



**BRASS CITY CHARTER SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**2017-2018**

**(Revised and Adopted December 20, 2017)**

**212 Chestnut Avenue Waterbury, CT 06710**  
**[www.brasscitycharter.org](http://www.brasscitycharter.org)**

**(203) 527-5942**

# BRASS CITY CHARTER SCHOOL

## STUDENT/PARENT HANDBOOK

### MISSION STATEMENT

Brass City Charter School (BCCS) provides a rigorous academic and holistic social-emotional learning program that will eliminate the achievement gap for underserved students. BCCS enables students to soar academically, develop as people of character, and lead meaningful and productive lives both for themselves and for their community.

### OUR VALUES

- We educate the whole child, academically, socially and emotionally.
- All children, regardless of socioeconomic status, race, religion, ethnicity, or gender can grow, achieve, and be successful, happy and healthy citizens.
- Education, incorporating rigor and compassion, is the key to ending the cycle of poverty.
- Coming to school each day and working hard is the path to educational success.
- Ability and competence grow with effort and persistence.
- Parents are vital to their children's success.
- Community partnerships and involvement are critical to the life of the school.
- The school environment must be safe, calm and responsive.
- *SCHOOL SHOULD BE A JOYFUL EXPERIENCE!*

Commented [A1]:

### EQUAL OPPORTUNITY

Brass City Charter School does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

### CONFIDENTIALITY

All records for students attending Brass City Charter School are kept on file at the school in a fireproof, locked file cabinet. Teachers and other legally authorized individuals have access to the files. No one else is allowed to examine the records of any student without written consent of the parent or guardian. Parents may see or have a copy of records upon request. This school follows a "Due Process" procedure for any parent who does not agree with the contents of the school records.

## STUDENT PLEDGE

I pledge to make the world a better place, starting with me.

I will respect myself and other.

I will be safe and follow the rules.

I will actively participate in my learning.

We are Brass City Charter School – a community of critical thinkers and lifelong learners.

## SCHOOL PROCEDURES

### **The School Day**

7:30 – 7:45 Breakfast served in classroom

8:00 - Monday - Friday classes begin

4:15 – Monday – Thursday – Dismissal

4:15 – Friday/ Noon every other Friday

- We educate the whole child, academically, socially and emotionally.
- All children, regardless of socioeconomic status, race, religion, ethnicity, or gender can grow, achieve, and be successful, happy and healthy citizens.
- Education, incorporating rigor and compassion, is the key to ending the cycle of poverty.
- Coming to school each day and working hard is the path to educational success.
- Ability and competence grow with effort and persistence.
- Parents are vital to their children's success.
- Community partnerships and involvement are critical to the life of the school.
- The school environment must be safe, calm and responsive.
- *SCHOOL SHOULD BE A JOYFUL EXPERIENCE!*

### **Drop Off / Pickup**

Drop off / pick up students at the beginning / end of the school day at the front of the school (Chestnut Avenue side). **Enter school grounds on Willow Street.** Parents/guardians should remain in their cars and proceed in a line to the school entrance where their child will be escorted to the car. Buses will Drop off / pick up students on Ludlow Street.

### **Written permission is required for the following:**

1. Going home with someone other than a designated person.
2. Leaving school early.
3. Going home by means other than the usual one.
4. Going to another child's house after school.

**For safety reasons, all parents and anyone entering the school are required to sign in at the office and wear a visitor's pass while in the building.**

## School Cancellation

Brass City Charter School follows the City of Waterbury's school closings/delays/emergency dismissals. Otherwise we follow our own calendar. To be sure that you do not miss any notifications, sign up for school closing/delay text alerts at [wfsb.com](http://wfsb.com).

**\*\*Late Openings:** When the City has a 90-minute delayed opening, **BCCS doors open at 9:00** a.m. and classes begin at 9:30.

**\*\*Early dismissal:** When school is dismissed early for weather the City has assigned BCCS a **12:30 p.m.** dismissal time.

## Attendance

**It is very important that your child attends school every day, arrives on time, and remains until the end of the school day.**

If your child arrives at school after 7:45, he/she must sign in at the office before going to her/his classroom and is considered TARDY. Parents should email the school at [attendance@brasscitycharter.org](mailto:attendance@brasscitycharter.org) if a child is going to be absent and explain the reason for the absence. A signed copy of the email must accompany the child when s/he returns.

**A student is considered "truant" who has four unexcused absences from school in any one month or ten unexcused absences from school in any school year.**

**Excused absences:** A student's absence from school shall be considered excused if a parent submits written documentation for absence up to 9 days except in the case of a student illness with documentation from a licensed medical professional, observance of a religious holiday, death in a student's family or other emergency beyond the control of the student's family, mandated court appearance (written documentation required), or pre-approved extraordinary educational opportunity.

## Change of Address or Phone

You must notify the office immediately if you move, change your home telephone number, or cell number. **We must be able to reach you in the event of an emergency.**

## School Visits

Parents visiting the school at any time are reminded to sign in at the office. Visiting your child's classroom **must** be prearranged with the teacher and limited to one half hour.

## Breakfast and Lunch

Breakfast is served daily at 7:30 until 7:45. School lunch is prepared for all students. The menu is posted for the month on the website. Please notify us of any food allergies your child has and provide doctor's verification. **Outside food is NOT permitted.**

## Electronic Devices

Cell phones and electronic gaming devices are not allowed in classrooms

## **School Uniform Policy**

See the school website for the dress code. Gym uniforms are to be worn on gym days.

To order uniforms: <https://www.agpestores.com/shirtking/groupproducts.php> (code is bccs)

## **SUMMER LEARNING**

In order to address the issue of “summer slide”, we expect all students to participate in an on-line learning program throughout the entire summer. Students are required to complete at few reading and math on-line lessons every week and, In addition, students in grades 2-4 are to read and then answer at few questions weekly using Google Docs. Chromebooks can be lent to students who do not have computers at home. Age appropriate books will be distributed to students to read during the summer. On-line work will be monitored by BCCS staff.

## **SPECIAL EDUCATION / DISABILITY**

Special education is provided to a child with an identified disability who needs specially designed instruction to meet her/his unique needs and to enable the child to access the general curriculum at Brass City Charter School. The City of Waterbury, Department of Special Education and Pupil Personnel Services provides specialized services to Brass City Charter School that includes evaluation, determinations, and a comprehensive set of certified personnel to provide appropriate services. The City of Waterbury, Department of Special Education and Pupil Personnel Services is responsible for retaining all student records pertaining to assessments, and IEP’s and for notifying teachers of a child’s IEP. BCCS understands that it is responsible for ensuring that students receive the services mandated in their Individual Education Program (IEP).

Although special education services are provided by the city of Waterbury, we take very seriously our duty to identify and insure that students receive services who may be disabled and may need special education and/or related services. BCCS has developed a model for SRBI tiered interventions that has as its focus prevention and early intervention and has three components:

1. High quality, research based instruction in the general education curriculum that is differentiated and designed to meet the diverse learning needs of students.
2. Interventions designed to meet each individual learner’s needs at the onset of concern about student performance.
3. Data-based decision making and regular progress monitoring to ensure effective student progress and fidelity of the intervention. Monitoring is used to make decisions about further needs for intervention.

BCCS has an intervention team to provide both push-in support as well as small group instruction. Student’s iReady results (iReady assessments are given four times a year for non-tested grades and three times a year for SBAC tested grades) are used in decision making for eligibility for interventions. Data is collected and analyzed from interventions and if a child is not making adequate progress, a referral is made to the special education team to initiate the PPT process.

If a child has a disability that interferes with her/his ability to learn in the general education classroom and does not qualify for special education services, the child is eligible for a 504 plan. The plan is drawn up at

a meeting of the teacher, parent/guardian, and executive director and covers the accommodations, services, and support the child will receive in order to access education at school. The record of the agreed upon modifications/accommodations is on file in the executive director's office.

## ENGLISH LANGUAGE LEARNERS

Brass City Charter School complies with the Every Student Succeeds Act (ESSA) that requires consistent entrance and exit procedures for English Learners (ELs). We believe that ELs have the same potential as native speakers of English to engage in cognitively complex tasks. Regardless of ELP level, all ELs need access to challenging, grade-appropriate curriculum, instruction, and assessment and benefit from activities requiring them to create linguistic output.

The Connecticut Bilingual Statute requires bilingual education programs to be provided in schools that have 20 or more speakers of the same native language who are identified as EL students.

**Step 1:** We determine if the student is a potential EL student through completion of the [Home Language Survey \(HLS\)](#).

The three HLS questions are:

1. What is the primary language spoken in the home, regardless of the language spoken by the student?
2. What is the language most often spoken by the student?
3. What is the language the student first acquired?

**Step 2:** If **one or more** questions indicate a language other than English, the student **will** be assessed with an English language proficiency test (Las Links) to determine English learner status.

**Step 3:** If the student's results on the ELP Las Links indicate the student is an English learner (EL), the student is identified. The student's parents are informed of the service options for their child and select the service that the student will receive or waive services. They are also informed that they may modify their selection at any time. The student's EL status is also reported in the CSDE's Public School Information System (PSIS).

**STEP 4:** EL students are exited from the program according to state criteria. Annually, we assess the progress made by each student toward meeting the state standards using:

- For kindergarten-Grade 2, the Developmental Reading Assessment 2 (DRA 2), and Language Assessment Systems (LAS) Links English Proficiency Assessment.
- For Grades 3-8, the Smarter Balance and the LAS Links English Proficiency Test.

## DISCIPLINE POLICY

**Goals:** Teachers and staff at Brass City Charter School work to ensure that:

1. Each child has an opportunity to learn in a safe environment.
2. Each child accepts responsibility for his/her own actions.
3. Courtesy and respect are shown to and expected from all members of the school community.
4. Each child respects and cares for the school building and all school property.

Teachers and staff work to design an environment that fosters academic and social growth and prevents challenging behaviors. Teachers and staff use positive techniques that encourage pro-social behavior and self-control. Consistent, clear rules are developed within each classroom and challenging behaviors managed by the use of techniques such as logical consequences, redirection, problem solving and the reinforcement of good behavior. Teaching staff assist children in resolving conflicts by helping them identify feelings, describe problems and try alternative solutions.

That being said, a student in third grade or higher may be disciplined with in-school suspension, suspension, and ultimately expulsion for. Younger children may be disciplined with in-school suspension for:

1. Endangerment to Persons/Property (violence, weapons, drug distribution).
2. Serious Disruption (behavior that markedly interrupts or severely impedes the operation of the school).
3. Evidence of Previous Disciplinary Problems (history of previous disciplinary problems).

Mitigating circumstances will be considered.

The classroom teacher handles most discipline problems. If a problem continues or is of a serious nature, student will be sent to the office. Brass City Charter School maintains open lines of communication with parents and guardians. You should expect a call, or you may be required to take your child home as a consequence of your child's behavior.

## **BULLYING**

Bullying is unacceptable in our school family.

Bullying **means** (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying (such as harmful or unwelcomed taunts/slurs/threats), directed at or referring to another student attending the School, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending the School, that: (i) Causes physical (violence or physical threats) or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Bullying shall **include, but not be limited to**, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

All incidents of bullying will be considered a serious violation of our school community's code of acceptable behavior. If bullying is suspected, please report directly and promptly to the Executive Director or Academic Deans. Incident reports are available in the office.

## **BUS CONDUCT**

For the safety of our children, the importance of proper bus conduct while waiting for, boarding, riding, or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver endangers all. All students should understand, and parents are urged to impress upon their children, the necessity for strict compliance with the following rules:

1. Students are to remain well out of the road while waiting for the bus.
2. Students must take their seat when they enter the bus and remain seated until their designated stop. They should get on and off of the bus only when it is fully stopped.
3. Conversations should take place in a normal tone of voice.
4. Nothing should be thrown in or from the bus.
5. Eating or drinking is not permitted on the bus.
6. Students living on the opposite side of the street shall cross to the other side in front of the bus and only when the bus lights flash red and all traffic has stopped.
7. Students who damage or deface a bus or any equipment on the bus shall be held liable for such damage.

Contact info for bus company: **Durham Bus Company - 203-591-1847**

**Penalties for Violation:** Any student who violates any of these regulations will be issued a bus warning. Depending on the severity of the violation, a student's bus riding privilege may be suspended at the discretion of the Executive Director.

## **INTERNET POLICY**

As part of your child's education, Brass City Charter School provides filtered and supervised access to the Internet. Students are taught acceptable internet use which prohibits:

- Causing harm to others such as cyber bullying
- Accessing inappropriate websites at school such as chat rooms and social networking sites
- Damaging computer equipment
- Using other's passwords or changing them
- Downloading music and other materials protected by copyright laws
- Using any school computer without permission
- Plagiarism

## **PARENT INVOLVEMENT**

A child's education is a responsibility shared by the School and family during the entire period the child spends in school. Although our families are diverse in culture, language, and needs, they all share the School's commitment to the educational success of their children. To support the goal of the School to educate all students effectively, the School and parents must work as knowledgeable partners:

- Communication between home and School should be regular, two-way, and meaningful.
- Responsible parenting is required and will be supported.



- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Noncustodial parents shall receive written reports and conference notifications upon a request to the school principal.

Every new student will receive a home visit prior to the start of their first school year. The visit will introduce the student and his/her family to the rules and expectations of the School and the importance of regular school attendance and reading.

### **CONFERENCES**

Teacher conferences are held four times a year. Parents and students are expected to attend each conference. This is an excellent time to review student progress and set goals for the following term.

### **PTO**

The PTO is a vital part of our school. All parents/guardians are members of the PTO and encouraged to attend meetings.

### **TIPS TO INSURE SCHOOL SUCCESS**

- Be sure that your child gets enough sleep each night.
- Limit TV and electronic games.
- Encourage your child to READ - READ - READ. And read to your child regularly!
- Help your child maintain good attendance.
- Keep lines of communication open between you and your child's teacher.
- Support the school philosophy and rules

### **SMOKING / DRINKING / DRUGS ON SCHOOL PREMISES**

Due to the health hazards associated with smoking, and in accordance with federal and state law, the smoking and all other tobacco use is prohibited in all school buildings, on school grounds, and in any vehicle used to transport children or personnel. "Tobacco product" is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes.

The School recognizes the importance of maintaining a drug and alcohol-free environment for its students. In compliance with federal and state requirements, employees, families and students are prohibited from the unlawfully manufacture, distribution, dispensing, possession or use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel, any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Due to safety concerns for our staff, students and families, firearms and other dangerous weapons, including but not limited to, knives of martial arts paraphernalia, are prohibited on school premises. Such instruments and weapons shall be confiscated. Any violation will be reported to the police. Appropriate disciplinary or legal action shall be pursued by school officials.

## **FROM THE SCHOOL NURSE**

If medication is needed during school hours, a signed form is required from the child's physician and parent, and approved by the City of Waterbury doctor.

If your child appears ill and /or has a temperature near 100 degrees or above, please keep him/her at home. Some signs that a child is too sick to come to school are: vomiting, a cough that produces mucous, a runny nose that produces thick mucous, an above normal temperature within the previous 24 hours, or an obvious rash. Notify the school by telephone if your child will be absent.

If your child contracts chicken pox, keep him/her home for seven days from the appearance of the first lesion or longer if the initial crusts are still present.

Headlice is a common problem among school children. When a child is identified as having head lice, the parent will be asked to take the child home. The child will not be able to return to school until the child is "nit free".