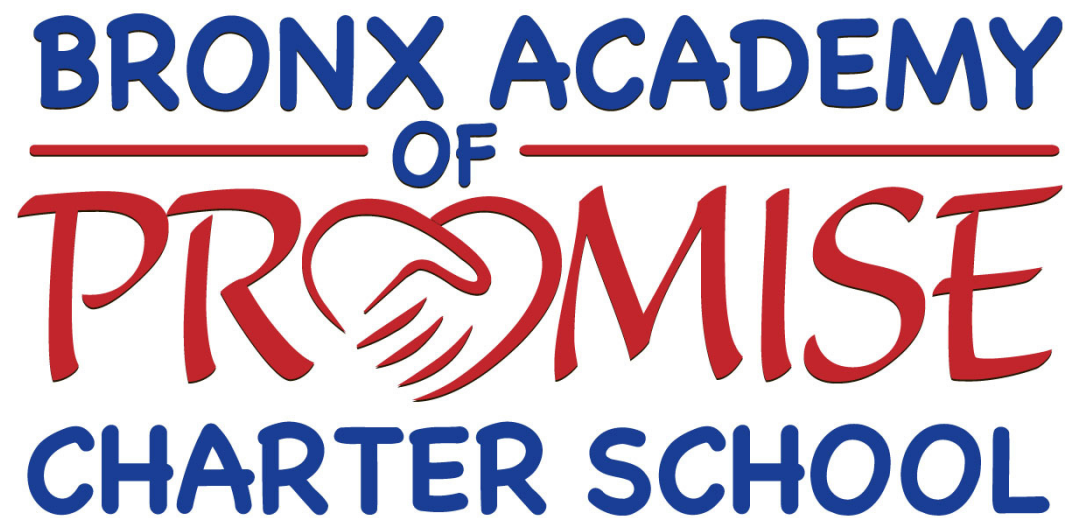


BRONX ACADEMY
OF
PROMISE
CHARTER SCHOOL



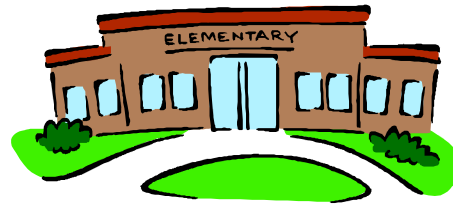
Family Handbook
2010-2011

Principal
Assistant Principal

Dr. Barbara Baxter
Mr. Ronnie Greene

Our Mission

Our mission at Bronx Academy of Promise Charter School is to educate each student to high learning standards using a curriculum that emphasizes information about the various career choices available to them. The school will prepare students to succeed in high school, make informed decisions about a direction for their careers, and become productive citizens. The school will provide a comprehensive academic curriculum with character and career education integrated into the subject areas. The curriculum will promote excellence in all areas: cognitive, social, emotional, and moral development. Students will experience learning gains each school year to attain learning proficiency, and the community, parents and staff will participate meaningfully in the school to continuously improve its potential for success.



We are excited to begin the new school year! I am looking forward to sharing your children and your community. We have high expectations for all students and expect the best from each of them. Please join us in creating a culture of learning and a society of Promise Scholars.

Dr. Baxter

OFFICE HOURS
Monday – Friday 8:00 am – 3:15 pm

Receptionist	Ms. Jessica Campo
School Secretary	Ms. Sharon Pineda
Executive Office Manager	Ms. Agnes Melendez
Business Officer	Ms. Janet Schroeder
Assistant Business Officer	Ms. Celeste Wallace
Outreach Coordinator	Mr. Donald Carrow

School Phone 718 681 8275

School Fax 718 681 8225

If you would like to contact your child’s teacher, please call the school and the teacher will receive a message to call you. Teachers are focused on instruction in the classroom during the school day. They will return phone calls during planning, lunch, before or after school.

Arrival and Departure Procedures

Arrival

The Bronx Academy of Promise Charter School opens at 8:00 am for breakfast. *Students who report after 8:30 will require a late pass to enter the classroom.* Teachers will not have the opportunity to speak with parents during the arrival time. If you would like to speak with your child's teacher, please make an appointment.

Special arrangements may be made through the office for parents who accompany their children to school earlier than 8 AM.

Absences

When your child is ill and stays home from school, a note explaining the illness should be sent to the school with the child. Other excusable absences include medical and dental visits and family emergencies. Unexcused absences will be recorded and 3 or more will be considered truant. We will have to report truancies to the New York City Department of Education.

When to keep your child home:



- Fever of 101 degrees or higher
- Vomiting, loose bowel movements
- Pink eye
- Pain
- Severe coughing
- Open or draining sores
- Runny nose with thick yellow or green discharge
- Lice, ringworm/ contagious conditions
- Difficulty breathing
- Rash or hives

If your child is on medication that needs to be taken in school, you must bring the medication to the school nurse.

Attendance

- Each student is expected to have a 95% attendance rate for the school year.
- Certificates—Certificates will be given in December for perfect attendance during the fall semester. At the end of the year, there will be an award for those who have perfect attendance for the year. Tardies will be included in attendance and will be subtracted from the attendance rate.

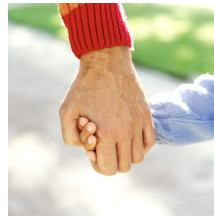
The office must be informed immediately if there is a change in home address or telephone number. 2 proofs of address are required (utility bill and lease).

Tardies

- If you bring your child to school after 8:30, you will need to sign him/her in. Your child is considered late to school. This will exclude your child from 100% attendance.

Departure

At the Bronx Academy of Promise Charter School, the day ends at 3:15 pm. Teachers will only release students to family and friends that are listed on a child’s emergency card or enrollment papers. Identification will be required. This is for the safety and security of all students.



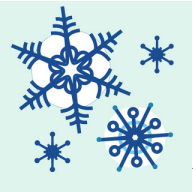
Early Dismissal

If a child needs to be released from school early, a **note** needs to be sent in prior with the child indicating the time he/she needs to leave. Phone calls will not be accepted. Parents/Guardians need to fill out the Early Dismissal Log in the main office. The child will be sent to the office to meet the parent/guardian. No early dismissals will be permitted after 2:30 pm.

Late Pick-Ups

Pick up time is 3:15. If you have an emergency, call the school immediately. Parents picking up a child late must sign in the Late Pick Up Book. Unfortunately, there is no supervision for child care after school. Late pickups with no notification may be referred to Child Protective Services.

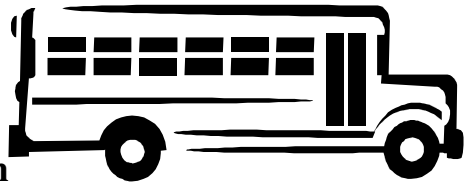




Delayed Openings and Early Closings

BAOP will follow the dismissal policies of the NYC DOE for emergency closings. If schools close early, every effort will be made to contact parents and leave messages through Blackboard Connect Ed © phone and email messages. All after school activities will be canceled if school must close early. We will utilize our Internal Phone Communication System as well.

*****At no time is a child to be dropped off late or picked up early without a parent/guardian signature.**



Transportation

Yellow bus transportation to and from school is a privilege, it is imperative that your child abides by the school “Bus Code of Conduct”. Failure to comply with the rules will result in suspension and or revoke the privileges from riding the yellow busses permanently.

In the event the school bus arrives at a student’s destination and there is no adult at the stop to receive the student or the student refuses to leave the bus the procedure from the Office of Pupil Transportation OPT is as follows:

- The student will be allowed to get off the bus at their stop unless they notify the driver that the designated adult is not present and that they will remain on board. The driver will drop off the other students on the bus route and return the student to the appropriate stop.

If a designated adult is still not there, the driver will radio the dispatcher who will contact OPT and 911 and the police will determine the best course of action. ***Children will not be returned to the school. Parents must call Pioneer Bus Company 718-931-5450***

Withdrawals: Parents/Guardians requesting to withdraw their child are asked to complete an official withdrawal form, and arrange the return of all school books and materials. Parents will be asked to fill out an exit form/survey. All school books and materials must be returned upon a student leaving BAOP.



LUNCH AND CAFETERIA

All students will be provided a lunch period. You may apply for free or reduced lunch through the federal program. All forms must be submitted and approved for a child to qualify for free or reduced lunch. If your child qualifies for reduced lunch, there is a fee of that must be paid weekly for your child to receive that lunch. If your child does not qualify for free or reduced lunch, there is a fee of that must be paid weekly. Send your child's lunch money in a sealed envelope on Monday for that week. You may also pay for a full month if you choose.

UNIFORMS

All students are expected to be dressed in proper uniforms daily. This year is a transition year for the new uniform. If you have presentable clothing from the previous uniform, it may be used this year. Parents changed the uniform to provide a more reasonable price for the clothing as well as a more formal look. **The uniform consists of a button down light blue shirt and navy slacks, skirts, or jumpers. Logo is not required this year.**

THE FOLLOWING WILL NOT BE ACCEPTED

- No hats or bandanas, unnatural hair color or hair styles
- No beepers, cell phones, hand held games or portable CD/MP3/tape players
- No boots (except on days with inclement weather), backless shoes or shoes with heels or flip flops
- No baggie pants or pants with hems dragging on the ground
- No oversized shirts or shirts that are "long hanging"
- No gum
- No earring larger than a nickel in size / bracelets / rings
- No nail polish / make – up

Gym uniforms may be worn only on your child's gym days. Gym uniform consists of Navy Blue Sweats/Shorts, light blue T-shirt.

Lost and Found

Lost and Found bin is located in the main office. Please label all sweaters, coats, hats, lunch boxes, and back packs with your child's name. Children and parents can check the Lost and Found bin for belongings. Unclaimed articles will be donated to charity before the Winter Break and before the end of the school year.

Money

Money should only be brought into the school for a specific purpose (class trip, book fair, fund-raiser, lunch, etc.) and must be put into an envelope with the child's name, grade, and amount. Children should not bring other monies into school. The school cannot be responsible for lost or stolen money.

Not Permitted

- Rolling book bags (They do not fit into cubbies, safety concerns as children drag them through hallway and outdoors; children frequently trip over one another's rolling bags. Please provide your child with a regular over the shoulder backpack.)
- Scotch tape Permanent Markers Wire ring notebooks White out
- Staplers Glue Scissors Cell phones
- Toys (with the exception of jump ropes, playing cards, and NERF balls) Electronic devices

Field Trips

- Throughout the school year, children are taken on field trips to enhance and expand learning. Parent permission is required for each student to participate in the field trip and must be given on the approved school form. Students must be in BAOP uniform for field trips. Some trips may require a fee per students but we will do our best to keep the costs to a minimum.



General Information

The Bronx Academy of Promise is a child centered elementary school with an emphasis on career preparation. Students will have the opportunity to gain the competencies needed to be successful at middle school and beyond. The elementary school will address the fundamental skills in literacy and math. Science and social studies will include experiential and project based learning. Career information will be incorporated in connection with the curriculum content and standards.

Daily Instruction

All students in grades 1-4 will receive daily instruction in literacy and mathematics. Science and social studies may occur daily or be alternated if students are working on projects. Each week students will receive instruction in art, music, and physical education from a specialist.

Kindergarten will receive daily instruction in literacy and mathematics. Science and social studies may be subordinated at times for prosocial learning.

In all grades, character education/moral education/prosocial behaviors will be integrated into the school day during unstructured times as well as content lessons. Most important, is the modeling and demonstration of appropriate interaction by staff and parents.

The child centered school culture will support positive interactions and conflict resolution.

High expectations for students will emanate from student goal setting as well as classroom and grade level targets for growth and achievement. Parents will participate through PCO meetings, workshops, teacher and school communications, and parent-teacher conferences.

Literacy

Students will be working on listening, speaking, reading, writing, and presenting through a balanced literacy program utilizing both trade books and an anthology. They will engage in shared reading activities, mini lessons, word skills, comprehension practice, small group guided reading, independent reading, writing workshops, and oral presentations. Literacy is the most important subject in elementary school.

You can help your child with:

100 Book Challenge: Students will be required to spend at least 15 minutes at home each day reading an appropriate material. Each child will have a log for parents to sign that they have completed this requirement. Kindergarten and first graders may be read to instead of reading on their own. Awards will be given out to children who achieve the 100 book challenge.

Mathematics

The Bronx Academy of Promise math program is based on computational skills with supplementary conceptual activities. Students will learn the elementary addition, subtraction, multiplication, and division skills with added experiences and inquiry into mathematical concepts.

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Other Subjects

Social Studies and Science will follow the state standards and curriculum. Literacy and mathematics will often be integrated into these content areas. Career education will also be incorporated through visitors and field trips.

Connect courses such as music, art, and physical education are taught by specialists in each field. Children will have the opportunity to explore these subjects and gain skills. High expectations for student achievement are supported by the academic program, development of test taking skills, and parental support. There are several assessments administered to students during the school year to measure progress and establish instructional priorities.

ASSESSMENTS

New York State Assessments take place in the spring for reading and mathematics. Fourth grade students will take a science assessment which includes an objective component and a performance assessment. All of the state assessments are high stakes tests that measure school progress and impact the school report card.

School based assessments include the Terra Nova which is a standardized test we administer twice yearly to measure students progress. The Terra Nova is a nationally normed assessment which compares our students to other students in the country.

Formative assessments are used during the school year to help teachers plan instruction. A reading assessment will be given at the beginning of the school year to determine placement for guided reading instruction. A similar assessment will be administered at least twice more to measure student progress and find student strengths and needs.

Other classroom assessments will assist the teacher in decisions about lessons and activities.



CURRICULUM

The Bronx Academy of Promise follows the New York State standards and curriculum guidelines. In October, the PCO night will include a curriculum workshop for parents at each grade level. More information will be available. The New York State standards and guides can be found on the New York State Education Department website. www.nysed.gov

GRADES

Report cards are issued four times during the school year with parent conferences scheduled for the first and third report card distribution times. Interim reports will be issued during each quarter to communicate your child's progress.

The grades and their numerical equivalents are listed below.

Kindergarten

4 Above Level **3** On Level **2** Approaching **1** Below Level

1st-3rd Grade

A+	95-100	A	90-94	Special Subjects	Final semester averages and course grades are determined by averaging the quarter grades with the additional weight given to the final marking period.
B+	85-89	B	80-84	+ Above Average	
C+	75-79	C	70-74	Average	
D	65-69	F	Below 65 *Failing	- Below Average	

Honor Roll

Students who excel in academics consistently throughout the year will be honored mid year and at the end of the school year. Awards will be granted for high achieving, most improved, and perfect attendance.

Principal's Award: Effort and Improvement

2nd Honors: B+ average or better - no grade lower than a B, also must have good conduct and attendance

1st Honors: A average or better - no grade lower than an B+, also must have good conduct and attendance.

ACADEMIC INTERVENTIONS

If your child is experiencing academic difficulties, there are interventions for assistance.

- 1) Differentiated instruction (groupings in the classroom)
- 2) Small group remediation
- 3) After school programs (as available)
- 4) Child Study Team
- 5) Retention
- 6) Special education settings including speech, occupational therapy, physical therapy, small group pull out classes
- 7) Special education requirements beyond pull out classes will be referred to another facility with appropriate resources.

Homework

Homework in the elementary grades is an essential tool for reinforcement of classroom learning. It complements learning that takes place in the classroom and is given for the following educational purposes:

- *To promote collaboration and investigation among students and parents;*
- *For remediation, enrichment, or as a supplement to course work*
- *For drill and practice*
- *To prepare for independent learning*
- *To help parents keep abreast of what their child's strengths and weaknesses*
- *To provide a very important opportunity for young children to talk about what they are learning to an interested adult and to practice key skills in a supportive environment*
- *To give children the opportunity to explain what they are doing and how to extend the time for learning and give extra practice.*

Grade K	10 minutes	Grade 2	20 minutes	Grade 4	40 minutes
Grade 1	15 minutes	Grade 3	30 minutes		

100 Book Challenge is in addition to the homework. Parents should provide a space for children to work on their assignments. The kitchen table is a good area for children to write and for parents to supervise.



PARTIES AND HOLIDAYS

Birthday Parties

Only Kindergarten classes may celebrate birthdays in their classrooms. Parents must make prior arrangements with the teacher. Parents **may not** bring in favors or ‘goodie’ bags for the students. **Please be mindful and aware of children’s allergies.** Invitations for outside parties are not permitted to be distributed in the school unless appropriate plans are made with the teacher in advance.

Holidays

National holidays will be marked with appropriate study and celebration – Election Day, Columbus Day, Veteran’s Day, Thanksgiving, Martin Luther King Jr, Lincoln, Washington, Flag Day, etc.

Hispanic Heritage month and Black History month will be celebrated with presentations and study.

Religious holidays will not be celebrated as such in school. However, these holidays can be an opportunity for learning tolerance and understanding of other cultures. Your child may learn about these holidays in a cultural context.

PLEASE BE ADVISED: A new state law prohibits teachers from accepting gifts totaling more than \$75 for any school year. We suggest that you provide a class gift for the teacher or books for the class library.

PROSOCIAL LEARNING

The culture of the school will promote the prosocial learning, character and moral education of the children. Each classroom will build a community of learners. Morning meetings will set the tone for the day and students will have a chance to share anything important to them.

Schoolwide behavioral expectations will be posted in each classroom. These will include respect for oneself, others, property, and being prepared to learn. Students will practice the school and classroom routines so they will be familiar with and have the skills to follow the rules.

Classroom consequences may include: reminders, redirection, teacher proximity, change of seat, time out, parental communication. If a child exhibits difficulty after the above interventions, he/she may be referred to the guidance counselor and the child study team.

In a serious situation, the child may be referred to an administrator for suspension. Serious situations include: violence, destruction of property, possession of weapons, drugs or other contraband. Parents can expect notification of behavioral difficulties and to provide support to the teacher in creating a learning environment. Students may not have electronic devices or cell phones in school. These items will be confiscated to be released to a parent in the principal's office.

To establish a positive school climate, we will strive to model the core values of **Caring, Respect, Responsibility, Trust, and Family** and create a warm and supportive learning environment that is based on mutual respect, fairness, and opportunities for all to contribute.

- *To support academic achievement, we will strive to align our academic content and instruction with our core values in order for students to recognize connections between character and their studies. In doing so, we hope that students can demonstrate greater responsibility, initiative, and self-discipline in their academic efforts.*
- *To strengthen family and community involvement, we hope to make parents an active participant in their children's education. We intend on creating opportunities for parents to learn about, understand, and support our character education initiatives.*
- *To improve student interaction, we hope to create a positive, consistent approach to school and classroom discipline in which students are held accountable for our core values. Students will be provided with opportunities for moral action by participating in community outreach and team work with staff and parents to display moral leadership, set examples for younger children, and to stand up for what is right.*

COMMUNICATION

Agenda Books – travel home every day, pocket for notices, parent comment section, homework record
Blackboard Connect Ed © to notify and update parents, faculty, and staff within minutes.

Web-Site: Please visit us at www.bronxacademyofpromise.com

Other letters and notices as needed

Parent- teacher conferences

Parent Community Organization – meets monthly

FACULTY 2010-11

KINDERGARTEN

Lisa Murgolo
Jane Chien
Danielle Viggiano

FIRST GRADE

Ewa Gorczyca
Jennifer Tubbs
Devon Downey

SECOND GRADE

Evette Cabral
Melissa Garcia
Evette Cabral

THIRD GRADE

Kristin Crocitto
Anthony Sepe

FOURTH GRADE

Tammiann Trudel
Salvatore Spataro

ART Ardis Strong

MUSIC Reagan Fletcher

PHYSICAL EDUCATION Robert Iannuzzo

SPECIAL EDUCATION

Erin McGlynn

ESOL Staff

Sarah Schlesinger
Kathleen Butler

LITERACY COACH Dr. Ritashona Simpson

GUIDANCE COUNSELOR Effie Karabas

TEACHING ASSISTANTS

Jennilee DeHoyos
Crystal Nissing
Ashley Malloy
Neferteree Edwards

Internet Policies

Acceptable Use Policy for Internet Access

Freedom of inquiry and access to information is fundamental to the development of our society, and is the right of all students and staff. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communication and exploration. On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource, they are similar to books, magazines, video, CD-ROM, and other information sources. Students and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in consequences laid down by the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Standards of Behavior

Be courteous and respectful in your messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

Do not reveal your home address or phone number, or that of other students.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.

Messages related to or in support of illegal activities may be reported to the authorities.

Never agree to get together with someone you “meet” on-line without first checking with your parents or a responsible adult at school.

Only public domain software (“shareware”) can be downloaded. Copyright laws must be respected.

Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.

Do not use the network in such a way that you would disrupt the use of the network for other users.

Parent signature _____

PARENT CONTRACT 2010-11

The Bronx Academy of Promise is a New York City charter school designed to provide instruction with high expectations for all children.

While the school will institute appropriate curriculum and instruction, parents are the most important teachers of their children.

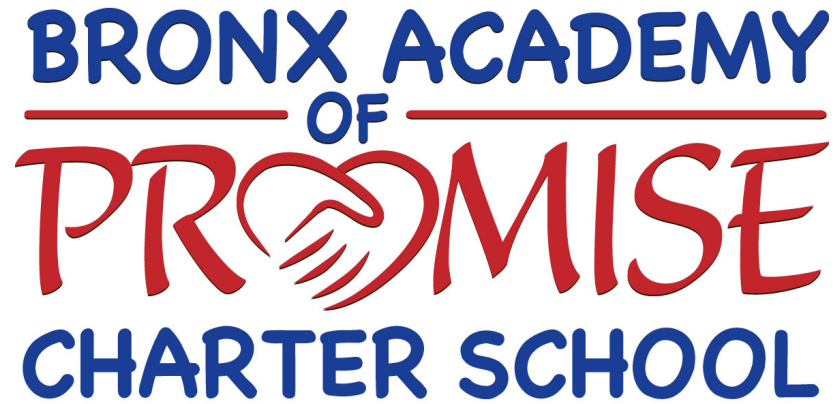
As educators, we want to do the best job for your child but we need you to do the best job as well.

Please read, agree, and sign the parent contract. Without your assistance, your child cannot reap the knowledge and skills we will offer.

Parent contract:

- See that my child is punctual and attends school regularly.
- See that my child is dressed in accordance with the school uniform policy.
- Support the school discipline policy.
- Provide my child with lunch money, if needed
- Help my child to accept consequences for negative behavior.
- Provide a quiet place for my child to do homework.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child on a nightly basis and let my child see me read.
- Supervise and sign the 100 Book Challenge Log
- Attend the two parent-teacher conferences
- Check with my child daily for information sent home from school that will be useful.
- Attend at least two PCO meetings annually
- Volunteer to chaperone a field trip or bring needed materials to the classroom.
- Read and sign my child's report card
- Reimburse the school for any lost books.

Parent signature _____



2009-2010 Family Handbook
Sign and return by September 14, 2010

My signature below states that I, along with my child; have read, understand, and accept the processes and policies in place. I will support the school to create the most positive and challenging learning environment for the students. I understand that violation of the school policies and procedures including uniform, discipline, etc. may result in suspension or expulsion for my child.

Parents Name PRINTED

Child's Name PRINTED

Parents Signature

Date & Child's Class