



Baychester Academy

P. S. 169

Parent & Student Handbook 2019 – 2020

Every Child Needs a Champion
Ted Talk by the late, great Rita Pierson

- ★ James Comer: "No significant learning can occur without a significant relationship."
- ★ Kids don't learn from people they don't like
- ★ Human ^{and} Connection is key
- ★ Teaching and learning should bring joy
- ★ Every child deserves an adult who will never give up on them
- ★ Teacher: "You were chosen to be in my class!"
- ★ Student: "You made me feel like I was somebody"
- ★ This job is tough but we can do it. We're educators and we were born to make a difference.

YOU CAN DO IT!!

BRAVO!

(718) 325-1138
Kendra Gardner, Principal

"Every Child Needs a Champion"

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Principal's Letter

Dear Parents, Guardians and Students,

Respect, Organized, Cooperative, Kind, Safe. These are words that guide our daily actions and choices here at Baychester Academy. They instill a sense of community, shape the experiences of all who come through our doors and remind us of our commitment to each other. Everyone who visits is impressed by the warmth of our school, a characteristic that stems from the genuine sense of community present here. Baychester Academy is a jewel in the Bronx and is actively working to change the Bronx narrative and to retell the Bronx tale.

This year our theme is "Every Child Needs a Champion". Please know that we are your child's champions and we will teach, encourage and support each child both academically and socially.

I encourage you to continue to partner with us in this work as it takes a village to raise a child.

Here's to a successful year.

Principal Gardner

September 2019

Mission and Instructional Focus

Instructional Focus

At Baychester Academy, we define instructional focus as a common goal that inspires school wide collaboration, creates a common language, and directly impacts teacher practice and student performance. For the 2019-2020 school year, our instructional focus is **Questioning and Discussion**. In support of this focus:

School Leaders will...

- Provide actionable feedback that will support and guide teachers in their daily practices.
- Will use data and inquiry based protocols during data team meetings, grade team meetings and grade leader meetings to drive the planning and instruction of the types of questions and discussions in classrooms.
- Provide professional learning using the Danielson Framework as well as ongoing PDs focusing on Questioning and Discussion.

Teachers will:

- Engage students in rich discussions through higher order thinking questioning practices (DOK 1-4)
- Incorporate various strategies (discussion protocols, accountable talk, rich vocabulary) that will allow students to participate in discussions to assess their understanding of the content.
- Differentiate the types of questions and supports that allow all students to access the curriculum.
- Continue to grow professionally through team meetings, inter-visitations, professional development and professional research.

Students will:

- Students will use the Speaking and Listening rubric to self assess and peer assess their participation in discussions.
- Participate in classroom discussion and contribute to the learning of the classroom by explaining their thinking clearly.
- Work collaboratively with their peers.

Families will:

- Be provided with resources that will support them in having discussions with their child and provide them with questions they can ask as their children read at home.
- Regularly communicate with teachers about their child's progress through various means; Tuesday Parent Communication time, progress reports, e-mails and phone calls.
- Attend PTA Meetings, Parent Teacher conferences and special events at the school.

Our Vision

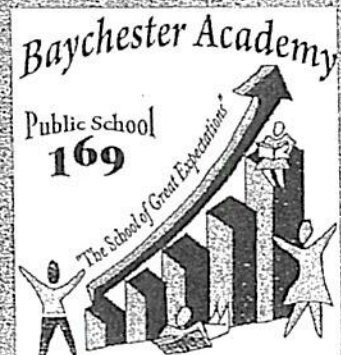
All students will develop the competence, critical thinking, social and civic skills to reach their highest potential in the classroom and in life.

Our Mission

Our mission is to foster a safe and supportive learning environment with strong parental partnerships and collaboration amongst educators. We strive to educate the whole child academically, emotionally and socially. Through data driven instruction and rigorous tasks, we prepare each child with foundational tools necessary for success in middle school, high school and college.

Our Beliefs

- If high expectations are set, every student can reach the highest levels of academic success.
- If all adults are responsible for ensuring that all students excel academically, we will unlock the potential of each and every student.
- Great schools are led by great staff members. Every staff member will be an instructional leader who is responsible for coaching and serving every student.
- All students will develop the competence, critical thinking, social and civic skills to reach their highest potential in the classroom and in life.



School Personnel

School's Main Telephone # (718) 325-1138

School's Fax # (718) 325-1558

Ms. Kendra Gardner	Principal
Mrs. Cristina Glynn x2111	Assistant Principal
Ms. Sharon Johnson x1090	Parent Coordinator
Ms. Tonya Arnold x3070	Social Worker
Ms. Tiana Robb x2130	School Nurse
Mrs. Tamara Jordan x1071	School Secretary
Mrs. Denise Gallella x1070	School Secretary

Introduction

You and your child's teacher are a team working together to support the personal and academic growth of your child. Look for opportunities to get to know your child's teacher, and communicate with the teacher regularly. Communication between parents and teachers should include both good news and concerns when they arise. It is important to let your child's teacher know if you see improvements or if something wonderful is happening at school. Compliment the teacher on a teacher's good job, and let them know that they are appreciated. If you have any concerns about homework, about the content of a class project, about how your child is progressing academically or socially, please speak to the teacher as soon as possible. Keep the lines of communication open – both to celebrate the successes and to address concerns.

We encourage you to become active in the school community. Parent Teacher Conference days are not meant to be the only time teachers are available to discuss your child's progress or other concerns. Every Tuesday, from 2:50pm - 3:25pm is designated for Parent Engagement. No appointment is necessary; but as a courtesy please inform the teacher that you will be coming so that they are prepared to discuss your child's progress. Other than Tuesdays, make an appointment for a time that is mutually convenient. You can do this by phone, email, leave a telephone message or note for the teacher with the Parent Coordinator and the teacher will get back to you promptly. In order to ensure the safety of all children, arrival and dismissal times are not appropriate times for extensive conferences with your child's teacher.

If there are changes in your family circumstances, e.g., a birth, a new job, illness, etc., let your child's teacher know. Our school Social Worker is available to speak with you about such events if you choose. It is also important to alert the school of any existing health/medical issues on the Emergency Blue Card or anything that might trigger visits to the Nurse's office. Also, please notify the office if any of your pertinent information changes, such as a new phone number or address.

We maintain a variety of policies designed to promote communication between home and school. Use them to facilitate the parent-guardian/faculty teamwork that will benefit your child. A monthly newsletter will be issued the first Friday of every month. Make sure you ask your child about the newsletter. In addition, you may receive a class newsletter from your child's teacher, sharing information about the curriculum and strategies that can be used at home to support your child's learning.

School Policies

Visiting Baychester Academy

Parents have always visited school for special classroom activities, concerts and assemblies. Parents also desire to see their children at work in their daily school setting. When you do visit, be sure to present identification at the security desk and secure a pass from the school office. It is important for us to announce your presence to the teacher and/or the Parent Coordinator.

Attendance

We believe that students arriving to school on-time each day is crucial to developing positive habits, and supports the academic success of students. Students with 90% attendance miss one month of school by the end of the year, and by high school are less likely to graduate. We understand that children may need to stay home due to illness, emergencies, or for religious reasons, but we strive for 100% attendance. Absences that are "excused" are still considered absences and must be part of the student's school record. After one day of absence a call to your home will automatically generate from the Main Office. If your child is absent for two consecutive days, you will receive a call from your child's teacher. If your child will be absent for three or more consecutive days, a phone call must be made informing the school of your child's extended absence. We ask that parents/guardians provide a letter from a doctor or note from home advising school staff of the absence upon your child's return to school. If absences become a chronic concern, a mandatory meeting will be scheduled with the Administration or a home visit will be conducted to discuss ways in which to improve student attendance.

Student Records

Parents/Guardians are entitled to see their child's school record. If you are interested in doing so, contact the Parent Coordinator or School Social Worker.

Communication

If you have a concern about a situation in your child's classroom, discuss it first with the teacher. If you are unable to resolve a classroom concern directly with the teacher, you should seek further assistance from the Parent Coordinator or School Social Worker.

Arrival

If you would like your child to participate in the breakfast program, breakfast is available for students in grades K through 5 between 7:50am and 8:15 AM. Students cannot be admitted before 7:50 AM. School begins at 8:20 AM. Pre-K students cannot be admitted before 8:15 AM and must not be left unattended. All students must enter the building through the Main entrance. No parent/guardian is permitted beyond the designated area during arrival. Students who arrive after 8:20 AM must be signed in by a parent/guardian and will be marked late on their attendance record.

Dismissal

(2:30 PM for Pre-K and K; 2:40 PM for Grades 1-5)

Parents/Guardians must enter the building through the Main entrance. No parking is permitted in front of the school on Edson Avenue, as this disrupts the loading of students who use pupil transportation. No strollers or shopping carts are permitted in the cafeteria during dismissal. Once your child is picked up, please exit the building through the Baychester Avenue exit. Any changes to your child's dismissal plan must be submitted in writing. Students will not be dismissed to anyone who is not listed on the 'Blue' Emergency Card. Please contact the Main Office in advance if you have extenuating circumstance that will prevent you or your designee from picking up your child on time.

Morning Announcements

Each morning, students and staff begin the school day by reciting the Pledge of Allegiance and the Baychester Academy Mantra (see below). Students wishing to lead the school community during the morning announcements must be dressed in the Baychester Academy school uniform.

****The Pledge of Allegiance****

I pledge allegiance to the flag
Of the United States of America
And to the republic
For which it stands
One Nation,
Under God
Indivisible
With liberty and justice for all.

****The Baychester Academy Mantra****

Everyday I am....
Actively learning
Seeking creative solutions
Taking time to help others
Exuding optimism
Driven to find a better way

Birthday Celebration Policy

Birthday celebrations are not permitted during school hours. Parents may provide non-food treat bags. Due to allergies, treat bags must not contain any edible items. Treat bags can be dropped off in the Main Office by 12:00pm. Parents/Guardians/Family Members are not permitted to distribute treat bags in the classroom. On your child's birthday, there is an exception to the school uniform policy. Children can wear a special outfit (school appropriate attire) on their birthday.

Academics

Students are expected to bring all supplies as indicated by grade or class list. Please label all of your child's belongings. Assist your child by questioning him/her often about what they are learning in school. Help him/her with homework and feel free to reach out to your child's teacher with questions or concerns. Attend parent workshops as well as, Parent Teacher Association meetings. In addition, there are other opportunities to become involved such as School Leadership Team, Baychester Academy Men's Council, and CookShop Families. Please see Parent Coordinator, Ms. Johnson for other opportunities. Remember, we are a team working with a common goal of providing the best education for your child.

Protecting Instructional Time

The time each teacher spends with his/her class is valuable and necessary for learning. Interruptions to that time limit the amount and quality of instruction that can be provided to the group. To minimize classroom disruptions and maximize instructional time, parents are not permitted to go to the classroom during school hours, or otherwise take their children out of class for anything other than designated legal absences. For your child's consistency of learning, please schedule appointments outside of normal school hours. Messages for teachers or students should be dropped off at the Main Office and a staff member will see that the teacher or student receives it. Each teacher will establish preferred means of communication.

Expectations for Students





A positive attitude and behavior are essential for effective learning. Attitudes and daily actions are directly related to student performance and safety. It is expected that students behave in a manner that will enhance social relationships in the school and facilitate learning. All students should follow the expectations set for in ROCKS (see pages 15-16).

Preparing for the Learning Process

- Be well-rested, prepared with materials and ready to learn.
- Eat a healthy breakfast.
- Be on time (8:20 AM).
- Dress properly – Light Blue shirt/blouse with Khaki pants/slacks or uniform skirt/dress (see page 18 for detailed guidance).
- Only leave the classroom with teacher's permission and a pass.
- Show respect for adults and other students.
- Be honest, courteous, polite and respect the property of others.
- Maintain the cleanliness of school facilities, classrooms and property.
- No gum chewing.
- Settle difference peacefully.
- Bullying will not be tolerated.
- Respect others, no cursing, or name-calling.
- Academic development is your primary purpose.
- Complete all homework, class work, projects and tests with your best effort.
- Accept consequences of your actions.

Grading Policy

Students are assessed based on grade level standards after instruction and multiple opportunities for practice. Please use the chart below when reviewing graded work with your child. Please note that even if the student gets all the answers correct, he/she may still receive a "3" in a specific area. A level four indicates that the student shows exceptional work and understanding consistently.

Statement	Rubric #	Other	Percent	Comments
Consistently Exceeds Grade Level Standards	4	✓ + 	95% - 100%	<ul style="list-style-type: none">• I can consistently complete the task without help.• I can explain how to do the task in my own words and teach others.• I can explain how it applies to my life.
Proficient	3	✓ + 	75% - 94%	<ul style="list-style-type: none">• I can complete the task without help.• I can show that I understand.• I can find my own mistakes.
Approaching	2	✓ 	56% - 74%	<ul style="list-style-type: none">• I can complete the task with help or an example in front of me.• I may still make a few mistakes.• I can find my mistakes with help from someone.
Below	1	✓ - 	0% - 55%	<ul style="list-style-type: none">• I am reading below grade level.• I often cannot figure out what I am doing wrong.

Promotion: Teachers assess students' academic progress towards promotion benchmarks using multiple measures of performance, including grades, report cards, student work, oral projects, and State test scores. The purpose of using multiple measures is to give a holistic view of a student's progress. Please note that while absences and lateness are not measures of a student's academic progress, they have a significant impact on the amount of instructional time.

Homework

An effective homework assignment may have one, several, or all of these purposes:

- extends the school experience
- supports students in utilizing additional resources
- helps students organize their time
- builds upon and advances basic learning skills and tools of learning taught in school
- provides the opportunity to pursue individual interests
- takes into account the specific needs of individual students
- reinforces school learning

Time Required for Homework

The amount of homework assigned should take into account the child's age and the needs of growing children, such as outdoor play and exercise, social and family recreation, and pursuit of hobbies, etc.

Homework is usually assigned Monday through Friday. The assignment is as follows:

- Grade K approximately a minimum of 10 min.
- Grade 1 approximately a minimum of 20 min.
- Grade 2 approximately a minimum of 30 min.
- Grade 3 approximately a minimum of 40 min.
- Grade 4 approximately a minimum of 50 min.
- Grade 5 approximately a minimum of 60 min.

*** In addition, we strongly encourage all children to read for at least 30 minutes each evening. In grades Pre-K – 2, students should be engaged in reading, being read to, and discussing books daily.

Parents' Role: How Can You Help Your Child?

- Ask your child about their homework
- Provide a comfortable, quiet place with adequate light where the child can work without distraction
- Plan other family activities "around the homework" so that the child can complete assignments on-time
- Help your child to budget time so that homework is not an unreasonable burden- this is particularly true when there is a long-term assignment
- Evaluate the load of out-of-school activities so that your child will not be overwhelmed
- If your child needs some help, be patient. Review the directions with your child. If it seems appropriate, offer an example. Do not do the work for your child.
- If something doesn't seem right to you, check with the teacher. You and your child's teacher are partners in learning....and partners work together
- Check your child's work for accuracy.

Summer Assignments

In June, students receive an assignment that must be completed during the summer and returned on the first day of school. The assignment is intended to foster learning opportunities and promote positive habits. The assignment is mandatory and the grade is included in the first report card.

Safety

Fire Drills and Evacuation

Timely evacuation of the building would be crucial in the event of a fire or other emergencies. Practice is required to ensure everyone in the building is safe in the event of such an emergency. In the event of an emergency or drill, students are expected to move quickly and quietly in an orderly manner through the assigned exit to the assigned evacuation area. Students are NOT to leave their designated area, get a drink of water, go to the restrooms, or talk/play around during an evacuation. We will also have Shelter-In and Lockdown drills. Students will be informed that they are drills. No one may use a cell phone during these emergency situations.

Any student that does not follow evacuation procedures will be subject to disciplinary action.

There may be occasions in which we will have a Shelter-In or a Lockdown. This would occur if there was a perceived threat inside or outside the building. It would be coordinated with the DOE and possibly other City agencies. In such an instance we are assuring the safety of our students and may not open any of the exits until we are given an "All Clear".

Should the school need to be evacuated, parents will be notified when we reach our evacuation site. To ensure the safety of all students, no one will be released until we have reached the evacuation site, and ONLY to those individuals on the Blue Emergency cards.

Creating a Safe Environment

- Obey traffic and parking regulations and/or restrictions around the school to ensure the safety of all of our children.
- When entering the school, only use the Main entrance and sign in at the security desk.
- Anyone entering the building must show the Safety Agent identification.
- Do not interrupt a class or teacher during school hours.
- Drop off items to be delivered at the Main Office.
- Coordinate all after-school plans with your child in the morning.
- Submit in writing any changes to your child's dismissal plan.
- Schedule appointments with teachers by leaving a message at the Main Office or by writing a note.
- Sign your child out in the Main Office when leaving school early.
- Students will not be permitted to be signed out for early dismissal after 2:00 PM.
- Children will only be released to individuals listed on the Blue Emergency Card.

Students

- Will follow expectations set forth in ROCKS.
- Respect other students.
- Refrain from teasing and making fun of other children.
- Refrain from pressuring others to do something that they don't want to do.
- Tell an adult if you see a child being teased or mocked.
- Settle disagreements in a peaceful manner.
- Respect other people's differences and opinions.
- Treat all adults with respect.
- **Do not** get in or out of a car that is not on the school side of the street.
- Never go with someone you do not know.

Cafeteria Expectations

1. Students are escorted to the cafeteria quietly and immediately go to their designated table.
2. While waiting on line, students will wait patiently and refrain from any playing.
3. Students must stay in their designated areas; they may not visit other tables, unless given permission to do so by cafeteria staff.
4. Students must clean up and throw away their trash under the direction of the cafeteria staff.
5. Students must check the table and floor to make certain their area is left clean.
6. Everyone must be respectful, so students will:
 - Treat all cafeteria personnel respectfully.
 - Treat classmates respectfully.
 - Never throw food or other items.
 - Use their indoor voice.
 - Sit and wait to be dismissed by table.

Technology

Technology is constantly evolving. So are the risks associated with it. You can reduce these risks by talking to your child about how they communicate. Encourage your child to think and act in a way they can be proud of. As soon as your child starts using a phone, mobile device or computer, it's time to speak with them about online behavior and safety. Please also refer to our Cell Phone policy (page 17).

Technology Safety Tips:

- | | |
|---------------------------|-----------------------------|
| -Initiate conversation | -Consider parental controls |
| -Communicate expectations | -Set time limits |

Bus Safety

For the safety of all children on the bus, please reinforce the rules with your child. **Rules should be reviewed with all children, even if your child does not ride the bus on a daily basis. This is important as students ride the bus for school trips.*

- All children must be seated on the bus at all times, with a seat belt fastened.
- Children are not permitted to lean out of bus windows.
- Children should speak quietly on the bus and should not speak to the driver when the bus is in motion.
- Children should not throw objects inside the bus or out of the bus windows.
- Children shall board and leave the bus one at a time.
- Children should not use electronics on the bus, and the school is not responsible for lost items.

In the event that a student is reported for bus misbehavior a report will be filed with the school and the parent will be notified. Depending on the severity and number of reports, the student may be excluded from the bus. This does not mean that the student is suspended from school. If your child informs you of an incident on the bus, please inform the driver and the school.

Please refer to the "Parent Not at Home Policy" developed by the Office of Pupil Transportation.

If you have any questions regarding the school bus please contact Parent Coordinator, Ms. Johnson.



PARENT NOT AT HOME POLICY

Dropping Off a Child When the Parent or Guardian is Not at Home or the Child Refuses to Leave the Bus

In the event the school bus arrives at a student's destination and there is no adult at the stop to receive the student, OPT has developed the procedures outlined below.

Special Education

As a standard school practice in special education transportation, parents and guardians complete an emergency contact form that identifies the adults who are authorized to receive students from the bus. Drivers may ask for identification before releasing a student. For a student receiving door-to-door service, if an authorized adult is not present, the following procedures will be followed:

- The driver will drop off the other students on the bus route and then return to the student's home stop.
- If an authorized adult is still not there, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.*
- If there is no agreement, the dispatcher will contact 911 and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.


























General Education

For a student receiving stop-to-school service, the following procedures will be followed:

- Any student, regardless of age or grade, will be allowed to get off the bus at any stop **unless** they inform the driver that they want to remain on board. If, at the end of the route, students remain on the bus, the driver will return the students to the appropriate stop.
- If a parent or guardian is still not at the stop, and the student chooses not to leave the bus, the driver will radio the dispatcher who will contact OPT to determine if there is a pre-existing agreement to return the student to the school.*
- If there is no agreement, the dispatcher will contact 911 and the police will determine the best course of action.
- If the student's stop is the final one on the route, the driver will radio the dispatcher who will contact OPT to determine the appropriate waiting time before calling 911.

R.O.C.K.S. Matrix







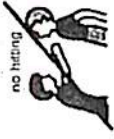







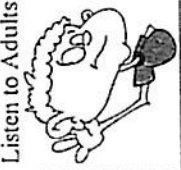



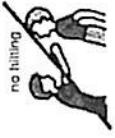





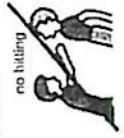
Baychester Academy Grades Pre-K - 2 Behavioral Expectations

R Respectful	Arrival/Dismissal Keep Hands and Feet to Yourself 	Hallways Stay in Line Order 	Classroom Raise Hand Before Talking 	Cafeteria Wait Your Turn 	School Yard Use Kind Words 
O Organized	Have All Supplies With You 	Keep Hands and Feet to Yourself 	Respond to class signals 	Keep Table Area Clean 	Wait Your Turn 
C Cooperative	Listen To and Follow Directions 	Stop When Adult Tells You 	Keep Hands and Feet to Yourself 	Respond to Microphone Stop, Look and Listen 	Listen to Adults 
K Kind	Walk Nicely 	Voices Off 	Speak Nicely 	Keep Hands and Feet to Yourself 	Be Nice to Each Other 
S Safe	Cross at the Cross Walk 	Hold On To the Rails 	Walk to Your Table 	Ask Before Getting Up 	Keep Hands and Feet to Yourself 

ROCKS Matrix

Baychester Academy

Grades 3 - 5 Behavioral Expectations

	Arrival/Dismissal	Hallways	Classroom	Cafeteria	School Yard
<div style="border: 1px dashed black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">R</div> Respectful	Arrival/Dismissal Keep Hands and Feet to Yourself 	Hallways Stay in Line Order 	Classroom Raise Hand Before Talking 	Cafeteria Wait Your Turn 	School Yard Use Kind Words 
<div style="border: 1px dashed black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">O</div> Organized	Come Prepared and Ready to Learn 	Keep Hands and Feet to Yourself 	Respond to class signals 	Keep Table Area Clean 	Wait Your Turn 
<div style="border: 1px dashed black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">C</div> Cooperative	Listen To and Follow Directions 	Stop When Adult Tells You 	Keep Hands and Feet to Yourself 	Respond to Microphone Stop, Look and Listen 	Listen to Adults 
<div style="border: 1px dashed black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">K</div> Kind	Walk When Entering and Exiting the Building 	Voices Off 	Use Kind Words 	Keep Hands and Feet to Yourself 	Be Nice to Each Other 
<div style="border: 1px dashed black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">S</div> Safe	Cross at the Cross Walk 	Hold On To the Rails 	Walk to Your Table 	Get Permission Before Getting Up 	Keep Hands and Feet to Yourself 

Cell Phone Policy

A. THE NEW DOE CELL PHONE POLICY

This is a new regulation. It establishes the Department of Education's ("DOE") policy regarding possession and use of: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems in schools. Possession of cell phones, computing devices, and portable music and entertainment systems is permitted in schools. This Regulation supersedes and replaces Sections V(D), V(E), V(F) and Attachment A of Chancellor's Regulation A-412.

B. DURING THE SCHOOL DAY

Baychester Academy strongly advises all students to leave all cell phones, laptops, tablets, iPads and all similar computing devices at home.

Cell phones and all other electronic devices may not be turned on or used while on school property.

Cell phones and all other electronic devices must be turned in to the classroom teacher for the entire school day. All electronic devices will be kept in a locked cabinet located in the Main Office. **Baychester Academy is not responsible for lost, stolen or damaged cell phones or any other computing devices.**

C. CONFISCATION AND RETURN OF ELECTRONIC ITEMS

If the device is seen or heard, it will be confiscated.

In order for the item to be returned, a parent or guardian will have to come in to the school and meet with the parent coordinator no later than 48 hours to sign for the device. If the parent does not come to school within 48 hours, the school will set up an appointment for pick up.

D. DISCIPLINE

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Student Dress Code

Baychester Academy is a mandatory uniform school. Our dress code policy is intended to help our school promote a more effective learning environment. As stated in clause A-655 of the Chancellor's Regulations, the use of a uniform dress code helps to foster school unity and pride. In addition, it eliminates label competition; simplifies dressing, and minimizes costs to parents. Wearing a uniform teaches children appropriate dress and decorum in school and in their future "work" places/careers. Additionally, wearing a uniform helps to improve student conduct and discipline.

The Official Baychester Academy school uniform is:

- A light blue Peter or Polo shirt
- Khaki pants, skirt or tunic/jumper.
- A plain navy blue blazer/vest, or plain navy blue sweater (cardigan or pullover).
- Navy tie
- Undershirts or T-shirts must be tucked in and not visible. Boys must wear belts at all times.
- Students are expected to dress appropriately for school every day. Shirrtails must be tucked in, pants worn at the waist.
- No head coverings, bandannas, scarves or hats (except those dictated by religious observance).

All shirts/blouses must be long enough to be tucked into the student's pants and/or skirts. All pants and skirts must be worn at student's waist.

All students are expected to wear the school gym uniform to Physical Education class as well as on class trips. Gym Uniforms may be purchased from the Parent Teacher Association.

The following are not permitted:

- Ripped/Torn Jeans.
- Slippers/Open Toe Flip-Flops.
- Non-Religion Hats/Du-Rags
- Tank Tops
- Belly Shirts
- Name Belts
- Low Rise Pants and Skirts
- Skin-Tight Jeans/Pants
- Hoodies

Parent Involvement

If you have any questions or wish to register for one of these programs please feel free to contact Ms. Sharon Johnson, Parent Coordinator at (718) 325-1138 Ext. 1090

School Leadership Team (SLT)

The School Leadership Team is a group of staff members and parents who share ideas on how to improve the school in areas such as curriculum, instructional programs, staff development and parent involvement. The SLT meets once a month. At the end of the school year, parents can receive a stipend of up to \$300.00 for participating on the team.

Parent Teacher Association (PTA)

The Parent Teacher Association provides support and resources to the school for the benefit and educational growth of children. As a member, you can help organize special events and activities for parents. PTA members foster and encourage parent participation at all levels, support the goals of the school, and provide opportunities and training for parents.

Baychester Academy Men's Council

The Baychester Academy Men's Council is comprised of fathers and father figures from the Baychester Academy community who provide safety and strengthen male involvement.

CookShop for Families

CookShop for Families offers workshops for parents and guardians of students that participate in CookShop Classroom. Together, participants enhance skills for maximizing their food budgets and learn tips for maintaining a healthy lifestyle. Through simple, nutritious recipes using fresh, affordable ingredients, participants gain the knowledge needed to make CookShop part of their families' daily lives.

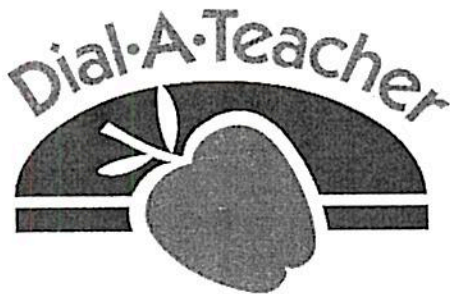
Resources

NYC Schools Account (NYCSA), is an app that helps you track your child's education. Through NYCSA, you can see their grades, attendance, fitness results, schedule, and more. NYCSA works on any computer, phone, or tablet, and can be read in ten languages: Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. **See Ms. Johnson, Parent Coordinator or Ms. Arnold, Social Worker for more information!**

After School Program@ Baychester Academy:

Ultimate Enrichment Program

Organized, professional program for PK - 5th grade
Activities take place inside Baychester Academy!
Performing Arts, Cooking, Sports training & HW help
All Staff are fingerprinted, background checked & certified
1199, TWU, ACS & HRA programs are accepted.
Program operates Monday thru Friday 2:50pm - 6:00pm.
For more info Email: info@uecamps.com or call 718-684-1187



- **What:** Homework help line for elementary and middle school students, run by classroom teachers
- **Where:** Call 212-777-3380 or visit DialATeacher.org
- **Hours:** Monday - Thursday, 4—7 p.m. when school is in session
- **Languages spoken:** Armenian, Bengali, Chinese, English, French, Haitian-Creole, Korean, Russian, Spanish and Tagalog.

Communication

Check Out Our New Website!

Visit us at: <https://baychesteracademy.weebly.com/>



Receive important school announcements via our automated telephone and email service. Make sure to update your contact information and be the first to receive messages!

Stay informed about what's happening at Baychester Academy! Always check your child's backpack for the monthly parent/guardian newsletter, calendar and notices from the Parent Teacher Association (PTA).



WHO TO CALL IF...

This is not an all-inclusive list, but is intended to serve as a communication guide.

You have a concern about homework	Teacher
You have a concern about something in your child's classroom – your child's academic performance, content of class work, social interactions between your child and others	Teacher
You lost your permission slip for the field trip (do not wait until the day of the trip)	Teacher
You need to take your child out of school early	Main Office
Your child is home sick	Ms. Maria Doati
Your child needs to take medication at school	School Nurse
You'll be unexpectedly late picking your child up at school	Main Office
You need an appointment with the Assistant Principal	Main Office
You need to leave a message for a teacher	Main Office
A missing item	Parent Coordinator
Your child is having adjustment difficulties	Ms. Arnold
Your family circumstances, e.g., a birth, a new job, a death, illness, etc.	Ms. Arnold/Ms. Johnson
You need school event information	PTA/Ms. Johnson
You see an unsafe situation on or around school property	Main Office
You have a bus service complaint or need information about your child's route	Ms. Maria Doati

You want to know if school is cancelled due to weather

Department of Education Website/Local News

You are interested in attending a parent workshop

Parent Coordinator

You have a classroom concern that you have tried but have been unable to resolve directly with your child's teacher

Parent Coordinator

You have a classroom concern that you have tried but were unable to resolve with the Parent Coordinator

Assistant Principal

You have a classroom concern that you have tried but have been unable to resolve directly with the Assistant Principal

Principal

You don't know who to call

Main Office

Parent Compact

Parent Responsibilities

Attendance

- Ensure my child arrives to school by 8:20am and is picked up promptly at 2:30pm (Pre-K and K) and 2:40pm (Grades 1-5).
- Notify the school when my child is absent.

Academics

- Check and assist my child in completing homework.
- Encourage my child to read daily.
- Communicate with my child's teacher on an ongoing basis.
- Attend and participate in parent/teacher conferences.
- Encourage my child to follow school and class rules.

Parent Involvement

- Participate in PTA/Title I meetings, and trainings offered by the school and/or District.
- Learn more about teaching and learning strategies to assist in the academic achievement of my child.
- Attend any meeting requested by school regarding behavior and academics.
- Discuss this compact with my child.

Student Responsibilities

Attendance

- Attend school every day and arrive on time.
- Come to school prepared by bringing all the necessary materials (books, pencils, papers, etc.).

Academics

- Remain focused while in school and complete all classwork.
- Participate in class discussions and try my best to learn.
- Always complete homework and submit all assignments on time.
- Read books on *Raz-Kids* every day.

R.O.C.K.S.

- Follow the school rules and be responsible for my actions.
- Try to resolve disagreements or conflicts peacefully and treat others with respect.
- I will keep my hands and feet to myself.
- I will ask for help from my teacher whenever I need it.
- Always inform the teacher of any problems I may have.

Child's Name _____ Class/Teacher _____

Parent's Signature _____ Date _____

R.O.C.K.S. Contract

***Please return this page to your child's teacher by Friday, September 27, 2019.**

I have read and reviewed the 2019-2020 Parent/Student Handbook. I have discussed the R.O.C.K.S. expectations with my child.

Name of Student: _____ Class _____

Signature of Parent/Guardian _____ Date _____

I understand and will try my best to meet the expectations in R.O.C.K.S. I will come to school prepared with my homework, materials, and in our school's uniform daily. I will try my best each day.

Signature of Student: _____ Date: _____

