

**BRASS CITY CHARTER SCHOOL**  
**STUDENT HANDBOOK**  
**2021-2022**

289 Willow Street  
Waterbury, CT 06710  
[www.brasscitycharter.org](http://www.brasscitycharter.org)

(203) 527-5942

**Mission Statement**

The mission of Brass City Charter School is to provide a rigorous academic and holistic social-emotional learning program that will eliminate the achievement gap for underserve students. BCCS will enable students to soar academically and develop as people of character, and lead meaningful and productive lives both for themselves and for their community.

**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.

## SCHOOL PROCEDURES

### Arrival, Dismissal, Attendance, Absence

7:30 – 7:45 Breakfast served in classroom

8:00 - Monday – Friday, classes begin

3:30 – Dismissal

**\*Children to be picked up at the end of the school day will be dismissed at the front of the school. 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.**

**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.**

### 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 a letter explaining the absence 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.

### 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**.

**\*\*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 time for BCCS is 12:00 p.m.**

### 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.

### School Uniform Policy

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

To order uniforms:

<https://bccsuniforms.itemorder.com/>

### Statement of 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 inspect and review 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.

### 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.**

## 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.

SEP

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:

\* Endangerment to Persons/Property (violence, weapons, drugs distribution)

\*Serious Disruption (behavior that markedly interrupts or severely impedes the operation of a school)

\*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, the 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.

## **Personal Technology Devices**

Personal technology devices have become a way of life, a convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones or other devices such as i-watches and personal computers have become a distraction, interruption, and a way to spread material inappropriately on the web. Messaging and/or videoing takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can also be a detriment in the event of a building emergency and negatively impact our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child.

No student will be allowed to have possession of or use personal technology devices during the hours of **7:30 a.m. to 4:15 p.m.** All devices brought on to school premises must be turned off and secured in the students assigned locker. Of course, the best security for all is to leave them at home.

If a student is found to be in possession of, or using any personal technology device, it will be confiscated and delivered to the office where a student will be issued a receipt for the device. The device will be placed in a locked cabinet.

The consequences will be as follows:

### 1<sup>st</sup> offense:

- Device held in office until the end of the day.
- Student will sign for the device at the end of the day in the office.

### 2<sup>nd</sup> offense:

- Device held in office until the end of the next day.
- A parent or guardian will need to sign for the device at the end of the next day in the office.

### 3<sup>rd</sup> offense:

- Device held in office for three (3) days.
- A parent or guardian will sign for the device after a meeting with the student, dean, or executive director.

Any further offence will be addressed by the administration and may result in suspension.

**NOTE:** If a device is confiscated on a Friday or a day before a vacation, it will be returned to the student at the end of the school day with the understanding that the device is to be surrendered upon return to school. The device will then be kept overnight for the duration of the offense and returned at the end of that school day,

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process.

## **Bullying Policy**

Bullying is defined as repeated acts against a student with the intent to ridicule, humiliate, or intimidate him or her.

Bullying is unacceptable in our school family. All incidents of bullying will be considered a serious violation of our school community's code of acceptable behavior and brought to the attention of the executive director and deans.

Bullying includes, but is not limited to: being deliberately unkind or excluding; harmful speech or conduct focusing on the issue of a person's alleged or actual sexual orientation; violence; taunts, slurs and/or physical threats directed at a person's race, color, national origin, religion, ethnicity, or disability; initiating and/or executing unwanted physical contact; making sexually threatening and/or abusive comments; name calling, ridiculing, threats or insults.

If bullying is suspected, please report the incident directly to the Executive Director. Incident reporting forms 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.

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 incidents should be reported directly to the Executive Director. Incident reporting forms are available in the office.)
- \*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

### **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.

### **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 include 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. Children sent home sick from school need to stay home for 24 hours before returning. 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.

Ring worm and "Pink eye" or conjunctivitis are contagious. Please consult your doctor for

treatment. A note from the doctor must accompany the child on his/her return to school.

Head lice 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".

### **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.