



A P U B L I C C H A R T E R S C H O O L

Student & Family

Handbook

2018-2019

801 East 156th Street

Bronx, NY 10455

Main Phone: 929-291-7700

Email: info@sbecacs.org

Website: www.sbecacs.org

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Mission Statement

The South Bronx Early College Academy Charter School (SBECA) will provide a rigorous and comprehensive liberal arts education to students in the South Bronx through a challenging, New York State (NYS) Common Core standards-aligned curriculum. The Early College Academy will establish a learning environment that emphasizes differentiation and personalization of instruction and a student-centered and fully inclusive approach to teaching and learning. Students will graduate from the Early College Academy prepared for success in college and for active and thoughtful citizenship.

Core Value Statement

SBECA: Scholars Building Excellence in Character and Academics

The Board of Trustees

Davon Russell, Chair

Felicia Franklin, Treasurer

Nancy Biberman, Secretary

Jodi Benjamin-Schneider

Dr. Valerie Capers

Lori Chemla

Andrea Cohen

Serigne Gningue

Please contact them at trustees@sbecacs.org.

School Information

Mailing Address:

801 East 156th Street

Bronx, NY 10455

Telephone: 929-291-7700 (dial 1 for English, marca 2 para Español)

Website: www.sbecacs.org

School Leadership

Brian Blough, Principal

Bryan Garcia, Vice Principal ~Humanities

Josef Haas, Vice Principal ~STEM

Leola Brady-Price, Director of School Culture

Jennifer Unger, Director of Student Support Services

Mahelia Mighty, Director of Operations/Data

Scholar Support Team

Katie McCaskie, Director of Social Work

Maricruz Badia, School Counselor

Christopher Williams, Associate Dean

Operations

Sophia Jones, Director of Facilities/School Food/Transportation

Dulce Rico, Director of Technology/Student Systems/Operations Manager

Lucy Peralta, Director of Family Communications/Operations Manager

Human Resources

Catherine Toussaint, Director of Human Resources

Letter from the Principal

Dear Families, Guardians and Scholars,

Welcome to the new academic year! We are excited about the 2018-19 school year. South Bronx Early College Academy Charter School (SBECA) has a dedicated and passionate staff, supportive parents/guardians, and creative, energetic scholars. We are going to achieve great things together.

My name is Brian Blough. I am the new principal here at SBECA. I have been a teacher or administrator in this neighborhood for the past 8 years. I have helped turn schools around to high performing schools with vibrant school cultures. Our goal is to be the best Middle School in the Bronx and provide the best possible, whole-child education for your child. I was a special education teacher and have a deep understanding of how each child learns differently and know what it will take to make every child succeed.

We care for everyone in the school and consider them important stakeholders. This includes scholars, families, and teachers as well as our Board of Trustees. We hope that your time at our school is a rewarding experience that will make you proud. Our goal is to be fair and clear about what is expected of you and your scholar this school year. We have made updates to our handbook and some of the systems within the school and hope that these changes help to clarify expectations.

We promise to prepare your scholar for college and beyond, helping them to become well rounded, 21st century citizens ready to give back to their community. We will be pushing for increasing the rigor of our instruction while also ensuring that school is a safe and joyful place for all of our scholars.

We have a strong strategic plan to increase academics and realign with the intentions the founders had when creating our school. We will continue with our after school programming and increase what is offered through academic support, clubs and sports. Please be on the lookout for more information about after school programs in the coming weeks.

I'm looking forward to meeting all of you and seeing you at our back to school night. We are adding social media sites to help keep everyone up to date with all of the exciting things happening on campus! My door will always be open, and I look forward to this year being the best ever at South Bronx Early College Academy.

Sincerely,



Brian Blough, Principal

ABOUT THIS HANDBOOK

This handbook is intended to be a reference document that outlines some of the school's most important academic and non-academic policies and is not meant to be comprehensive. Those policies not explicitly outlined in this document are left to the discretion of school leadership. Please contact the school office with any specific policy questions.

SBECAS's rules and policies include those listed throughout this handbook as well as any changes throughout the school year that are posted in the school and/or distributed to scholars and parents/guardians, and/or any other rules communicated to scholars by SBECA staff. Following the rules and procedures outlined in this handbook is a necessary condition of membership in the SBECA community.

A MESSAGE TO SCHOLARS AND FAMILIES

SBECA is constantly reviewing and revising the family handbook. Therefore, the rules and regulations outlined in this Handbook may from time to time change and scholars and parents/guardians are expected to abide by those changes.

Scholar Responsibilities

The handbook will be presented and reviewed with each scholar during the first week of school. All scholars must read/review the entire handbook once with their teacher and once with their parent.

Parents/Guardians/Families Responsibilities

Parents/guardians must read the handbook and have the scholar return the Family Contract, Walking-Trip Permission Slip, Media Release Form, and the Technology Contract, which are located at the end of this handbook. Also, all other outstanding acceptance forms, including students' updated physicals, must be received by the school at the beginning of the year. These forms are to be returned to the homeroom teacher by the first day of school. Failure to return any of the forms requiring the parent/guardian to complete information will result in disciplinary action and, if necessary, a parent/guardian conference.

Communication

General School Information

Contact Information:	South Bronx Early College Academy Charter School 801 E 156th Street Bronx, New York 10455
Leadership Information:	Brian Blough, Principal BBlough@sbecacs.org Josef Haas, Vice Principal JHaas@sbecacs.org Bryan Garcia, Vice Principal BGarcia@sbecacs.org Mahelia Mighty, Director of Operations MMighty@sbecacs.org Leola Brady-Price, Director of School Culture LBrady-price@sbecacs.org Jennifer Unger, Director of Student Support Services JUnger@sbecas.org Christopher Williams, Associate Dean CWilliams@sbecacs.org

We are committed to establish and maintain an open and respectful line of communication between families and school staff. Families can contact staff directly by email. Staff email addresses use the staff member's first initial and last name. For example: JOE SMITH: jsmith@sbecacs.org. Please visit the school website for staff names and emails, www.sbecacs.org. All emails will be returned within 24 hours. If a parent wishes to speak with a staff member more immediately, the parent should report to the Main Office, which will facilitate the earliest possible contact.

Chain of Command

- The Principal is in charge of the school at all times;
- In the absence of the Principal, the Vice Principals are in charge of the school;
- In the absence of the Principal and the Vice Principals, the Director of Operations is in charge of the school;
- In the absence of the Principal, Vice Principals and Director of Operations, the Director of School Culture will be in charge of the School.

School Website

Families should regularly check the school's website at www.sbecacs.org for recent news, updates, and upcoming events. We encourage you to regularly view the school calendar on the website for an up to date list of events and school closings.

At the start of the school year, each student is given a planner to use to bring home letters and updates from the school. We urge families to check with their children regularly (and in their book bags) to see if any notices have been distributed to bring home (including school newsletters).

Nondiscrimination Policy

SBECA does not discriminate in admission to, access to, treatment of, or employment in its services, programs and activities, on the basis of race, color, or national origin, in accordance with the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with the Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to NCSH on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a Federal law designed to protect the privacy of a students' education records. FERPA gives parents/guardians rights with respect to their children's education records. Those rights include:

- Parents/Guardians or eligible students have the right to inspect and review all of the student's education records maintained by the School . For records including information on more than one student, parents/guardians will be limited only to information pertaining to his/her child. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to inspect the records. Schools may charge a fee for copies.
- Student records or other identifiable information are maintained in a secure location to ensure confidentiality. Records that are no longer required or need to be disposed will be done so in a manner that ensures confidentiality and security.
- Parents/guardians and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to a specific State law.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Complaints Policy

All complaints related to matters at school should first be addressed to the Principal.

If the complaint involves the Principal or if the Principal does not provide a satisfactory response, a complaint may be addressed to the Board of Trustees.

Such Complaints must be in writing, addressed to the Chair of the Board of Trustees. On receipt of any complaint, the Chair will take such action as he or she think fit to resolve the complaint, including appointing a committee of the Board to investigate the complaint. The Chair will promptly communicate his or her findings and the results of any investigation to the person making the complaint.

If the person making the complaint is not satisfied with the resolution of the complaint, he or she may address a complaint to the School’s Authorizer, the New York State Education Department. The complaint should be addressed to the Charter School Office.

Transportation and Safety

Student transportation will be provided by the New York City Department of Education (DOE) for 180 days of school. Buses will pick up and drop off students directly in front of the school building. If your child takes a school bus, families are eligible for a MetroCard for a portion of the time when bussing is not available. Please see the Director of Transportation for MetroCards.

Bus Behavior

It should be clear to all students and their families that a public school bus is a form of school-sponsored transportation. Therefore, appropriate behavior is expected at all times.

MetroCards

MetroCards are provided to students based on distance from residence to school. Good for travel to and from school and school-related activities between 5:30 a.m. and 8:30 p.m., only on days when the student's school is in session.

- **Full-fare MetroCard:** A full fare student MetroCard allows an eligible student to travel to and from school and school-related activities by **bus and subway**.
- **Half-fare MetroCard:** A half fare student MetroCard allows an eligible student to travel to and from school and school-related activities on **buses only** and is only valid for three trips per day.

The table below shows how student eligibility is determined.

	Distance Code A	Distance Code B	Distance Code C	Distance Code D
	Less than 0.5 mile	0.5 mile or more, but less than	1 mile or more, but less than	1.5 miles or more
Kindergarten:	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare	School Bus or Full-Fare
1st Grade:	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare	School Bus or Full-Fare
2nd Grade:	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare	School Bus or Full-Fare
3rd Grade:	Not Eligible	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare
4th Grade:	Not Eligible	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare
5th Grade:	Not Eligible	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare
6th Grade:	Not Eligible	Half-Fare	School Bus or Full-Fare	School Bus or Full-Fare
7th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare
8th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare
9th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare
10th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare
11th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare
12th Grade:	Not Eligible	Half-Fare	Half-Fare	Full-Fare

School Safety Agent

For the protection of our students and staff, we have installed a comprehensive security system that includes a video door entry system. There will be a school safety agent stationed on the first floor of our building while scholars are present. The second safety agent will be actively patrolling the school campus.

Visitors to the School

The School encourages parent(s)/guardian(s) and other members of the school community to visit the School's classrooms to observe the work of students, teachers and other staff. The Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors of the school.

1. Anyone who is not a regular staff member or student of the School will be considered a "visitor."
2. All visitors to the School must sign in and report to the Main Office. Visitors will be given a pass that must be kept with them at all times.
3. Teachers are not permitted to take class time to discuss individual matters with visitors.

4. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave the building. NYPD will be called if the situation warrants.
5. All visitors are required to abide by the rules for public conduct on school property.

The School is committed to providing an orderly, respectful environment; therefore, it is necessary to regulate public conduct on school property and at school functions.

Emergencies

In case of an emergency, parents/guardians should contact the Main Office either by phone or in person.

Fire Safety and Evacuation Procedures

Please note that some procedures may change once the school year has officially begun. Students will be notified of and receive orientation if there are any significant changes.

Frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

In case of an emergency:

- if a student or staff member sees fire or smells smoke, he or she should close the door to the room they are in
- Upon hearing an alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room.
- Students should follow the direction of staff members who will verify the safety of the stairwells and lead students outside the building to the designated locations where school staff will line up students by class and take attendance.

In case of a more serious emergency, should it be necessary to evacuate the School, before, during, or after the school day - and it appears that we will be unable to return to the school for an extended period of time or for the rest of the day--school staff and students will evacuate according to the school's evacuation plan.

- Staff will line up students in a safe and orderly fashion on the sidewalks outside of the evacuation site.
- After staff takes attendance, should conditions permit, all students will return promptly to the school.

School Closings

The School follows the same cancellation policies as the New York City Department of Education. So, if New York City public schools are closed for emergency or weather, so is SBECA. In the event of a city-wide or other emergency or poor weather conditions such as heavy snow, please listen to your local television or radio stations, or call 311 for relevant information regarding school cancellation.

Academics

SBECA Instructional Model

The instructional model of our school is built upon the following approaches that we believe are necessary to achieve excellent results:

- **College-Aligned Academics** - The School's pathway to academic success will be based on the skillful use of precise educational methods that promote both high expectations and compassion for scholars and their teachers as well as provide strategic support for scholars and teachers to continually develop their efficacy.
- **Career Education** - The School's program of study will be built on a dynamic, challenging and engaging curriculum that connects daily academics to career competencies in various professions. The spiraling of the curriculum around college and career readiness will provide infinite possibilities to enhance and support both remediation and post-secondary acceleration according to the needs of each individual scholar. Our goal is to provide each scholar with the opportunity to graduate with the necessary skills to become a positive and productive member of society.
- **School Culture** - A culture of respect and discipline will be promoted as a means of creating an environment focused on academic success. The children's needs are acknowledged and attended to by responsible adults who ensure scholars have: 1) The right to participate meaningfully, 2) Opportunities to define themselves, 3) Opportunities for creative expression, 4) A strong sense of competency, 5) Structure and clear expectations, 6) Physical activity, and 7) Positive social interactions with adults and with one another.
- **Academic/Sports program** refer to the appendix.

Academic Policy

There are four marking periods/terms in our academic year. The grades you receive for these four (4) terms will determine your academic standing at the end of the year. **Parents/guardians will be notified at each parent-teacher conference whether or not their scholar is in danger of failing for the year. In addition, the school will inform parents/guardians by letter in May if the scholar is failing or in poor academic standing.**

Scholar Grading and Grading Scale

Scholars at SBECA are given numerical grades. Recognizing that high achieving schools have courses with diverse requirements that make it difficult for a grading policy to have uniform grading requirements we will use the following categories for evaluating mastery of required grade level requirements:

- **Tests/Examinations (30%)**- Examinations/tests cover material presented and discussed in class as well as information in the readings and homework and will usually take an entire class period. In the event that a scholar misses a test/examination, faculty will schedule the time for a scholar to take a missed examination/test. Make-up examinations/tests and some assignments can be taken or completed only with a note from parents/guardians explaining the absence.
- **Classwork (30%)**- assignments that are done in the class to help scholars practice and master the standards before leading to formal assessments. Scholars should do their best on these assignments and use their teachers as a resource to earn the best grade.
- **Quarterly Projects (15%)**- Each class is required to assign a quarterly project that is based on essential questions related to that quarter's units. These projects will make up a minimum of 15% of a scholar's final grade.
- **Quizzes (15%)**- Quizzes may be given with or without notice. Quizzes may be multiple choice, short answer, brief essay, or another form of assessment. "Do Now" tasks are graded and may also count as a quiz.
- **Do Now & Exit Tickets (5%)** - Assignments given at the beginning and end of each period. Will count towards final grade.
- **Homework (5%)**- Scholars may receive at least one hour of homework daily, including 30 minutes of independent reading. Completed homework assignments must be turned in on the due date. Scholars must hand in work that is neatly handwritten in blue or black ink or typed. Pencils are

encouraged for Mathematics.

On the report card, scholars will receive two separate but equally important grades.

- The first grade represents mastery of required grade level requirements.
- The second grade evaluates scholars on attitude, participation, conduct, and living by the school values. All teachers will use a uniform rubric that will evaluate a scholar's conduct and classroom participation.

Conduct/Classroom Participation

Participation is often an indication that a scholar is actively engaged in each lesson. When considering this as part of the grade, teachers will take into account the following criteria:

- The ability to participate actively in class discussions, demonstrating that the assigned work is understood and was completed;
- The ability to follow directions; and
- Preparedness for class (having all required materials for class and homework completed when applicable)

Conduct describes how well scholars behave in class. When considering this part of the Work Ethic grade, teachers will take into account the following criteria:

- Behavior throughout the entire class period, how the scholar asks/answers questions, and how the scholar maintains the classroom routines and practices as set by each teacher.

Scholars who show a poor attitude are considered to be lacking the appropriate classroom work ethic. Poor or inconsiderate behavior is unacceptable and will negatively impact scholars' overall grades.

Promotion Policy

Promotion to the next grade is dependent on a passing grade average over the four terms. Scholars will be held to specific promotional criteria: attendance; comprehensive classroom assessments that may include portfolios, teacher's assessments, observations, and benchmark assessments (including the NYS ELA and Math exams). The school reserves the right to make a decision for promotion when

standardized test scores do not match scholar achievement as seen through these classroom assessments.

All criteria are considered in the final decision for promotion as defined below:

Grade	Attendance	Teacher 's Recommendation	Benchmark Testing
6	95%	At grade level performance	NYS ELA and Math Level 2 and above
7	95%	At grade level performance	NYS ELA and Math Level 2 and above
8	95%	At grade level performance	NYS ELA, Math, Science Level 2 or above

Parents/Guardians are notified if their child is identified as at risk of retention.

- A conference with your scholar’s teacher will be arranged to discuss how to work together to promote success and determine whether additional intervention opportunities in core academic areas are necessary.
- In May, if necessary, a PROMOTION IN DOUBT letter will be sent to the parent/guardian followed by an additional conference to discuss ways to avoid possible retention.
- Scholars who do not meet grade level standards will be retained the following school year. The principal makes the final decision on retention. Will we offer summer school – if no say that here. If a scholar goes to a public summer school to make up more than one course they have failed and wants to return to SBECA, they must have passed all the courses taken in a NYSED approved Public Summer School.

Honor Roll

At SBECA, scholars will have the opportunity to earn **Cum Laude, Magna Cum Laude, and Summa Cum Laude** honors! Work hard and your name will appear on the Hall of Honor Bulletin Boards throughout the school! All honors scholars are celebrated with a fun event like a Town Hall, trips, pizza party, etc.! Honor Roll opportunity exists for each marking period.

In order to be eligible for the honor roll, all scholars must:

- Have at least 85% average for attendance, for the marking period, and
- Pass all classes with at least an 80% average

The honor roll grade criteria is as follows:

- **Summa Cum Laude (with high honor)**– overall average of 95% or higher
- **Magna Cum Laude (with great honor)**– overall average of 90% - 94.4%
- **Cum Laude (with honor)**– overall average of 85% - 89.4%

*There is a separate Attendance Honor Roll and Improvement Honor Roll that celebrates excellence in attendance and growth by our scholars.

Good Study Habits – things to practice at home

To help your children develop good study habits:

- ✓ Set up a comfortable location at home for doing homework with simple supplies, such as pens, pencils, paper, scissors, and tape nearby.
- ✓ Have them write down and organize assignments each day. They need to learn how to manage their time and work toward long-range goals. All scholars are given planners at the beginning of the year and must use these to write down and organize assignments each day.
- ✓ Encourage them to do the most difficult homework first, not last.
- ✓ Check to see that assignments are complete and on time. Be more concerned with the process they use to complete work rather than getting a correct answer. All homework is listed on the homework page of the website.

Academics Ethics & Plagiarism Policy

SBECA expects its scholars to maintain the highest degree of academic ethics. This means putting the utmost effort into all classwork and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism includes:

- Taking someone else’s assignment or a portion of an assignment and submitting it as your own.
- Submitting material written by someone else or rephrasing the ideas of another without giving the author’s name or proper citation.
- Presenting the work of tutors, parents/guardians, siblings, or friends as your own.

- Submitting purchased papers as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of SBECA. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a scholar's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the scholar in reaching his or her potential.

Cheating

Scholars are expected to do their **own** work except on projects designated by the teachers as cooperative efforts.

Cheating includes:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other scholars, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries and/or commentaries such as Cliff Notes, Spark Notes, Wikipedia, etc. in lieu of reading the assigned materials.

Teachers will indicate which assignments will be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word

processors, and published study guides. If a scholar is in doubt about the ethical standards applicable to a particular situation, then the scholar is responsible for clarifying the matter with the teacher.

What to Ask Your Scholar's Teachers

Learning standards provide a great opportunity for you to talk with teachers about what your child is learning in school and how you can support this learning at home.

Here are some questions you may want to ask to learn more about a standard:

- Can you show me examples of scholar work that meets this standard?
- May I look at some of my child's work related to this standard?
- When will my child work on this standard during the school year?
- What activities and materials are you using in school to help my child meet and exceed this standard?
- What classwork and homework do you expect to assign?
- What are some exercises I can do with my child to help him or her with this standard?
- Besides the standards covered in this guide, what else is my child expected to learn this year?

To learn how your child is doing in school:

- Is my child working on grade level? Are there any areas that need improvement?
- Is my child reading at grade level? Can you show me some books that my child can read?
- Each day, how much time does my child spend working on each subject?
- How do you assess my child on these subjects during the year?

Here are some questions you may want to ask to learn how to support your child:

- Besides report cards, what are the best ways to keep up to date on how my child is doing?
- If your child is not on grade level: What support is the school able to offer my child? What can I do at home to help my child do better in school?
- If your child is on grade level or above: What extra enrichment and support do you suggest for my child? How can I help at home?

School-Wide Information

Required Forms

You need to complete a number of forms related to your child's enrollment at SBECA. The Operations Manager will make these forms and documents available to you in a packet.

- ✓ School Application
- ✓ Lunch Application
- ✓ Emergency Contact (Blue Card)
- ✓ Pickup & Drop-off Authorization
- ✓ Media Release Form
- ✓ Technology Contract
- ✓ Walking Trip Permission
- ✓ Proof of Immunization
- ✓ Proof of Address
- ✓ Medication Administration Form
- ✓ School Uniform Policy
- ✓ Parent Contract

School Schedule

- The doors of the school open at 7:25am; scholars will not have access to the building prior to this time.
- Scholars should enter and exit from the 156th street side of the building only.
- Attendance will be taken in the morning at 7:55am for all scholars. **Scholars who arrive after this time will be considered late.** You will receive a wakeup call at 6:00am the next day after your scholar is late.
- Scholars are required to remain at school until 4:15pm.
- There will be an after school enrichment/intervention program (more details will be made available in September). There may be reasons to change your scholars schedule and the school will notify you in advance of such changes.
- If applicable, Saturday Academy begins at 9:00am and ends at 12:00pm.

Healthy Snack Policy

Here at South Bronx Early College Academy Charter School, we want to guide scholars and parents/guardians toward healthier lifestyles. One thing that will assist us with this mission is establishing a school-wide healthy snack policy. This policy is not meant to place limitations on what scholars can eat, but rather to enrich their

bodies with healthy foods, thereby assisting their mental capacities, focus levels, diet, and overall health throughout the course of the school day. **No juices or sugary drinks are permitted and will be thrown out. Only water in clear water bottles will be permitted** (See Appendix B for more details).

Health Medication Policy

A review of scholar immunizations requirements and the proper supporting documents will be completed for all students. The School staff will work with the Department of Health and other appropriate authorities to provide these services. The School, in accordance with NYS law, requires that each scholar has a certificate of immunization at the time of his or her registration or no later than the first day of school.

Medication Delivery System Procedures- the School requires the following:

1. A written order from a licensed prescriber;
2. The completion of a Medication Administration Form for All medications, including nonprescription over the counter (OTC) drugs, given in school will be prescribed by a licensed prescriber on an individual basis as determined by the scholar's health status. Written orders for prescription and OTC medications should minimally include:
 - a. Scholar's name and date of birth;
 - b. Name of medication;
 - c. Dosage/route of administration;
 - d. Frequency/time of administration;
 - e. For PRN (as needed) medications, conditions under which medication should be administered;
 - f. Date written;
 - g. Prescriber's name, title, and signature; and
 - h. Prescriber's phone number.

The School may request additional information (i.e. potential adverse reactions). However, medication delivery should not be delayed pending this information, unless such information is essential to the safe administration of the medication. Medication orders must be renewed yearly or when there is a change in medication or dosage. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. When a properly labeled medication comes to SBECA accompanied by a written request from the parent for administration of the medication without a written order from a licensed prescriber,

the following procedure will be followed and documented:

1. Principal or designate will contact the parent regarding need for written order from a licensed prescriber;
2. With permission, the Principal or designate may contact the prescriber to obtain verbal permission to administer medication;
3. SBECA will request fax or written orders to be received within 48 hours; and
4. The Principal or designate will contact the parent and SBECA will discontinue medication if written orders are not received in 48 hours.

Parental Responsibility- A written statement from a parent/guardian requesting administration of medication in School as ordered by a licensed prescriber is required before medication can be administered. The parent/guardian is responsible for having the medication delivered directly to the School in a properly labeled original container.

South Bronx Early College Academy Charter School Discipline Plan

(This is a condensed version of the full Discipline Plan, which is attached in its entirety as appendix A. You are urged to read Appendix A in its entirety.)

SBECA intends to promote a culture of success through a structured academics environment and an intentional character curriculum. In an effort to maintain a safe learning environment that enforces the SBECA culture of achievement and respect, SBECA adopts the following discipline system. This system is designed to keep our scholars where they need to be: in the classroom and in school. It is designed to be fair and consistent, where each scholar will be treated equally as young adult learners.

Definitions

For the purposes of the discipline plan, the following definitions apply:

1. "School" is the school that is charged with the responsibility of ensuring a safe environment and an atmosphere of learning.
2. "Parent" means the parent, guardian, or person in parental relation to a scholar.
3. "School property" means on or within any building, structure, athletic playing field, playground, within the real property boundary line of a public school, or in a school bus.
4. "School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of scholars, children of scholars, teachers and other persons acting in a supervisory capacity to or from school or school activities.
5. "School function" means any school-sponsored extracurricular event or activity.
6. "Employee" means any person receiving compensation from a school or employee of a contracted service provider or worker placed within the school.

Consequences for

Level One: The Classroom

Every Teacher at SBECA is responsible for implementing the classroom management system developed by their grade level. The classroom management system will foster the healthy development of each scholar using the SBECA model, encourage a strong community of learning within the classroom, and **provide adequate opportunities for scholars to correct their behavior before being removed from the classroom.**

Teachers will provide clear reinforcement and logical consequences for scholar conduct. Classroom management plans will be developed by the Director of School Culture and Associate Dean in collaboration with the grade teams, and approved by the Principal. Classroom management plans will contain the following elements:

- SBECA classrooms are designed to meet the unique combination of social, emotional, physical, and intellectual needs of young adolescents, offering an array of strategies designed to keep young people safe, connected, responsible, and engaged in learning.
- Each scholar is given two opportunities to correct disruptive behavior.
- Each opportunity to correct scholar behavior will be clearly explained to the scholar and tracked by teachers.

- On the third offense the scholar will be removed from the classroom or activity area.
- . Three (3) opportunities to correct negative classroom behaviors will result in a loss of privileges and/or a removal from the classroom.
 - The count of opportunities will be reset at each class period.
 - When a scholar is removed from a classroom or activity area, he/she will report to the School Culture Center (SCC).
 - A teacher can also ask that a scholar be removed for a period from the classroom. This can range from a few minutes to the duration of the class.

Level Two: Removal from the Classroom

School Culture Center (SCC)

Upon their final infraction in class, scholars have demonstrated they cannot successfully participate in the learning environment. These scholars will be

removed from class and will be sent to the SCC. This is a location in the school, which is monitored full-time by the Director of School Culture and Associate Dean.

Scholars who are sent to the SCC also earn a detention.

Additionally, Teachers will meet with the scholar for a restorative conversation and contact the scholar's parents/guardians to discuss the incident before the end of the day. The restorative conversation may be mediated by the Director of School Culture or the Associate Dean.

During the time in the SCC, scholars will reflect on the behavior that led them there. When a scholar is sent to the SCC, he/she must:

1. Walk quietly into the SCC.
2. Take a clipboard with a reflection form.
3. Find an empty desk and begin filling out the form. During this time, there will be **no** conversation about the removal until the reflection form is completed and the Dean is ready to discuss it with the scholar.
4. Scholar will ask him/herself: "Have I carefully thought about my actions and completed my written reflection to the best of my ability? Am I ready to speak calmly with the Dean?"
5. Raise a silent hand to let a Dean know that you have completed the form carefully and are ready to speak.

In-School Suspension (ISS)

In-school suspensions are also used to address scholar behavior. These suspensions are served at a location in the school and is monitored full-time and where scholars are expected to do classwork, separate from their regular classroom.

Scholars who are removed from two classes/activities in one day, three classes in one week, or five classes in a month will be referred to ISS. Scholars can also be automatically referred to ISS if they exhibit behavior that is extremely disruptive, unsafe, or disrespectful to a Teacher or staff member in the school.

The Teacher, in consultation with a team comprised either of the Principal, Vice Principals, Director of School Culture, Associate Dean, Director of Student Support Services, or Social Worker will determine the appropriate length of time for ISS. The length of ISS will be based upon the severity of the scholar's behavior, previous visits to the SCC, and overall impact of the student's infraction on the school community. ISS may last for more than one school day.

If a scholar earns an ISS, a parent meeting will be called before the scholar is allowed to return to class. This meeting will be recorded on each scholar's behavioral record. The following actions may earn an ISS:

- Vulgar language, gestures, or profanity directed at a scholar, Teacher, or staff member
- Outright defiance or disrespect
- Aggressive physical behavior or response, including horseplay
- Continued gossip about others
- Skipping/leaving class without permission
- Any use of a cell phone or electronic device during the day
- Outbursts that severely disrupt instruction
- Inappropriate Displays of Affection (PDA)
- Instigation or provocation of a fight
- Plagiarizing, cheating and/or copying
- Assisting or instigation of above behaviors
- Bullying?
- Inappropriate use of technological devices?

Level Three: Out of School Suspension (OSS)

While we prefer to have our scholars in school and in class at all times, once a scholar has demonstrated that being removed from the classroom does not improve

his or her behavior, the school is left with no other option than to remove the scholar from school for a set amount of time.

Only the Principal can issue out of school suspensions. In the case that the school leaders are not in the building, any Principal's Designee may issue a suspension. When a scholar is suspended, the scholar's family will be contacted immediately to pick up the scholar from school. Before the scholar can return to class, the family must have a conference with either the Principal or Principal's Designee. The scholar will not be admitted to class until this conference has occurred. It is the responsibility of the family to reschedule any missed conferences (Refer to Appendix A).

Regardless of a scholar's offense, the length of a suspension will depend on the scholar's previous discipline record. Depending on the severity of the offense, the suspending school official will decide the exact number of days that must be served.

The following guidelines apply:

1 st Suspension of the Year	1 Day
2 nd Suspension of the Year	3 Days
3 rd Suspension of the Year	5 Days Automatically
4 th Suspension of the Year	10 Days Automatically Pending an Expulsion Hearing with Principal

In addition to receiving three (3) in-school suspensions within 30 days (monthly), the following behaviors will warrant an immediate suspension recommendation.

- Fighting
- Touching another scholar in an inappropriate manner
- Harassing or posing threats to teacher/staff/scholar(s)
- Exposing oneself to other school members (in person, digitally, pictures, etc.)
- Exposing another individual to other school members (in person, digitally, pictures, etc.)
- Aggressive physical behavior or response, including horseplay, bullying, cyber-bullying, etc.
- Firearm/Weapon
- Leaving school building/property or ISS without permission

- Gang Affiliation
- Committing Arson
- Falsely Activating Fire Alarms
- Possession of illegal drugs/substances
- Walking out of the building without permission

Level Four: Expulsion

Should a scholar demonstrate they are not willing to be a positive member of the SBECA school community, the Principal will make the final decision regarding the scholar's enrollment.

In addition to receiving four (4) suspensions in one school year, the following activities will earn a scholar an immediate expulsion recommendation:

- Possession of Alcohol/Drugs (including unauthorized prescription pills)
- Possession of Weapons/Tobacco
- Use/influence of alcohol, drugs, tobacco on school grounds/bus/field trip or during school functions.
- Gang activity/affiliation
- Behavior that threatens the community.

Conclusion

This system will be documented using computer-based programs and systems. Through these programs, the staff at SBECA will be able to monitor a scholar's discipline record on their computer. The SCC and in-school suspension staff will record all referrals into the computer system and all parent communications will be documented as well. It is our hope with this system; staff and administration will be able to better track scholar behavior in an effort to intervene with scholars who need extra guidance and support during the school day.

A call from the Teacher or Dean will be made when a scholar has earned a removal, In-School Suspension (ISS) or Out of School Suspension (OSS). The full Discipline Plan including Discipline Policy for scholars with Disabilities is included in Appendix A. Please read it in its entirety.

South Bronx Early College Academy Charter School: **Community Rules, Code of Conduct & Logical Consequences**

The rules and guiding principles of the South Bronx Early College Academy are designed to create a safe, caring, and productive learning environment. Respect, courtesy, self-discipline and a strong commitment to learning are all hallmarks of the school.

SBECA does not tolerate disrespectful behavior or disruption to learning and will implement consequences to deter and address violations of our established rules. These rules support the foundation of academic and ethical standards on which SBECA goals have been established. These rules actively encourage scholars to establish habits of courtesy and respect for others, including the rights and property of others as well as respect for oneself as a member of a community.

The following is a summary of the community rules, code of conduct, and logical consequences. For the official language, please see Appendix A of the handbook.

Community Rules

Attendance & Lateness Policy

At SBECA, we work hard to bring your child a world-class education. To that end, academic progress requires full support from parents/guardians. The first step in supporting your scholar's academic success is to ensure that he or she is at school all day, every day.

Late to School (Tardy)

At SBECA, we see punctuality as part of our values of efficacy. To that end, we strive to limit the number and frequency of lateness to school. The following policies have been implemented for scholars who are late to school:

- Scholars who are late to school will earn one tardy point and will receive a wake-up call the next morning at 6:00am. Scholars who are late will earn one (1) detention. **Additionally, a parent meeting may be required. If a scholar is late once, he/she receives detention.**
- If there is a valid excuse related to public transportation issues, the school will verify with the MTA, if there was no documented delay it may be

considered as a tardy towards the scholar's record.

Absences

At SBECA we encourage all scholars to be in school each school day. However, we are aware that there are circumstances where scholars must be absent. To ensure the safety of all scholars, the following procedures must be strictly adhered to if a scholar will be absent:

1. A parent or guardian must call the school office before/by **9:00am** to report an absence, reason for the absence, the scholar name/homeroom.
2. Following the absence, a scholar is required to bring a note from a parent/guardian stating the reason/s and the dates of the absence. The note should be presented to the Main Office **before** classes begin in the morning.

A phone call will be made to parents/guardians for scholars who have not arrived with a signed note from home and the scholar will receive an after-school detention. If a scholar is absent without a parent phone call or a note, the scholar will be considered truant and consequences will ensue based on the discretion of the Principal, Vice Principals, Director of School Culture, and Associate Dean.

Long Term Absences

Long-term absences are only permitted for bereavement of immediate family and health-related concerns. If your child is to be absent for a week or more, please make arrangements with your child's classroom teacher to pick up long-term assignments.

Early Pick-Up

We strongly encourage that scholars aren't removed from school early unless there is a documented acceptable excuse. If a scholar needs to leave early, please follow the following procedures:

1. Scholars in grades must have a parent/guardian/authorized family member pick them up to be dismissed early. Scholars will not be allowed to leave the grounds without an authorized escort.
2. Scholars must have a signed note from a parent/guardian that has the date, time, and a reason for a scholar's early dismissal. This note must be

presented to the Main Office before leaving school grounds. Scholars will not be allowed to leave the building without a note and/or an authorized escort.

Scholars will not be dismissed early fifteen (15) minutes prior to the end of the school day without written documentation. Parents/Guardians will be required to wait until the end of the school day to pick up their scholar. Scholars who are signed out/dissmissed early are still responsible for completing any assigned work work.

Please Note

Promotional requirements are set at 95% attendance, and lateness is considered partial attendance. Three (3) tardies is equivalent to one (1) absence. Below is the attendance policy for SBECA for the 2018-2019 school year. **At the discretion of the Principal, ACS will be notified for excessive absences (20 or more absences requires a call to ACS).**

Daily Schedules

Status	Time	Notes
Doors Open	7:25am	Scholars will not have access to the building prior to this time. Scholars should enter and exit from the 156th Street side of the building only.
Arrival	7:25am - 7:55am	Scholars are on time if they arrive before 7:55am.
ON TIME	7:55am	Scholars are considered on time if they are in Homeroom class before 7:55am. Attendance will be taken at this time.
Late Arrival	7:56am	Scholars are tardy if they arrive after 7:55am. Scholars who are in the hallway without a teacher escort are late. Scholars must go to main office, sign the tardy log, and will <u>only be admitted into class with a tardy pass.</u>
Dismissal	4:15pm	Scholars dismiss at 2:15 pm on Wednesdays.

Uniform Policy

Scholars must wear uniforms approved by the school at all times. The uniforms must be worn during school hours (7:00am through 6:00pm) and to all school functions and trips, unless the school informs scholars otherwise.

Violations of the uniform policy will result in disciplinary consequences including an after-school detention. Repeated violations may result in an ISS or parent conference.

The following are additional guidelines of the Uniform policy:

All scholars:

- Must come to school in their school issued uniform.
- Scholars must wear black shoes or sneakers that are majority black.
- Scholars (boys and girls) are allowed to wear earrings.

In addition, the following are not permitted:

- Logos or insignias (e.g. Hollister, Abercrombie & Fitch, Polo, Aeropostale, etc.)
- Excessive jewelry – jewelry that is distracting from the educational environment (e.g. large chains or large hoops earrings)
- Hats, bandanas, or any other head coverings (except when worn for religious purposes)
- Immodest attire (i.e. exposed midsections or deep V-neck shirts)
- Accessories such as glitter, tinted glasses, personalized belt buckles (if they distract from the educational setting)
- Excessively baggy or excessively tight clothing
- Altering uniforms in any way (e.g. writing, drawing, cutting)
- No visible tattoos
- Any item(s) that interferes with learning

Scholars who are out of uniform will be sent to the SCC and parents/guardians will be contacted to bring in the required items.

Electronic Devices

Phones, MP4 players, I-pods, PSPs, headphones and all similar electronic devices are not to be on your person at any time. Phones must be placed in lockers at the start of the school day or turned in to the office.

- Any phones or other electronic devices seen or found on a scholar's person will be confiscated.
- These items will be confiscated and returned at the end of the school day, not beforehand.
- A double infraction will result in the need for a parent to come pick up the device.

In addition, scholars will be subject to disciplinary consequences for repeated violations of this policy. **At no time shall SBECA be responsible for preventing theft, loss, or damage to electronic devices brought onto its property. All electronics are to be in scholars' lockers and not on their person or in their book bags.**

For their safety, scholars are not allowed to walk around the building with headphones covering/in their ears. Headphones are only to be used during instructional time when permission is granted by a teacher or during approved free time.

Cellular Phones Possession of a cellular telephone by a scholar is a privilege, which may be forfeited if the scholar fails to abide by the terms of this policy. Cell phones create an unnecessary distraction.

- **Cell phones must be turned off (not merely turned to “vibrate” or “silent” mode) and stored in the scholar’s locker throughout the school day.**
- **Cell phones will be confiscated if they are seen (including in pockets) or heard during the school day, and will only be returned at the end of the day.**
- the cell phone will be delivered to the Dean's office for tracking and storing.
- Cell Phone Log (Spreadsheet) - Used for tracking purposes if a scholar’s cell phone is confiscated. All reports include each scholar’s name/Section, Date confiscated, # of offenses, Parent contacted Yes/No, and a Letter on File.

- **On the second infraction, only a parent or guardian can retrieve the scholar’s phone from someone in Administration or the School Culture Team. There are no exceptions to this policy!**

Violations of this policy may include disciplinary action against the scholar, in addition to confiscation of the cellular phone. The scholar who possesses a cellular phone shall assume responsibility for its care. **At no time shall SBECA be responsible for preventing theft, loss, or damage to cell phones brought onto its property. Electronics must be stored in scholars’ lockers at the start of the day.**

1st Offense: Cell phone is confiscated, parent gets contacted, and phone is returned to the scholar at end of day.

2nd Offense: Parent/guardian notification & Parent Pick Up (If parent/guardian is unable to pick up the device, the device will be held until further notice. There are NO accommodations for the phone policy.). Parent/Guardian must come to the Main Office to retrieve all confiscated phones. Dean will be contacted. Parent must sign cell phone out on retrieval phone log, which would indicate Date, Time, and Parent Pickup. Parent will be provided with a letter from the school indicating the number of offenses and further consequences if the phone is confiscated again.

3rd Offense: Phone could be held until June (would be made known to parent after 1st offense). In addition, parents/guardians will be notified & parents/guardians must pick up - CELL PHONE TURNED IN DAILY (at school discretion).

All Parents/guardians must sign SBECA cell phone policy agreement.

REQUIRED: Scholar coming into the building with a device must go directly to assigned Leadership/Dean for storage purpose. If the cell phone is not received, parent/guardian must provide a letter or email to Leadership/Deans indicating why the protocol was not followed. If the scholar does not for any reason hand in cell phone and the phone is confiscated, the scholar will serve 3-days detention.

Food and Drink

Scholars may eat or drink only in areas and at times designated by the school. SBECA does not permit scholars to bring soda, candy, or other high-sugar-content foods or drinks into the school or on school grounds because it is a violation of the school's mission to ensure the health of all scholars (Please see the healthy snack policy at the back of the handbook). Scholars may not use glass bottles anywhere on school premises. All water bottles need to be clear plastic.

Technology Use

SBECA provides computers/iPads, an intranet/internet system, and other equipment and services as part of the learning experience. The system may not be used in any way that disrupts or interferes with its use by others. Prohibited uses include, but are not limited to:

- Vandalism or theft of equipment
- Theft, piracy or altering of software
- Activity unrelated to instruction (e.g. unlawful purposes, commercial purposes, personal gain, online shopping, etc.)
- Use of chat rooms or messaging programs
- Violations of copyright laws
- Plagiarism of ideas or information
- Intentional transmission or receipt of computer viruses
- Intentional transmission or receipt of information that is pornographic,

- obscene, sexist, racist, abusive, or harassing
- Download computer games, music, software, video, or anything else for unsupervised non-academic purposes
- Any violation of federal law or SBECA policy (e.g. installing pirated software)
- Cyber-bullying

Privacy

There is no right to privacy in the use of the computer system or user accounts. SBECA reserves the right to monitor and access information on the system and in user accounts for the purpose of determining whether a violation of school policy has occurred. SBECA will remove from the system any information that the staff determines to be unlawful, obscene, pornographic, abusive, harassing, or otherwise in violation of the guidelines. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The SBECA staff will refer for disciplinary action any individual who does not comply with the provisions of this policy. Cancellation of user privileges will be at the discretion of the staff.

Data Loss

SBECA is not responsible for any loss of data resulting from delays, non-deliveries, or service interruptions sustained in the use, operation, or malfunction of the system. Scholars are responsible for backing up scholar-generated files. SBECA disavows any responsibility for the accuracy or quality of information obtained electronically. Any such information is used at the risk of the user.

“Netiquette”

All users of the SBECA system must abide by these rules:

- Identify yourself. Users must not conceal or misrepresent their identity while using the system, except where alias names are appropriate.
- Be polite. Use appropriate language. Do not send abusive, harassing, or suggestive messages to anyone.
- Do not respond to abusive, harassing, or suggestive message. You are required to report such messages to a supervising adult.
- Keep account passwords confidential. Do not allow others to use them. Scholars who share their passwords are ultimately responsible for any subsequent computer misuse under their login.
- Unauthorized entry, use, transfers, and tampering with the accounts and files of others are prohibited.

- Communicating about, advocating, encouraging, or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal your personal address or phone number or anyone else's. Remember that email may not be private. Others may read what you type into your computer!
- Respect the originator of communications. Do not forward email messages or information without the permission of the originator.

Computer Games and Magazines

Playing computer/video games is unacceptable at anytime on school premises or on school trips. This means they cannot be played on school grounds before school, during lunch, during academic time, or after school. The only exceptions are educational games approved in writing by the staff, which may be part of the school curriculum. Scholars may not bring magazines about computer/video games into the school. If a scholar brings a computer/video game and/or inappropriate magazine or books to school, it/they will be taken.

Scholar Searches

SBECA may, at its discretion and at any time, conduct searches of scholars and their property, including but not limited to backpacks.

- School authorities will make a reasonable search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- Searches shall be conducted under the authorization of the Principal or his/her designee.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed by school authorities.
- Searches of an individual will be made when there is reasonable suspicion of wrongdoing (on a case by case basis). To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present.
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

Care of School Property Policy

We expect each scholar to be responsible for the proper care of school property, including the school building and classrooms, books, desks, textbooks, supplies, equipment, and technology entrusted to his/her use.

Scholars are responsible for the care, maintenance, and timely return of all textbooks or other materials. The school shall require scholars and/or parents/guardians to sign agreements acknowledging their responsibility for the care and prompt return of textbooks or other material lent to them by the school.

Scholars and/or their parents/guardians will be assessed penalties for lost or damaged textbooks and school property. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook, property; requiring the scholar to perform a prescribed number of hours of school service; delayed receipt of a report card; and/or loss of privileges such as participation in sports or other extracurricular activities, and other special events or graduation-related activities.

Scholars who willfully cause damage to school/staff property shall be subject to disciplinary measures. Scholars and others who damage or deface school property may be prosecuted and punished under law. The parents/guardians of scholars shall be held accountable for scholar actions. The Principal may report to the appropriate authorities any scholar whose damage of school/staff property has been serious or chronic in nature. The Principal can impose any of the available consequences for destruction of school or staff property.

School Trips & Off-Campus Events Policy

School trips afford scholars the opportunity to observe, explore, discover, and engage in hands-on experiences. All school trips and off-campus events will have an educational or appropriate celebratory focus and be viewed as an extension of the curriculum and the learning environment. The school may sponsor trips before, during, or after school hours. Scholars at school-sponsored off-campus events or field trips shall be governed by all the guidelines of the school and are subject to the authority of school officials.

Parents/guardians **must** complete a permission slip permitting their child to attend the school trip.

Parents/guardians who do not consent to their child attending a school trip that is held on a school day should understand that their child's attendance at the school is **mandatory**, as it is still a normal school day. Their respective Teachers will leave appropriate work for the scholar to complete during the course of the school day.

Parents/guardians and scholars should understand that attending a school trip is a privilege. Therefore any scholar who has committed an infraction of the school conduct policies or who is currently in a disciplinary status will **not** be permitted to attend school trips or off-campus events. The school reserves the right to determine which scholars may or may not be permitted to attend a school trip.

Scholars may opt to bring a bagged lunch from home if they are attending a school field trip.

Code of Conduct

SBECA intends to promote a culture of success through a structured academic environment and an intentional character curriculum.

Family Communication. It is important that there be maximum consultation and communication between the school and the home. Scholars, families, and school staff have a role in making the school safer and must cooperate with one another to achieve that goal. In order to ensure that families become active and involved partners that instill a sense of responsibility in their children, parents/guardians must be familiar with our discipline policies. SBECA will inform parents/guardians of our policies and procedures at multiple points during the school year including but not limited to family orientation, single family meetings with the leadership team, and frequent contact with school counselors. Additionally, we inform parents/guardians of behavior problems when issues are identified, when there is disciplinary action, and as a part of the school's due process.

Scholar Orientation. In order for scholars to meet our high expectations, we will orient them to the school culture during the first week of school. This will serve as

their scholar orientation period. Our staff will model professionalism and exemplary character at all times.

Core Values.

SBECA believes that every scholar deserves a safe supportive environment in which to learn, grow, and prosper.

SBECA: Scholars Building Excellence in Character and Academics

We recognize that social, physical, emotional, and cognitive changes in adolescence create confusion and distractions to the academic environment. While we are sensitive and responsive to these changes, we also establish rules within our academic environment that create the stability necessary for a solid academic experience. When a member of the community acts in a manner inconsistent with our culture or creates an uncomfortable or unsafe learning environment for other scholars, consequences will ensue.

We want to develop consequences so that troublesome behaviors are not repeated later in life when consequences are more severe. Our rules are designed to protect scholars from offensive or off-putting behavior while teaching scholars the appropriate ways to behave in society.

We hold scholars to a high standard of behavior at all times. We forbid scholars from engaging in any behavior that desecrate the academic environment or detract from instruction.

During scholar orientation, we will model specific examples of behavior that are consistent and inconsistent with our core values so scholars clearly see examples of appropriate and inappropriate behaviors.

SBECA and staff make discipline decisions. However, we want to empower scholars in the building with the necessary tools to understand why discipline decisions are made as well as how to use mistakes as learning opportunities from which to grow.

Range of Consequences for Rule Infractions

Reprimand by Staff

Scholars will receive a reprimand by staff for unacceptable behaviors in the school. The type and degree of the reprimand depends on the environment in which the scholar is located and who is issuing the reprimand. Unacceptable behaviors include, but are not limited to:

- Disrespect (teacher, scholar, school property), disrespectful words (i.e. “whatever” & “I don’t care”), disrespectful gestures (i.e. rolling eyes, sucking teeth), disrespectful actions, and/or disrespectful tone (i.e. “showing attitude”)
- Not following directions from an adult right away and completely
- Defacing school property (including all school supplies)
- Violation of hallway courtesy rules
- Disruption of learning
- Incomplete uniform

Removals

Scholars who have not corrected their behavior after three (3) attempts, in the school environment, will be removed from the classroom or other school-related location. Scholars who are removed will be escorted by the “on-duty” Dean to the SCC to reflect and debrief about the incident that caused the removal. Scholars will generally be required to stay in the SCC until the end of the period unless otherwise noted by the teacher. Scholars who are egregiously disrespectful with over the top behaviors to the learning environment will be removed from the room.

Detention

Level 1 Detention

Level 1 detention is given to scholars who are removed from class, transition to another class improperly, or violate the school’s uniform policy. Level 1 detentions last 45 minutes and occur on a daily basis during lunch & recess or after school. Level 1 detention is a time for silent reflection on rule violations. A scholar may earn an automatic level 1 detention from a Dean when a scholar has displayed egregious behavior inside and outside the classroom environment.

Detention is **MANDATORY**. Scholars who do not attend detention will receive additional consequences up to and including suspension. In general, there are no make-ups for detention. Under **EXTREME** circumstances (e.g. family emergencies) scholars may be allowed to make-up detentions after discussion with the parent. If scholars have academic support scheduled prior to the detention, the detention will be scheduled at another time.

In-School Suspension (ISS)

In-School Suspension (ISS) is a removal of a scholar from their classes for an entire school day.

In accordance to federal law, scholars who receive an in-school suspension (ISS) will be provided a notice to inform the scholars of the charges against him/her, and if the scholar denies the charges, an explanation of the evidence against the scholar. Scholars will have a chance to present their version of the alleged events.

SBECA will ensure that scholars receive alternative educational services in the event that they have received an in-school suspension (ISS) so scholars will, to the fullest extent possible, remain on track in the school's general curriculum, make adequate academic progress, and provide them with the opportunity to complete assignments and assessments.

Out of School Suspension (OSS)

Out of School Suspension (OSS) is a removal of a scholar from the school property for an entire school day. Suspensions are only authorized by the Principal. Short-term suspensions can range from one (1) to five (5) days. Long-term suspensions are longer than five (5) days.

In accordance with federal law, any scholar who receives an out-of-school suspension (OSS) will be provided with notice to inform him/her of the charges against him/her. If the scholar denies the charges, an explanation of the evidence against the scholar will be provided. Scholars will be provided with a chance to present their version of the alleged events.

Additionally, a parent/guardian will be provided, in writing, with notice that the scholar may be suspended from school.

In the case of a long-term suspension, the parent/guardian will be notified of a hearing date for charges against the scholar.

Behavior Matrix & Range of Consequences

There are **five (5) levels** to our behavior system. All behaviors that a scholar engages in, whether positive or negative, fall into a continuum for small behaviors like a one-time giggle in class to fighting and violent, aggressive behaviors. This

behavior matrix exists to help scholars, parents/guardians, teachers, and administration determine the difference between actions. **A key point to remember is that people are complex and, therefore, actions need to be determined on a case-by-case basis. For the official range of consequences and behavior levels from the school discipline code, please see Appendix A.**

Discipline of Scholars with Special Needs

SBECA recognizes that it may be necessary to suspend, remove, or otherwise discipline scholars with disabilities to address disruptive or problem behavior. The School also recognizes that scholars with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining scholars with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. In the event that your scholar with a disability is suspended for more than 10 school days, you are entitled to a Manifestation Determination Review (MDR) at the Committee on Special Education. **For the language regarding discipline for scholars with Special Needs, please see Appendix A.**

Level One (Insubordinate Behaviors)

Level One behaviors are behaviors that are non-compliant or non-disruptive??. These behaviors could earn a range of disciplinary actions such as admonishment from staff, parent conference, removal from class, detention, and short-term suspension (for repeated offenses). Level One behaviors include but are not limited to:

- 1.1 Being late to school – arriving to school after the official start of the school day
- 1.2 Bringing prohibited equipment to school without authorization – equipment such as cell phones, mp3 players, toys, and other electronic devices are seen by a member of the SBCEA staff
- 1.3 Out of Bounds – failing to be in one’s assigned place on school premises (staying within your classroom/your assigned location)
- 1.4 Classroom Disruptions – behaving in a manner which disturbs the educational process (e.g. making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming in the classroom and in the hallway, etc.)

- 1.5 Rude Behavior – engaging in verbally rude or disrespectful behavior (to both peers and teachers like talking back when given a direction, name calling, mimicking, harassing, teasing, taunting, etc.
- 1.6 Out of Uniform – wearing clothes that are disruptive to the educational process like not wearing the school uniform, wearing non-school regulated street clothes, not wearing closed-toe shoes, etc.
- 1.7 Unauthorized Distribution – posting or distributing material on school premises in violation of written SBECA rules
- 1.8 Unauthorized Access – using school computers, faxes, telephones, or other electronic equipment without permission and/or using or touching other people’s property without permission (both teachers’ and scholars’)

Level Two (Disorderly and Disruptive Behaviors)

Level Two behaviors are behaviors that are not aggressive in nature, but interrupt learning. These behaviors have all the same range of disciplinary actions from level one behavior, including short-term suspension. Level Two behaviors include but are not limited to:

- 2.1 Gambling – the act of wagering money or property for any reason on school grounds
- 2.2 Inappropriate Language – using profane, obscene, vulgar, lewd, or abusive language or gestures
- 2.3 Dishonesty – lying or giving false information to school personnel
- 2.4. Inappropriate Usage – misusing property belonging to others (including breaking, destroying, or ripping)
- 2.5. Unsafe Behavior on Bus – engaging or causing disruptive behavior on the school bus, causing safety issues to driver, scholars and self
- 2.6 Out of Bounds – leaving class or school premises without permission of supervising school personnel
- 2.7 Unauthorized Touching – engaging in inappropriate or physical contact (i.e. public displays of affection such as, kissing, cuddling, etc.)
- 2.8 Unwanted Touching – engaging in inappropriate or unwanted physical contact (i.e. poking, pinching, tapping, throwing objects, etc.)
- 2.9 Violating Acceptable Use Policy – violating SBECA internet use policy (i.e. use of the school’s system for non-educational purposes, security/privacy violations)
- 2.10 Academic Dishonesty – engaging in scholastic dishonesty, which includes: cheating, plagiarizing, collusion, copying, etc.

- 2.11 Repeated Level One Offenses – engaging in a pattern of persistent Level one behavior

Level Three (Seriously Disruptive or Dangerous Behaviors)

Level three behaviors are intentionally disruptive, injurious, aggressive, or harmful behaviors. These behaviors have the same range of disciplinary actions from levels one and two but may include in-school suspension (ISS), and out of school suspension (OSS). Level three behaviors include but are not limited to:

- 3.1 Insubordination – defying or disobeying the lawful authority of school personnel or school safety agents
- 3.2. Harassing Language – using slurs based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability (i.e. hate speech)
- 3.3. Fighting – engaging in physical aggressive behavior (i.e. hitting, punching, spitting, kicking, hitting with an object, etc.)
- 3.4 Unauthorized Visitors – bringing or allowing unauthorized visitors to enter school in violation of written school rules
- 3.5 Theft – engaging in theft or knowingly possessing property belonging to another without authorization
- 3.6. Physical Harassment – engaging in inappropriate or unwanted physical contact
- 3.7 Tampering – tampering with, changing or altering a record or document of a school by any method including, but not limited to, computer access or any electronic means
- 3.8 Injurious Posting – harmful social media posting, distributing libelous, defamatory material or literature or material containing a threat of violence, injury or harm. This offense will result in an automatic long-term suspension recommendation.
- 3.9 Vandalism – engaging in vandalism or other intentional damage to school property, staff property, or others property including the scholar bathrooms. This offense will result in an automatic long-term suspension recommendation.
- 3.10 False Alarm – falsely activating a fire alarm or other disaster alarm or making a bomb threat. This offense will result in an automatic long-term suspension recommendation.
- 3.11 Gang Related Activity – engaging in gang related behavior (i.e. wearing gang apparel, writing graffiti, making gestures or signs, etc.). In determining whether the behavior is gang related, school officials will consult with the

NYC Office of Safety and Planning's Gang Unit. This offense will result in an automatic long-term suspension recommendation.

- 3.12 Smoking – the act of lighting up or smoking anything that produces smoke or vapor on school grounds or having paraphernalia which demonstrates the intention to smoke
- 3.13 Repeated Level Two Offenses - engaging in a pattern of persistent level two behavior

Level Four (Dangerous or Violent Behavior)

Level four behaviors are behaviors that jeopardize the safety and well-being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors include parent conferences, in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level four behaviors include but are not limited to:

- 4.1. Physical Intimidation – engaging in intimidation, coercion, or extortion or threatening violence, injury, harm or retaliation to another person or persons (this may also include stalking)
- 4.2 Violent Behavior – engaging in behavior which creates a substantial risk or results in injury
- 4.3 Verbal Intimidation – engaging in intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religious practice, gender, sexual orientation, or disability
- 4.4 Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and/or inappropriate verbal, written, or physical contact of a sexual nature, directed towards others which occurs more than once, and continues over a period of time that makes a person feel uncomfortable or unsafe
- 4.5 Illegal Possession of Drugs – possessing illegal drugs, alcohol, or other controlled substances
- 4.6 Gang-Related Violent Behavior – engaging in threatening, dangerous, or violent behavior that is gang related. This offense will result in an automatic expulsion recommendation.
- 4.7 Group Violence – participating in an incident of group violence. This offense will result in an automatic expulsion recommendation.
- 4.8 Threats with an Object – Threatening while on school property to use any instrument that appears capable of causing physical injury. This offense will result in an automatic expulsion recommendation.

- 4.9 Dangerous Bus/Transportation Behavior – engaging in behavior on the school bus, which creates a substantial risk of injury or results in injury. This offense will result in an automatic expulsion recommendation.
- 4.10 Inciting a Riot – inciting/causing a riot. This offense will result in automatic expulsion recommendation.
- 4.11 Weapon Possession – Possessing any weapon as defined in Category II. This offense will result in an automatic expulsion recommendation.
- 4.12 Use of Illegal Drugs – using illegal drugs, alcohol, or controlled substances. This offense will result in automatic expulsion recommendation.
- 4.13 Repeated Level Three Offenses - engaging in a pattern of persistent level three behavior
- 4.14 Leaving the building without permission (automatic OSS)

Level Five (Seriously Dangerous or Violent Behavior)

Level Five behaviors are behaviors that seriously jeopardize the safety and well being of scholars, staff, and others in the building. The range of disciplinary actions for these behaviors includes in-school suspension (ISS), out of school suspension (OSS), and expulsion. Level Five behaviors include but are not limited to:

- 5.1 Forcible Injury towards an Adult – using force against or inflicting or attempting to inflict serious injury against school personnel or school safety
- 5.2. Forcible Injury towards a Peer – using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others
- 5.3 Drug Distribution – selling or distributing illegal drugs or controlled substances
- 5.4 Possession of a Weapon – possessing any weapon other than a firearm as defined in Category I
- 5.5 Using a Weapon (Firearm) – using any weapon as defined in Category II to attempt to inflict injury on school personnel, scholars or others
- 5.6 Using a Weapon – using any weapon other than a firearm to attempt to inflict injury or to inflict injury on school personnel, scholars or others
- 5.7 Possession of a Firearm – possessing or using a firearm
- 5.8 Forced Sexual Behavior – engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity. This offense will result in an automatic expulsion recommendation.

- 5.9 Arson – attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire. This offense will result in an automatic expulsion recommendation.

Prohibited Weapons Policy

Prohibited Weapons – Category I	Prohibited Weapons – Category 2
<ul style="list-style-type: none"> ● Firearm, including pistol and handgun, silencers, electronic darts and stun gun; ● Shotgun, rifle, machine gun, or any other weapon which simulates or is adaptable for use as a machine gun; ● Air gun, spring gun, or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun); ● Switchblade knife, gravity knife, pilum ballistic knife; and cane sword (a cane that conceals a knife or sword); ● Dagger, stiletto, dirk, razor, box cutter, utility knife and other dangerous knives; ● Billy club, blackjack, bludgeon, chucka stick, and metal knuckles; ● Sandbag and sandclub; ● Sling-shot (small heavy weights attached to or propelled by a thong) and shot; ● Martial arts objects including Kung-Fu stars, nun-chuckas, and shirikens; ● Explosives, including bombs, firecrackers, and bombshells. ● Acid or deadly or dangerous chemicals; 	<ul style="list-style-type: none"> ● Imitation gun; ● Loaded or blank cartridges and other ammunition; ● Stink bombs; ● Stun pens; ● Any deadly, dangerous, or sharp pointed instrument, which can be used or is intended for use as a weapon (such as scissors, nail files, broken glass, chains, wire, laser beam, pointers, etc.).

Firearm Violations

Federal and New York law require the expulsion from school for a period of not less than one year of a scholar who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the Principal may modify such expulsion requirement for a scholar on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

“Weapon,” as used in this law means a “firearm,” as defined by 18 USC § 921, and includes firearms and explosives. (New York Education Law §3214 effectuates this federal law.) The following are included within this definition:

- A. Any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury. Knives with a blade of two and half inches or more in length fall within this definition;
- B. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- C. The frame or receiver of any weapon described above;
- D. Any firearm muffler or firearm silencer;
- E. Any destructible device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device.

The Principal shall refer a scholar under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a scholar fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The Principal shall refer any pupil sixteen years of age or older or a scholar fourteen or fifteen years of age, who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

Withdrawing from SBECA SBECA is a public school of choice, both for application and withdrawal. At any time a circumstance may arise in which a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw his/her child will be asked to complete a **Scholar Withdrawal Form**. The school personnel will offer to meet with the family and discuss their reasons for withdrawal as well as to seek solutions to any problems that arise as a result of these discussions. If the parents or guardians still wish to transfer their child, school staff will make every reasonable effort to help the scholar find a school that better serves the family's desires. The School will ensure the timely transfer of any necessary school records to the scholar's new school.

APPENDIX A – School Discipline Code

To ensure that an environment is created where teaching and learning can thrive, the SBECA has developed a series of rules that address proper scholar behavior, maintenance of order within the school as well as while people are engaged in school activities, and a statement of scholar rights and responsibilities.

School staff will ensure that parents/guardians and scholars are well informed of these policies before enrollment, at the time that scholars' sign up for entry into the charter school, and as changes are made throughout the school year. As such, scholars will be made well aware of the type of behavior that is expected from them, and parents/guardians will be reassured about the type of classroom environment that will be maintained at SBECA.

It is critical that faculty and staff have a full understanding of the school's discipline policy, are clear on recognizing situations in which scholars' behavior is in proper accordance with the policy and when the policy has been violated, and are versed in the various procedures and policies surrounding varying degrees of infractions of the policy. All staff will be provided with professional development on school discipline issues, in particular implementing the discipline policy as well as implementing overall consistent and effective behavior management and discipline strategies in the classroom and in the greater school community. Staff will be provided with training in this area as close to the start of the school year as possible or shortly upon their engagement with the school, if they are hired during the school year. Follow-up training throughout the year will be provided if deemed necessary.

This policy sets forth SBECA's policy regarding how scholars are expected to behave when participating in-school activities, on and off school grounds, and how the school will respond when scholars fail to behave in accordance with these rules.

In all disciplinary matters, scholars will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions. Depending on the severity of the infraction, disciplinary responses include, but are not limited to, detention, exclusion from extracurricular activities, suspension (short or long term), and expulsion. Where appropriate, school officials also will contact law enforcement agencies.

Level #1 Infractions (Insubordinate Behavior)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Being late to school 2. Bringing prohibited equipment to school without authorization (cell phones, mp3 players, toys, electronic devices) 3. Failing to be in one's assigned place on school premises (staying within your classroom/ in your assigned spot). 4. Behaving in a manner which disturbs the education process (e.g., making excessive noise verbally and physically, singing when inappropriate, interruptions, calling-out, humming, in the classroom and in the hallway, etc.) 5. Engaging in verbally rude or disrespectful behavior (to both teachers and peers: talking back when given a direction, name-calling, mimicking, harassing, teasing, taunting, etc.) 6. Wearing clothing or other items that are unsafe or disruptive to the educational process (not wearing uniform, wearing non-school regulated street clothes, not wearing closed-toed shoes, etc.) 7. Posting or distributing material on school premises in violation of written SBECA's rules. 	<ol style="list-style-type: none"> 1. Reprimand by school staff 2. Scholar/teacher conference 3. Reprimand by appropriate supervisor (e.g., Principal, Administrator, Dean, Teacher) 4. Parent conference 5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention, or communal lunchtime) 6. Removal from classroom by teacher (After a scholar is removed from a classroom by any teacher three times during a semester, Principal's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a teacher)

<p>8. Using school computers, faxes, telephones, or other electronic equipment without permission.</p> <p>Using or touching other people's property without permission (both teachers' and peers' property, belongings, equipment, supplies, etc.)</p>	
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<p>Level #2 Infractions (Disorderly, Disruptive Behaviors)</p>	<p>Range of Possible Disciplinary Responses</p>
<ol style="list-style-type: none"> 1. Gambling 2. Using profane, obscene, vulgar, lewd, or abusive, language or gestures 3. Lying, or giving false information to school personnel 4. Misusing property belonging to others (including breaking, destroying, ripping, etc.). 5. Engaging in or causing in disruptive behavior on the school bus, causing safety issues to the driver, scholars, and self.* 6. Leaving class or school premises with permission of supervising school personnel. 7. Engaging in inappropriate or unwanted physical contact (poking, pinching, tapping, throwing of objects, etc.). 8. Violating SBECA's Internet use policy, (e.g., use of the school's system for non-educational purposes, security/privacy violations, etc.) 	<ol style="list-style-type: none"> 1. Reprimand by school staff 2. Scholar/teacher conference 3. Reprimand by appropriate supervisor (e.g., Principal, Administrator, Dean, Teacher) 4. Parent conference 5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention, or communal lunchtime) 6. Removal from classroom by teacher (After a scholar is removed from a classroom by any teacher three times during a semester, Principal's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in removal by a teacher) 7. Short term suspension (1-5 days)

<p>9. Engaging in scholastic dishonesty, which includes: cheating, plagiarizing, colluding, copying, etc.</p> <p>10. Plagiarizing (appropriating someone’s work and using it as one’s own for credit without required citation and attribution.)</p> <p>11. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit.)</p> <p>12. Engaging in a pattern of persistent Level 1 behavior (whenever possible and appropriate, prior to imposing a Level 2 disciplinary response, school should have exhausted the disciplinary responses in Level 1 infractions)</p>	
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<p align="center">Level #3 Infractions (Seriously Disruptive or Dangerous Behaviors)</p>	<p align="center">Range of Possible Disciplinary Responses</p>
<p>1. Smoking</p> <p>2. Being insubordinate; defying or disobeying the lawful authority of school personnel or school safety agents.</p> <p>3. Using slurs based upon race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability.</p> <p>4. Fighting/ engaging in physical aggressive behavior (e.g., hitting, punching, spitting, kicking, hitting with an object, etc.).</p> <p>5. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school in violation of written school rules.</p>	<p>1. Reprimand by school staff</p> <p>2. Scholar-teacher conference</p> <p>3. Reprimand by appropriate supervisor (e.g., Principal, Administrator, Dean, Teacher)</p> <p>4. Parent conference</p> <p>5. In-school disciplinary action (e.g., exclusion from extracurricular activities, recess, detention or communal lunchtime)</p> <p>6. Removal from classroom by teacher (After a scholar is removed from any classroom by any teacher three times during a semester, a Principal’s suspension must be sought if the scholar</p>

<p>6. Engaging in theft or knowingly possessing property belongings to another without authorization.</p> <p>7. Engaging in inappropriate or unwanted physical contact*.</p> <p>8. Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or any electronic means.</p> <p>9. Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm. (Disciplinary responses 3-8 only)</p> <p>10. Engaging in vandalism or other intentional damage to school property, staff property, or others; including scholar bathrooms. (Disciplinary responses 3-8 only)</p> <p>11. Falsely activating a fire alarm or other disaster alarm or making a bomb threat. (Disciplinary responses 3-8 only)</p> <p>12. Engaging in gang related behavior** (e.g., wearing gang apparel, writing graffiti, making gestures or signs, etc.) (Disciplinary responses 4-8 only)</p> <p>13. Engaging in a pattern of persistent Level 2 behavior (Whenever possible and appropriate, prior to imposing a Level 3 disciplinary response, school officials should have exhausted the disciplinary responses in Level 2. Further, repeated Level 2 infractions are limited to Level 3 disciplinary responses.). (Disciplinary responses 4-8 only)</p>	<p>engages in subsequent behavior that would otherwise result in removal by a teacher)</p> <p>7. Short term suspension (1-5 days)</p> <p>8. Long term suspension (6-30 days)</p> <p>*The school will offer appropriate counseling to scholars engaging in this behavior. **In determining whether the behavior is gang related, school officials may consult with the New York City's Office of School Safety and Planning's Gang Unit.</p>
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<p>Level #4 Infractions (Dangerous or Violent Behavior)</p>	<p>Range of Possible Disciplinary Responses</p>
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<ol style="list-style-type: none"> 1. Engaging in intimidation, coercion or extortion or threatening violence, injury, harm or retaliation to another or others. 2. Engaging in behavior, which creates a substantial risk of or results in injury. 3. Engaging in intimidating and bullying behavior-threatening, stalking or seeking to coerce or compel a scholar or staff member to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practice, gender, sexual orientation or disability. 4. Engaging in sexual harassment* (to peers or school staff). 5. Possessing illegal drugs, alcohol or controlled substances without appropriate authorization. * 6. Engaging in threatening, dangerous or violent behavior, which is gang-related. (Disciplinary responses 4-6 only) 7. Participating in an incident of group violence. (Disciplinary responses 4-6 only) 8. Threatening while on school property, to use any instrument that appears capable of causing physical injury. (Disciplinary responses 4-6 only) 9. Engaging in behavior on the school bus, which creates a substantial risk of injury or results in injury. (Disciplinary responses 4-6 only) 10. Inciting/causing a riot. (Disciplinary responses 4-6 only) 11. Possessing any weapon as defined in Category II.** (Disciplinary responses 4-6 only) 12. Using illegal drugs, alcohol or controlled substances without appropriate authorization.* (Disciplinary responses 4-6 only) 13. Engaging in a pattern of persistent Level 3 behavior.** (Whenever possible and appropriate, prior to imposing a Level 4 disciplinary response, school officials should have exhausted the disciplinary responses in Level 3. Further, repeated Level 3 infractions are limited to Level 4 disciplinary responses.) 	<ol style="list-style-type: none"> 1. Parent conference 2. In-school disciplinary actions (e.g., exclusion for extracurricular activities, recess, detention or communal lunchtime) 3. Removal from classroom by any teacher. (After a scholar is removed from any classroom by any teacher three times during a semester or twice in a trimester, a Principal's suspension must be sought if the scholar engages in subsequent behavior that would otherwise result in a removal by a teacher.) 4. Short term suspension (1-5 days) 5. Long term suspension (6-30 days) 6. Expulsion <p>*The school should offer appropriate counseling to scholars who engage in this behavior. **Before requesting a suspension for possession of an article listed in Category II, for which a purpose other than infliction of physical harm exists (e.g., a nail file), the Principal must consider whether there are mitigating factors present. In addition, the Principal must consider whether an imitation gun is realistic looking by considering factors such as its color, size, shape, appearance, and weight.</p>
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14. Leaving the building without permission.	
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Level #5 Infractions (Seriously Dangerous or Violent Behavior)	Range of Possible Disciplinary Responses
<ol style="list-style-type: none"> 1. Using force against or inflicting or attempting to inflict serious injury against school personnel or school safety agents. 2. Using extreme force against or inflicting or attempting to inflict serious injury upon scholars or others. 3. Selling or distributing illegal drugs or controlled substances.* 4. Possessing any weapon, other than a firearm, as defined in Category I. 5. Using any weapon, as defined in Category II, to attempt to inflict injury on school personnel, scholars or others. 6. Using any weapon, other than a firearm, as defined in Category I or II to inflict injury or to attempt to inflict injury on school personnel, scholars or others. 7. Possessing or using a firearm.** 8. Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity.* (Disciplinary responses 4-6 only) 9. Committing arson. (Disciplinary responses 4-6 only) 	<ol style="list-style-type: none"> 1. Short term suspension (1-5 days) 2. Long term suspension (6-30 days) 3. Expulsion <p>*The school will offer appropriate counseling to scholars engaging in this behavior. **In determining whether the behavior is gang related, school officials may consult with the New York City Office of School Safety and Planning's Gang Unit.</p>

SHORT-TERM SUSPENSION

A short-term suspension refers to an in-school removal or out-of-school removal of a scholar for disciplinary reasons for a period of five (5) or fewer days. A scholar who has committed any of the infractions listed below shall be subject minimally to a short-term suspension, unless the Principal determines that an exception should be made based on the individual circumstances of the incident and the scholar's

disciplinary record. The Principal reserves the right to adjust the punishment for each infraction per his or her judgment.

Disciplinary Infractions (Including, but not limited to:)

- Attempt to assault any scholar or staff member;
- Vandalizing school property causing minor damage;
- Endangering the physical safety of another through the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury;
- Engaging in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others;
- Engaging in insubordination;
- Failure to complete assignments, carry out directions, or comply with disciplinary sanctions;
- Cheating on quizzes, exams, or committing plagiarism;
- Using forged notes or excuses;
- Stealing, or attempting to steal, or possess property known by the scholar to be stolen;
- Committing extortion;
- Engaging in gambling;
- Abusing school property or equipment;
- Using obscene or abusive language or gestures;
- Engaging in acts of verbal or physical sexual harassment;
- Making a false bomb threat or pulling a false emergency alarm;
- Possessing tobacco or alcohol;
- Wearing inappropriate, insufficient, or disruptive clothing or attire, or violating the scholar dress policy (*Except that, under no circumstances will a scholar be removed from class or school for violation of the dress code policy*);
- Committing any other act which school officials reasonably conclude disrupts the learning environment of the school;
- Repeatedly committing minor behavioral infractions, which, in aggregate, may be considered an infraction subject to formal disciplinary action.
- Leaving the building without permission.

Procedures and Due Process for Short Term Suspension

The Principal may impose a short-term suspension, and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S.

565). Before imposing a short term suspension, or other less serious discipline, the Principal shall provide notice to inform the scholar of the charges against him or her and, if the scholar denies the charges, an explanation of the evidence against the scholar. A chance to present the scholar's version of events shall also be provided.

Before imposing a short-term suspension, the Principal shall immediately notify the parents or guardians in writing that the scholar may be suspended from school. Written notice of the decision to impose suspension shall be provided by personal delivery or express mail delivery within 24 hours at the last known address of the parents or guardians. When possible, notification also shall be provided by telephone. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardians of their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or guardians. The parents or guardians of the scholar and the scholar shall have the opportunity to present the scholar's version of the incident and to ask questions of the complaining witnesses. Such notice and opportunity for an informal conference shall take place prior to the suspension of the scholar, unless the scholar's presence in the school poses a continuing danger to persons or property or is an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

The Principal's decision to impose a short-term suspension may be challenged by the parent(s) or guardian(s) in accordance with SBECA's complaint process.

LONG TERM SUSPENSION/EXPULSION

A long-term suspension refers to the removal of a scholar from school for disciplinary reasons for a period of more than five (5) days. Expulsion refers to the permanent removal of a scholar from school for disciplinary reasons. A scholar who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension or expulsion, unless the Principal determines that an exception should be made based on the circumstance of the incident as well as the scholar's disciplinary record. Such a scholar may also be subject to any of the disciplinary measures outlined elsewhere in this document, including a referral to the appropriate law enforcement authorities.

Disciplinary Infractions

- Possession, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the scholar in school;
- Commit, or attempt to commit, arson on school property;
- Assault any scholar or staff member;
- Intentionally cause physical injury to another person, except when scholar's actions are reasonably necessary to protect him or herself from injury;
- Vandalize school property causing major damage;
- Commit any act that could constitute a crime or is a more egregious infraction described under "short-term suspension," which school officials reasonably conclude warrants a long-term suspension.
- Use of drugs or possession of such.

A scholar who commits any of the acts previously described as causes for short term-suspension may, instead or in addition, be subject to a long-term suspension at the Principal's discretion only if the scholar has committed the act at least three times in the academic year.

Procedures and Due Process for Long Term Suspension

The Principal may impose a long-term suspension. Such a suspension may be imposed only after the scholar has been found guilty at a formal suspension hearing. In extreme circumstances, the Principal may expel the scholar from school. Upon determining that a scholar's action warrants a possible long-term suspension, the Principal shall verbally inform the scholar that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The Principal also shall immediately notify the scholar's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided 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 indicate that a formal hearing will be held on the matter, which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the scholar shall have the right to be represented by counsel, question witnesses, and present evidence.

If the Principal initiates the suspension proceeding, he or she shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Principal may accept or reject all or part of it. The Principal's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian through an appeal process to the Board of Trustees the details of which shall be determined. **NOTE: In any instance where the Principal is directly involved in the instance(s) at issue for a suspension or expulsion, the Principal shall appoint a designee to handle any investigation, hearing, and determination.**

Provision of Instruction During Removal

SBECA will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a scholar who has been suspended, alternative instruction will be provided to the extent required by applicable law. For a scholar who has been expelled, alternative instruction will be provided in like manner as a suspended scholar until the scholar enrolls in another school for a reasonable period thereafter or until the end of the school year.

Alternative instruction will be provided to scholars suspended or expelled in a way that best suits the needs of the scholar. Instruction for such scholars shall be sufficient to enable the scholar to make adequate academic progress, and shall provide them the opportunity to complete the assignments, learn the curriculum, and participate in assessments. Instruction will take place in one of the following locations: the child's home, a contracted facility (e.g., in the school district of location), or a suspension room or other available room at the school. During any removal for drug or weapon offenses, additional services shall include strategies designed to prevent such behavior from recurring. Instruction will be provided by one (1) or more of the following individuals who shall be certified or qualified in accordance with § 2854(3)(a-1) of the Education Law and the federal *No Child Left Behind* Act: the scholar's teacher(s), aides or trained volunteers, individuals within a contracted facility, and/or a tutor hired for this purpose.

SEARCH AND SEIZURE

A scholar and/or the scholar's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that scholar will result

in evidence that the scholar violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the scholar by school authorities and returned to parents/guardians at the school or turned over to law enforcement as appropriate.

All school-related property always remains under the control of the School and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles, and items controlled or directed by school officials in the support of educational-related programs or activities. The school is not responsible for books, clothing, or valuables left in lockers or desks. A scholar shall not place or keep in a locker, desk, or other school-related property any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school. The following rules will apply to the search of school property assigned to a specific scholar and the seizure of illegal items found therein:

- School authorities will make a reasonable search of a scholar's locker, desk, or other school-related property only when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- Searches shall be conducted under the authorization of the Principal or his/her designee.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed by school authorities.
- Searches of an individual will be made on individual suspicion of wrongdoing. To the extent practicable, searches of an individual will be conducted in private by a school official of the same sex and with another witness present.
- Searches of scholars and school property may be conducted on school grounds or whenever the scholar is involved with or attending a school sponsored or related function, whether it is on school grounds or not.

FREEDOM OF EXPRESSION

Scholars are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with

the freedom of others to express themselves, nor should it interfere with academic learning. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the scholar disciplinary policy and the school dress code, violations of which are punishable as stated in the disciplinary policy.

Scholar participation in the publication of school-sponsored scholar newsletters, yearbooks, literary magazines and similar publications are encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, school authorities control the content of such publications.

No person shall distribute any printed or written materials on school property without the prior permission of the Principal. The Principal may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The Principal may also regulate the time, place, manner, and duration of such distribution.

OFF-CAMPUS EVENTS

Scholars at school-sponsored off-campus events shall be governed by all the guidelines of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school-sponsored off-campus events and may result in additional disciplinary measures in accordance with the scholar disciplinary policy. Scholars in uniform off campus represent the school and will be held to the same rules and regulations as if they are on campus.

SCHOLAR RECORDS

SBECA will maintain written records of all suspensions and expulsions including the name of the scholar, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons. SBECA will comply with NYSED's VADIR data collection requirements and disciplinary data and submit that information to NYSED by required deadlines.

Charter schools are subject to the federal Family Education Rights and Privacy Act of

1974 (FERPA), which requires a school to protect a scholar's privacy. SBECA will not disclose any information from the scholar's permanent records except as authorized pursuant to FERPA, or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a scholar under 18 years of age, or a scholar 18 years of age or older, is entitled to access to the scholar's school records by submitting a written request to the Principal. Further information concerning the disclosure of scholar information and limitations on such disclosure may be found in FERPA and SBECA's FERPA policy.

DISCIPLINARY POLICY FOR SCHOLARS WITH DISABILITIES

In addition to the disciplinary procedures applicable to all scholars, SBECA shall implement the following disciplinary policy procedures with respect to scholars with disabilities. [A scholar not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior which is the subject of the disciplinary action, has a basis of knowledge—in accordance with 34 CFR 300.527(b)—that a disability exists may request to be disciplined in accordance with these provisions.] SBECA shall comply with sections 300.519-300.529 of the Code of Federal Regulations (CFR) and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.

If a scholar violates SBECA's discipline code and is being considered for a suspension or removal, the school must ensure the following due process protections are provided to the scholar and to the scholar's parent(s) in addition to those set forth in the regular educational disciplinary code. For suspensions of five (5) school days or less, the scholar's parent(s) or guardian must be provided with a written notice, and a follow up telephone call, if possible, within 24 hours of the incident leading up to the suspension which describes the basis for the suspension and explains that the parent or guardian has the right to request an informal conference with the Principal and appropriate staff to discuss the incident and question any complaining witness against the scholar. For suspensions in excess of five (5) consecutive school days, the scholar's parent(s) or guardian(s) must be provided with a written notice which indicates that the district proposes to suspend the scholar from school in excess of five (5) consecutive school days, describes the basis for the proposed suspension, explains that the scholar has an opportunity for a fair hearing conducted by the Principal, or his or her designee, at which the scholar will have a right to question any witnesses accusing him/her of committing the misconduct charge and to present witnesses on his/her behalf. Where possible,

notification must also be provided by telephone. In addition, the school must provide alternative education to the scholar during the suspension as set forth below, including any special services required by the Individualized Education Program (IEP) prepared by the scholar's Committee on Special Education (CSE) of their district of residence. The Principal shall make final determination on a suspension or removal of a scholar, following due process.

SBECA shall maintain written records of all suspensions and expulsions of scholars with a disability including the name of the scholar, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons.

Scholars for whom the IEP includes a Behavior Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the scholar or others if the BIP is followed with respect to the infraction, the matter will be immediately referred to the CSE of the scholar's district of residence for consideration of a change in the guidelines.

If a scholar identified as having a disability is suspended during the course of the school year for a total of eight (8) days, such scholar will immediately be referred to the CSE of the scholar's district of residence for reconsideration of the scholar's educational placement. Such a scholar shall not be suspended for a total of more than ten (10) days during the school year without the specific involvement of the CSE of the scholar's district of residence prior to the eleventh (11th) day of suspension, because such suspensions may be considered to be a change in placement. In considering the placement of scholars referred because of disciplinary problems, the CSE of the scholar's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

SBECA shall work with the district to ensure that the CSE of the scholar's district of residence meets within seven (7) days of notification of any of the following: (1) The commission of an infraction by a scholar with a disability who has previously been suspended for the maximum allowable number of days; (2) The commission of any infraction resulting from the scholar's disability; (3) The commission of any infraction by a disabled scholar, regardless of whether the scholar has previously been suspended during the school year. If such an infraction was committed by a

non-disabled scholar, the Principal would seek to impose a suspension in excess of five (5) days.

Also, SBECA will ensure that when the suspension or removal of a scholar with a disability will constitute a disciplinary change of placement, the CSE will be immediately notified so that the CSE can meet its required obligations to:

1. Convene a CSE meeting within ten (10) school days to make a manifestation determination.
2. Convene a CSE meeting within ten (10) business days to develop a plan to conduct a functional behavioral assessment or review an existing functional behavioral assessment or behavioral intervention plan.
3. Provide the scholar's parent(s)/guardian(s) with a copy of their procedural due process rights.
4. Work closely with the CSE of the scholars' district of residence in determining educational services or the interim alternative educational setting consistent with the FAPE requirements.

Provision of Services During Removal

Those scholars removed for a period fewer than ten (10) days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended scholar to make up assignments or tests missed as a result of such suspension. SBECA also shall provide additional alternative instruction with the reasonable promptness and by appropriate means to assist the scholar, so that the scholar is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits, and one-on-one tutoring.

During any subsequent removal that, combined with previous removals equals ten (10) or more school days during the school year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, school personnel, in consultation with the child's special education teacher, shall make the necessary service determination.

During any removal for drug or weapon offenses [pursuant to 34 CFR §300.520(a)(2)] services will be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his

or her IEP. These service determinations will be made by the CSE of the scholar's district of residence. The school will place scholars in interim alternative educational settings as appropriate and mandated by 34 CFR §300.520(a)(2).

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the scholar to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the scholar's district of residence will make the service determination.

CSE Meetings

Meetings of the CSE of the scholar's district of residence to either develop a behavioral assessment plan or, if the child has one, to review such a plan is required when: (1) the child is first removed from his or her current placement for more than ten (10) school days in a school year; and (2) when commencing a removal which constitutes a change in placement. The scholar's special education teacher (or coordinator) and the general classroom teacher will attend all meetings regarding the scholar initiated by the CSE from the scholar's home district.

Subsequently, if other removals occur which do not constitute a change in placement, the School will work with the CSE of the scholar's district of residence to review the child's assessment plan and its implementation to determine if modifications are necessary. If one or more members of the CSE of the scholar's district of residence believe that modifications are needed, then the CSE is expected to meet to modify the plan and/or its implementation.

Due Process

If discipline which would constitute a change in placement is contemplated for any scholar, the following steps shall be taken: (1) not later than the date on which the decision to take such action is made, the parents/guardians of the scholar with a disability shall be notified of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and (2) immediately, if possible, but in no case later than ten (10) school days after the date on which such decision is made, the CSE of the scholar's district of residence and other qualified personnel shall meet and review the relationship between the child's disability and the behavior subject to the disciplinary action.

If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.121(d), which relates to the provision of services to scholars with disabilities during periods of removal.

Parents/Guardians may request a hearing to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement pending the determination of the hearing.

If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in any interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent and the School agree otherwise.

APPENDIX B- Healthy Snack Policy

SBECA

HEALTHY SNACK Policy

We are encouraging our scholars to bring healthy snacks to school. They will be allowed to consume these healthy snacks during a designated time in the school day.

Frequently asked questions:

What is a healthy snack?

- A light portion of food that provides good nutrition and a high level of energy. Healthy foods are high in vitamins and fiber and low in saturated fat, added sugars, and sodium (salt).



What are empty calories?

- Empty calories are foods that provide no nutritional value. Foods like soda, candy, and chips do more harm to the body than good!

How should I package my snack?

- All snacks should be placed in a disposable package, like a zip-lock bag.

What is the purpose of a healthy snack?

- Healthy snacks provide scholars with a high level of energy and help increase the body's metabolism. It can also help scholars stay focused and alert throughout the day.

Where can I get a healthy snack?

- You can find all of the prescribed healthy snacks in your neighborhood grocery stores (i.e. C-Town, Western Beef, Pathmark, BJ's, etc.)

Are these snacks expensive?

- Fruits and vegetables are a relatively cheap snack. Whole grain crackers and low fat yogurt are also inexpensive. Snacks are not a full meal, so they shouldn't cost as much.

Can water be put into other beverage containers?

- No other beverage cans/containers may be used! If water is put into an Arizona or Gatorade container, it will be thrown out.

*These are the Guidelines for the snacks scholars can bring into school. Scholars should **NOT** bring any snacks that are not on the diagram below. For example, scholars **CANNOT** bring in fried foods of any kind, **NO** sodas of any kind, **NO** juice of any kind, **NO** nuts of any kind, and **NO** chips of any kind. Scholars must bring snacks in a zip-lock bag or something that can be disposed of. Please refer to food options below if you need ideas on what your child can bring in for snack.*

Fruits	Vegetables	Beverages	Combinations and miscellaneous	Foods that are prohibited
Apples slices Bananas Blueberries Blackberries Cantaloupe cubes Cherries Clementine Grapes Kiwis - sliced Orange wedges Pomegranate seeds Strawberries Raspberries Watermelon cubes Grapefruit Sliced Mangoes Sliced Peaches Tangerines Dried fruits	Baby carrots Broccoli Cauliflower Green peppers Red Peppers Banana Peppers Celery sticks Cucumber slices/sticks Grape tomatoes Bell peppers - sliced** Sugar snap peas Guacamole Hummus White bean dip Pickles	Water Seltzer water (non-sugared sheltered water.	Yogurt and fruit Crackers and hummus Guacamole and crackers Fruit vegetable smoothies Salads Sunflower seeds Pumpkin seeds Nutrition bars	Soda Candy Fried foods Fast foods Juices that are not 100% juice Chips of any kind Popcorn Cookies (oatmeal raisin is okay)

APPENDIX C- Policy Regarding Sports & After School Program Participation

Sports Program

SBECA offers a variety of competitive and intra-mural sports, the program is open to all scholars in good academic and behavioral standing.

Good Standing

In order to be in good standing, scholars must pass **both** the academic and work ethic components of their classes. Typically, scholars who are scoring 80 percent or better are seen as in good standing. Scholars who fall below the minimum

requirements may be put on probation or withdrawn from the team. Additionally, if a scholar is missing assignments or failing a class within a quarter, he/she may be temporarily withdrawn from the team until work has been submitted or the grade has improved. Attendance at school is also a requirement of participating on the sports program and this includes lateness to school and class.

Behavioral Policy

It is expected that our scholars behave in an exemplary manner at all times. Behaviors that would constitute withdrawal from a sports team include, but are not limited to:

- Persistent classroom disruptions
- Excessive detentions
- Suspensions
- Recommendation from the Dean's Office

APPENDIX D- Policy Regarding Music & Arts Performances

Music Program

The music and arts program at SBECA is designed to develop the whole scholar. The knowledge and skills of playing instruments and voice is essential to academic achievement. The following are the requirements for participation in the music program.

Music Program Requirements:

Uniform for Performances:

- White Shirts: Button down or Polo, long or short sleeved, no logos or prints.
- Black pants (no jeans) or knee length black skirts
- Black shoes

Attendance and Rehearsals:

- Attendance is mandatory for all music classes.
- Excessive absences will affect scholars' grades as well as their ability to perform in concerts.
- Dress Rehearsals for concerts is mandatory.
- Detailed information will be sent home prior to each concert.

A music contract will be sent home the first day of classes and must be signed and returned to the music teachers.

NOTES