



Student & Family Handbook

2024 - 2025 School Year

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This is a live document. All updates can be found on the digital copy at BSSWA.org

NEW YORK CITY PUBLIC SCHOOL MISSION

Our Mission at the New York City Public Schools is to ensure that each student graduates on a pathway to a rewarding career and long-term economic security, equipped to be a positive force for change.

VISION STATEMENT OF BSSWA

Classroom:

Within the classroom, we shall provide an equitable education that challenges all students to use art and writing to think creatively, discover their passions, and take ownership of their learning. We shall empower students through teaching culturally relevant material that honors student voice and allows for student choice.

School:

Within the school, we shall educate, empower, and embolden our community through creating a welcoming environment that cultivates individuals to respect differences, feel ownership, and have the courage to take initiative and lead.

Community:

Within the larger community, we shall foster collaboration between school members, families, and neighborhood organizations. We shall reach out to create partnerships to educate each other, empower families, and embolden our students.

MISSION STATEMENT OF BSSWA

Our mission at Bronx Studio School for Writers and Artists is to;
Educate, Empower, Embolden...

INSTRUCTIONAL FOCUS OF BSSWA

Throughout the 2024-2025 school year, students will be exposed to vocabulary and instructional strategies to articulate their learning through reading, writing and discussion.

Instructional Leadership Team

Bronx Studio School for Writers and Artists – 08X269

Instructional Leaders

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NYC Department of Education School Year Calendar 2024-2025

This is the 2024–25 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC) or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- Individual schools’ Parent-Teacher Conference dates might be different from the dates below. Your child’s teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12.

| DATE | WEEKDAY | EVENT |
|-----------------------|-------------------|--|
| September 5 | Thursday | First day of school |
| September 12 | Thursday | Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers |
| September 19 | Thursday | Evening Parent-Teacher Conferences for middle schools and D75 schools |
| September 26 | Thursday | Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools |
| October 3–4 | Thursday–Friday | Rosh Hashanah, schools closed |
| October 14 | Monday | Italian Heritage/Indigenous Peoples’ Day, schools closed |
| November 1 | Friday | Diwali, schools closed |
| November 5 | Tuesday | Election Day, students do not attend school |
| November 7 | Thursday | Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early |
| November 11 | Monday | Veterans Day, schools closed |
| November 14 | Thursday | Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early |
| November 21 | Thursday | Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools |
| November 22 | Friday | Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early |
| November 28–29 | Thursday–Friday | Thanksgiving Recess, schools closed |
| December 24–January 1 | Tuesday–Wednesday | Winter Recess, schools closed |

NYCDOE School Year Calendar 2024-25



| | | |
|----------------|------------------|--|
| January 20 | Monday | Rev. Dr. Martin Luther King Jr. Day, schools closed |
| January 21–24 | Tuesday–Friday | Regents Administration |
| January 27 | Monday | Professional Development Day; no classes for students attending high schools and 6–12 schools, all other students attend school |
| January 28 | Tuesday | Spring Semester begins |
| January 29 | Wednesday | Lunar New Year, schools closed |
| February 17–21 | Monday–Friday | Midwinter Recess, schools closed |
| March 6 | Thursday | Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early |
| March 13 | Thursday | Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools, students in these schools dismissed three hours early |
| March 20 | Thursday | Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools |
| March 21 | Friday | Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early |
| March 31 | Monday | Eid al-Fitr, schools closed |
| April 14–18 | Monday–Friday | Spring Recess, schools closed |
| May 1 | Thursday | Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers |
| May 8 | Thursday | Evening Parent-Teacher Conferences for middle schools and D75 schools |
| May 15 | Thursday | Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools |
| May 26 | Monday | Memorial Day, schools closed |
| June 5 | Thursday | Eid al-Adha / Anniversary Day; schools closed |
| June 6 | Friday | Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs |
| June 17–26 | Tuesday–Thursday | Regents Administration |
| June 19 | Thursday | Juneteenth, schools closed |
| June 26 | Thursday | Last day of school for students |

CHANGE OF PERIOD (BELL SCHEDULE)

| | Monday - Friday | |
|--------|-----------------|---------------|
| PERIOD | PERIOD BEGINS | END OF PERIOD |
| 1 | 8:15 | 9:00 |
| 2 | 9:03 | 9:48 |
| 3 | 9:51 | 10:36 |
| 4 | 10:39 | 11:24 |
| 5 | 11:27 | 12:12 |
| 6 | 12:15 | 1:00 |
| 7 | 1:03 | 1:48 |
| 8 | 1:51 | 2:35 |

Attendance and promptness are necessary for students to be successful in school. For this reason, we have included the bell schedule above, along with the beginning and ending of the school day. Expectations for arrival, passing time, and departure are below.

The school day begins at 8:15 am. Students are expected to be in their classroom and prepared to learn at that time. If students enter the building after 8:15 am they are considered 'late'.

After 8:15, students must present their school issued IDs and scan using the CASS machine. This will generate a late slip that the student must present to their teacher upon entering the classroom.

Three latenesses to school will result in 1 scheduled detention.

Students have three minutes passing time between classes. Three accrued latenesses will result in 1 detention.

Multiple repeats of the same offense can result in a Principal's Suspension.

If students do not serve their scheduled detentions, they will be prohibited from attending school sponsored functions such as dances, incentive trips, etc.

The end of the day is signaled by the 2:35 pm bell, which rings shortly following the afternoon announcements. As the bell is the signal, the students are ultimately dismissed by the classroom teacher and should not exit the classroom until being directed by said teacher.

Please note that no student should be dismissed before the bell rings and therefore should not be present in the hallways until after the 2:35 pm bell has rung.

School Wide Grading Policy

| Summative Assessments 80% | Formative Assessment 20% |
|--|---|
| <p>A summative assessment measures student learning and mastery of learning standards over a prolonged and sustained period of time (a unit of study). Students will have <u>multiple opportunities</u> to demonstrate evidence of learning towards mastery, at times on the same learning standards.</p> <p>Examples of possible summative assessments are:</p> <ul style="list-style-type: none">- Essays- Performance Tasks- Written response task- Unit Tests- Quizzes- Presentational Task | <p>A formative assessment is used to inform instruction (i.e. remedial instruction, enrichment, differentiation, etc.). A formative, again, is not demonstrative of prolonged mastery but is indicative of effort towards the desired learning.</p> <p>Examples of possible formative assessments are:</p> <ul style="list-style-type: none">- Class work- Reading journals- Class discussion |

*****REGENTS EXAM SCORES MAY NOT BE USED IN THE CALCULATION OF GRADES*****

Other Assessments

All students take the I-Ready assessment in Reading and Math 3 times per year. This assessment provides a score and level that is used in decision making for intervention and enrichment classes, known as RISE at BSSWA. RIS is a period where students receive instruction that they need, based on the data collected from the I-Ready assessment. We urge families to encourage their children to show their best work on all assessments, as students will be placed in a specific class with instruction tailored to their level for 6-8 week cycles.

2024 - 2025

Report Card Calendar

| <u>Fall Semester/Term</u> | <u>Spring Semester/Term</u> |
|--|--|
| September 5th Fall Term Begins | February Spring Term Begins |
| October 11, 2024 Progress reports distributed to students | March - (Progress Reports) |
| November 15, 2024 End of 1st Marking Period Report Cards Available on NYSCHA | April End of 3rd Marking Period |
| December 20, 2024 Progress reports distributed to students | May 4th marking period progress reports distributed |
| January 31, 2025 End of Semester 1 | June End of Marking Period |
| Regents Exams | June Report Card Distribution |
| February 1, 2025 Report Cards Available on NYSCHA | |

Parent Teacher Conferences

- Virtual through Zoom
- **September 26, 2024** - Evening Parent-Teacher Conferences for 6–12 schools
- **November 21, 2024** - Evening Parent-Teacher Conferences for 6–12 schools
- **November 22, 2024** - Afternoon Parent-Teacher Conferences for 6–12 schools
 - Students will be dismissed at 11:25
- **March 20, 2024** - Evening Parent-Teacher Conferences for 6–12 schools
- **March 21, 2024** - Afternoon Parent-Teacher Conferences for 6–12 schools
 - Students will be dismissed at 11:25
- **May 15, 2024** - Evening Parent-Teacher Conferences for 6–12 schools

Graduation Requirements

Middle School students must pass their classes in order to be promoted to the following grade. If a student does not receive an average score of 65 in the class, they will be mandated to attend summer school

High school students who seek to receive a diploma from New York City Public School are mandated by the requirements outlined by the state and can not receive a diploma unless those requirements are met.

The requirements are listed on the charts below.

Each student will participate in at least one transcript review with their guidance counselor to track their progress toward graduation. This will ensure that students are aware of their progress toward graduation in credits and regents.

GRADUATION REQUIREMENTS

As of February 2022

Earning a Diploma in NYC

In New York City public schools, students can earn three types of diplomas: a local diploma, a Regents diploma, or an advanced Regents diploma. Each is a valid high school diploma and can be used to demonstrate graduation or enroll in programs after high school, like college and the military. To earn a diploma, students must earn specific course credits (see table to the right) and pass specific Regents exams (see table on the reserve side).

Minimum Credit Requirements

All students must earn 44 total credits across specific subject areas in order to graduate. Subject-area requirements vary by the type of diploma and may also vary if a student earns an endorsement. Ask your school counselor for more information about credit requirements.

Diploma Endorsements

Students may also earn endorsements to their diplomas. Endorsements recognize the successful completion of additional courses and exams in particular subject areas. Ask your school about the requirements for the following endorsements: Arts, Seal of Biliteracy, Career Development and Occupational Studies (CDOS), Career and Technical Education (CTE), Honors Designation, Mastery in Math, Mastery in Science, and the Service Seal.

Commencement Credentials

Students can earn two types of commencement credentials: the CDOS commencement credential and the Skills and Achievement commencement credential. These credentials recognize specific achievements, but they are not diplomas. Students who receive commencement credentials may continue to attend school until they earn a high school diploma or until the end of the school year in which they turn 21 (whichever occurs first). Due to COVID-19, students who turned 21 within the 2020-21 school year may remain enrolled for 2021-22 in pursuit of a high school diploma, credential, or endorsement. Ask your school counselor for more information about commencement credentials.

| Career Development & Occupational Studies (CDOS) Credential | Skills & Achievement Commencement Credential |
|---|--|
| This credential recognizes students' preparation for entry-level work aligned to the CDOS learning standards. Students complete a career plan, employability profile, and 216 hours of career preparation experiences, including at least 54 hours of work-based learning. The CDOS may be awarded as a sole exiting credential, an endorsement to a diploma, or used to fulfill an exam requirement. | This credential recognizes students' skills and achievements in academic, career development, and other foundations needed for post-school living, learning, and working. This credential may only be awarded to students with severe cognitive disabilities who participate in the New York State Alternate Assessment (NYSAA). |

| Subject Area | Minimum Credit Requirements |
|---|---|
| English Language Arts (ELA) | 8 |
| Social Studies | |
| Global History | 4 |
| U.S. History | 2 |
| Participation in Government | 1 |
| Economics | 1 |
| Math | |
| Including at least 2 credits of math aligned to standards above Algebra I, such as Geometry or Algebra II | 6 |
| Science (including labs) | |
| Life Science | 2 |
| Physical Science | 2 |
| Additional Life or Physical Science | 2 |
| World Languages (formerly LOTE) ¹ | 2 for local and Regents diplomas 6 for advanced Regents diploma ² |
| Visual Art, Music, Dance, and/or Theater | 2 |
| Physical Education | |
| Consistently throughout high school | 4 |
| Health | 1 |
| Electives | 7 for local and Regents diplomas 3 for advanced Regents diploma |
| Total Credits | 44 |

¹ Students with disabilities exempted from the world languages requirement must still earn 44 course credits required for a diploma through elective credits earned in other subject areas.

² Students completing an Arts or CTE endorsement with the advanced Regents diploma are required to complete only 2 credits of World Languages.

GRADUATION REQUIREMENTS

As of February 2022

Minimum Exam Requirements

All students must pass at least **five Regents exams** or State-approved alternatives to Regents exams in order to graduate. Subject-area requirements for exams vary by diploma type and endorsement as described to the right. All students can earn a Regents or advanced Regents diploma. Some students, including students with disabilities, can graduate with a local diploma by earning different exam scores. Contact your school counselor to learn more about Regents exams, State-approved alternatives, and these other exam flexibilities for students who meet specific eligibility requirements:

- Appeals to graduate with low scores on Regents exams
- Safety Net flexibilities for students with disabilities
- Exam waivers for transfer students
- Performance-Based Assessment Tasks (PBATs) for students at State-approved schools

Regents Waivers

The New York State Education Department (NYSED) cancelled multiple Regents administrations due to the COVID-19 pandemic. As a result, students in grades who intended to take Regents exams during these administration periods **and** met NYSED's eligibility criteria, waived that assessment requirement for the associated diploma, endorsement, or credential. A waived Regents exam counts as a score of 65 toward exam requirements.

Toward College & Career Readiness

Coursework, exam scores, and activities outside the classroom can support students in working towards their goals for after high school.

Coursework: Students can prepare for college-level work by taking higher-level courses in high school. These courses may include:

- 8-credit course sequence in math, including Algebra I, Geometry, and Algebra II
- 8-credit course sequence in science, including Living Environment, Chemistry, and Physics
- Advanced Placement (AP), International Baccalaureate (IB), and Honors courses
- Courses for college credit, such as College Now or CUNY Early College

Exams: High exam scores can help students avoid taking remedial classes in college. For CUNY, students may meet the college readiness requirement based on certain test scores. See the CUNY Testing FAQs (<http://bit.ly/CUNYReady>) to learn more.

³ Students completing an Arts or CTE endorsement with the advanced Regents diploma are not required to take the World Languages exam. Likewise, students whose IEP indicates that a disability negatively affects their ability to learn a language are not required to take the World Languages exam to receive an advanced Regents diploma.

| Regents Exam | Local diploma (eligible students only) | Regents diploma | Advanced Regents diploma |
|--|---|--------------------------------|---|
| English Language Arts (ELA) | 55+ | 65+ | 65+ |
| Social Studies <ul style="list-style-type: none"> • U.S. History • Global History & Geography | 55+ on one social studies exam | 65+ on one social studies exam | 65+ on one social studies exam |
| Math <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II | 55+ on one math exam | 65+ on one math exam | 65+ on all three math exams |
| Science <ul style="list-style-type: none"> • Living Environment • Earth Science • Chemistry • Physics | 55+ on one science exam | 65+ on one science exam | 65+ on Living Environment <i>and</i> one other science exam |
| World Languages (formerly LOTE) | <i>Not Required</i> | <i>Not Required</i> | 65+ on one World Languages exam ³ |
| +1 option <ul style="list-style-type: none"> • Any additional Regents exam • State-approved +1 option | <i>Requirements vary</i> | <i>Requirements vary</i> | <i>Requirements vary</i> |
| Total Exams | 5 | 5 | 9 |

Sports offered at BSSWA

| Middle School | Public Schools Athletic League (PSAL) High School |
|---|---|
| Basketball (boys and girls) Volleyball (girls) Soccer (boys and girls) Flag football | Basketball (boys and girls) Volleyball (girls) <i>Boys volleyball offered through NON PSAL team</i> Soccer (boys and girls) Rugby Wrestling (Co-ed) Wrestling (girls only) Rugby (Co-ed) |

DOE Non-Discrimination Policy

It is the policy of the New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation.

It is the policy of the DOE to provide equal educational opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), or weight and to maintain an environment free of harassment on the basis of any of the above protected classifications, including sexual harassment and retaliation.

How do I access my grades?

Students in NYC DOE schools that are using the new NYC DOE Grades application will be able to view their courses, assignments, and assignment grades in TeachHub. To access these new features, please follow the steps below. For support, contact your school's administration.

Step 1 - Go To TeachHub and log in using your DOE Email address (@nycstudents.net) See Mr. Ahmed if you need support accessing your email address/password



Step 2 - At the top bar select the MyDashboard Tab (second or third tab from the left)



Step 3 - Select the Student Grades card to begin.



Step 4 - Your Courses for the school year will appear. You may view your grades by course and by marking period. Please select a course to get more information on your assignments/grades for that course.

01M020

TeachHub
 Digital Learning Resources for Students and Teachers

[Home](#)
[My Dashboard](#)
[K-12](#)
[Elementary School](#)
[Global Test Category - DEV](#)

Student Profile - Courses

Courses for school year: Term 1
 Marking Period 1

Visual Art 1 - ANNJ1 - 494849

YTD (Cumulative Avg.) for Term 1: N/A

Current Marking Period Average: N/A

Reading 1 - EDNJ1 - 494849

YTD (Cumulative Avg.) for Term 1: N/A

Current Marking Period Average: N/A

English Language Arts Overall 1 - EENJ1 - 494849

YTD (Cumulative Avg.) for Term 1: 79

Current Marking Period Average: 95

Listening Speaking and Language 1 - ELNJ1 - 494849

YTD (Cumulative Avg.) for Term 1: N/A

Current Marking Period Average: N/A

Writing 1 - EWNJ1 - 494849

YTD (Cumulative Avg.) for Term 1: N/A

Current Marking Period Average: 78

Academic and Personal Behaviors 1 - GANJ1 - 494849

YTD (Cumulative Avg.) for Term 1: 73

Current Marking Period Average: 73

Classes will be color coded to show at a glance the status of that student in that class.

- **Green - Passing**
- **Red - Not Passing**

Step 5 - You will see your grades for all assignments that have been assigned a grade and those that remain ungraded. Assignments will be color coded to show at a glance the grade you have received.

Student Profile - Gradebook

English Language Arts Overall 1 - EENJ1

Assignment for: English Language Arts Overall 1 - EENJ1

Term 1

Marking Period 1

YTD (Cumulative Avg.) for Term 1: 79

Current Marking Period Average: 95

Four MP1 UnPublished no grades

Term 1 - Marking Period: 1
Due Date: Jan 27 2023
Grade: N/A*

Three MP1 UnPublished with grades

Term 1 - Marking Period: 1
Due Date: Jan 19 2023
Grade: ME*

- Green - Passed
- Red - Not Passed
- Grey - Ungraded or no grades released

Note: You may search for grades by term or marking period in the drop down menu.

Term 1

Term 2

Marking Period 1

Marking Period 2

Marking Period 3

WHERE DO I GO IF...

| | |
|---|------------------------------------|
| I become ill or injured..... | Nurse Room 116 |
| I lost my schedule..... | Guidance Counselors/Social Workers |
| I lost my ID card | Ms. Nelly- Main Office Room 216 |
| I lost my MetroCard | Ms. Marta - Main Office Room 216 |
| I have questions about my schedule..... | Guidance Counselors/Social Worker |
| I need to speak with someone about a problem..... | Dean's Office Room 303 |
| I have a locker problem | Dean's Office Room 303 |
| I need to change my address / telephone..... | Main Office Room 216 |
| I need to call home..... | Main Office Room 216 |
| I want to join a team..... | Gym - Coach Ackerman |
| I need working papers | Main Office Room 216 |
| I have a conflict with another student | Dean's Office Room 303 |
| I am being bullied/harassed | Dean's Office Room 303 |
| I need information about promotion or graduation requirements | College Office Room 220 |
| I need information about college..... | College Office Room 220 |
| I need information about SAT | College Office Room 220 |
| I need information about SAT Prep Courses | College Office Room 220 |
| I need information about College Now classes | College Office Room 220 |
| I need to give in an absence note | Main Office / Ms. Nyreen |
| I have technology issues | Mr. Ahmed Room 228 |
| I need my PBIS Rewards login | Mr. Ahmed Room 228 |

Attendance Policy

- The school day starts at 8:15 am and ends at 2:35 pm
- Students must be in attendance every single day
- We ask that appointments are scheduled after the school day, however if a student must attend a doctor's appointment during the school day, we ask that they leave early or come in late, as half a day of classes is better than having to catch up in all of the classes
- If the student is absent due to a doctor's appointment, a note must be provided for it to be an **excused** absence, but please know that this is still considered an absence.

Promotion in Doubt

Letters will be sent home with students and mailed to parents/guardians at the end of January / early February. These letters are an **early notification** that your child may be in danger of failing the subject listed. This does not mean your child has already failed, however it is a notification that they have received 65 or below at least once during the school year.

Spec Ed Offerings

- Integrated Co-Teaching (ICT)
- Special Teacher Support Services (SETSS)
- Self-Contained

Academic Dishonesty

- Cheating
 - Copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without permission; knowingly using, buying, selling, stealing, transporting, or asking for, in whole or part, the contents of an unadministered test; substituting for another student or permitting another to substitute on one's self to take a test; bribing another person to obtain a test that is to be given; or securing copies of the test or answers to the test in advance of the test.
- Plagiarism
 - Using another's work or ideas in whole or in part, and using it as one's own credit without the required citation and/or copying written work from the Internet, or any other sources, without the required citation.
- Colluding
 - Engaging in deliberate collaboration with another person or groups of students in preparing written work for credit.

Electronic Device Policy

New York City Public Schools are now phone free environments. Students are not allowed to bring their phones into the school building. For this reason we have enacted a cell phone pouch policy:

- Each student will be provided a pouch that they will keep.
- Upon entry to the building, students will place their phones in the pouch and lock them. Pouching will be checked.
- Electronic devices will remain in the pouch for the duration of the school day.
 - Electronic devices include ipads / tablets, smartwatches, headphones, gaming systems, etc.
- Pouches will be unlocked during dismissal.
- If students are found to be in the possession of an electronic device that is not placed in the Yondr pouch, the device will be confiscated and a parent or guardian is required to retrieve the device from the main office. **Please note that the device will not be returned to the student.**

Lost or damaged pouches will be replaced at a \$30 fee paid by the family. Failure to pay will result in loss of privileges (dances, trips, incentives), withholding of diplomas, etc.

Field Trips

- Only BSSWA staff members are allowed to chaperone trips.
- All students must hand in a signed NYCDOE permission slip to be able to attend BSSWA trips.
- Field trips between the hours of 8:15 am - 2:35 pm constitutes a regular school day and attendance is mandatory. Trips may also be a part of a student's grade as it will align with a unit of study.

Dress Code

- In order to maintain a positive, safe, and inclusive learning environment, DOE policy prohibits students from wearing clothing in school, on school buses, or during any DOE- or school-sponsored programs or activities that take place on or off school property, which contains language (including slurs), images, or references:
 - which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight;
 - to profanity, obscenity, nudity, or sexual acts;
 - to threats of violence, injury or harm, or gang affiliation.
- All students are prohibited from wearing revealing clothing that does not provide full coverage of the body.
 - BSSWA Dress Code prohibits wearing clothes that reveal midriffs, undergarments, or any shorts or skirts above midthigh, this is inclusive of rips or tears in jeans or shorts.

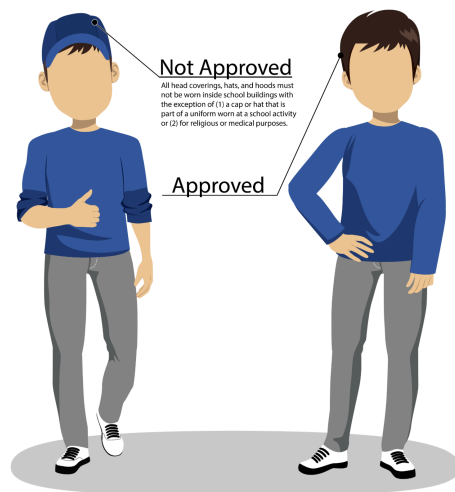
- In an effort to prepare our students for college, career, and beyond, we ask that students dress in a manner that would be appropriate for the professional venues.
- If students come to school dressed in a manner that does not comply with our dress code, parents will be notified and students will be given clean loaner clothes for the duration of the school day or parents can bring in appropriate clothing.
- Any student who refuses to follow the dress code, will be considered insubordinate and BSSWA will follow the Chancellor's Regulation Code of Discipline.

If a student comes to school wearing clothing prohibited by the dress code or DOE policy:

- The school must notify the student and their parent(s) and discuss the importance of following the dress code and the expectation that the student will adhere to the dress code going forward.
- In those situations where the school determines that an immediate adjustment of the student's clothing is warranted prior to the end of the school day (e.g., clothing contains discriminatory language or student is wearing revealing clothing), the school must advise the parent and student and discuss options for conforming with the dress code.
- Schools can consider asking the student to turn a shirt inside out, cover or replace the clothing until the end of the school day, or offering the student clean alternative clothing if the school has such clothing on hand.

The dress code policy equally applies to all students regardless of sexual or gender orientation and will be enforced accordingly.

See examples on the next page



Emergency Contacts & Signing students out

- Students must have a blue card with all emergency contacts and pick ups
- Person picking the student up MUST have an ID card with their full name and picture
- Person must stop at the school safety desk and wait for further instructions to sign the student out of school.
- PERSON PICKING THE STUDENT UP MUST APPEAR ON THE BLUE CARD.

Visiting building

- All visitors MUST have an ID card with their full name and picture to sign in
- All visitors MUST wear a visitor pass

Immunizations and ongoing medical needs

- All students must have updated immunization records.
- If a student experiences a medical need, please submit a letter from their doctor to keep on record for proper accommodations.


Students:

PBIS Rewards

This is a point system used to reward POSITIVE behaviors students exhibit on a regular basis. We use the acronym BSSWA to assign reward (see behavior matrix below).

- Students are able to **use their points** to buy items in the PBIS store (ex: snacks, headphones, bikes)
- Broadway shows
- Paint
- Smores parties
- Tie Dye parties

BSSWA Behavioral Matrix

|  | Classroom/ Shared Space | Hallway/ Bathroom | Cafe |
|---|--|---|--|
| B Be Respectful | <ul style="list-style-type: none"> • Be prompt, prepared, and present • Listen attentively • One mic • Value individual and school property • Use language and actions that is free from swearing, insults, and teasing | <ul style="list-style-type: none"> • Voice level 0 or 1 • Allow others privacy • Stay in your personal space • Keep it clean | <ul style="list-style-type: none"> • Clean up your area and throw away trash • Be considerate to staff & students • Use language and actions that is free from swearing, insults, and teasing |
| S Safe | <ul style="list-style-type: none"> • In your assigned seat • Use materials appropriately • Keep hands to yourself • Follow directions • See something/say something | <ul style="list-style-type: none"> • Keep it moving • Walk instead of run • Keep adequate space • Carry hallway pass • See something/say something | <ul style="list-style-type: none"> • Walk calmly in the cafe • Ask permission to leave cafe • Wait patiently in line • Keep food in the café and on tray • Keep hands to yourself • Follow directions • See something/say something |
| S Scholarly | <ul style="list-style-type: none"> • Show pride in your work • Productivity/working together • Take ownership of learning • Remain on task • Listen to the ideas of others | <ul style="list-style-type: none"> • Arrive to class on time • Carry all required materials for class | <ul style="list-style-type: none"> • Use manners • Be polite |
| W Willing to | <ul style="list-style-type: none"> • Take academic risks • Productively struggle • Support your peers/staff • Persevere • Hold peers accountable • Make mistakes • Ask for help | <ul style="list-style-type: none"> • Respect people's privacy • Clean up after yourself | <ul style="list-style-type: none"> • Lend a helping hand • Adhere to rules • Hold peers accountable • Respect people's property |
| A Accountable | <ul style="list-style-type: none"> • Complete work on time & meet deadlines • Do your best • Work together • Challenge each other's thinking • Advocate for yourselves | <ul style="list-style-type: none"> • Talk & walk • Move swiftly • Protecting and celebrating the work of others | <ul style="list-style-type: none"> • Maintain a clean area • Share space • Clean up |

Food

- Students can enter the building at 7:45am and go to the cafe, where breakfast will be served.
- Breakfast will be served for students who would like to eat before going to class at 8:05am.
- Students are not permitted to eat in classrooms after 8:30 am.
- No food will be allowed in classrooms after 8:30 am.
 - Food needs to be eaten before entering building or placed in locker until lunch
- Students are not permitted to order food into the building. This includes DoorDash, UberEats, or any other delivery service. If students violate this, the delivery will be confiscated and disposed of.

Lockers

- Lockers can be visited before school, before/after lunch, and after school.
- All coats **MUST** be placed in lockers at the start of school day. Coats will not be permitted to be worn in classrooms. **NON NEGOTIABLE.**
- Administration must be provided with the combination or extra key
- Students who arrive with a skateboard or scooter must place it in the Dean's office upon arrival.

Cell phones are not permitted in NYC schools

- The Governor is passing into Law that cell phones will be banned from NYC schools
- **CELL PHONES ARE NOT ALLOWED DURING THE SCHOOL DAY**
- All students must keep their cell phones in YONDR pouches once received.
- Any student who refuses to follow the cell phone policy, will be considered insubordinate and BSSWA will follow the Chancellor's Regulation Code of Discipline.
- See more information about YONDR pouches in the letter to families and student policy at BSSWA.org

CHANCELLOR'S REGULATION A432 SEARCH AND SEIZURE

Chancellor's Regulation A432 sets forth the procedures to be followed when students, their possessions and/or their lockers are searched. It includes the procedures for conducting searches by metal detectors. In accordance with this Regulation, a student's person and possessions may be searched provided that school officials have reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law and/or school rules and regulations. The extent and scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Searches should be conducted with a reasonable degree of privacy and consideration for the dignity of the individual.

- **Unannounced Scanning** – A school is selected for scanning and scanning equipment is brought to the school for the day. This is a mobile operation conducted by NYPD School Safety Division Support/Special Services personnel and is implemented based on either a

random selection or in response to conditions or circumstances that indicate the potential for weapons possession or related violence, such as a tip or spike in reported violent incidents. Any school that does not have full time scanning may be subject to unannounced scanning.

- Possession or use of a weapon including fake or imitation weapons such as water guns, any knives (including plastic knives, pocket knives), etc.
- Possession, sale, or use of drugs, alcohol, or tobacco

Transition

- Students have 3 minutes to transition between periods
- Lateness results in being marked late to class, a referral, and phone call home
- Three latenesses result in a detention (lunch - Middle School; After school - High School)
- If students are late due to a specific, excused reason, they must present their teacher with a pass.

General Response Protocol

- Schools train and drill all staff and students in the General Response Protocol, which describes what to do in an Evacuation, Shelter-In, or Lockdown.
- Parents will be notified via the DOE messaging system **after** we have a drill.

The [Chancellor's Regulations](#) cover a wide range of policies, divided into four sections.

- Volume A addresses student-related issues, from admissions to promotions.
- Volume B addresses school-based budgeting
- Volume C addresses employee issues, from hiring to termination.
- Volume D addresses parent and community involvement

The regulations are available in English, Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, Spanish and Urdu.

Bronx Studio School for Writers and Artists

Dawn Verhille, Principal

Assistant Principals: Linda Aldebot, Eniale Beachem, & Christopher Philogene

STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during school. Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **arrive at school**, they will:

- 1) Turn their phone on airplane mode.
- 2) Place their phone inside their pouch and secure it in the presence of school staff.
- 3) Store their pouch in their backpack for the day.

At the end of the day, students will unlock their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.

***Students arriving late or leaving early will pouch/unpouch their phones at the main entrance.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch or is caught using their phone, Administration will collect the student's pouch/phone and call home.

Repercussions for damaged pouches or unauthorized phone use will include:

- **Parent Pickup / Detention / In-School Suspension / Community Service**
- **\$30 fee for a replacement pouch**

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

Forgotten Pouches



If a student forgets their pouch, **their phone will be collected, and Administration will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it is considered lost. **Refer to the Lost Pouch policy above.**

POLÍTICA Y DIRECTRICES DE TELÉFONOS CELULARES PARA ESTUDIANTES

Los teléfonos celulares no se deben usar durante la escuela. A cada estudiante se le asigna una funda Yondr personal. Mientras que el Yondr Pouch es considerado propiedad de la escuela, es la responsabilidad de cada estudiante traer su funda con ellos a la escuela todos los días y mantenerla en buena condición de trabajo.

PROCESO DIARIO

A medida que los estudiantes **lleguen a la escuela**, ellos:

- 1) Apague su teléfono celular.
- 2) Abre su funda Yondr tocando contra la base de desbloqueo.
- 3) Coloque su teléfono celular dentro de la bolsa y asegúrelo frente al personal de la escuela.
- 4) Guárdalo en su mochila para el día.

Al final del día, los estudiantes abrirán su funda, quitarán su teléfono, cerrarán su funda y la pondrán en su mochila. Los estudiantes deben llevar su funda a la escuela con ellos todos los días.

*Los estudiantes que lleguen tarde o salgan temprano abren sus fundas en la **[Oficina Principal]**.

VIOLACIONES

Daño de la funda / Funda perdida / Uso del teléfono celular durante la escuela

Si un estudiante daña su funda o es atrapado en su teléfono, la Administración recogerá el teléfono celular / funda y llamará a casa para **una recogida de padres** Y / O Servicio comunitario / Suspensión / detención en la escuela, Y / O X \$30 tarifa para una funda de reemplazo.

Ejemplos de daño:

- Rasgado
- Cortado
- Marcas de lápiz/pluma
- Clave doblado/cortado
- Signos de fuerza al botón negro en la solapa

Funda Perdida

Si un estudiante olvida su funda, se recogerá su teléfono celular y el administrador llamará a casa para recordarle al padre la política. El teléfono será devuelto al estudiante en el momento del despido.

Si un estudiante olvida constantemente su bolsa, se considera perdida.

Consulte la política de fundas pérdidas anterior.



Bronx Studio School for Writers and Artists

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Dear Parents,

We will be making our school a phone-free space to improve teaching and learning using a program called [Yondr](#). Yondr has been implemented in thousands of schools across 27 countries to facilitate an engaged learning environment.

We believe that phones have great utility. We have also found that learning and student mental health improve drastically when students are fully present with their teachers and classmates.

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

In an annual survey of over 1,200 of schools that implemented the Yondr Program::

- **86% saw a positive impact in student safety and wellness**
- **84% saw a positive change in student engagement**
- **72% saw a positive change in student behavior**
- **68% saw a positive change in academic performance**

If you have any questions, please do not hesitate to contact the school directly at (718) 893-5158, or attend one of our upcoming meetings about the adoption of Yondr (September 12th - Link on BSSWA.org)

If there is an emergency and you would like to get in contact with your child, please reach out to the school (718) 893-5158.

In an effort to best serve your child, we appreciate your full support in adoption of the Yondr Program at our school.

Thank you,
BSSWA Administration

Bronx Studio School for Writers and Artists

Dawn Verhille, Principal

Assistant Principals: Linda Aldebot, Eniale Beachem, & Christopher Philogene

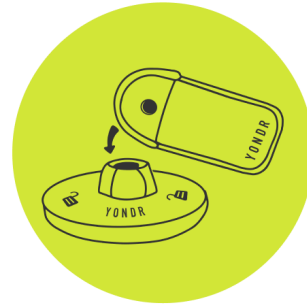
How Yondr Works



As students enter school, they place their phone in their assigned Yondr Pouch.



Students close and secure their Pouch, keeping it on them throughout the day.



When leaving school, students tap their Pouch on a Base to retrieve their phone.

Frequently Asked Questions

What if I want to reach my child during the school day?

We want our students to be engaged in their learning. If you need to contact your child during the school day, contact the main office at (718) 893-5158.

What if there is a school emergency?

In case of a school emergency, we direct our students to safety first, following our school emergency preparedness protocol.

Will my student's phone be safe?

Students are in possession of their phone - in their Yondr pouch - for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe.

What if the Yondr pouch gets damaged or a student is caught on their phone?

The Yondr pouch is property of Bronx Studio School for Writers and Artists. If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home:

- **The Parent will come to the school and pick up their child's phone**
- **AND/OR Consequences may include: Community Service / In-School Suspension / Detention / \$30 Replacement Fee**

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.



Bronx Studio School for Writers and Artists

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Queridos Padres,

Vamos a hacer de nuestra escuela un espacio libre de celulares para mejorar la enseñanza y el aprendizaje! Yondr se ha implementado en todo en más de 1.000 escuelas en 120 países para facilitar un entorno de aprendizaje atractivo.

Creemos que los teléfonos celulares tienen una gran utilidad. También hemos encontrado que el aprendizaje y el comportamiento social mejoran drásticamente cuando los estudiantes están totalmente comprometidos con sus maestros y compañeros de clase.

El Programa Yondr emplea una funda simple y con cerradura que almacena un teléfono celular. Cada estudiante asegurará su teléfono en una funda Yondr asignada personalmente cuando llegue a la escuela. Los estudiantes mantendrán la posesión de sus teléfonos y no los usarán hasta que sus fundas se abran al final del día escolar. Los estudiantes deben llevar su funda Yondr hacia y desde la escuela todos los días y son responsables de su funda en todo momento.

Nos animan los efectos de este sistema en las instituciones de aprendizaje. Yondr encuestó a más de 1200 socios escolares para medir los efectos de la creación de entornos educativos sin teléfono. Estas escuelas lograron progresos notables en múltiples áreas:

- **68% de las escuelas vieron una mejora en el rendimiento académico**
- **72% de las escuelas vieron una mejora en el comportamiento de los estudiantes**
- **84% de las escuelas vieron una mejora en la participación de los estudiantes en el aula**

De nuestra encuesta de impacto más reciente de más de 370 de nuestros colegios:

- **86% de los colegios vieron un impacto positivo en la seguridad y bienestar de sus estudiantes**

Si tiene alguna pregunta, no dude en ponerse en contacto con la escuela directamente (718) 893-5158, o asistir a una de nuestras próximas reuniones sobre la adopción de Yondr (12 de septiembre. Enlace de Zoom en bsswa.org)

Si hay una emergencia y desea ponerse en contacto con su hijo/hija, comuníquese con la escuela (718) 893-5158.

En un esfuerzo por servir mejor a su hijo/hija, agradecemos su apoyo total en la adopción del Programa Yondr en nuestra escuela.

Gracias,
BSSWA Administración

Bronx Studio School for Writers and Artists

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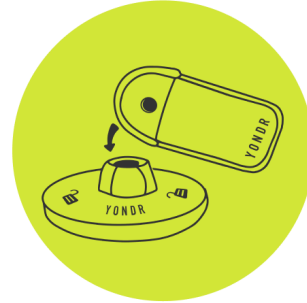
ESTUCHE

A medida que los estudiantes entran al área o espacio libre de celulares, los celulares serán colocados en el estuche Yondr.



CERRAR

Una vez dentro, el estuche se cerrará. Los estudiantes podrán tener sus celulares durante todo el día.



ABRIR

Para abrir el estuche, lo presione en la maquina que abre el estuche. Cualquier personal del colegio tendrá acceso a una maquina que abre los estuches.

PREGUNTAS FRECUENTES

¿Qué pasa si deseo contactar a mi hijo/hija durante el día escolar?

Nosotros deseamos que nuestros estudiantes estén dedicados a su aprendizaje. Por favor abstenerse de contactar a su hijo/hija durante el día escolar a menos que sea una emergencia. Por favor comuníquese con la oficina principal del colegio al (718) 893-5158 para contactar a hijo/hija.

¿Qué pasa si hay una emergencia?

En caso de emergencia, nosotros llevamos a nuestros estudiantes a un lugar seguro. El personal del colegio será capaz de abrir la funda Yondr en cuestión de segundos una vez que los estudiantes estén a salvo y en un lugar seguro.

¿Estará el celular de mi hijo/hija seguro?

Sí, ya que los estudiantes estarán en posesión de su celular en la funda Yondr y deberán mantener la funda guardada en sus bolsos.

¿Qué pasa si la funda de Yondr se daña o un estudiante es atrapado en su celular?

La funda Yondr es propiedad de Bronx Studio School for Writers and Artists. Si un estudiante daña su funda o es atrapado en su teléfono, la Administración recogerá el teléfono / funda y llamará a casa para una recogida de padres, Y / O Servicio comunitario / Suspensión / detención en la escuela, Y / O X \$30 tarifa para una funda de reemplazo.

Nota: El daño consiste en cualquier señal que indique que la integridad de la funda ha sido comprometida, ya sea intencional o no, según lo determine el colegio o el personal de Yondr.

Student & Family Handbook

2024 - 2025 School Year

can be found on BSSWA.org

Acknowledgement Form

Please fill out the google form found [here](#), as a testament that you have read BSSWA's Student and Family Handbook.

You can also type in this link

<https://forms.gle/MEyZrywAJxTpYpi2A>

Or

Scan this QR code

