



**EMBLAZE ACADEMY**  
CHARTER SCHOOL

Student & Family Handbook  
2018-2019

*[www.EmblazeAcademy.org](http://www.EmblazeAcademy.org)*



## Emblaze Academy 2018-2019 Student and Family Handbook

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## I. Letter from our Head of School

Emblaze Academy Families,

Welcome to Emblaze Academy Charter School! We are thrilled to have you as part of our team and are grateful to have the opportunity to provide a high-quality education to students in the South Bronx. We don't take the trust that you have placed in us lightly; you have joined a community of people who have dedicated their professional lives to helping all children reach their full potential.

As is the case with any community, Emblaze Academy Charter School needs a set of rules and guidelines to clarify expectations; to help us operate fairly, efficiently, and effectively; and to fulfill our mission of preparing all our students to thrive in high school and graduate from the college of their choice. The purpose of this Student and Family Handbook is to ensure that we have consistent expectations across our school. This Handbook may not answer all your questions, but it should provide examples of Emblaze Academy Charter School's mission, procedures, expectations, and guiding principles.

As Emblaze Academy Charter School always seeks to improve, we reserve the right to amend, modify or change the provisions of this Handbook. We will provide all students and families notice of any significant changes in the policies reflected in the following pages.

The choice of school for your child is one of the most important decisions a parent can make, and we are honored that you choose Emblaze Academy to partner with you to provide the highest-quality education for your child.

In partnership,

A handwritten signature in black ink that reads "Kristen Shroff".

Kristen Shroff  
Head of School  
Emblaze Academy Charter School



## II. General Information

### Purpose of Handbook

Welcome to Emblaze Academy Charter School! This Student & Family handbook is a reference document that outlines Emblaze Academy's most important academic, discipline, and safety policies. Additionally, school notices that are sent home communicating policy updates and changes are regarded as additions to our Handbook.

Students and families must review all the topics contained in this Handbook and submit a Letter of Acknowledgement of receipt to the school. Please contact the Main Office with any specific policy questions or concerns about this material. At Emblaze Academy we have a growth and strengths-based mindset, so our policies and procedures will continually evolve and conveyed in a positive and supportive manner. This handbook is intended for our students and for their parents, guardians, or individuals with temporary or permanent custody.

### School Contact Info

Address	Hours of Operation	Main Office Number
424 E. 147th Street, 3rd Floor Bronx, NY 10455	7:15am-4:15pm Monday-Thursday  7:15am-1:00pm Friday	TBD

### School Calendar



**Sample Student Schedule**

Below is a sample of a typical student’s schedule. Students will have 50 minutes each of Literature, Writing, History, Math, Science, and Physical Education; 25 minutes each of Close Reading, Guided Reading, Problem Solving, and Cumulative Review; two ten-minute breaks and a 30-minute lunch; and 45 minutes of Elective Clubs each day.

	Mott Haven	Melrose	Morrisania
7:00-7:15			
7:15-7:45	Bfast & AM HR	Bfast & AM HR	Bfast & AM HR
7:45-8:10	Literature	Guided Reading	Close Reading
8:10-8:35	Literature	Close Reading	Guided Reading
8:35-9:00	History	Literature	Writing
9:00-9:25	History	Literature	Writing
9:25-9:35	AM Break	AM Break	AM Break
9:35-10:00	Writing	History	Literature
10:00-10:25	Writing	History	Literature
10:25-10:50	Guided Reading	Writing	History
10:50-11:15	Close Reading	Writing	History
11:15-11:17	Transition	Transition	Transition
11:17-11:43	Lunch	Lunch	Lunch
11:43-11:45	Transition	Transition	Transition
11:45-12:10	Math	Cumul Rev	Problem Solving
12:10-12:35	Math	Problem Solving	Cumul Rev
12:35-1:00	PE	Math	Science
1:00-1:25	PE	Math	Science
1:25-1:40	PM Break	PM Break	PM Break
1:40-2:05	Science	PE	Math
2:05-2:30	Science	PE	Math
2:30-2:55	Cumul Rev	Science	PE
2:55-3:20	Problem Solving	Science	PE
3:20-3:30	PM HR	PM HR	PM HR
3:30-4:15	Elective Clubs	Elective Clubs	Elective Clubs
4:15-4:30	Dismissal	Dismissal	Dismissal



### Mission

Through rigorous curriculum and high-quality instruction, provided within an invested and ambitious school community, Emblaze Academy Charter School prepares all students in grades five through eight to thrive in high school and graduate from the college of their choice.

### Our Beliefs

**Rigorous Curriculum:** We respect the intelligence, innate desire to learn, and academic capability of our students.

- **Rigor Equals Equity.** We hold our students to high academic expectations because we know they are capable of reaching the bar we set. Our curriculum, vetted by experts, is used by high-performing schools across the country to get results and prepare students for college.
- **Challenge and support are at the core of who we are instructionally.** All students receive daily interventions and are challenged with complex tasks in their core classes. We have two special educators in each grade, a robust RTI program, and small group instruction four times daily.
- **We start with the end.** All of our students are going to college, so we carefully backwards map all assessments, units, and daily lessons using the New York State Common Core Standards and AP Literature, Mathematics, and History courses. We know the college-ready bar in each subject.

**High Quality Instruction:** We believe in the power of high quality teachers to transform our students' academic trajectory.

- **High-impact professional development.** Every teacher is equipped with the skills they need to effectively lead a classroom and deliver results. We have a culture of growth and feedback, weekly practice-based professional development, and every teacher has an instructional coach.
- **We measure results, not intentions.** We are unapologetically data-driven because every student deserves targeted instruction that pushes him or her to meet ambitious academic goals. We analyze exit tickets daily in all subjects, and give weekly quizzes, and Interims every six weeks.
- **We expect homework that is thoughtful and complete.** We refer to homework that is carefully done as "professional" homework and we expect that our students will complete their homework consistently in a "professional" manner.
- **Academic Integrity.** Emblaze Academy takes academic integrity very seriously. Students are expected to do their own work at all times and refrain from both cheating and plagiarism. All work and all grades should result from a student's own understanding and effort. Academic misconduct will always result in a referral to the Dean and serious consequences to include, but not limited to, suspension.
- **Our systems allow us to thrive.** We have consistent systems throughout individual classrooms and across the school that create a predictable space in which students can excel academically and behaviorally. Teachers are normed and consistent, and classes are structured and joyful.

**Invested, Ambitious School Community:** Our community is relentlessly ambitious, energetic, & focused, & deeply respectful of our students & families.

- **RISE.** Our core values of Respect, Initiative, Scholarship, and Effort come alive in our school through our words, actions, and physical space. Students learn about our core values at Student Orientation and get daily individual and group feedback through scholar dollars and RISE points.
- **We celebrate academics.** Students become fully invested in their personal academic growth and achievement. Students earn awards and recognition at weekly awards ceremonies and reflect on progress in weekly small group Family Meetings with their advisors.





- **Families are partners.** Families become invested in our mission. We hold Home Visits with every new family and three Family Academy sessions each year. We host monthly school-based family events and engage in daily and weekly communication with our families.

### Core Values

Our Emblaze Academy **RISE** core values of Respect, Initiative, Scholarship, and Effort are the character traits that we work to explain, model, reinforce, and grow in our students to prepare them for the rigors of competitive high schools and colleges. Our core values are explicitly taught to students during Student Orientation and explicitly taught to parents during Parent Academy. Teachers use the core values daily in their lessons and students receive frequent individual and whole class feedback on the values so they learn to internalize their meaning in real world context.

- **Respect:** Students at Emblaze Academy are respectful of their classmates, their teacher, and their community. We value kindness, honesty, patience, tolerance, and acceptance of those who look, act, think, learn, or celebrate differently than we do.. We respect our classroom environment by keeping our homerooms, desks, and personal belongings clean and organized. We respect our community by demonstrating our RISE values inside and outside of school.
- **Initiative:** Students at Emblaze Academy show initiative by going above and beyond. We demonstrate intellectual curiosity and zest for learning. We participate frequently in class and aren't afraid to take academic risks. We ask teachers for support if we're confused, call friends for help with homework, and work proactively to self-manage our time to study for tests or complete longer assignments. Emblaze Academy students take on leadership roles in class, during electives, and in the community.
- **Scholarship:** Every student at Emblaze Academy has the same goal: to prepare to thrive in high school and graduate from the college of their choice. We set ambitious academic goals and work hard to reach them. Students at Emblaze Academy read 1,000,000 words per year and complete their homework every night. We know our reading and math levels and work hard to improve. We closely monitor our grades in all courses and set goals to attain GPAs greater than 3.0 in every trimester.
- **Effort:** At Emblaze Academy, we have a growth mindset. We know that hard work pays off and that academic and character success is within our locus of control. We don't take shortcuts and do our best work on all assignments. When faced with a challenging task, we persevere and we know that it's okay not to know an answer, but it's not okay not to try. We complete all classwork and homework assignments to the best of our ability. We hold ourselves accountable to meeting our true potential.



### III. Family Communication and Policies

#### Visitor Policies

Emblaze Academy is a school that values the South Bronx community and partnership, so we welcome parents and local representatives to visit our campus. We are proud to showcase student learning and fellowship to everyone who visits the school. In order to ensure the safety of our students, staff, families and guests, **Emblaze Academy requires that all visitors check-in immediately at the Main Office upon arrival to the school.** Visitors will receive a laminated visitor pass to tour the school and this pass must be worn at all times. Upon departure, visitors must return pass and sign-out at the Main Office to conclude visit. This way safety measures are in place to track visiting times and activity on the premises at all times.

If a visitor is coming to school to drop something off for your student or to leave a message, we still require that the visitor come first to the main office to sign-in. Parents or guardians who want to deliver items to students must drop items off at the main office for distribution by a school staff member.

To schedule a meeting with the Head of School, Dean of School Culture, or a School Counselor, families should contact the Main Office with advance notice (as much as possible). To set-up a formal conference, with a teacher, please contact the teacher at least one day in advance and confirm the date and time on the day of visit.

Parents or guardians who would like to visit (without a scheduled conference) should notify a school administrator, teacher or scholar advisor one day in advance. Unscheduled visits may interfere with scheduled activities and cannot always be accommodated. There are some rules for visitors:

- Visitors may not talk to a child or a teacher during class instruction, although they may call the teacher after school to discuss what they observed and they are welcome to drop notes off in the office or ask to speak to a school administrator or a member of the front office staff about their observation.
- Visitors are expected to follow all of the procedures described in this section and all rules of conduct regarding behavior in public that apply to students. Actions by visitors that violate the Student Code of Conduct or that are in any way disrespectful of school employees or students, that create risks of harm to others, or that interfere with school operations are subject to the following consequences:
  - . Immediate removal from the school by order of the Head of School or Dean of School Culture
  - . Limited access into the school building in the future
  - . Notice that future visits and that teacher conferences will be conducted by telephone
  - . A report to law enforcement

#### Birthday Celebrations & Class Treats

Emblaze Academy is excited about celebrating our students and all the things that make them very special in our school community. We are intentional about classroom and school-wide activities to make our students feel especially valued on these occasions. If a parent wants to bring in a healthy snack for students, they must reach out to the advisor to request an appropriate time to share the treat with the class. If you would prefer that your child not participate in class



or school-wide celebrations for any reason, please contact the Main Office and alternative activities will be provided during this time.

All food and drink items must adhere to school guidelines as stated below:

- . No glass bottles/only water in a clear plastic container
- . No soda of any kind (even diet)
- . No candy or sweets of any kind
- . No food that requires heat, hot water, or refrigeration.

If these items are brought in to school, they will not be served to students and will be sent back home.

### School Closures

In the event of inclement weather or other extreme events, Emblaze Academy will follow the NYC Department of Education. If NYC DOE schools are closed, or have a late start or early dismissal, Emblaze Academy will have the same. Parents and families will be notified of all school closures or schedule changes as soon as possible via automated calls, texts, and emails. [www.schools.nyc.gov](http://www.schools.nyc.gov)

### Communication with Staff

Emblaze Academy is eager to develop and maintain positive relationships with all families. Families will receive a list of all Emblaze Academy staff members, contact information, and their Emblaze email addresses. Parents or guardians can contact any staff members from Monday-Friday, during the hours of 6am-6pm (for non-urgent matters) and can expect a response within 48 business hours. For urgent matters, please contact the Main Office.

In person meetings and conferences are also encouraged. Please see Visitor Policies on Page 17 for more information)

### Family Communication

Families of Emblaze Academy students can expect consistent written and verbal communication from the school regarding the academic and behavioral progress of their child, as well as information about upcoming school events and information. In addition to the following forms of contact, families will receive a list of all staff members and their cell phone numbers and email addresses. Parents can contact any staff members Monday-Friday 6am-6pm and expect a response within 48 business hours.

- Robo Calls/Texts - Families receive automated calls/texts from the school for the following reasons:
  - Homework completion status and whether a child has to attend Effort Academy to complete missing homework
  - Reminders about upcoming family events, deadlines, meetings, etc.
  - Urgent messages- i.e. school closures
- Monthly Newsletter – A monthly newsletter will go home with students in their homework folder each month. The monthly newsletter will contain important information about upcoming events, information about what’s been happening at school, and student and teacher spotlights.



## **EMBLAZE ACADEMY**

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- Weekly RISE Reports – Students receive RISE Reports in their mailboxes each Thursday. RISE Reports contain an academic progress report with updated grades in all classes, that week’s scholar dollar check, and graded ELA and Math quizzes. RISE Reports must be signed by parents each Thursday night.
- Gradebook and Behavior Management Portals – Parents can log in to our online gradebook and behavior management portals from their phones or computers at any time. Parents get set up with logins at Parent Academy Session 2/Back to School Welcome Party in September.
- Advisors - All students have an advisor who is responsible for calling the families of all of their advisees regularly.

### **Family Engagement**

Emblaze Academy is a community-oriented space and we ask parents/guardians/families to be partners of our school but most importantly, in the educational journey of their children. Our community needs everyone to work together to ensure the success of our future trailblazers at Emblaze Academy. We strive to cultivate productive relationships with our families and the whole school team. Special volunteer opportunities will be communicated to families in the Monthly Newsletter.

Emblaze Academy family-school relationships are maintained through:

- . Conferences between students, families, and teachers
- . Cafecitos (coffee and pastries every other month with an opportunity for families to learn more about the school, observe classes, and provide feedback to the school)
- . Community-wide events, school-wide celebrations, and trimester showcases
- . Regular advisor-family contact
- . Field Trips/Chaperoning
- . Other opportunities as determined by teachers/staff

### **Community Engagement**

At Emblaze Academy, we strive to engage all community stakeholders and build strong relationships with our neighborhood partners. Our students will tap into the rich, cultural vibrations of the South Bronx and benefit from a strong collective of leaders, entrepreneurs, and artists. Students will have an opportunity each week at to interface with creative professionals and local elected officials at a Community Circle assembly as well as participate in extended enrichment initiatives with community partners (on and offsite). In addition, the Counselor has cultivated a network of community resources and supports to provide families with services outside of school that will help meet student needs.

## **IV. Safety & Health Policies**

### **Student Records Procedure**

**FERPA – Family Educational Rights and Privacy Act**



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents and legal guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students (age 18 or over or in college) to whom the rights have transferred are referred to in this policy as "eligible students."

- Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. The School is not required to provide copies of records electronically or by mail unless a parent is unable to review the records at the School.
- Parents/Guardians or eligible students have the right to request that a school correct records which they believe 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 setting forth his or her view about the contested information.
- The School will not release personally identifiable education record information to third parties without the written consent of a parent or guardian except under the following conditions (**34 CFR § 99.31**):
  - To Emblaze teachers or administrators or school officials with a legitimate educational interest;
  - To other schools to which a student is transferring;
  - To Specified officials for audit or evaluation purposes;
  - To Appropriate parties in connection with financial aid to a student;
  - To organizations conducting certain studies for or on behalf of the school;
  - To accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - To appropriate officials in cases of health and safety emergencies; and
  - To State and local authorities, pursuant to specific State law.

Both Parents of a student have a right to inspect, review and request photocopies of their child's educational records, including records that are maintained electronically. Parents who wish to review records should submit a request in writing to the Director of Operations or Head of School. If a Custodial Parent (a parent or guardian who provides ongoing care for the child) requests access to records, a meeting for record review will be arranged within ten days, if a non-custodial parent requests access to records, the Director of Operations or Head of School will notify the Custodial Parent of the record request. The custodial parent will then have 45 calendar days to let the School know whether a binding agreement or court order bars the school from giving the non-custodial parent access to the records. If no such document exists, the records will be made available to the non- custodial parent.

- **Court Orders or Subpoenas** – In the case of a valid court order or lawfully issued subpoena, the school will immediately notify the parent in writing of the information that is requested (unless the subpoena states otherwise). Police officers and other law enforcement agencies must also present valid court orders or lawfully issued subpoenas when requesting student information.
- **Child Protective Services** – Child Protective Service workers may request to see a student's school records at any time and the school must comply.



The School may disclose, without consent, "directory" information, including a student's name, honors and awards, and dates of attendance. This information will be released only to members of the School Community and, in the case of special events, honors or awards, to community organizations or publications. If you do not want to the School to Release Directory Information about your child, please advise the Director of Operations by September 1<sup>st</sup> of the School year. Your request must be renewed each year.

### Medical Requirements

**Checklist:** This form contains records showing that the student has: 1) a report of a physical examination performed within one year of school entry 2) up-to-date immunizations; and 3) permission to receive screening for vision and scoliosis.

**Notification of Health Conditions:** It is the parent or guardian's responsibility at the beginning of each school year to inform the school if there are medical conditions that require special procedures during the school day. If special plans or accommodations are needed, parents will be asked to participate in health plan meetings.

**Health Information Form:** This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached. We will ask for contact information for two individuals who can be reached if parents are not available. Parents are expected to update this information annually and when contact information changes.

**Authorization to Dispense Medication Form:** If a student requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication to the school without the school's full knowledge. All medication must be presented in its original container from the pharmacy. Additionally, a parent must deliver all medication – medication should NEVER be sent with the student. The Authorization to Dispense Medication Form must be updated annually. Also, if there are any changes to the medication (including to the dosage of the medication) a new form must be completed and submitted, including an updated physician signature. We advise families to request multiple copies of the Authorization to Dispense Medication Form to bring with them to all regularly scheduled doctor's appointments, in the event medications need to change.

The medication dispensation authorization form requirement applies to all medication, including over the counter medication (e.g., Tylenol). If a student needs to take medication during the school day, the student must have the authorization signed by his or her physician and a parent or guardian on file, giving the school permission to administer the medication. The medication dispensation authorization form requirement also applies to asthma inhalers. Students (other than those who have been authorized to self-medicate, as described below) should go to the Main Office first to receive a pass to the Nurse for administration of medication.

Children who may need inhalers or other asthma medication on an emergency basis may be permitted to carry the inhaler if the student understands the condition and the procedures and written permission has been granted by the child's health care provider and parent. Please request a form for this approval if you believe that your child can self-administer the inhaler or other emergency medication.

Students are prohibited from carrying any over the counter medications including but not limited to:

- . Tylenol
- . Aleve



- . Advil
- . Benadryl

**Students should never carry or take medications outside of these procedures. Students found in possession of over the counter or prescription drugs could face significant consequences.**

### **Medical Records/School Health Record**

In accordance with the Public Health Law, all students must have an updated Child & Adolescent Health Examination Form completed within a year before their enrollment) on file with the school. Emblaze Academy shall not permit students to attend for more than 14 days without being in compliance with Public Health Law. Physical examinations will be required again in grades 7 and 10.

**Immunizations:** Prior to enrollment Parents are expected to provide documentation of all required immunizations. Students who have not been immunized in accordance with New York State immunization requirements may be excluded from school until they comply with requirements. Exemptions from immunization may be granted under the following circumstances”

#### **Exemptions to Immunizations:**

- A medical exemption for a valid contraindication to vaccination must be certified by a physician licensed to practice in the State of New York and must specify which immunizations are contraindicated and why.
- A religious exemption may be based on sincere and genuine religious beliefs which prohibit the immunization. Parents seeking such exemption must submit a written and signed statement explaining the basis for their beliefs. The Director of Operations may request supporting documents and will make a determination concerning the exemption after reviewing these documents; such review may include a personal interview. The determination of the Director of Operations may be appealed to the Commissioner of Education of the State of NY.

### **Medical Procedures**

School nurses are available on a daily a basis to provide students with a general health consultation, medicine administration, and treatment.

**Keep Students at Home Policy-Communicable Illness:** In order to protect the health of all children in the building, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease. Please follow the following guidelines:

- Children with fever, vomiting or diarrhea should stay home until the symptoms are gone or until a doctor says it is okay to return.
- Conjunctivitis (Pink Eye) is contagious, and children with symptoms of this condition should be kept at home. It is very important that you let us know, as soon as possible, if your child has a communicable illness or infection.

#### **School-based Prevention:**



Bed Bugs-Parents/Guardians are notified if bed bugs are found in classrooms, and bed bug prevention literature will be provided.

Head Lice-Details on New Policy for New York City Public Schools (Effective August 2014)

The policy on lice and nits for all NYC public schools has changed. Students will no longer be excluded if they have nits (lice eggs).

Students with active head lice will continue to be excluded until they are lice-free. Excluded students will be examined for lice when they return to school and rechecked 14 days later to confirm that they remain free of lice.

When lice are identified, the following steps will be taken:

Parents will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible. The following steps will be taken upon student returning to school:

- Students will be re-examined by the principal's designee.
- Students with head lice will not be allowed to re-enter until they are lice free.
- Students that have been cleared of lice will be re-examined in 14 calendar days (or closest school day if 14th day falls on weekend or holiday) by the principal's designee.
- Students found to have head lice on re-examination will once again be excluded until they are lice free.
- No school-wide surveillance will be conducted for nits.
- Student with nits and no evidence of live head lice will not be excluded from school.

### Wellness Policy

Throughout the school year, Emblaze Academy will provide students with multiple opportunities to lead a healthy lifestyle and practice mindful eating. Students will have access to nutrition education and project-based learning initiatives that hone in on positive thinking and food habits. Guidelines for foods that are available on school campuses will also be posted for review. Community partners are invited to participate in developing strategies and events to model, foster and teach children to eat well and be physically active in our school.

### Guidelines for Outdoor Play in Cold Weather

Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible (during PE or Elective Clubs). Unless it is snowing or there is ice on the playground, low temperature will not be a barrier to outside play, as long as children are appropriately dressed. The Health Department strongly encourages schools to maintain outdoor play periods on the vast majority of winter days.

### Breakfast, Lunch & Snack Policies

**Breakfast/Lunch/Snack in school:** Students may eat or drink only in areas and during times designated by the school according to the daily schedule. If your child has been assigned a student ID card, the card must be available it during meals. It will be used to scan the students into the system.





Emblaze Academy participates in the Federal Free and Reduced Meal program. A Breakfast/Lunch/Snack in School form will be provided. All families must complete this form. This form must be filled out each year even if your family's income has not changed. The New York State Education Department mandates the collection of this form.

Please note:

- . Any student who does not bring a lunch from home is required to take a tray during his/her lunch period.
- . School meals are listed on a monthly calendar provided by the NYC Department of Education. For students participating in the school lunch plan, families can view the monthly calendar at [www.schoolfoodnyc.org](http://www.schoolfoodnyc.org)

Any additional inquiries pertaining to meal eligibility and regulations should be addressed to:

Office of School of Food and Nutrition Services  
44-36 Vernon Boulevard  
Long Island City, NY 11101  
718-720-6100

**Lunches from Home:** In order for students to fully be present and commit on a daily basis to the rigorous academic schedule at Emblaze Academy, it is important that students eat healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your student is out of compliance with these requirements, inappropriate food items will be confiscated and returned at the end of day.

Foods with added sugar including candy or sweets of any kind are prohibited. Other prohibited foods and beverages for packed lunches include:

- . Glass bottles
- . Soda of any kind (even diet)
- . Food that requires heat, hot water, or refrigerator

Please note: Commercial food deliveries to school will not be accepted.

### **Food Allergies/Food Restrictions**

Parents or guardians are expected to notify the school of any allergies, including food allergies, and provide documentation from a doctor for the student's health file. Families are also required to update the school if anything changes. If the allergy is likely to affect the student during the school day, parents are expected to meet with the school nurse and the Director of Operations or teachers to develop a health plan for the student.

Emblaze Academy serves milk at breakfast, lunch, and often during snack time too. Any parents or guardians wishing to substitute a different beverage must provide a note to the school indicating milk substitution.

Parents may also notify the school of any other food restrictions based on religion or custom. Restrictions based on religious belief will be accommodated.

### **CPR & First Aid**

Emblaze Academy staff members are trained in basic emergency procedures. The following staff will maintain current First Aid and CPR Certifications:

- . Founder & Head of School



- . Director of School Operations
- . Director of School Culture
- . Dean of Curriculum & instruction
- . School Counselor
- . PE Teacher

### **Fire Drills Procedure**

Emblaze Academy has an emergency preparedness plan. We will conduct monthly inspections of the premises to observe possible fire and safety hazards. Any such hazard shall be corrected immediately.

In accordance with the Law, students must participate in monthly drills to prepare and practice for an emergency. We conduct regular fire drills to instruct and train students in emergency evacuation procedures so that everyone is prepared to leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal, all adults and children are trained to exit the building quickly and in an orderly manner. This may mean exiting the school without coats, jackets and backpacks, but teachers will make every effort to ensure that students are not exposed to cold weather for too long.

### **Evacuation & Relocation**

In the case of an emergency during school hours, students are evacuated from the premises and there is no re-entry to the school building until immediate threat/event has passed or necessary actions are taken to eliminate all conditions that pose a safety or health hazard. There are primary and secondary relocation sites designated to Emblaze Academy and students will be directed there with the school leadership team, as well as all teachers and support staff. Authorities and families will be notified of emergency relocation sites.

### **Closed Campus**

At Emblaze Academy, the safety and well being of all our students is a top priority. It is our expectation that students will be under competent direct supervision at all times during school hours. Our expectations are that students stay on school grounds from the time they arrive in the morning until the time that school is dismissed at the end of the day unless dismissed early by a member of the school leadership team. In the rare case of an early dismissal, parents, guardians, or an authorized person from the emergency contact list must pick-up the child from the Main Office in order for the student to leave the premises.

To provide consistency of care and supervision for each student on campus, all students are expected to stay within designated school spaces; students are not permitted to enter any office or unsupervised space in the School facility without permission or accompaniment of a teacher or staff person. Students are not allowed to stay in the building past dismissal except in the case of a late pick-up, under the circumstances described below.

### **Parent Responsibilities for Pick-Up**

Teachers will wait with students in front of the building for a 15-minute grace period after dismissal time. In the case of a late pick up, students will be escorted upstairs to the Late Pick Up Room and will wait there with the Late Pick Up Coordinator. Any students still in Late Pick Up at 6:30pm will be brought to the local precinct for pickup by a parent or guardian. Parents will always be notified before school officials bring a child to the Precinct.

If a student leaves campus without proper consent from a school leader, the family will be notified and the student will not be allowed to return to campus that day unless escorted by a parent or guardian.



Please note that the Main Office closes at 4:30pm and students or families will not be allowed access to the school facilities after the end of school day. A parent arriving to pick up a student after the 15-minute grace period following dismissal must contact the Late-Pickup Coordinator by text or cell phone and ask for student to be released. Personal belongings past campus hours such as homework, electronic devices, and clothing items or book bags that are left on school premises cannot be retrieved after the Main Office closes.

### Transportation Plan

Emblaze Academy Charter School transportation plan is closely aligned with the school’s location and proximity to the South Bronx public transportation hub; all families will receive free or reduced-fare metrocards at the beginning of the school year. If a student loses the Metro Card (or if it is damaged, stolen, etc.) then the Main Office must be notified immediately upon which the old card will be deactivated and a new card will be assigned.

Door to door bus service for students will not be offered. The Department of Education may, however, provide such transportation for students in temporary housing or students with special needs, whenever special transportation is included on the student’s IEP and the charter school requests that the school district provide such special transportation. Special transportation is included in the definition of ‘special education’ under Education Law § 4401(1).

Eligibility for transportation subsidy will be determined in accordance with Chancellor’s Regulation A-801; eligibility is determined on the basis of the student's grade level and the distance between the student's residence and school.

Grade	Distance Code A (Less than 0.5mile)	Distance Code B (0.5mile or more, but less than 1mile)	Distance Code C (1mile or more, but less than 1.5miles)	Distance Code D (1.5miles or more)
5 <sup>th</sup> Grade	Not Eligible	Half-Fare	Full-Fare	Full-Fare

Distance eligible pupils in grades 7 through 12 will also be provided with full-fare Metro Cards for use on NYCTA buses or subways. Student Metro Cards may not be used on NYCTA Express Buses. Pupils who live at least one-half mile or more from school, but do not meet the Chancellor’s minimum distance criteria for full-fare transportation for their grade level, may receive a half-fare Metro Card. Unlike “regular” student Metro Cards, which are purchased by the DOE, these are provided as a courtesy by the New York City Transit Authority. NYCTA policy dictates that half-fare Metro Cards are good only for surface (bus) transit: they cannot be used on subways or on Express Buses.

## V. School Policies

### School Supplies & Policies

Students will be provided with the following items by Emblaze Academy:

- 1 homework folder
- 1 pencil pouch, labeled with name and homeroom
- Non-mechanical pencils
- Blue BIC pens
- Glue sticks



- White erasers
- 1 Emblaze Academy yearly agenda
- 2 two-inch binders- one for morning classes and one for afternoon classes. Students get one free additional binder per year to use if one of their binders breaks.
- Divider tabs for each binder

### **School Supply Policies**

- Fifth grade students may use only-Emblaze Academy school supplies. Any outside supplies (mechanical pencils, fountain or gel pens, colorful erasers, sharpies, etc.) will be confiscated by the teacher and can be picked up by parents or guardians at any time.
- Students may replenish certain items (pencils, pens, glue sticks, erasers) each morning in AM Advisory from 7:15am-7:30am. If a student loses any of the following items (homework folder, pencil pouch, agenda, binder, divider tabs), he or she must purchase a replacement using scholar dollars at the Emblaze Academy School Store. The School Store is open on Fridays during lunch.
  - If students need an urgent replacement item before Friday, homeroom teachers can provide a Ziploc bag and a manila folder to use until supplies can be purchased from the School Store.
- If a student forgets an essential school supply at home, he or she can be provided with a manila folder, Ziploc bag, and three pencils to use for the day from his/her homeroom teacher. Students may also borrow supplies from another student.
- Specific Item Rules:
  - **Homework Folder:** The only papers that should ever be in a student's homework folder are that day's homework assignments and any papers that need to go home or be signed by a parent. When homework folders come to school each morning, they should only contain completed homework and signed papers to be returned. Homework folders are checked each morning by a teacher and are returned empty to students. Students earn +2SD each morning for having an organized homework folder and -2SD for Lack of Organization if their homework folder contains any miscellaneous or inappropriate papers.
  - **Pencil Pouch:** All students are provided with an Emblaze Academy pencil pouch labeled with their name and homeroom. Pencil pouches will contain:
    - At least 5 sharpened, school-provided, non-mechanical pencils
    - 1-2 school-provided BIC blue pens.
      - Teacher discretion as to when/if they can use them in their subject area. Students using pens at inappropriate times could earn a demerit or other consequence as determined by the teacher.
      - Students may not draw on their bodies with pens. Any pen drawing on the skin will result in a uniform demerit and the student will be asked to wash off the markings.
    - One school-provided glue stick
    - One school-provided large, white eraser
    - No non-Emblaze Academy provided school supplies
    - No pencil sharpeners
    - Students may decorate their pencil pouches as they wish, but any decorations including profanity or inappropriate drawings will be confiscated and students will be required to purchase a new pencil pouch using scholar dollars



### Cell Phones

Emblaze Academy students may not use cell phones at school during school hours. If a family needs to contact their child during the school day, parents can contact the Main Office, and a staff member will deliver messages to students during breaks, lunch, electives or homeroom periods. In the case of an emergency, parents can contact the Main Office and messages will be delivered to students immediately. In the case of unexpected events, students are allowed to use the telephone in the Main Office to contact families.

Students who choose to bring a cell phone or other electronic mobile device to school do so at their own risk and the school does not accept responsibility for damage to, or loss of, such items.

Furthermore, all mobile devices must remain off and out of sight during the school day. Failure to do so will result in the device being confiscated. Confiscated cell phones will be stored in a safe location in the Main Office. The first time a cell phone is confiscated each trimester, the parent will be called and the device will be returned to the student at the end of the school day. If a cell phone is confiscated again in the same trimester, the device must be picked up from school by a parent or guardian. Reasons for cell phone confiscation include: cell phone ringing or vibrating loudly during the school day, or cell phone visible in backpack, pocket, or desk during the school day.

### Field Trips

Field trips at Emblaze Academy fall into two categories: Field Lessons and Incentive-Based Trips. Field Lessons are field trips that are planned by teachers, related to content, and provide an instructional benefit to students. All students are invited to Field Lessons; however, students may be suspended from Field Trips in accordance with the Code of Conduct. If the parent is unable to attend, the student will remain at school that day. Incentive-Based Trips are by invitation only. Criteria to be invited to these trips will be set out in advance and communicated to both students and families.

### Uniform Policy

Emblaze Academy students are required to be in full uniform each day. Any students found not to be in uniform will receive a phone call home and be required to wear an Emblaze Academy loaner uniform and receive -5 SD for the day. The Emblaze Academy Uniform includes the following items:

Item	Requirements
<b>Shirt/Top</b>	<ul style="list-style-type: none"> <li>• Light blue collared, button up shirt with Emblaze Academy logo (Emblaze Academy will provide two uniform shirts: short sleeve and long sleeve)</li> <li>• Shirt must be tucked in at all times</li> <li>• Only black, white, or gray undershirts are allowed (short or long-sleeved)</li> <li>• Any student that earns more than 100SD can wear an Emblaze Academy homeroom or college t-shirt on Fridays, but uniform pants must still be worn.</li> </ul>
<b>Cardigans/Sweatshirts</b>	<ul style="list-style-type: none"> <li>• Gray Emblaze Academy cardigans/sweatshirts during Winter season</li> </ul>
<b>Pants/Bottom</b>	<ul style="list-style-type: none"> <li>• Navy blue khaki pants (no shorts)               <ul style="list-style-type: none"> <li>○ Must have belt loops</li> <li>○ Must be worn at waist level</li> <li>○ No side pockets/no cargo pants</li> <li>○ No visible logos, patchwork, or rips/frayed detail</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ No denim, spandex, or corduroy material</li> <li>○ Fit must not be too tight or too loose</li> <li>● Solid Black or Dark Brown belt only (no studs or designs; standard buckles only)</li> </ul>
<b>Skirts</b>	<ul style="list-style-type: none"> <li>● Solid Navy-blue skirts only (no patterns) <ul style="list-style-type: none"> <li>○ Must be to knee length</li> <li>○ No slits above fingertip length</li> <li>○ Shirt must be tucked in at all times</li> <li>○ Optional: If worn, tights must be black, gray, beige, or navy under skirt; tights must be solid, with no holes or patterns</li> </ul> </li> </ul>
<b>Socks/Shoes</b>	<ul style="list-style-type: none"> <li>● Socks must be worn at all times</li> <li>● All black sneakers only</li> <li>● Sneakers must have shoelaces</li> <li>● No flip flops, slippers, slip-ons or slides allowed (including Crocs, Toms, Uggs, or loafers)</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>● Headwear <ul style="list-style-type: none"> <li>○ No hats, sweatbands, or head coverings/scarves (unless for cultural/religious reasons)</li> <li>○ No headbands, large trinkets on hair</li> </ul> </li> <li>● Piercings: Only stud earrings are allowed for safety reasons (No hoops--Students have PE and elective clubs every day)</li> <li>● Other jewelry: Necklaces must be small enough to be tucked into the uniform shirt during PE and elective clubs</li> <li>● Permanent/Non-Permanent Tattoos: No designs of any kind on the face or body</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>● Students can wear any outdoor clothing of their choosing (rain boots, snow boots, scarves, sweater) to school, but all non- Emblaze Academy outerwear must be stored in backpacks or closets during the school day</li> <li>● Students must change into uniform sneakers upon arrival to the school building</li> <li>● Upon exiting the school, students can change into rain or snow boots</li> </ul>

### Lost Student IDs and Metro Cards

Students must go to the Main Office between AM Homeroom (7:15am and 7:45am) & PM Homeroom (3:20-3:30pm) to request a new student ID or Metro Card.

### Lost & Found

Emblaze Academy will maintain a Lost & Found in the Main Office. In order to avoid confusion, we recommend writing your child's name in permanent marker on the tags of all school uniform items, jackets, lunch boxes, and other personal items. Items labeled with student names will be returned to students immediately. Any items without names will remain in the Lost & Found until they are picked up or until the end of the trimester. At the end of each trimester, items in the Lost & Found will be donated to a charity that collects clothing and supplies.



## **VI. Attendance Policies**

We expect students to attend school all day, every day so they can reach their academic goals. Emblaze Academy commits to communicating proactively and frequently with parents about attendance, lateness, and early dismissals.

All students must be in the school building by 7:30am each morning and are dismissed at 4:15pm each afternoon. Any lateness before 10am counts as 1/5 or .2 of an absence. Any lateness after 10am counts as ½ or .5 of an absence. Any early dismissal after 1pm counts as 1/5 or .2 of an absence. Any early dismissal before 1pm counts as ½ or .5 of an absence.

Accommodations may be made in the event of special circumstances, including residence in temporary housing (who qualify under the McKinney-Vento Act). Please refer to the Appendix.

### **Attendance Policies**

#### **Family Communication**

Communication with families about attendance is essential to the academic success of our students. Families receive communication about attendance in the following ways:

- Family Academy Sessions all include information on attendance expectations.
- Any time a student arrives late to school without a parent, his or her parent receives a call letting them know that their child was late and at what time he or she arrived at school.
- Any time a child is absent, his or her parent receives a call from the school before 10am to see why the student is absent and if there is anything we can do to help get the student to school.
- Families receive and sign RISE Reports each Thursday that indicate each student's number of accumulated absences for the Trimester and for the year.



- Families of students with chronic absenteeism will receive communication from the Leadership Team. Meetings may be arranged to review special needs that have contributed to absenteeism, and plans for improvement or accommodations may be developed.

#### **Student Incentives**

- Students receive \$20SD for coming to school on time each day.
- Students with perfect attendance earn badges and certificates and are honored at Honor Roll Ceremonies each Trimester.

#### **Lateness**

- If a student arrives late to school, he or she enters the building and immediately proceeds to the Main Office.
- In the Main Office, the student signs in with the Office Manager and indicates the time, reason for lateness and receives a dated and time stamped pass to go to class.
- The Office Manager assigns merits and demerits for professional homework and incomplete/missing homework as necessary and distributes homework assignments to the appropriate teachers via their mailboxes.
- If the parent was not present at drop off, the Office Manager calls the parent to report the child's arrival.
- All tardies are recorded in our online system and tracked. Any lateness before 10am counts as 1/5 or .2 of an absence. Any lateness after 10am counts as 1/2 or .5 of an absence.
- Students lose \$5SD for coming late to school before 10am. Any students arriving after 10am or leaving before 1pm lose \$10SD for half day attendance.

#### **Emergency Waivers**

- Families receive one Emergency Waiver per Trimester. Waivers can be used in the case of an extreme emergency (i.e. death in the family, illness requiring hospitalization, family emergency). Examples of absences that cannot be covered by an Emergency Waiver are absences for regularly scheduled doctor or dentist appointments or absences resulting from transportation/the subway/bus/traffic problems.
- Families must provide written documentation within 48 hours to receive the Emergency Waiver.
- All waivers must be approved by the Director of Operations and are subject to review on a case-by-case basis.
- Absences/lateness/early dismissals that qualify for an Emergency Waiver will still be recorded, but will have no impact on the adjusted absences total, and students will not lose scholar dollars in instances in which the Emergency Waiver is approved by the Director of Operations and appropriate documentation has been received within 48 hours of the request.
- Students remain responsible for making up all missed assignments within 24 hours for any absences, latenesses, or early dismissals that qualify for an Emergency Waiver.

#### **Chronic Absenteeism**

- Students are considered chronically absent if they have more than 5 adjusted absences per Trimester.
- Adjusted absences are calculated by: Absences (1) + Tardies (.2) + Early Dismissals (.2) + Half Days (.5) = Adjusted Absences Total
- Any student that hits three adjusted absences in a Trimester receives a letter home and has a family meeting with the Counselor & Community Engagement Coordinator
- Any student that hits five adjusted absences in a Trimester receives a letter home and has a family meeting with the Dean of School Culture
- Any student that hits seven adjusted absences in a Trimester receives a letter home and has a family meeting with the Head of School





## **EMBLAZE ACADEMY**

### CHARTER SCHOOL

- Students with more than 15 absences for the year may be retained if they have missed significant instructional time in classes in which participation is identified as an important part of the educational experience.
- Students with excessive absenteeism may be referred to Statewide Central Register for Child Abuse and Maltreatment and ACS for possible Educational Neglect

#### **Early Dismissal**

- Students may not be dismissed early from school without a parent/guardian or someone authorized by the school.
- When the parent/guardian arrives to pick up a student, he or she checks in in the Main Office with the Office Manager.
- The Office Manager goes to the classroom to get the child, ensures that the child has all of his or her homework for the day, as well as all materials he or she needs at home that evening.
- All early dismissals are recorded in our online system and tracked. Any early dismissal after 1pm counts as 1/5 or .2 of an absence. Any early dismissal before 1pm counts as ½ or .5 of an absence.
- Students lose \$5SD for early dismissals after 1pm and \$10SD for half-day attendance if they leave before 1pm.

#### **Dismissal**

- At 4:15pm Monday-Thursday, students are dismissed from Electives and Effort Academy by their teachers. Teachers walk downstairs with their students in a line. Teachers refer to the Daily Announcements Email to confirm which students need to be picked up and which students can go home on their own. Teachers are responsible for ensuring that all students in their Elective or Effort Academy who need to be picked up remain with them until an approved adult comes to get them or it is 4:30pm.
- By 4:30pm, no students who are not required to be picked up by a parent or guardian should be within sight of the school.
- At 4:30pm, any students who have not yet been picked up go upstairs to the Late Pick Up Room with the Late Pick Up Coordinator.

#### **Late Pick Up**

- Upon entering the Late Pick Up Room, students call their families to see what time they will be able to pick them up.
- Students lose \$2SD for every half hour they spend in Late Pick Up.
- Any students still in Late Pick Up at 6:30pm will be brought to the local Precinct for pickup by a parent or guardian.
- The family of any student who has been in late pickup 3 times per Trimester will receive a letter home and in-person conversation with the Late Pick Up Coordinator.
- The family of any student who has been in late pickup 6 times per Trimester will receive a letter home and in-person conversation with the Dean of School Culture.
- The family of any student who has been in late pickup 9 times per Trimester will receive a letter home and in-person conversation with the Head of School.



### **Friday Dismissal and Late Pick Up**

- At 12:57pm, students who are allowed to walk home on their own are walked downstairs by their Homeroom Teacher.
- At 1:00pm, students who need to be picked up are walked downstairs by their Homeroom Teacher. The Homeroom Teacher stays with any students who need to be picked up until their parents arrive or it is 1:15pm.
- At 1:15pm, the Late Pick Up Coordinator escorts any students who have not been picked up to the Friday Detention Room.
- The Office Manager calls the parents of all students in Friday Late Pick Up and records -2SD for every 30 minutes in Late Pick Up. Students remain in Friday Detention until their parent comes to pick them up.
- At 6:30pm, any students still in Late Pick Up are taken to the Precinct.

## **VII. Academic Policies**

### **Progress Reports, Report Cards, and Report Card Afternoons**

Families will receive frequent and accurate communication about their child's academic performance and progress at school. As such, families will always be able to monitor their child's grades in all courses in real time using our online gradebook system. Training on the online gradebook system will be provided for families at the beginning of each school year.

In addition, students receive weekly progress reports each Thursday in their RISE Packets that detail their current grade and academic performance in all courses. RISE Reports must be reviewed and signed by parents weekly.

Report cards are distributed three times per year, once at the end of each trimester. Report cards must be picked up from school by parents at Trimester 1 and Trimester 2 Report Card Afternoons. At these events, parents can pick up their child's report card, as well as meet with teachers to discuss their child's academic progress. Trimester 3 report cards are mailed home to families at the end of the school year.

### **Promotion & Retention**

#### **Promotion and Retention Systems**

Our mission is to provide a high-quality education to the most at-risk students and we work hard to put systems, interventions, and supports into place so the instances in which we need to retain a student are rare. We are committed to open and honest communication with the families of our students who are not meeting academic objectives.

Emblaze Academy endeavors never to "socially promote." That means that generally speaking, students should not be promoted to the next grade simply because they are "old enough" to be in that grade. It is our job to help all students meet promotion criteria, but there are times when a student simply needs another year to be able to fully tackle the work. We do not look at retentions as failures. There are many cases where students, with an extra year, will meet higher standards. Through targeted and intensive intervention plans for any student who has been retained, we seek to avoid double retentions.



Because our academic and behavioral standards are more rigorous than those of many public schools, we often have different and more rigorous promotional criteria. Because state test scores play into promotional decisions, final promotion decisions may not be made until a few weeks after state tests scores are released.

## Promotional Criteria

### Overview

Students should not be promoted to the next grade if **any** of the following happen.

- State and Other Test Scores: Low 1 (scoring in the bottom 10% of the state) on any state test
- Course Grades (5 – 8): Failing two or more of the following classes: Math, Literature, Writing, History, Science

### Details

- Students must score 70% or higher in a particular content area to earn a passing grade of a “C” or above.
- A score below 70% is an “F” failing grade.
- Note: The minimum grade for a trimester is 55%. This gives students the chance to pass for the year after one bad trimester.
- Students who fail two or more courses overall during the year are not likely to be promoted to the next grade. This ensures a rigorous academic bar is held for all students and ensures that students are held accountable both for their effort and their mastery of grade level concepts.

Students with IEPs will be held to standard promotional criteria unless their IEP indicates their promotional criteria is modified. Teachers will grade students with IEPs using a standard scale, though students with IEPs may receive extended time or differentiated work, and must receive all accommodations and modifications identified in their IEP to ensure their academic needs are being met.

## Promotion in Doubt Communication Systems

Strong ongoing communication between school, families, and students is essential to ensuring that students are making the necessary progress to move to the next grade. There are several systems in place at Emblaze Academy to ensure that our students are making progress and that proactive communication is ongoing.

**Grade Reports**: Grade Reports are sent home weekly on Thursdays to families through student mailboxes as part of RISE Packets. Students must return signed RISE Packets and reflections back to school each Friday. Students earn a \$5SD deduction and a phone call/text home for failing to turn in the signed RISE Packet.

**Promotion-in-Doubt Meetings**: The Dean of Curriculum and Instruction will formally review student grades school-wide at six points throughout the year (progress reports and end-of-trimester) to determine those students who are “promotion-in-doubt” due to two failing grades. The Dean of Curriculum and Instruction will communicate with families through student mailboxes and in person meetings around promotion.

Any student in danger of not being promoted will meet with a Leadership Team Member during that Trimester’s Report Card Afternoon. At this meeting, the Leadership Team Member will review the report card with the parent and student, review samples of student work or other data, review our promotional policies, and work with the parent to put key next steps in place to put the student on track for promotion. The Dean of Curriculum and Instruction will send out a PID list each Trimester to the full team and coordinate this meeting process for the school.

Parents will be invited to Promotion in Doubt meetings if their student falls into any of the following categories:



- Failing more than 1 course for the Trimester
- Significantly below grade level in reading or math as determined by F&P or Interim Assessments
- Significant struggles with behavior that are impacting academic performance
- Significant attendance issues that are depriving the student of classroom experience.

### Homework & Reading Log

#### Rewards and Consequences

- Homework is checked by one of the homeroom teachers each morning. Students receive +2SD for each complete and professional homework assignment and -2SD for each incomplete or unprofessional homework assignment.
- -2SD for incomplete/unprofessional homework automatically triggers Effort Academy for the end of the school day and students are not allowed to attend their Elective Club. Students in Effort Academy must re-do their homework from the previous night or read their independent reading book.

#### Homework Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Content Areas Assigned</b>	Reading Log Math Writing History	Reading Log Math Science Literature	Reading Log Math Writing History	Reading Log Math Science Literature	Reading Log

### Absentee Work

Students who are absent from school, whether the absence is excused or unexcused, are responsible for making up all missed work within 24 hours of their return to school. Students are responsible for communicating with their teachers and checking the online gradebook portal to ensure that any assignments missed while absent are made up within 24 hours.

### Academic Interventions

Emblaze Academy is a school for all students, and it is our responsibility to put systems and supports in place to ensure that all of our students are set up to be successful in school. As such, all students receive small group instruction at their level two times per day Monday-Thursday in Guided Reading for literacy and Cumulative Review for mathematics.

We are committed to meeting the needs of all students with IEPs and 504 Plans and will provide all accommodations, modifications, and special education services as mandated by student IEPs and 504s. We have two certified special educators per grade team who provide ICT and SETSS services in Literature, Writing, Math, and Science. We are also committed to meeting the needs of all English Language Learners and have two ESL teachers who provide small group services to English Language Learners at all levels of proficiency.

In addition to supporting our students with IEPs and 504 plans and our English Language Learners, we will actively ensure that any student who needs academic support receives the appropriate interventions through Academic Response to Intervention (RTI).

### Saturday Academy and Summer Academy

As needed, students may be invited to participate in Saturday Academy and Summer Academy to receive specific interventions or additional instruction. Students invited to participate in these additional interventions will receive a



letter home, as well as a phone call from the school. All academic and behavioral expectations of the school and the Code of Conduct remain in effect during Saturday Academy and Summer Academy.

### **Enrichment**

All Emblaze Academy students have access to Elective Clubs for 45-minutes each day Monday-Thursday. Different clubs are offered by teachers each Trimester, and students are able to select the club that they would most like to participate in each trimester. Students who have earned Effort Academy for either not completing their homework professionally, having missing homework, or showing low effort on classwork assignments are not permitted to attend their Elective Club for the day and will instead attend Effort Academy.

In addition to Clubs, we also offer weekly Community Circle and Advisory during which students are exposed to speakers and opportunities in the South Bronx community, small-group problem solving, and explicit instruction on academic, character, and life skills.

## **VIII. Important Notice of Additional Policies**

### **DASA- Dignity for All Students Act**

Emblaze Academy creates a safe and supportive environment for all community members; we abide by the New York State Dignity for All Students Act (DASA). Intimidation, taunting, harassment, and bullying (including cyber bullying) on school property, a school bus and/or at a school function on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex are expressly prohibited. To read the full Dignity for All Students Act, please visit <http://www.p12.nysed.gov/dignityact/>.

Harassment of a fellow student, as prohibited by DASA, is a violation of our Code of Conduct and will be punishable in accordance with the Code of Conduct. To seek help if you are subject to harassment or bullying by another student or by any employee of Emblaze, contact our DASA Coordinator, Quincy Calimese, in person, by letter, or by email.

### **Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act (commonly referred to as "504") is a federal law that protects students and all Emblaze employees from discrimination based on disability. A disability may be a physical or mental impairment (such as an allergy or asthma or a learning disability) that substantially limits one or more major life activities. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. If you believe that your child is experiencing discrimination or loss of educational opportunities due to a disability, please contact our 504 Coordinator, Brittney Baker, in person, by letter or email. The 504 Coordinator will arrange a 504 meeting to develop a health plan or another kind of 504 Plan. She will also explain your right to impartial review of a Section 504 Plan and procedures for filing a complaint, if your concerns are not resolved.

### **Mandated Reporter Policies**

#### **Child Abuse or Maltreatment at Home or in an After-school Child-care Facility**

All teachers and school administrators who work with your child are required by state law to report all instances of suspected child abuse neglect or maltreatment (Social Services Law, Article 6, Title 6, Sections 413-417, & 419-420). Reports must be made whenever there is "reasonable cause" (Social Services Law, Article 6, Title 6, Section 413), which could "be as simple as distrusting an explanation for injury" (Summary Guide for Mandated Reporters in New York State, 2011). This means that an Emblaze Academy staff member must submit reports of suspected abuse or maltreatment



when presented with *any* suspicion regardless of previous relationship with or knowledge of a student’s family or home life.

As outlined by law, reports are submitted directly to the New York Statewide Central Register for Child Abuse & Maltreatment (800) 636-1522, and include photographs of any visible signs of abuse or maltreatment observed on the student (Social Services Law, Article 6, Title 6, Sections 413-417, & 419- 420). Upon receiving the report, a Child Protective Specialist determines whether the suspicion warrants an investigation. If the report is accepted for investigation, then a written report (LDSS-2221A) must be completed by the reporting staff member from the school.

Emblaze Academy Charter School is required to cooperate fully with any investigation or casework activity carried out by Child Protective Services regardless if the report originated from the school. Such activities include, but are not limited to: granting access to academic, behavior, IEP, and attendance records; allowing child protective workers to observe student in class, interview student, interview employees, and/or hold a student at school until a protective worker arrives. In addition, Child Protective Service workers may take children into custody if they deem it necessary.

Child Abuse or Maltreatment in the School Setting

All teachers and administrators who work with your child and any staff member of Emblaze are expected to report to the Head of School any observation or complaints of abuse in the school setting, including corporal punishment, excessive restraint or verbal abuse. This policy applies on school property, on school trips, at any school functions, and off school premises if such abuse affects the school community. Verbal abuse includes language that belittles or embarrasses or subject students to ridicule.

The Head of School will promptly investigate such report, and if there is a reasonable basis to conclude that such abuse may have occurred, the Head of School will notify Parents and will make appropriate reports to law enforcement and/or the New York City Department of Education.

**Technology**

Please see the terms of use in the chart below. If a student violates one of these terms, he/she will face a range of consequences from Dean’s Referral to Suspension.

Terms of Use	
<b>Etiquette</b>	<ul style="list-style-type: none"> <li>Students exercise control and use technology in a respectful manner.</li> <li>Students safely navigate the web and participate in positive and educational dialogue with peers and teachers online.</li> </ul>
<b>Practice</b>	<ul style="list-style-type: none"> <li>Students use technology and access the Internet only to support learning material during class, small group, advisory, or enrichment.</li> <li>Students engage in a meaningful experience with technology by using web-based applications to foster positive youth development and content.</li> <li>Students use Chromebooks to navigate only websites as directed by their teachers.</li> <li>Students may use headphones only as directed by their teachers.</li> </ul>
<b>General Procedures</b>	<ul style="list-style-type: none"> <li>Technology carts are housed in classrooms and only teachers may distribute Chromebooks to students during designated times.</li> </ul>



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|  | <ul style="list-style-type: none"><li>. Chromebooks are not used during lunch.</li><li>. Food and drink must be kept separate from Chromebooks at all times.</li><li>. Chromebooks are not allowed to leave the school grounds.</li></ul> |
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### Social Media Policy

Emblaze Academy staff members will treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in a school setting are expected on the school social media site for all student activity and peer-to-peer interactions. What would be considered inappropriate in the school or classroom is inappropriate online.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit or post. Students are responsible for complying with Emblaze Academy's Code of Conduct requirements. Examples of inappropriate conduct include, but are not limited to:

- . Posting or publishing any insensitive or inappropriate information or content on any social media and viewing any insensitive or inappropriate social media content.
- . Communicating with teachers or administrators via personal social media. *The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at his or her School email account.*
- . Impersonating or assuming the identity of any other individual while using social media.
- . Posting or publishing any information about one's self or another individual that is confidential or of a private nature. This includes posting contact information or any other information that is private.
- . Using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without express consent and permission and posting any pictures taken in the school setting, even if taken with permission, unless they are educationally related.
- . Students must immediately comply with any request that offending materials be removed from any social media platform.

The use of social media is a privilege, not a right, and the violation of any provision of this policy will result in the restriction of a student's social media access and/or the imposition of additional appropriate consequences--including both school-based consequences and referrals to law enforcement.

This social media policy applies any time students are using school property, under the supervision of school authority, or, when social media is being used away from school premises, in a manner that impacts the school community. Misuse

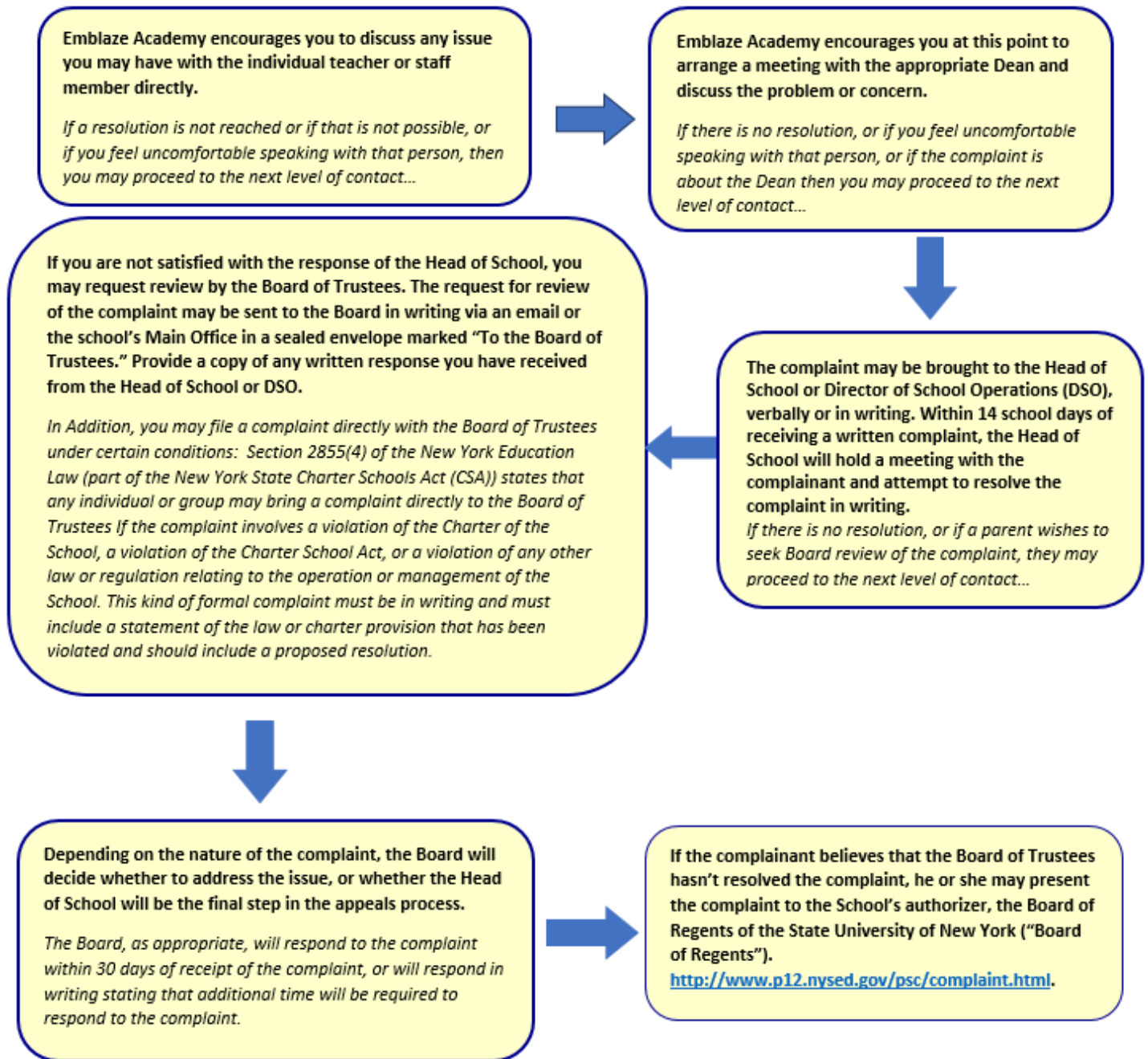


of social media that impacts fellow students will be subject to school-based consequences whether student used it on or off school grounds.

### **Family Restorative Process and Complaint Procedure**

If families have a concern about a school operational policy, academic grade, discipline decision, or anything else related to the institution, we welcome a restorative conversation. It is recommended that parents/guardians/families follow the following flow chart. This flow chart illustrates the Family Restoration Process for addressing any issues that arise during the school year. We are dedicated to making the School a community where you can approach us to discuss any problem or concern.





## IX. Encouraging Positive Student Behavior, Behavior Intervention, & Discipline

### RISE Points

At school and in life, students work as part of teams. We encourage teamwork, positive peer pressure, and group rewards and incentives through our RISE Points system. RISE points help students internalize the importance of working together, supporting their peers, setting short- and long-term goals, and collaborating.

### RISE Points Logistics



- At the end of each class period, the teacher gives the class feedback based on how well they worked as a team to uphold core values.
- For each core value that 100% of the class upheld throughout the entire class period, the class gets a point.
  - Each section can earn four points per 50-minute class period (Literature, Writing, History, Math, Science, and Physical Education) and up to 24 points per day.
  - Points are publicly tracked in the classroom on a laminated piece of poster paper with magnets corresponding to each core value.
- One teacher on each grade team is responsible for calculating total RISE points earned each day and each week. This teacher also determines and arranges the weekly RISE Prize for the grade, announced weekly at Community Circle.

Value	Tagline	Evidence
<b>Respect</b>	We respected our team, our teachers, and our community.	<ul style="list-style-type: none"> <li>● No resets</li> <li>● Active listening/nonverbal responses to peers</li> <li>● Clean and organized classroom</li> <li>● Kindness to peers or teacher</li> </ul>
<b>Initiative</b>	We showed zest, urgency and enthusiasm and actively participated.	<ul style="list-style-type: none"> <li>● 100% of hands up/high participation rates</li> <li>● Urgency/jump to it during work times</li> <li>● Enthusiasm/creativity</li> <li>● Leadership &amp; volunteering</li> </ul>
<b>Scholarship</b>	We were professional, academic, and showed that we're college-bound.	<ul style="list-style-type: none"> <li>● Top-quality work</li> <li>● Academic language &amp; discussion</li> <li>● Feedback implementation</li> <li>● 100% homework completion</li> </ul>
<b>Effort</b>	We showed growth mindset, worked our hardest and persevered when things got tough.	<ul style="list-style-type: none"> <li>● 100% classwork completion</li> <li>● Optimism/perseverance/growth mindset</li> <li>● No one earns Effort Academy for lack of effort</li> <li>● Urgent and purposeful transitions</li> </ul>

### Scholar Dollar System

#### Scholar Dollar System Beliefs:

- Consistency of expectations across classes is beneficial for students and allows them to focus on learning
- Students should be frequently rewarded for meeting expectations and doing the right thing
- High-expectations means holding all students accountable for meeting all expectations, all the time
- A demerit is a reminder, not a consequence in itself

#### System Overview:

- Students receive \$20SD for coming to school on time each day.

- Throughout each day, students can earn merits, +\$2SD, or demerits, -\$2SD. Above and beyond behaviors can earn super merits, +\$5SD, and more severe misbehaviors can earn students Level 2 demerits, -\$5SD.
- Any student who ends the day with fewer than \$15SD earns lunch detention the next day.
- Any student who ends the week with fewer than \$85SD earns Friday detention from 1pm-2:30pm.
- Students who average more than \$85SD each week are qualified to attend monthly Scholar Dollar events and the End of the Year College Trip
- Students can spend scholar dollars at the student store each Friday or at the bi-annual Scholar Dollar Auction
- As part of RISE Packets distributed every Friday, students receive a scholar dollar paycheck that details all the merits and demerits earned for the week. Scholar dollar paychecks need to be signed by parents weekly.

### Merits & Demerits:

Core Value	Super Merits +5	Merits +2	Demerits -2	Level 2 Demerits -5 (Please note that these behaviors may also be paired with a referral out of class, depending on severity)
<b>Respect</b>	Respect	<ul style="list-style-type: none"> <li>• Doing the right thing</li> <li>• Kindness</li> <li>• Helping a peer</li> <li>• Honesty/taking ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Not meeting voice level expectations</li> <li>• Unprofessional posture/not tracking</li> <li>• Poor Transition</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespect (peers/teachers/property)</li> <li>• Significant Disruption</li> <li>• Gum/Candy/Drink</li> </ul>
<b>Initiative</b>	Initiative	<ul style="list-style-type: none"> <li>• Taking a risk</li> <li>• Strong Participation</li> <li>• Enthusiasm/Creativity</li> <li>• Urgency</li> <li>• Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Off task</li> <li>• Not following directions</li> <li>• Unprepared</li> </ul>	<ul style="list-style-type: none"> <li>• Lateness</li> <li>• Early Dismissal</li> </ul>
<b>Scholarship</b>	Scholarship	<ul style="list-style-type: none"> <li>• Professional homework</li> <li>• Academic language</li> <li>• Academic discussion</li> <li>• Feedback implementation</li> <li>• Top quality work</li> </ul>	<ul style="list-style-type: none"> <li>• Missing homework (per assignment)</li> <li>• Incomplete work</li> <li>• Unprofessional work</li> <li>• Calling out</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating/Plagiarism</li> <li>• Lack of Academic Integrity</li> <li>• Passing Notes</li> </ul>
<b>Effort</b>	Effort	<ul style="list-style-type: none"> <li>• Taking ownership</li> <li>• Perseverance/Resilience</li> <li>• Organization</li> <li>• Optimism</li> </ul>	<ul style="list-style-type: none"> <li>• Low effort</li> <li>• Disengagement</li> </ul>	<ul style="list-style-type: none"> <li>• Refusal to work</li> <li>• Refusing/Ignoring Directions</li> </ul>

### Rewards & Incentives

Emblaze Academy believes in rewarding and celebrating students who work hard to do the right thing, make strong choices, and positively contribute to our community. Below are the daily, weekly, monthly, trimester, and annual rewards and incentives students can earn.

When	Reward/Incentive	Behavior	Timeframe
<b>Daily</b>	Merit/ +2 SD or +5SD	Demonstrating Core Values	Immediately
	Electives	Doing all homework and classwork with full effort and completion	Last 40 minutes of the day Monday-Thursday.
	Social Lunch	Earning \$15SD or more each day	During lunch (12pm)
<b>Weekly</b>	RISE Awards	Demonstrating achievement or growth in core values	Bi-weekly at Community Circle

	Academic Awards	Demonstrating achievement or growth in academic content	Bi-weekly at Community Circle
	RISE Prize	Class section with the most RISE points each week	Weekly at Community Circle
	Scholar Dollar Store	Earning scholar dollars	Friday Lunch
	Friday T-Shirt Day	Earning more than \$100SD for the week	Each Friday
<b>Monthly</b>	Scholar Dollar Events	Averaging more than \$100SD in a month	After school 1 Friday each month.
<b>Quarterly/ Trimester</b>	Scholar Dollar Auction	Earning scholar dollars	During Community Circle the last week of trimester 1-2
	Honor Roll	Earning high grades	During Community Circle at the end of each trimester
<b>Annually</b>	End of Year Trip	<10 adjusted absences, avg. SD >85SD each week, teacher recommendation	Last week of the school year. Overnight trip to college campus.
	End of Year Awards	Awards for values & classes	During Community Circle at the last Community Circle of the year

### Consequences

At Emblaze Academy, as in life, all actions have both positive and negative consequences. Consequences at Emblaze are explained below.

Tier	Description
Demerit	Students earn demerits (-\$2SD) for small violations of the Code of Conduct including talking during silent time, low effort, and not following directions. Students earn Level 2 demerits (-\$5SD) for more egregious violations of the Code of Conduct such as disrespect to a peer or teacher, or inappropriate reactions.
Lunch Detention	Students who end the day with fewer than \$15 student dollars serve lunch detention the following day. During lunch detention, students lose their social lunch privilege and eat lunch in a silent section of the cafeteria.
Dean's Referral	Students who cause significant disruptions or show disrespect in class or who lose more than \$10SD in one class period earn a Dean's Referral. Students are sent to the Send Out Room where they reflect on their behavior and conference with the Dean of Students or Behavior Interventionist. Students return to class when they have reflected and are ready to re-enter class. Parents are notified of all Dean's Referrals.
Friday Detention	Students who end the culture week (Friday-Thursday) with fewer than \$85 scholar dollars serve Friday Extension from 1:00pm-2:30pm. These students are dismissed 90 minutes later than their peers and spend the time reflecting on their behavior, completing weekend homework assignments, or reading silently. Friday Extension is overseen by the Dean of School Culture and Behavior Specialist. Friday Detention is also used as an additional consequence for students who do not meet behavioral expectations in the Send Out room or detention.
In Class Reflection (ICR)	Students who earn In-Class Reflection lose their social privileges for the day. These students sit at a desk that is removed from their peers for the entirety of the day. They have access to all of the same content and materials as their peers, but do not engage in group work, projects, or discussions. Students have a tracker that is filled out by each teacher at the end of the period to note their behavior in class. Students who do not demonstrate appropriate behavior during ICR may earn a second day of ICR the following day. All students who earn ICR must prepare an apology for their class.



**Behavior Response to Intervention**

Emblaze Academy recognizes that some students may have difficulty in adjusting to the School’s expectations for student behavior. Behavior Response to Intervention (RTI) is a system for students who need additional supports.

**Behavior RTI Tier 2**

Students may be selected by the Grade Team Leader and Dean of School Culture for Behavior RTI Tier 2. Students in Behavior RTI Tier 2 have a parent meeting with the Dean of School Culture, and receive weekly interventions that could include plans for increased parent communication, relationship building, and student investment.

**Behavior RTI Tier 3**

Students in Behavior RTI Tier 3 are students whose behavior has not improved significantly after 6-7 weeks of Tier 2 interventions and need more targeted supports. For these students, grade teams engage in a root-cause analysis and create an individualized action plan. Students whose behavior does not improve after 6-7 weeks of Tier 3 interventions might qualify for a formalized Functional Behavior assessment (FBA) and Behavior Intervention Plan (BIP).

**FBA/BIP**

If, after 6-7 weeks of a Behavior RTI Tier 3 intervention, a student’s behavior does not demonstrate improvement, grade teams in consultation with the Special Education Coordinator or Dean of Student Supports might conduct a formal Functional Behavior Assessment (FBA). The FBA is based on behavior data and may include an analysis of the student’s behavior at home and at school, with input from parent and student, as well as teachers. This analysis helps the team to determine the causes, or triggers, that contribute to behaviors that distract from learning. The FBA enables the School to create a more robust intervention plan to support that student.

**Behavior RTI Progress Monitoring**

All Behavior RTI plans will be formally evaluated each Data Day and decisions will be made to either (1) discontinue or de-scaffold plans because of student success, (2) move a student into a more supportive tier of Behavior RTI, or (3) revise a plan to make it more effective for the student.

**Disciplinary Consequences for Violation of the School’s Code of Conduct**

The following Code of Conduct that lists the behaviors that are specifically prohibited at Emblaze. It also shows the likely consequences of engaging in the prohibited conduct.

Some violations of the Code of Conduct will result in In-School Suspension (ISS) for a student. This means that the student will receive all academic work in special setting outside of the classroom and will not participate in special programs or extra-curricular activities. More serious violations of the Code of Conduct may result in Out-of-School Suspensions (OSS). Before a Student receives an In-School Suspension (ISS) or Out of School Suspension (OSS), the student will have an opportunity to respond to the charge that his/her actions violated the Code of Conduct. The procedures for assuring an opportunity for such response are described below.

CODE OF CONDUCT :	Consequence
<b>Abusive Language</b>	



<b>Low-level curses</b> or crude exclamations/phrases ( <i>directed at someone</i> )	Dean's Referral + Counselor Referral
<b>High-level curses articulated visually:</b> ( <i>not directed at someone</i> - i.e. in surprise, or in pain, including Spanish and all other languages)	Dean's Referral + Detention
<b>High-level curses articulated visually:</b> <b>directed at someone</b> - or about someone as conveyed to another student or staff member)	ISS - 1 day
<b>High-level curses articulated verbally:</b> ( <i>not directed at someone</i> - i.e. in surprise, or in pain, including Spanish and all other languages)	ISS - 1 day
<b>High-level curses articulated verbally:</b> ( <b>directed at someone</b> - or about someone as conveyed to another student or staff member)	OSS
<b>Physical Contact (Fighting)</b>	
<b>Play fighting</b> (intent not aggressive)	Dean's Referral + Detention
<b>Attempted fighting</b> (like swinging without connecting, or attempting to shove, getting in someone's face etc.)	ISS - 1 day
<b>Minimal aggressive physical contact</b> with another student in an aggressive manner or in a frustrating response (i.e. shoving)	OSS
<b>Major aggressive physical contact</b> with another student (i.e. punching (and connecting))	OSS
<b>Major aggressive physical contact escalating to a fight</b> with another student (multiple back-and-forths, or a back-and-forth that requires aggressive intervention to break-up)	OSS
<b>Aggressive physical contact with an adult</b> (i.e. shove, push past, trying to walk through teacher)	OSS + Meeting with Head of School
<b>Major aggressive physical contact with an adult</b> (i.e. punching, kicking)	OSS + Disciplinary hearing
<b>Disruption of Community</b>	
<b>Attempted destruction of school property</b> (attempt to damage property owned by Emblaze Academy including desks, computers, bulletin boards, etc)	Community service and Friday Extension
<b>Destruction of school property</b> (damaging property owned by Emblaze Academy including desks, computers, bulletin boards, etc)	OSS + Community service (or multiple days community service)
<b>Abuse of school property</b> (slamming doors, throwing furniture, flipping a desk, intentional discharge of body fluid)	OSS
<b>Bullying/Threatening</b> *All bullying/threatening behaviors that occur inside/outside of school or on the internet are subject to the below consequences.	
<b>Intentional mocking or derision</b> (tone, words, actions or ideas intended to hurt)	Dean's Referral + Detention
<b>Low-level name calling</b> of student, written or spoken	Dean's Referral + Detention
<b>High-level name calling</b> of student, written or spoken	OSS + apology (or mediation)



<i>High-level name calling of teacher</i> , written or spoken	OSS + apology (or mediation)
<b>Repeated Low-Level Behaviors</b>	
<b>3 misbehaviors</b> in referral room or detention	ICR + detention
<b>Repeated insubordination with school leadership</b> (student has been removed, given one-on-one attention from leadership, three misbehaviors and continues still)	OSS
<b>2+ Dean's referrals in a day</b>	Friday Detention
<b>3+ Dean's referrals in a day</b>	ISS - 1 day + Parent Meeting within 48hrs
<b>4+ Dean's referrals in a week</b>	ICR + Friday Extension
<b>Theft</b>	
<b>Low-level theft</b> (pen, pencil, IR journal, food, etc.)	ICR + Detention
<b>High-level theft</b> (cell phone, jacket, iPod, jewelry, etc.)	OSS
<b>Graffiti</b>	
<b>Non-permanent graffiti</b> (can be easily erased and does not include vulgar language)	Detention
<b>Contraband</b>	
<b>Non-threatening contraband</b> at school (stink bombs, noise makers, etc.)	ISS - 1 day
<b>Throwing Items</b>	
<b>Playfully tossing items</b>	Dean's Referral
<b>Weapon-Like Items</b>	
<b>Drawing violent imagery</b> , including guns and bullets	Dean's Referral (alternative: Counselor's Referral)
<b>Non-realistic gun or weapon</b> to school (water gun, paper gun, etc.)	Dean's Referral + project
<b>Pointing a non-realistic gun</b> at another student (water gun, paper gun, hands made to look like gun, etc.)	ICR + Friday Extension
<b>Realistic toy gun</b> at school	OSS + project
<b>Drawing violent imagery of others</b> (students or staff members) in varying states of peril	OSS + Referral for psych evaluation
<b>Drugs or Alcohol</b>	
<b>Any drugs or alcohol on school premises</b>	Disciplinary Hearing
<b>Selling or trading any drugs or alcohol on school premises</b>	
<b>Buying any drugs or alcohol on school premises</b>	
<b>Using any drugs or alcohol on school premises, even if brought by others</b>	
<b>Attending school intoxicated by any drugs or alcohol</b>	
<b>Weapons</b>	
<b>Bringing a weapon to school</b>	Disciplinary Hearing
<b>Showing a weapon to others at or around school</b>	
<b>Selling or buying a weapon at or around school</b>	



<b>Using an item that looks like a weapon to threaten or intimidate</b>	
<b>Using a weapon as a threat to anyone at or around school</b> (or to anyone from our school off school premises)	
<b>Having an item that could be used as a weapon at school</b> (without intention to use it as a weapon; unknowingly)	<b>OSS + project</b>

**Bullying/Threatening**  
\*All bullying/threatening behaviors that occur inside/outside of school or on the internet are subject to the below consequences.

<b>Hate Speech</b> , written or spoken homophobic or racial slur ( <i>directed at someone</i> )	<b>ISS - 1 day + apology + project</b>
<b>Low-level cyber-bullying</b> (going out of one's way to be rude, disrespectful, or otherwise purposefully negative via text, Facebook, email, skype, etc.)	<b>Dean's Referral + detention</b>
<b>High-level cyber-bullying</b> (repeated or extreme instances of going out of one's way to be malicious via text, Facebook, email, skype, etc.)	<b>ISS - 1 day</b>
<b>Threatening low-level harm</b> to student (includes threats of low-level actions like pinching or pushing, as well as vague yet aggressive statements like, "See what happens" or "I'll make you wish you hadn't done that" or damage to property)	<b>ISS - 1 day</b>
<b>Threatening serious harm</b> to another student or self	<b>OSS + Counselor Evaluation</b>
<b>Threatening serious harm to an adult</b>	<b>OSS + Counselor Evaluation</b>
<b>Threatening to kill teacher</b>	<b>OSS + disciplinary hearing/meeting with Head of School + Counselor Evaluation. Authorities may be contacted.</b>
<b>Threatening to cause mass harm</b> (blow up school, "kill everyone", etc.)	<b>OSS + disciplinary hearing/meeting with Head of School + Counselor Evaluation. Authorities may be contacted.</b>
<b>Any violation of DASA policy</b>	

**Sexually Physical Contact**

<b>Kissing</b> or actions like kissing (hickies) at or around school	<b>ISS – 1 day</b>
<b>Prolonged kissing</b> ("making out") at or around school	<b>OSS</b>
<b>Sexually physical contact outside of clothes</b> at or around school	<b>OSS</b>
<b>Sexually physical contact outside of clothes</b> at or around school	<b>OSS</b>

**Theft**

<b>High-level theft</b> (cell phone, jacket, iPod, jewelry, etc.) and admits to the theft (item not recovered)	<b>OSS</b>
<b>High-level theft</b> (cell phone, jacket, iPod, jewelry, etc.) and does not admit to the theft (item not recovered)	<b>OSS</b>

**Graffiti**

<b>Non-permanent graffiti</b> (can be easily erased and does not include vulgar language)	<b>Detention</b>
<b>Permanent graffiti</b> (not limited to only vulgar language)	<b>ISS - 1 day + community service</b>
<b>Permanent vulgar graffiti</b>	<b>OSS + community service</b>





<b><i>Permanent hate speech graffiti</i></b>	<b>OSS + community service</b>
<b>Contraband</b>	
<b><i>Non-threatening contraband</i></b> at school (stink bombs, noise makers, etc.)	<b>ISS - 1 day</b>
<b><i>Dangerous contraband</i></b> at school (smoke bombs, fire crackers, etc.)	<b>OSS</b>
<b><i>Using non-threatening contraband</i></b> at school	<b>OSS</b>
<b><i>Using dangerous contraband</i></b> at school	<b>OSS</b>
<b>Throwing Items</b>	
<b><i>Playfully tossing items</i></b>	<b>Dean's Referral</b>
<b><i>Aggressively throwing items</i></b> at another student ( <b>does hit and/or hurt student</b> )	<b>Dean's Referral + OSS</b>
<b><i>Playfully throwing items</i></b> at a teacher ( <b>with no intent to hurt</b> )	<b>Dean's Referral + ICR + Detention</b>
<b><i>Aggressively throwing items</i></b> at a teacher ( <b>does not hit or hurt teacher</b> )	<b>OSS</b>
<b><i>Aggressively throwing items</i></b> at a teacher ( <b>does hit or hurt teacher</b> )	<b>OSS</b>

### Pre-Suspension Procedures

**Before a School Suspension is imposed, the following Procedures will be followed:**

Short-term In-School Suspension (ISS) or Out of School Suspension (OSS); 10 days or Fewer

The Head of School will arrange for a preliminary investigation of reported misconduct, will notify the student of the allegations, and will provide the student with an opportunity to respond. The Head of School will also notify parents by telephone and in writing and will invite them to an immediate informal conference. If the student's presence in school presents a continuing danger or an ongoing threat of disruption, the suspension will be effective immediately.

During an in-school suspension, a student will remain in school for the entire day but will complete classwork outside of the classroom. During an out of school suspension, the student will receive a minimum of two hours of instruction on school premises after regular school hours or in an alternative setting.

Long-term Suspensions (More than 10 days) and Expulsions

Before a student is excluded from school for more than ten days, the student will have an opportunity to present evidence at a formal disciplinary hearing before an Impartial Hearing Officer designated by the Head of School. After a Hearing Officer is appointed, the Head of School will contact the parent to schedule the hearing. If the student has an IEP, a Dean will also write to the Committee on Special Education (CSE) to request a Manifestation Determination Review (MDR). The purpose of the MDR is to determine whether the conduct that is the subject of the hearing is closely related to the student's need for special education.

At the hearing, the student will be accompanied by a parent and will have the right to be represented by an advocate or counsel. Both the student and the school will have the opportunity to present evidence and witnesses and to cross-examine each other's witnesses. The Hearing Officer will first determine, based on the evidence presented, whether or not the student is guilty of the charges. If the student is found guilty of at least one charge, the Hearing Officer will consider the student's academic and disciplinary record and any findings of the Committee on Special Education with respect to a connection between the conduct and a student's disability. Parents and student will also have an opportunity to present additional information, which may be relevant to the disposition. The hearing officer will make a recommendation regarding the penalty.



The recommendation of the Hearing Officer will be referred for review to the Board of Trustees, which will make the final decision. The Board of Trustees will review the record of the hearing and will also provide the parent and student with an opportunity to present a written statement. The determination of the Board of Trustees will be final.

If a parent or guardian is not satisfied with the decision made by the Board of Trustees, a complaint may be made in writing to the State University of New York, Charter Schools Institute's Grievance Desk, 41 State Street, Suite 700, Albany, New York 12207, Telephone Number: 518-445-4250.

### **Students with Special Needs**

Students who have special needs have the same rights and responsibilities as other students and may receive consequences for the same misbehaviors. However, students with disabilities have additional protections guaranteed by federal and state laws.

If Emblaze is considering a suspension in excess of ten consecutive days or a short-term suspension which may bring the total number of days of suspension during a school year to more than ten, the School will refer students with IEP's to the Committee on Special Education for a Manifestation Determination Review (an MDR) for consideration of whether the behavior that is the subject of the disciplinary proceeding is a "Manifestation" of the student's disability. A student who receives 504 accommodations for an educational disability is also entitled to this protection. The Section 504 Team within the School will review the student's evaluations and Section 504 plan and will determine whether or not the conduct which is the subject of the disciplinary proceeding is connected to the student's disability.

If the CSE's MDR Team or the School's 504 Team finds that the conduct which is the subject of the disciplinary review is a "manifestation" of the student's disability, the student will return to class, and the School and the CSE or Section 504 Team will work together with the student and his/her parents to develop a plan to address the behavior within the school or in another setting.

If, upon review, the CSE's MDR team or the School's Section 504 Team determines that the student's conduct was not a result of his/her disability, then the student may be disciplined in the same manner as a student without a disability. Parents may request an impartial review to challenge the CSE's manifestation determination. The student will remain in his/her current educational placement while the hearing is pending except under the following circumstances:

### **Protections for Children Not Yet Eligible for Special Education and Related Services**

A student who does not have an IEP or a 504 Plan may claim any of the protections given under federal law to students with disabilities if, before the behavior that led to the disciplinary proceeding occurred, the parent of the student had requested that the student be evaluated or expressed concern about the student's possible need for special education services, or if School officials had expressed concerns about the student's pattern of behavior.

### **Student Searches**

In order to maintain the security of all of its students, Emblaze Academy reserves the right to conduct searches of its students and their property. If searches are conducted, the school ensures that the privacy of the students respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School closets and desks, which are assigned to students, remain the property of Emblaze Academy Charter



School, and students should have no expectation of privacy in these areas. Such areas are subject to searches by school officials at any time.

### **Restraint**

Emblaze Academy Charter School maintains a strict Code of Conduct and clear disciplinary procedures. Corporal punishment of pupils is prohibited, but School personnel can use reasonable force as is necessary to protect themselves from physical injury, to protect the pupil, another pupil or teacher or any other person from physical injury, or to restrain a pupil whose behavior is interfering with the orderly operation of the school, provided that alternative procedures and methods not involving the use of physical intervention cannot be employed. An incident report will be prepared in any instance in which restraint is used and parents will be notified.

### **Appeal of Consequences**

Families who wish to appeal consequences assigned by Emblaze Academy staff members can appeal consequences in writing or in person by following the below steps. All appeals should follow the below steps.

- **Dean of School Culture:** Families can call, email, or schedule a meeting with the Dean of School Culture to discuss a consequence that has been assigned or served. This should always be a family's first step if they have questions or concerns about a consequence.
- **Head of School:** If an issue cannot be resolved with the Dean of School Culture, families can call, email, or schedule a meeting with the Head of School to discuss a consequence that has been assigned or served.
- **Board of Trustees:** The decision of the Head of School with respect to a disciplinary consequence will be reviewed by the Board of Trustees upon the submission of a complaint to the Board of Trustees as described above. The Board of Trustees will issue a written response to the appeal within thirty (30) days of receiving the appeal.