) and request to be added

to the agenda, or the complainant may submit the complaint at any time, orally or in writing, to the Board Chair.

The Board may choose to act immediately on a complaint (as in emergency situations that suggest a child is in danger) or may initiate an investigation that takes place over a period of time, or both. Such investigations may include such actions as the review of documents and student records, and conversations with staff, families, and students.

All complaints will be added to the agenda of the Board meeting subsequent to their submission, for discussion by the full Board. In all cases, even if an investigation is not complete, the Board Chair will respond in writing to all complaints within 14 days after the Board meeting subsequent to the submission of the complaint, in order to provide an official acknowledgement of the complaint, and provide a status update or communicate the determination of the Board on the matter. If necessary, the Board chair will provide a second response once the Board has made a final determination on the complaint.

Complaints may be submitted to the Chairman of the Board of Trustees is reachable by mail via Bronx Arts or at [boardchair@bronxarts.net](mailto:boardchair@bronxarts.net).

If a complainant determines that the Board of Trustees has not adequately addressed their complaint, the complainant may address the complaint to the New York State Board of Regents, which shall investigate and respond. The Board of Regents has the power and duty to issue appropriate remedial orders to Bronx Charter School for the Arts.

## **Philosophy of Teaching and Learning**

### ***Rigorous Instruction: Teaching How to Learn***

All people learn through experience, practice, and reflection. To learn, one must be continually challenged with new ideas, and inspired and guided to come up with new ideas on one's own. The teacher's role is to guide students in this process by:

- linking new ideas and concepts with existing knowledge and interests;
- motivating students through the selection of learning materials and the structure of learning activities;
- pushing students to challenge themselves;
- modeling thinking and learning, and;
- ensuring that optimal conditions for learning exist.

At Bronx Arts, we work together to teach children to take responsibility for their own education. This is what we mean by the words "rigorous instruction". We do not expect our students to become memorizers of rote facts and information supplied by a lecturing teacher. Instead, we expect that children will be actively engaged in their own learning, and that they will ask good questions that serve to push them further in their own thinking. We require that our students become continual learners, developing the capacity to constantly challenge themselves as independent, critical thinkers.

### ***We Are an Inclusion School***

At Bronx Arts, we believe that excellent teaching means providing each student with the appropriate curriculum that matches his or her ability level and academic/social needs. Therefore, all of our students are educated together in an inclusive setting. Bronx Arts does not separate students with special needs into self-contained classes or in any other way exclude them from the general population of students. Instead, all students' needs, including special needs, are met through careful assessment and customized instruction, which may include one-on-one assistance and small-group work when necessary and appropriate. Students and teachers understand that instruction and attention may look different for each child. At Bronx Arts, we believe that an inclusive environment prepares students for the reality of living in a diverse society and helps to develop the necessary values of acceptance and understanding.

### ***We Have a Highly Qualified Staff***

Because we are an innovative and exciting place for educators to work, Bronx Arts has been fortunate in attracting a very highly qualified and carefully selected staff. The No Child Left Behind Act (NCLB) requires us to let our families know about the qualifications of each of our teachers if they wish to inquire. As a parent of a student at Bronx Charter School for the Arts, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's teachers:

- Whether the New York State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the New York State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call (718) 617-5660 to speak to the Principal.

### ***Curriculum***

Schools across New York State are required to implement fully the Common Core Standards in English Language Arts, Mathematics and Literacy in Social Studies and Science. Our English Language Arts and Mathematics curriculum have both been updated to prepare our students. Moreover, our library materials have been improved to reflect the required reading materials.

### ***Balanced Literacy***

Bronx Arts recognizes the need for both the explicit teaching of skills and the opportunity for students to participate in literacy activities that are designed to build comprehension

and meaning. The Reading/English Language Arts curriculum is called Expeditionary Learning. Bronx Arts classrooms are also supplied with reading materials at a variety of levels to meet students' needs and interests. Reading and Writing instruction also includes the following key components:

- Reading Aloud: teacher reads selections aloud to students
- Shared Reading: teacher and students read texts together
- Independent Reading (including sustained silent reading): students read texts on their own and with each other
- Modeled/Shared Writing: teacher and students collaborate to write text as a group with the teacher as a scribe
- Interactive Writing: teacher and students write text together, sharing scribe responsibilities
- Independent Writing (including journal writing): students write texts on their own and with each other

### ***What About Students With Special Needs in Reading?***

Students with special needs receive targeted instruction in ways that are supportive to their individual needs. Students with special needs are fully included in the classroom reading program. They participate in class read-alouds, shared reading, and all writing activities.

### ***Students Learning English***

Bronx Arts is committed to providing services for students of limited English proficiency (LEP) in an integrated, non-exclusionary setting. The ELL Specialist works with students and classroom teachers in a “push in” and “pull out” program to address the English developmental literacy and language needs of LEP students, as well as to help them access the regular curriculum.

### ***Mathematics***

Bronx Arts uses Achievement First's Navigator curriculum. This program places an emphasis on student engagement with and dialogue around math concepts and skills. We also supplement the curriculum with Khan Academy online, as well as Teacher created materials. All students have an opportunity to engage in rigorous problem solving and discussion of solution pathways using the Cognitively Guided Instruction (CGI) framework.

### ***Science and Social Studies***

The Bronx Arts science and social studies curricula are organized around units of study that include Reading and Writing based on the New York State Common Core Standards in literacy, as well as New York state's revised standards in the content areas. Students are asked to participate in hands on activities, engage in discussion, and make connections between disciplines.

### ***Academic Intervention Services***

The school also provides academic intervention services to struggling students using the Response to Intervention model. Additional curriculum FastBridge is used for the assessments and intervention skills in both Reading and Math.

## **Arts**

Bronx arts provides high quality, engaging instruction to all grades in music, dance, visual art and theater in order to help all students discover and develop their natural artistic talents.

We believe:

- All arts classes are disciplines, not a pastime or break from “real learning”.
- Students learn specific arts skills and appreciation through arts education while developing valuable life skills through the arts.
- The skills developed in and through the arts will help students to gain exposure and access to academic, social, and professional opportunities typically reserved for their more affluent peers.
- The arts can enhance academic subjects when meaningful and natural alignments are identified and integrated.

The Arts program will:

- Provide a culturally rich curriculum that is standards-based, sequentially developed, rigorous, and developmentally appropriate across all grades.
- Provide students with at least two opportunities to present/perform in each discipline annually.
- Balance creativity and exploration in a safe, supportive, and nurturing environment, where daily objectives are met, and student behavior is indicative of a classroom culture that prioritizes the mutual respect between students and teachers and students with their peers.
- Partner with at least one artistic and/or cultural institution or independent artist to enhance the arts education of students.

## **Assessing Student Progress Tools**

Bronx Arts uses Anet, Fast Bridge benchmark reading and Math assessments and the New York State assessments in ELA and Math to measure student progress. Interim assessments in the form of unit tests are given throughout the school year to assess student progress towards the standards. This gives the teachers better information about each student's performance, which helps with planning and instruction.

## **Report Cards**

Four formal reports of student progress are sent home each year, usually in November, January, April, and June. Families are required to meet with their child's teacher during Family-School conferences to discuss student progress.

# **Bronx Charter School for the Arts Promotion and Retention Policy**

## **PROMOTION**

The Bronx Charter School for the Arts Board of Trustees expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests, growth patterns, and capabilities of individual students. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

## **RETENTION**

Identification of students who should be retained and who are at risk of being retained in their current grade level should be made on the basis of the following:

1. Indicators demonstrating academic achievement, notably progress toward meeting the New York State Common Core Standards for each grade level.
2. Student Attendance.

In addition to this criteria, students who are performing 1.5 or more reading levels below grade level, according to Fountas and Pinnell, will also be strongly considered for retention. All students who are performing far below grade level and/or are at the bottom 15% of their class may be retained. The leadership team will make the final decision on all students who are retained, after taking into account report card grades, reading level, mock exam data, modified promotional criteria per Individualized Education Plans, and social-emotional implications. Retention will be used as a final resort, after all other school interventions have been leveraged.

Although the normal pattern of progress is an annual promotion to the next higher grade, retention of students in any grade may be considered when a student is not progressing at an expected rate. In all instances, retention decisions will be made by a committee consisting of the student's teacher(s) and the principal.

Retention decisions should be made only after a careful and systematic review of a portfolio of student work including but not limited to grades, attainment of level 2 or higher on the New York State Assessments in English Language Arts and Mathematics, and attendance.

## **CONSIDERATIONS REGARDING PROMOTION AND RETENTION**

### ***General***

- No student shall be retained more than one year at any given grade level.
- If a student has been retained, it is expected that he/she will be provided with academic intervention services.

### **English Language Learners**

- English Language Learners (ELL) as designated by the New York State Identification Test for English Language Learners (NYSITELL) results, will not be retained solely due to their ELL status. ELLs will be evaluated based on a comprehensive review of a portfolio comprising of student work, grades and standardized test results including the New York State assessments in English Language Arts or the NYSESLAT (New York State English as a Second Language Achievement Test), Mathematics, and attendance.
- It is reasonable to consider English Language Learners to be at risk of retention and eligible for supplemental instruction based on the challenges they face in acquiring English language proficiency.

### **Special Education**

- It is possible that Special Education students may be retained, but Special Education students will not be retained solely because of their identified disability.
- Students in all grades will be promoted based on the promotional criteria listed on their IEP.

### **NOTIFICATION**

First notification to parents/guardians of students at risk of retention can occur as early as January 31<sup>st</sup>, but not later than 30 days after.

Final notification of retention for students shall occur no later than the first week of June. Parents of all students must be provided the opportunity of a face to face meeting to discuss the decision with the principal and the teacher.

### **PROMOTION/RETENTION APPEAL PROCESS**

The decision to retain a student may be appealed consistent with the Board's Policy. The burden shall be on the appealing party to show why the decision should be overruled.

To appeal the decision, the appealing parents/guardians shall submit a written request to the Board of Trustees specifying the reasons why the decision should be overruled. The appeal must be initiated by the appealing party and received by the Board of Trustees within five (5) working days of the notification of the decision to retain the student. The executive director and teacher(s) shall be provided an opportunity to state orally and/or in writing the reasons for the decision and provide supporting documentation related to the criteria on which the decision was based.

Within five (5) working days of receiving the written request for appeal, the Board of Trustees shall determine whether or not to overrule the school committee's decision. The decision of the Board shall be final.

## **School Operations**

This section deals with the policies and procedures that are important to the day-to-day operations of the school. We ask that you read this section of the handbook carefully so that you can support our efforts.

### **Attendance and Absence**

Consistent school attendance is essential for academic and social success at school, and arriving late to school and being picked up early is disruptive to the carefully planned learning activities of the class.

#### Bronx Charter School for the Arts Attendance Policy

##### Statement of Objectives:

The school is an active partner with parents and families in ensuring our students are provided with the best opportunity to learn and achieve academic success. The school attendance policy is designed to meet the following objectives:

- To raise student achievement and ensure all students meet the expectations of the Common Core Standards;
- To identify attendance patterns in order to design attendance improvement efforts;
- To verify that all students are complying with education laws related to compulsory attendance.

#### School Recordkeeping and Data Collection

The attendance record for each student shall be kept in a register of attendance in a manner consistent with NYSED regulations. Attendance shall be taken and recorded in accordance with the following:

- At the beginning of the school day by the homeroom teacher;
- Students arriving after homeroom will be recorded at the front desk and recorded by the student information manager.

#### Promotion/ Retention Decision

A student's attendance record is a determining factor in promotion/ retention decision. A student who has accumulated more than 10% of the number of students attendance days or 18 days in the school year as unexcused absences may be retained in the current grade at the end of the school year. Frequent one or two day absences due to illness will be reviewed by the school to determine whether the student can make sufficient progress to perform academically at a peer level and to be promoted to the next grade.

#### Notice of Minimum Attendance Standards/ Intervention Strategies and Community Awareness

In order to ensure that parents/guardians are informed, the following guidelines should be followed:

- The attendance policy will be included in the parent handbook which will be distributed to parents and families at the beginning of the school year or at the time of enrollment in the school. Parents/Guardians will be required to sign and return the receipt of the handbook to the school;
- The school's publications will include periodic reminders of the policy;
- The school will provide copies of the policy to any member of the community upon request.

Notice of Students who are Absent, Tardy or Depart Early without Proper Excuse

- Teachers, Social Worker, Counselor, Dean of Students and/or Principal will notify parents by phone on a daily basis when a student is absent, tardy and depart early without proper excuse;
- The Principal, Social Worker, Dean of Students and/or Counselor will schedule face to face meetings periodically with parents of affected students to address attendance problems and discuss impact on academic progress including possible retention;
- Chronic absenteeism (pattern of unexcused absence) is evidence of educational neglect and by law school personnel are mandated to report to the authorities including Child Protective Services.

Excused Absences and Tardies	Unexcused Absences and Tardies
Illness verified by a doctor's note	Routine doctor's appointments
Death of a close family member	Family vacation
Court appearance	Parent/Guardian/Sibling Illness
Religious Holiday	Bad Weather

Tier	Amount of Days	Suggested Interventions
1	3 unexcused absences/tardies	Courtesy call followup letter; Request for appropriate documentation; Refer to Guidance Counselor or Social Worker for additional support
2	6 unexcused absences/tardies	Mandatory parent meeting with Principal or other School Administration; Set up an attendance plan with parent

3	9 unexcused absences/tardies	Home Visit will be conducted
4	12 consecutive unexcused absences/tardies	Administration for Child Services will be contacted

### Attendance Incentives

In order to encourage student attendance, the school will develop and implement strategies and programs including but not limited to:

- Attendance honor rolls list to be posted in prominent places and celebrated in community meetings and publications, and certificates presented to students;
- Monthly incentives/celebrations and rewards by teachers, counselor and administrators;

### Disciplinary Consequences

Chronic unexcused absences and tardiness may result in sanctions such as denial of participation in extracurricular activities.

#### Appeals Process

A parent/guardian may request a review of their child's attendance record.

### Review by Board of Trustees

The Board of Trustees, Program Committee, shall review the school's attendance record at its monthly meetings and the Board shall make any revisions to the policy and plan deemed necessary to improve student attendance.

In order to maximize learning, all Bronx Arts students are expected to attend school every day that school is in session, arriving on time and staying until dismissal, unless extraordinary circumstances prevent them from doing so.

- For security reasons, Bronx Arts will **not allow** pick-ups between 3:00 pm and dismissal at 3:30 pm.

### Withdrawal from School

In the event that you decide to withdraw your child in order to enroll him or her in another school, we request that you notify the classroom teacher and the Manager of Student Affairs immediately. This will provide a smoother transition for your child and facilitate the transfer of records.

### Safety & Security of Bronx Arts Facility

All visitors in the building are required to sign in with the security guard in the lobby and provide identification. To ensure the safety of our students, the security guard, and other

Bronx Arts staff members frequently monitor the hallways. To see a copy of our school's Safety Plan, please see the Director of Operations.

Students and staff are familiarized with emergency evacuation procedures. In compliance with state regulations, Bronx Arts has a minimum of 12 practice evacuation drills per year.

### **School Day**

Instruction begins promptly at 8:10 am and ends at 3:30 pm. If you are late to pick up your child, you must sign him or her out with the security guard.

### **Arrival and Breakfast**

All students are expected at school by 8:05 am. Breakfast is served between 7:50 - 8:07 am every day. If you are bringing your child to breakfast, please arrive at 7:50 am. There will not be any adult supervision for students prior to 7:50 am; please plan accordingly. All children will enter the building through the main doors. Students who arrive after 8:07 am will not be served breakfast, unless they arrive on a late school bus.

***Students who arrive at 8:11 am will be marked as late.*** Chronic lateness has a negative impact on student performance and is treated as a serious neglect of responsibility on the part of families. Chronic lateness can also affect a student's likelihood of promotion.

### **Lunch**

Lunch is served daily in our cafeteria. Various members of the Bronx Arts staff and School Aides supervise lunch.

A code of conduct for appropriate behavior in the cafeteria is strictly enforced. Appropriate behavior consists of appropriate language, physical contact, cleanliness and behavior. Infractions are handled in accordance with the Code of Conduct.

### **Dismissal**

Bronx Arts Middle school day ends at 3:30pm. Students who are picked up by their families will be escorted to designated pick-up areas. Family members should not pick up students earlier than 3:30pm. No students can be dismissed between 3:00pm and 3:30pm. Adult family members should wait outside of the school building in the designated pick-up area until their child is brought to them.

### **Inclement Weather Procedures**

Please be advised that during inclement weather, we will have indoor dismissal. Inclement weather is defined by rain, snow or frigid cold. A determination of indoor dismissal will be made by the front office. Prior to dismissal, you will be notified if we are having an indoor dismissal.

Staff will only release students to family members and friends designated by the students' parent or legal guardian listed on the emergency contact card. We will ask for

identification from this person if we do not know them. Please inform your child about who is authorized to pick them up.

If an adult family member knows that they must pick up a child early or change his or her normal transportation routine (i.e. if a child who normally rides the bus should, instead, wait for pick-up by an uncle), the adult family member must speak to someone in the Main Office, either in person or by telephone, before 2:00 p.m. Messages left on the Bronx Arts answering machine are not sufficient notice – the adult family member must speak with the Main Office.

### **Food in School**

Sound nutrition is necessary for healthy child development and for school success. Through an independent food provider, Bronx Arts offers breakfast and lunch free to all students each day. These meals comply with the nutritional requirements of the School Breakfast Program and the National School Lunch Program. Menus are mailed each month and are posted on the cafeteria board each day.

If you wish to supplement or replace your child's meals, you may send food from home. However, we do not allow certain foods that are not healthy and do not provide a sustainable source of energy for your child's demanding school day.

We recommend following snacks:

- Water or 100% juice
- Sliced fruits or vegetables
- Applesauce
- Yogurt

Students are not permitted to bring or be delivered "fast foods", and are not able to heat their lunches.

We will continue to encourage children who are eating school lunches to eat a healthy portion so that they are not hungry. If we have any concerns with your child's eating patterns you will be contacted by your child's teacher or an administrator.

Please notify the Manager of Student Services of any allergies your child may have. You must provide a doctor's note stating the nature of the allergy. No meal changes will be made without a doctor's note. Please note that we cannot accommodate all allergies.

### **Transportation**

Yellow bus service is not provided at Bronx Arts Middle. MTA will provide Metro Cards for scholars that qualify. The BX5 has a stop a very short walk from the school. Scholars may be dropped off and picked up or may self-dismiss (with a signed form by parent on file) each day.

## **Dress Code**

Bronx Arts students are expected to dress in the school uniform at all times. This includes the PE uniform for gym class and/or dance class attire for dance students. There are no exceptions.

Bronx Arts is not responsible for lost clothing. If a child comes to school out of uniform, he or she will wait in the Dean's office until a uniform is brought to the school.

## **Bronx Arts Middle Uniforms**

All Bronx Arts students are required to wear a Bronx Arts shirt every day to school. Bronx Arts sells a range of shirt choices, including short- and long- sleeved shirts and sweatshirts. Bronx Arts shirts may be purchased from the main office prior to the start of school and while supplies last.

While the student is in school, the Bronx Arts t-shirt must be visible. Therefore during the colder months students can wear a Bronx Arts sweatshirt, or layer shirts with a long sleeved shirt underneath and a Bronx Arts shirt over. Students will not be allowed to wear a sweatshirt or sweater over their Bronx Arts shirts.

IF IT IS A FINANCIAL HARDSHIP FOR YOUR FAMILY TO PURCHASE BRONX ARTS MIDDLE shirts, please let any staff member know and arrangements will be made to meet this need.

## **Outerwear**

Coats may not be worn inside the school building during the school day. All coats and outerwear must be stored in the student's locker. Coats may be worn during a class change if the student is exiting the building. The Executive Director and/or the Executive Director's designee may make an exception if the building/classroom is unusually cold.

## **Jewelry and Accessories, etc.**

Students should leave sentimental and/or valuable jewelry at home, as these items can easily be lost or damaged. Students may not wear large pendants or medallions. Chains and necklaces must be tucked into the student's shirt. Large pieces of jewelry, especially hoop earrings, are not allowed as they can pose safety issues for children. Any jewelry that is distracting to students is not allowed. Bronx Arts is not responsible for lost or stolen jewelry.

## **Other Clothing Items or Accessories**

- No adornment is allowed that reasonably could be perceived as, or used as a weapon (such as chains, spikes, etc.).
- Pants must be worn at the waist and not drag on the ground.
- No item of clothing may have any ornamentation including labels, brand names or graphics other than the Bronx Arts logo.
- No hats or other headwear are to be worn in the building.
- Black Comfortable footwear such as sneakers and soft bottom shoes are only accepted. Inclement weather shoes can be worn when it is raining or snowing but only outside. While inside scholars must change and store rain or snow boots in their lockers.
- Leggings should be worn under skorts for dance class.

- No gang-related accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
- No fake nails, makeup, or lip gloss are allowed.
- Large backpacks on rollers are not recommended and not necessary. They are difficult for many children to handle and are too large for our locker storage.
- Accessories such as purses, suspenders, umbrellas, sunglasses, bandanas and scarves must be stored with student's coats and book bags at the start of the day, and may not be used or worn during the school day.

### **Care of Books, Equipment, Instruments, and Property**

Any books, pieces of equipment, musical instruments, or other items that Bronx Arts students are allowed to take home are the property of Bronx Charter School for the Arts. Any books, musical instruments, or other items that are lost or damaged must be replaced or repaired at the parents' or guardians' expense.

### **Personal Belongings and Money in School**

Students may NOT bring any:

- Games
- Toys
- Gameboys/DS/Ipods/MP3 players

Bronx Arts is not responsible for these belongings while they are in the possession of students. If these items are seen or heard during school, they will be confiscated and held for parent pick-up.

Teachers and staff are not responsible for money that is brought to school by children. If a child is purchasing a T-shirt, or paying for some other school-related item or activity, it should be in a sealed envelope and labeled with the child's name, dollar amount, and purpose. Otherwise, children should not bring money to school.

### **Technology and Internet Use**

Students may use school-provided Internet access only under the supervision of a member of the staff. This is to ensure that students' access only educationally appropriate websites while at Bronx Arts.

### **School Trips and Events Outside of School**

School trips are an essential part of the Bronx Arts curriculum. We may reach out and ask our Adult family members to come on the trips and serve as chaperones. However, babies, and those siblings, family members, and friends who are under the age of eighteen, are strictly prohibited from accompanying Bronx Arts students on school trips.

Families are requested to sign a permission slip prior to each trip.

At times, families may be asked to help cover the cost of trips. If you are not able to pay for a trip, please notify the classroom teacher so that arrangements can be made for the school to cover the cost, if possible.

## **Health and Safety / Illness and Injury**

If your child exhibits any of the following symptoms, please keep him or her home from school:

- A fever of 100 degrees or higher
- Vomiting
- Loose bowel movements
- Difficulty breathing
- Open or draining cuts or sores
- Severe coughing, runny nose, or other cold symptoms
- Rash or hives
- Symptoms of Pink eye
- Symptoms of Lice, ringworm, or other contagious conditions
- Is in pain

If your child exhibits any of the above symptoms, you will be required to have your child picked up from school immediately. Please remember that this policy must be strictly enforced to ensure the safety and health of all students and staff at Bronx Arts. If the immediate family cannot be reached, the school will contact one of the family members or friends listed on the Emergency Contact form.

If your child becomes sick or is injured at school, appropriate basic first aid will be administered if required, an accident report will be filled out (in the case of an injury), and you will be notified by phone. School administrators will determine whether a child should be returned to class or sent home.

In the event of serious illness or injury requiring emergency care, Bronx Arts will contact emergency services (911).

There is a licensed nurse at the Soundview Educational complex. The nurse serves both schools.

## **Medication**

All medication will be administered at school by the school nurse. This includes both prescription and over-the-counter. All medications should be clearly labeled with the students' name and accompanied by a Medication Administration Form (available from the Manager of Student Affairs). That is consistent with the labeled directions for administration. Written permission from a parent or legal guardian to administer the medication in school is also required. Medication may not be transported via school bus or kept in students' possession, but must be taken to school by an adult family member and handed over to the appropriate staff member.

## **Proof of Immunizations and Records**

As required by law, students must show proof of immunization. Parents must provide updated health records every year. A copy of the student's last physical should be in the nurse's office. Children who cannot provide proof of records are not able to attend Bronx Arts. Student health records are maintained confidentially and separately.

## **Allergies**

Parents are required to alert Bronx Arts Middle to any allergies a student has, and provide medication, if necessary, to prevent severe allergic reactions. This includes allergies to foods, plants, animals, medicines, and other substances.

## **Conditions Affecting Bathroom Use**

Any medical condition which may affect the frequency of your child's bathroom visits should be brought to the attention of his/her teachers.

## **Mandated Child Abuse Reporting**

Bronx Arts is required by law to report possible and suspected cases of child abuse, based on the existence of certain symptoms, characteristics, and circumstances. All reports are confidential and will be maintained in confidential and secured files

## **Important Websites**

Bronx Arts Website - [www.bronxarts.net](http://www.bronxarts.net)

Office of Pupil Transportation - [www.opt-osfns.org](http://www.opt-osfns.org)

Child Nutrition Knowledge – [www.cn.nysed.gov](http://www.cn.nysed.gov)

Time Out NY – [www.timeoutnewyorkkids.com](http://www.timeoutnewyorkkids.com)

Scholastic for Parents – [www.scholastic.com/parents/](http://www.scholastic.com/parents/)

This site contains age appropriate guides for helping your child learn to love reading. Divided into early childhood and school age children, the site also contains resources for helping your child with math, technology and other subjects.

PBS For Parents – [www.pbs.org/parents](http://www.pbs.org/parents)

This site contains guides on a variety of topics such as child development, curriculum connections, and technology for kids. It also shares information on hot issues in education. On the lighter side, there are games, stories, and guides to the TV programs offered by PBS. The guide is also available in Spanish.

# BASS

## Bronx Arts Soaring Scholars

Be your **best**, always. **Attend** school each day. **Show** respect. **Succeed** academically.

Our schoolwide Positive Behavior Intervention System is BASS. These 4 qualities are what we believe every scholar should embody in order for them to become lifelong learners and contributing members of their communities.

---

### Bronx Arts Soaring Scholars (BASS)

---

- **Be your best, always.**
  - Demonstrate Effective Effort.
  - Use appropriate voice level.
  - Make healthy choices.
  - Take risks.
- **Attend school each day.**
  - Attend school each day.
  - Come to class on time.
- **Show respect**
  - Interact positively with peers.
  - Demonstrate kind words and/or actions.
  - Show pride in school, self, and community.
  - Interact respectfully with adults.
  - Take care of materials and property.
- **Succeed academically**
  - Come prepared with Artist's Palette.
  - Use academic vocabulary.
  - Use accountable talk.
  - Advocate for your own learning.
  -

# BASS Cards

---

Studies show that home-school communication and family involvement drastically improve scholar behavior and character development in school. Just as report cards and progress reports provide data regarding academics so scholars, families, and teachers can track and support growth, BASS is a positive behavior system that monitors, grades and rewards a student's ability to meet and maintain the Bronx Arts Middle School Method.

Each scholar may earn or lose points based on target behaviors.

- Be your best always
- Attend School each day
- Show respect for self and others
- Succeed academically

A monthly threshold will be established and rewarded through incentives including: college immersion summer programs, career exploration programs with corporate partners, travel opportunities, field trips, plays, books, gift cards, movie tickets, special classroom and school jobs, socials, end of year field trips, and more!

Families can monitor their child's progress daily and in real time on Kickboard. Log-on credentials can be obtained through any member of the main office operations team.

# Code of Conduct

---

Consequences will be enforced for when scholar fail to meet the values of Bronx Arts Soaring Scholars during the school day, school events, or trips. Consequences are at the discretion of Bronx Arts Middle School, and may include, but are not limited to the following:

Tier 1			
BASS	Infraction	Possible Examples/Descriptions	Range of sequences
Be Your Best, always.	Disrupting learning, transitions, or school operations (1 <sup>st</sup> time)	Making noise, calling out excessively, chastising, moving around the classroom without permission, making disruptions during fire drills, transitions (cafeteria, play space, auditorium, etc.)	Warning, verbal correction, scholar will not earn a riff for the period, student/teacher conference, phone call to family, loss of privilege

Be Your Best, always.	Failure to follow directions (1 <sup>st</sup> time)	Willful refusal to follow instructions or redirection; failure to use or adhere to school hand signals, unprepared	Warning, verbal correction, riff will not be earned for the period
Succeed Academically.	Incomplete homework Missing Homework	Scholar did not complete the assignment, incomplete answers Did not contribute to the class did not apply enough effort to persevere through a difficult task/obstacle	Scholar will not earn a riff, will attend office hours during student's lunch block to make up the missed work
Be Your <u>Best</u> , always.	Uniform	Uniform not worn correctly or out of uniform in any way	Phone call to family for uniform drop-off
Attend school each day.	Tardy/late to school Late to Class	Entering the school building after 8:10 am or after class is scheduled to start	Phone call to family, parent meeting
Show respect to self and others.	Food Policy	Eating food outside the cafeteria, chewing gum or having gum, drinking beverages other than water	

**\*All Tier 1 infractions that happen repeatedly become Tier 2 infractions.**

<b>Tier 2</b>			
<b>BASS</b>	<b>Infraction</b>	<b>Possible Examples/Descriptions</b>	<b>Range of Consequences</b>
Be your <u>best</u> , always.	Electronics on, seen, heard, or used during school hours	Having a cell phone or other electronic device seen, heard, or used during the school day or during school events or trips  Scholar's cell phone rings, beeps, vibrates or makes any sound. If the cell phone is visible and/ or on the scholar's person and not in	Cell phone/ Electronics - <u>1st offense</u> : confiscation <u>until the end of that day</u>  - <u>2nd offense</u> : confiscation <u>until the end of the school day for a certain amount of time</u> , cell phone will have to be turned in to the Dean of students'

		their locker throughout the school day	member or staff member upon arrival and student will have to pick up at the end of each day
Show respect for self and others.	Disrespect	Includes telling others to "shut up", using inappropriate body or verbal language or swearing, disregard; includes any time scholars are in Bronx Arts Middle School both on and off campus	Verbal correction, reflection, scholar/teacher conference, apology, detention
Show respect for self and others.	Defiance	Includes students who repeatedly commit the same infractions, refusing to follow and comply to the rules and regulations at Bronx Arts Middle School and making little to no effort to improve their behavior	verbal correction, reflection, loss of privilege, scholar/teacher conference, phone call to family, and detention
Show respect for self and others.	Dishonesty	Including but not limited to: lying, misleading staff, cheating, plagiarizing or colluding	verbal correction, reflection, loss of privilege, scholar/teacher/parent conference, phone call to family, detention, re-do plagiarized work, earn a 0 for assignment
Attend School each day.	Unexcused Absence or Skipping class	Wasting long periods of time outside of class or intentionally missing a class or any part of instructional time	verbal correction, reflection, loss of privilege, scholar/teacher conference, phone call to family, detention
Show respect for self and others.	Bullying/ Cyber Bullying	Defined as repeated harm, threat or torment from one child or group of children toward another; includes in-person or cyber bullying both on and off campus	verbal correction, reflection, loss of privilege, scholar/teacher conference, phone call to family, detention
Be Your <u>Best</u> , always.	Repeated tier 1 infractions	Disrupting learning, transitions, or school operations Failure to follow directions Incomplete homework uniform Tardy, late to school or late to class	verbal correction, reflection, loss of privilege, scholar/teacher conference, phone call to family, detention

		food policy	
<b>*All Tier 2 infractions that happen repeatedly become Tier 3 infractions.</b>			

<b>Tier 3 Infractions</b>			
<b><u>BASS</u></b>	<b><u>Infraction</u></b>	<b><u>Possible Examples/Description</u></b>	<b><u>Range of Consequences</u></b>
Show respect for self and others.	Graffiti or Vandalism	Writing on or marking school property, purposely defacing facilities or destroying resources	Apology (personally delivered), public apology, family conference with principal or Dean of students, referral for counseling services, scholar behavior contract, loss of privilege, silent lunch, community service, detention, suspension, expulsion, scholar will not earn riffs for the days that they are suspended whether in-school or out of school suspension *If property is stolen or requires extensive repair, the scholar's family will be held responsible for reimbursement to the school. *School may call 911 if the safety of any personnel in the school is threatened or there is danger to self or others.
Show respect for self and others.	Fighting/Threatening	Both physical and verbal; defined as two or more scholars who try to do harm to or defeat the other, including and not limited to using language that is threatening in nature	
Attend School each day.	Leaving class or school without permission	Walking out of class without permission, leaving school, entering Bronx Arena High School space	
Be your <b>best</b> , always.	Possession or use of a controlled substance or weapon	Drugs, alcohol or cigarettes, weapons	
Show respect for self and others.	Unwanted and/or unsafe touches	Includes, but is not limited to pushing, pinching, kicking or poking, and touches that makes another girl feel uncomfortable, scared or vulnerable	
Be your <b>Best</b> , Always.	Theft	Taking things that belong to others without permission	

<p>Show respect for self and others.</p>	<p>Cyber Bullying</p>	<p>Using internet service or any technology (such as web pages and discussion groups as well as instant messaging or SMS text messaging) to support deliberate, repeated, and unkind hostile behavior by an individual or group with the intention of harming and hurting or excluding another person</p>	
<p>Show respect for self and others.</p>	<p>Group violence/Group Bullying</p>	<p>Two or more scholars' planning, instigating or participating in acts to harm, embarrass, or bully others</p>	
<p>Be your <b><u>Best</u></b>, Always.</p>	<p>Repeated Tier 2 infractions</p>	<p>Having cell phone, or other electronic device seen, disrespect which includes telling other to "shut up", using inappropriate body or verbal language or swearing, disregard; includes any time scholars are on and off campus, lying, misleading staff, cheating, plagiarizing or colluding, wasting long period of time outside of class, harm threat or torment forme one child or group of children toward another, in-person or cyber bullying both on and off campus.</p>	<p>Apology (personally delivered), public apology, family conference with principal or Dean of students, referral for counseling services, scholar behavior contract, loss of privilege, silent lunch, community service, detention, suspension, expulsion, scholar will not earn riffs for the days that they are suspended weather in-school or out of school suspension  *If property is stolen or requires extensive repair, the scholar's family will be held responsible for reimbursement to the school.  *School may call 911 if the safety of any personnel in the school is threatened or there is danger to self or other</p>

# Detention

---

Bronx Charter School for the Arts fosters positive and continuous growth in the middle school method, positive decision-making and the personal growth that will lead to future success. Our scholars will be incentivized to earn as many merits as possible each week by adhering to the Bronx Arts Middle School "The Middle School Method." Scholars earning riffs will be eligible for the rewards. Scholars who choose to violate The Middle School Method will have a consequence that may include detention (see [Code of conduct, pg. 5](#)). Parents will be notified via email or phone. Parents may also log-into kickboard to view their scholar's behavior online. If your scholar was involved in a tier 1 or tier 2 infraction he/she may have to attend detention during lunch and will have a conference with the Dean and/or teacher to better support their character development and create a behavior plan. If a scholar's negative behavior continues, then the Dean and/or teacher will require a parent-student-teacher conference to determine further interventions/consequences.

# End of Year Trips

---

End of Year trips (EOY) are an opportunity for students to celebrate their yearly accomplishments. Trip locations vary each year. The EOY trip is earned and must meet the following criteria by June 1<sup>st</sup> 2019 to attend:

- 75% cumulative average in all core content classes
- At least 112 riffs or above on the BASS card for the year
- 90% or above attendance

Advisors will communicate with scholars and their families three times during the year prior to June 1<sup>st</sup> on trip expectations and the scholar's current standing. Scholars will have individual meetings with their advisors to ensure that he or she is supported in helping his/her academic and personal goals based on our promotional criteria outlined in our handbook. All letters must be signed and returned by the scholar's family. Teachers reserve the right to determine the final list of students.

# Healthy Food Policy

Bronx Arts Middle School supports students will be learning about nutrition and making healthy food choices. Therefore, scholars are encouraged NOT to bring or consume candy, soda, and foods with high sodium or sugary beverages. **Gum and sunflower seeds or glass bottles are not allowed anywhere at Bronx Arts Middle School.**

## **Due Process**

All students are entitled to due process for all disciplinary actions. In all disciplinary matters, students will be given notice and an explanation of why the action is being taken, and will have the opportunity to present their version of the facts and circumstances to the staff member imposing discipline. In any situation that requires a referral, the child's parent or guardian will be notified of the incident.

Students and their parents have the right to appeal disciplinary decisions to BCSA's Principal, then to the Executive Director, then to BCSA's Board of Trustees, and then to the New York State Board of Regents in accordance with BCSA's complaint process.

## **Suspension**

Out of school suspensions will only be used in situations where the student's continued attendance poses a threat to his or her own welfare or to the learning or welfare of other school community members.

This policy is based on the belief that out-of-school suspension is often not effective as a discipline tool because it is not conceived of by students as a punishment, but rather as an opportunity to miss school. In addition, out-of-school suspension often results in a significant disruption of the educational process.

If a student does receive out-of-school suspension, he or she will receive out of class instruction provided by a certified teacher for two (2) hours per day during the period of the suspension.

In cases of suspension, the Principal or her designee shall inform the student verbally of the suspension, the reason or reasons for it, and whether it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges. The Principal or their designee shall also immediately notify the parent(s) or guardian(s) by phone and in writing that the student has been suspended from school.

Written notice shall be provided by personal delivery, express mail or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Notification shall also be made by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents that resulted in the suspension and shall offer parents or guardians an opportunity for an immediate informal conference with the Principal or his/her designee. The notification and hearings shall be in the dominant language used by the parent(s) or guardian(s).

Formal suspension hearings are required for suspended students to be readmitted to class, and will be scheduled with reasonable consideration for parents' schedule. The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student will have the right to be represented by counsel, question witnesses, and present evidence.

The Principal or his/her designee will personally hear and determine the proceedings or may, at his or her discretion, designate a hearing officer to conduct the hearing.

## **Expulsion**

Students may be expelled from Bronx Arts for the following reasons:

- a. selling, using, or possessing weapons, fireworks, or other dangerous instruments
- b. possessing, using, selling, or transferring cigarettes, alcohol, drugs, or other controlled substances or drug paraphernalia
- c. assault or repeated incidents of threats, bullying, or use of force
- d. commission of a felony
- e. conduct that poses an immediate or ongoing danger to the health and welfare of the students and/or faculty
- f. sexual harassment or abuse
- g. ongoing incidents of misconduct that persist even after repeated intervention by school staff and that represent a pattern and are damaging to the school community such as fighting, stealing, and vandalism
- h. any other act which school officials determine reasonably warrants an expulsion

## **Expulsion Steps**

1. The Principal or his/her designee will investigate and document the incident. Suspension procedures will be followed. In extreme cases, parents will be asked to immediately pick up the child from school.
2. The Principal or his/her designee will consider the circumstances and determine whether the conduct warrants expulsion. Once a decision is made to begin expulsion proceedings, the Principal will immediately notify in writing the student's parents or guardians of intent to expel, provide a copy of the expulsion policy, and assure receipt of such notice within 24 hours.

## **Discipline for Special Education Students**

The aforementioned discipline rules and procedures apply to students with disabilities to the extent that they are consistent with federal laws and regulations regarding the placement of students with disabilities. This includes procedures for parent and student notification and appeal.

BCSA's disciplinary policy, as regards any student with a disability, will be in accordance in all respects with the Individuals with Disabilities Education Act (IDEA), including but not limited to the requirements and procedures set forth at sections 121(d) and 519-529 of Part 300 of Title 34 of the Code of Federal Regulations. The school will cooperate with the CSE of the local district of residence of the student's school district of residence to ensure compliance with Part 300 of the IDEA. In cases where the discipline policies described above violate the provisions of IDEA, the provisions of IDEA will take precedence.

In addition, BCSA will implement the following rules and procedures with respect to the discipline of students with disabilities:

1. BCSA will provide parents of students with disabilities with a copy of the rules and procedures regarding discipline, including the appeals process.
2. During suspensions or removals for periods up to five (5) school days in a school year (that are not a change in placement), students with disabilities shall be provided alternative instruction on the same basis as all students. During the suspension period students with disabilities will be provided services to continue their progress in the general education curriculum and meeting their IEP goals. The Principal and the Director of Special Education will determine which services are necessary and track and will keep records of the number of times a student has been suspended or removed for disciplinary reasons.
3. When suspending or removing a disabled student for more than 10 school days in a school year or imposing a suspension that would constitute a change in placement, BCSA will immediately contact the CSE of the local district of residence to convene a Manifestation Determination Review (MDR) meeting no later than 10 school days after a decision is made to impose a disciplinary change and ensure that the student's parent is provided with a copy of their procedural due process rights.
  - a. Upon the CSE of the local district of residence completion of the manifestation determination, those students whose behavior is not a manifestation of their disability will be subject to the same disciplinary measures as non-disabled students.
  - b. In addition, this or another meeting will serve to develop or review a functional assessment and behavior plan or to modify the existing plan, and if necessary, determine education services or the interim alternative educational setting consistent with the free appropriate education (FAPE) requirements. The school will cooperate fully with the CSE of the local district of residence to gather data to define the behavioral problem and implement the behavior plan.
  - c. If the behavior is determined to be a manifestation of the student's disability, the student will be returned to his or her current placement unless the parent agrees to a change or there is an impartial hearing or court order permitting the placing of the student in an interim alternative education setting.
4. During suspensions, the charter school will guarantee the child's right to a free appropriate education (FAPE), and instruction will continue to be provided in a manner consistent with the child's IEP goals that provides progress in the general education curriculum. This will be provided by an appropriately certified teacher.

## **Physical Contact between Staff and Students**

Bronx Charter School for the Arts believes that establishing nurturing and caring relationships between staff and students is important, and that appropriate and positive physical contact between staff and students is acceptable and beneficial to the educational process.

Examples of permissible physical contact include:

1. Indications of encouragement, affection, and support, including but not limited to:
  - touching a child on the shoulder
  - patting a child on the back
  - shaking hands with a child
  - holding hands with a child (only for safety and to avoid danger to the child and others)
  
2. Attempts to awaken or attract the attention of a child who is sleeping or not responding to verbal cues, including but not limited to:
  - Tapping a child on the shoulder or hand
  - Patting a child on the back
  
3. Educational interventions intended to improve academic skills, help a child participate in an activity, or complete a task, including but not limited to:
  - Grasping a child's hand to help him guide a pencil
  - Helping a child to tie her shoe
  - Touching a child's shoulder in a game of tag
  
4. Safety interventions intended to protect a child's physical well-being, or the well-being of another person, including but not limited to:
  - Restraining a child who is fighting
  - Removing from a room a child who is throwing things at others
  - Stopping a child from stepping into the street

Bronx Arts does **NOT** condone physical contact in the following cases:

- Contact as a part of disciplining a child or correcting a child's behavior (corporal punishment), unless a safety intervention (see # 4 above)
- Contact that is forceful enough to purposefully or accidentally cause injury or harm to a student, unless a safety intervention (see # 4 above)
- Contact that results in harm to a student
- Contact that is sexual in nature

## **The New York State Dignity for All Students Act (Dignity Act)**

Effective July 1, 2012, The New York State Dignity for All Students Act (Dignity Act) was signed into law on September 13, 2010. This legislation amended State Education Law by creating a new Article 2 –Dignity for All Students:

The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

- The Dignity Act amended New York State Education Law to include instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others, and dignity.
- The Dignity Act also amended Education Law, instructing Boards of Education to include language in the codes of conduct to comply with the Dignity Act

**Dignity Act Highlights:**

- All public elementary and secondary school students are protected by the Dignity Act.
- The Dignity Act prohibits the harassment and discrimination of students by students and by school personnel.
- Bullying and hazing are forms of harassment and discrimination and will be considered violations of the Dignity for all Students Act.
- The Dignity Act applies to behavior on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities.
- All incidents that involve the type of harassment and bullying stated in the dignity for all students act will be documented. A school must also document what steps it is taking to stop the harassment.
- Each school will assign a Dignity Act Coordinator, who will document and handle all incidents regarding Dignity for all students Act violations.

**PAGE INTENTIONALLY LEFT BLANK**

## Family Handbook Acknowledgment

Parents and the staff at Bronx Charter School for the Arts are partners in the education of our children. Cooperation and communication between the school and home will play a major role in your child's success. Please let us know if you have any questions or concerns.

Your signature implies that you have read the Handbook and understand its contents. As such you agree to comply with all policies set forth. We hope that this will be an enjoyable, positive, and productive year for your child.

I have read and understand the Bronx Charter School for the Arts Family Handbook.

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Parent's Name (Signature)

\_\_\_\_\_  
Date