



EMBLAZE ACADEMY
CHARTER SCHOOL

Student & Family Handbook
2021-2022

www.EmblazeAcademy.org



EMBLAZE ACADEMY
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Emblaze Academy 2021-2022 Student and Family Handbook

Contents

I. Poem from our Co-Head of School, Ms	4
II. General Information	6
Purpose of Handbook	6
School Contact Info	6
Sample Student Schedule	7
Mission	8
Our Beliefs	8
Core Values	9
III. Family Communication and Policies	10
Visitor Policies	10
Birthday Celebrations & Class Treats	11
School Closures	12
Communication with Staff	12
Family Communication	12
Family Engagement	12
Community Engagement	13
IV. Safety & Health Policies	13
Locker Searches	1313
Student Searches	13
Student Records Procedure	13
Medical Requirements	14
Medical Records/School Health Record	16
Medical Procedures	16
Wellness Policy	17
Breakfast, Lunch & Snack Policies	18
Food Allergies/Food Restrictions	18
CPR & First Aid	19
Fire Drills Procedure	19
Evacuation & Relocation	19
Closed Campus	19



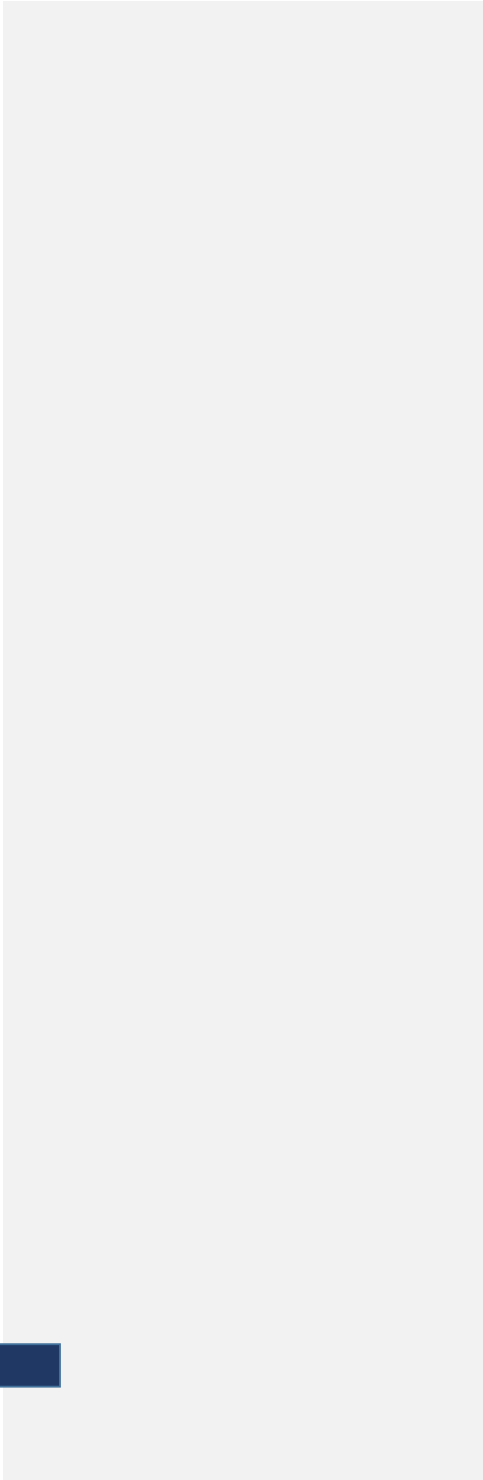
Transportation Plan	2020
V. School Policies	21
School Supplies	21
Cell Phones/Smart Watches	22
Field Trips	22
Uniform Policy	22
Lost Metro Cards	24
Lost & Found	24
VI. Attendance Policies	24
Attendance Policies	24
Family Communication	24
Student Incentives	Error! Bookmark not defined.
Lateness	25
Chronic Absenteeism	25
Early Dismissal	25
Dismissal	26
Late Pick-Up	26
Friday Dismissal and Late Pick Up	26
VII. Academic Policies	26
Progress Reports, Report Cards, and Report Card Afternoons	26
Promotion & Retention	27
Promotion and Retention Systems	27
Promotional Criteria	27
Promotion in Doubt Communication Systems	28
Homework & Reading Log	28
Absentee Work	Error! Bookmark not defined.
Academic Interventions	29
Saturday Academy and Summer Academy	29
Enrichment	29
VIII. Important Notice of Additional Policies	29
DASA- Dignity for All Students Act	29
Section 504 of the Rehabilitation Act	30



Mandated Reporter Policies	30
Technology	31
	31
	31
Social Media Policy	31
Family Restorative Process	33
Complaint Procedure	33
IX. Encouraging Positive Student Behavior, Behavior Intervention, & Discipline	34
RISE Points	34
Scholar Dollar System	35
Rewards & Incentives	36
Consequences	36
Behavior Response to Intervention	37
Disciplinary Consequences for Violation of the School's Code of Conduct	38
Pre-Suspension Procedures	43
Restraint	44
Appeal of Consequences	44

I. Words from Ms. Rojas & Ms. Hinton

Emblaze Academy Families,
Welcome to Emblaze Academy Charter School!





EMBLAZE ACADEMY
CHARTER SCHOOL



OUR FAMILY TREE IS SO STRONG -- *BRONX STRONG!*
NO MATTER THE PAST, LOOK HOW FAR WE HAVE COME ALONG,
OUR SCHOOL IS YOUR HOME, RIGHT WHERE YOU BELONG!

REMEMBER: EMBLAZE GOES THE DISTANCE
WITH YOU EACH MILE, AND WE DO SO WITH A SMILE!
KINDNESS NEVER GOES OUT OF STYLE:

THANK YOU, THANK YOU
FOR CHOOSING US THIS TIME & EACH WHILE,
WE LEAD THE WAY & MEAN WHAT WE SAY,
WE ARE HERE TO EMBLAZE THE DAY!



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 & Fax
1164 Garrison Avenue; Bronx, NY 10474	7:15am-3:30pm Monday-Thursday 7:15am-12:25pm Friday	929-388-0011



EMBLAZE ACADEMY
CHARTER SCHOOL

Sample Student Schedule (5th & 6th Grade)

Below is a sample of a typical 5th or 6th grade student's schedule. Students will have 50 minutes each of core subjects like Literature, Writing, History, Math, Problem-Solving, Science, and Enrichment; 50 minutes of Close Reading and Guided Reading; two breaks, AM Break is thirteen-minutes and PM Break is 15-minutes and a 25-minute lunch.

LS Schedule	Melrose	Morrisania (ICT)	Simpson	Sedgwick (ICT)
7:00-7:15	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast
7:15-7:30	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast
7:30-7:45	AM HR	AM HR	AM HR	AM HR
7:45-8:35	Literature	GR/CR	History	Literature
8:35-9:25	History	Literature	Literature	History
9:25-9:38	Am Break	Am Break	Am Break	Am Break
9:38-10:28	Writing	Writing	GR/CR	GR/CR
10:28 - 11:18	GR/CR	History	Writing	Writing
11:18 - 11:43	Lunch	Lunch	Lunch	Lunch
11:43 - 12:33	Problem Solving	Math	Math	Enrichment
12:33 - 1:23	Math	Science	Problem Solving	Math
1:23 - 1:38	PM Break	PM Break	PM Break	PM Break
1:38 - 2:28	Science	Enrichment	Science	Problem Solving
2:28 - 3:18	Enrichment	Problem Solving	Enrichment	Science
3:18 - 3:30	Dismissal	Dismissal	Dismissal	Dismissal



Sample Student Schedule (7th & 8th Grade)

Below is a sample of a typical 5th or 6th grade student's schedule. Students will have 50 minutes each of core subjects like Literature, Writing, History, Math, Problem-Solving, Science, and Enrichment; 50 minutes of Close Reading and Guided Reading; two breaks, AM Break is thirteen-minutes and PM Break is 15-minutes and a 25-minute lunch.

US Schedule	Woodlawn	Wakefield	Williamsbridge (ICT)	Co op City	Castle Hill	City Island (ICT CV (ICT)	
7:00-7:15	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast
7:15-7:30	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast	Arrival & Breakfast
7:30-7:45	AM HR	AM HR	AM HR	AM HR	AM HR	AM HR	AM HR
7:45-8:35	Literature	GR/CR	Writing	Writing	History	Literature	GR/CR
8:35-9:25	History	Literature	GR/CR	GR/CR	Writing	History	Literature
9:25-9:38	AM Break	AM Break	AM Break	AM Break	AM Break	AM Break	AM Break
9:38-10:28	Writing	History	Literature	Literature	GR/CR	Writing	History
10:28 - 11:18	GR/CR	Writing	History	History	Literature	GR/CR	Writing
11:18 - 11:43	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:43 - 12:33	Math	Problem Solving	Enrichment	Math	Enrichment	Science	Problem Solving
12:33 - 1:23	Science	Math	Problem Solving	Problem Solving	Math	Enrichment	Science
1:23 - 1:38	PM Break	PM Break	PM Break	PM Break	PM Break	PM Break	PM Break
1:38 - 2:28	Enrichment	Science	Math	Science	Problem Solving	Math	Enrichment
2:28 - 3:18	Problem Solving	Enrichment	Science	Enrichment	Science	Problem Solving	Math
3:18 - 3:28	Dismissal	Dismissal	Dismissal	Dismissal	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 (ADD COVID)

Visitor Policies

Minimizing opportunities for spread is a necessary component for maintaining health and safety in our school. In an effort to limit the number of visitors in a school at any given time, schools are encouraged, where possible, to address all visitor and parent concerns by phone or virtually via Zoom. Co-Heads of School and designated staff should conduct meetings remotely, where possible.

Check-In Protocol – Due to COVID-19, visitors will no longer be permitted to gather in the vestibule. No guest, visitor, or family is allowed to wait in the vestibule for their student(s). Please note that all guests or visitors must wait outside to adhere with social distancing guidelines.

In order to ensure the safety of our students, staff, families and guests, Emblaze Academy requires that all visitors check-in immediately at the Front Desk upon arrival to the school and complete the Online Health Screening Tool. When it is essential to hold an in-person meeting, all visitors are required to follow the visitor control protocols, including wearing a face covering, undergoing a temperature check, and complying with hand hygiene as well as physical distancing requirements.

Only visitors with scheduled appointments are allowed to wait in the building vestibule. Visitors will electronically sign-in and leave a form of identification with the Security Desk (through Swipe). They will receive a visitor pass (which must be worn at all times) to access the meeting destination.

- Visitors will be escorted to and from the meeting destination, in order to prevent visitors from accessing unauthorized areas, limiting the possibility of exposure.
- If a parent or caretaker is called to the school to pick up their child, the child must be brought to the vestibule to meet the parent.
- Upon departure, visitors must return pass and electronically sign-out with the security guard 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 their student, we still require that the visitor come to the security desk and 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.

- 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, pose a public health or



safety issue 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 Co-Heads of School or their designees
- . 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

Confidentiality

Documentation related to vaccination status and other vaccine-related information, will be maintained in compliance with applicable law. Such information will only be provided to school representatives who have a need to know and primarily to ensure compliance with workplace safety standards.

Discipline

Violation of any school policy, including failure to follow required safety protocol, may result in limited building access, up to and including removal from the premises.

Formal Meeting (GOOGLE FORM OR EMAIL THE PERSON) - To schedule a meeting with the Co-Heads of School, School Culture Director and/or Associate Director, Academic Directors and/or Associate Directors, 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 2 business days in advance and confirm the date and time on the day of visit.

Parents or guardians who would like to visit should notify a school administrator, teacher in advance. Unscheduled visits are not allowed due to the layered COIV-19 mitigation strategies currently in place.

Birthday Celebrations & Class Treats

Due to COVID-19, Emblaze Academy is not able to allow birthday celebrations with class treats in the building. We are intentional about implementing virtual school-wide activities to make our students feel especially valued on these occasions and will continue to make every effort excited about celebrating our students and all the things that make them very special in our school community through zoom festivities.

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 food that requires heat, hot water, or refrigeration.**
- . **No gum**
- . **No food that contains any kind of nuts! We are a peanut free zone.**

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

Please note: All food for birthday celebrations and class treats must be store-bought due to classroom allergens. Food items must be dropped off in its original packaging before the scheduled celebration or by 8am on the day of the celebration. Please make sure that all purchased treats are clearly labeled. Labels stating “may contain peanuts or tree nuts” or “processed in a plant that also processes peanut and/or tree nuts are not considered safe food items due to severe food allergies at school. No homemade treats are allowed.

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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

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 7am-4:00pm (for non-urgent matters) and can expect a response within 48 business hours. For urgent matters, please contact the Main Office at 929-388-0011. Please note: Virtual meetings and conferences are strongly encouraged. Please see Visitor Policies on Page 10-11 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.

- **ParentSquare Posts or Direct Messages/Emails/Texts/Robo Calls** - Families receive automated calls/texts from the school for the following reasons:
 - Reminders about upcoming family events, deadlines, meetings, etc.
 - Urgent messages- i.e. school closures, immunization compliance, etc.
 - School Incentives
 - Important information about what's been happening at school, and student and teacher spotlights.
- **Swipe**- Families receive automated text message with the timestamp of their student's arrival to school.
- **Bi-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 Back to School Night in September.

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)**
- . **Family Roundtable (Emblaze Academy Family Association)**
- . **Community-wide events, school-wide celebrations, and trimester showcases**
- . **Regular family contact through ParentSquare**



- **Field Trips/Chaperoning (if applicable, Trimester 2)**
- **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, Emblaze Academy 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

Locker Searches

All students will be assigned a locker at the beginning of the school year and will be assigned an odd or even locker number. Due to COVID-19, students will take turns going to their locker according to their odd and even locker number assignments and will adhere to social distance. Lockers are located in every classroom and will not have a lock. The school is not responsible for lost, stolen, or damaged items in lockers.

Student lockers are the property of Emblaze Academy and can be opened by the school at any time. According to the U.S. Department of Education, a locker may be searched if there is evidence that a school rule is being violated or that evidence is contained inside a student's locker. A teacher can search a locker without any prior notice and typically in the presence of the student and an administrator.

Students will be allowed to use their lockers during the following times:

- AM Homeroom
- Before and after lunch
- PM Homeroom

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.

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."

Commented [A3]: Create a schedule for ongoing locker searches

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- 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.

NOTICE CONCERNING DIRECTORY INFORMATION

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 1st of the School year. Your request must be renewed each year.

Medical Requirements

- **Mask Check-** If students do not have on any required protective wear such as the Emblaze Academy custom mask or any face covering at designated point of arrival then Emblaze Academy will provide a

Commented [A5]:

Commented [A6]: Add COVID Plan (add two weeks disinfection)



disposable mask. Students will not be permitted to enter the school unless face covering is on. New York State executive orders [202.17](#) and [202.34](#)

- **Health Screening Form-** Students will be required to complete a Health Screening Form prior to arrival of the school building). Otherwise, staff will not be permitted inside of the school.
- **Temperature Check-** Emblaze Academy will have 1 non-contact automatic body temperature detection stand that is immediately positioned in the main entrance. Any staff that fail the temperature reading will be asked to leave the building immediately. Please note: staff that do not pass the health screening will have only accessed the vestibule part of the building and not be allowed into any offices or classrooms.
- **Hand Hygiene Check-** Staff will also have the opportunity to wash their hands or use hand sanitizer as they enter the school building. There are two student bathrooms located on the 1st floor and additionally, there will be hand sanitizer stations readily available as well by the main entrance.
- **Exit Strategy-** If a student is in medical distress, 911 will be dispatched. Due to the severity of the symptoms, the employee's emergency contact will be dispatched. Students and/or employees will only use Exit C for departure (closet to perimeter gate).

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 the required procedures. Students found in possession of over the counter or prescription drugs will 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.
- As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases. Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or child day care. Also, by July 14, 2019 parents and guardians of such children must show that they have made appointments for all required follow-up doses. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

Medical Procedures (ADD COVID-19 Symptoms + Sick Room / Isolation or exposed to COVID-19)

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:

Commented [A7]: Insert COVID Protocols and share symptoms out for families and emphasize messaging: do not send your student to school). Cafeteria (sick room). Nook setup for sick students and social distancing.



- 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.



EMBLAZE ACADEMY
CHARTER SCHOOL

Breakfast, Lunch & Snack Policies

Commented [A8]: Add to Employee Handbook

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

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.

The following foods and beverages for packed lunches are prohibited:

- . **Food that requires heat, hot water, or refrigerator**
- . **Food that contains any kind of nuts (peanuts, tree nuts, pine nuts, etc)**
- . **Glass bottles for any drink**
- . **Soda of any kind (even diet)**

Please note: Commercial food deliveries to school will not be accepted (such as UberEats, Seamless, etc).

Food Storage: Food will not be stored in student desks. Any students that bring their own lunch or snack will need to store food away in their locker. Students will retrieve their food during scheduled times before break and lunch.

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
CHARTER SCHOOL

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:

- . **Co-Head of Schools**
- . **Director of School Culture**
- . **Associate Director of School Culture**
- . **Facilities Managers**
- . **Operations Managers**
- . **School Counselors**
- . **Enrichment Teachers**

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.

Please contact the Director of Operations if there is a scheduling issue that prohibits timely pick-up on a consistent basis.

Due to the number of students in the building, there is a 12pm deadline for submitting dismissal changes.
(INSERT DISMISSAL FORM & LANGUAGE)

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 3:30pm 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

Families may also receive free or reduced-fare metro cards 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 be offered. The Department of Education may, however, provides 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 th Grade & 6 th Grade	Not Eligible	Half-Fare	Full-Fare	Full-Fare

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 bus and they cannot be used on subways or on Express Buses.



EMBLAZE ACADEMY
CHARTER SCHOOL

V. School Policies

School Supplies

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

- 1 homework folder
- 7 content folders
- 1 pencil pouch
- Pencils
- Pencil sharpener
- Blue BIC pens
- White erasers
- 2 Colored Pens
- Highlighters
- Color pencils
- Hand Sanitizer
- Bookbag

Commented [A9]: Each grade has a different colored pencil pouch.

Commented [A10]: Add golf pencils??

Policies

- Students may use only Emblaze Academy folders.
- Students may use outside supplies (mechanical pencils, fountain or gel pens, colorful erasers, etc.).
- Students may not use sharpies. Sharpies 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 week at the School Store. These items will be available for students to purchase only using Scholar Dollars. The School Store is open on Fridays during lunch.
 - If students forget their pencil pouch or needs an urgent replacement of pencils before Friday, students will use a golf pencil provided by their teachers.
- Specific Item Rules:
 - 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 pencils
 - 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 large, white eraser
 - One school-provided highlighter
 - 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/Smart Watches (FLAG TO TALK WITH LT)

Emblaze Academy students may not use cell phones or wear smart watches at school during school hours. These items must be stored in student lockers until the end of the school day.

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, smart watch 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/smart watches 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 Dean's 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 (FLAG FOR LT TO DISCUSS)

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:

ADD 7TH GRADE UNIFORM POLICY

Item	Requirements
Shirt/Top	<ul style="list-style-type: none"> Light blue collared, button up shirt with Emblaze Academy logo (Emblaze Academy will provide two uniform shirts: short sleeve and long sleeve). Shirt must be tucked in at all times. Only black, white, gray or blue solid undershirts are allowed (short or long-sleeved) If student is wearing a short-sleeve uniform shirt, only short-sleeve undershirts are allowed. Undershirts must not be visible under uniform shirt. If student is wearing a long-sleeve uniform shirt, only long-sleeve undershirts are allowed. Undershirts must not be visible under uniform shirt. Any student that earns 100SD or more can wear any t-shirt (i.e. Emblaze Academy homeroom or college t-shirt on Fridays) but uniform pants or uniform shorts must still be worn.

Commented [A11]: Add head phones to supply list (CHEAP! & label)

No outside headphones (must be stored in lockers) + add deduction button on kickboard

Commented [A12]: Add Behavior in Kickboard

Commented [A13]: Unprofessional Dress SD Deduction Add writing on hand (consequence matrix)



EMBLAZE ACADEMY
CHARTER SCHOOL

Cardigans/ Sweatshirts	<ul style="list-style-type: none">• Gray Emblaze Academy cardigans during Winter season for 5th & 6th graders.• Navy Blue Emblaze Academy cardigans during Winter season for 7th & 8th graders. Blazers or Navy Blue sweaters are optional <i>only</i> for 8th graders.• Plain gray, navy blue, or black full zipper sweaters are allowed (no pullover sweaters or hoodies)• Any student that earns 100SD or more can wear a pullover sweater or hoodie
Pants/Bottom	<ul style="list-style-type: none">• Navy blue khaki pants or knee length navy blue uniform shorts<ul style="list-style-type: none">○ Must have belt loops○ Must be worn at waist level○ No cargo pants○ No visible logos, patchwork, or rips/frayed detail○ No denim, spandex, or corduroy material○ Fit must not be too tight or too loose• Solid black or brown belt only (buckles with design are allowed; standard)
Dresses or Skirts	<ul style="list-style-type: none">• Solid Navy-blue dresses or skirts only (no patterns)<ul style="list-style-type: none">○ Must be to knee length○ No slits above fingertip length○ Shirt must be tucked in at all times○ Optional: If worn, tights must be black, gray, beige, or navy under skirt; tights must be solid, with no holes or patterns
Socks/Shoes	<ul style="list-style-type: none">• Socks must be worn at all times• All black sneakers or shoes only (with black soles)• Sneakers must have shoelaces• All black boots are allowed (or Uggs)• No flip flops, slippers, slip-ons or slides allowed (including Crocs, Toms, or dressy loafers)
Accessories	<ul style="list-style-type: none">• Headwear<ul style="list-style-type: none">○ Monday through Thursday-No hats, sweatbands, or head coverings/scarves (unless for cultural/religious reasons)○ Monday through Thursday-No large headbands, large trinkets on hair• Piercings: Only stud earrings are allowed for safety reasons (No large hoops--Students have PE or Dance and elective clubs every day)• Other jewelry: Necklaces must be small enough to be tucked into the uniform shirt during PE and elective clubs
Outerwear	<ul style="list-style-type: none">• 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 lockers during the school day• Students must change into uniform sneakers upon arrival to the school building• Upon exiting the school, students can change into rain or snow boots



Lost Metro Cards

Students can call the Main Office during the following scheduled times to request a new metro card:

- AM Homeroom
- AM Break
- Lunch
- PM Break

Lost & Found (Add weekly system to be owned by Rivera)

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 3:18pm each afternoon. 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. Any early dismissal after 1pm counts as 1/5 or .2 of an absence. Any early dismissal before 1pm counts as 1/2 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:

- Student Orientation will all include information on attendance expectations.
- Any time a student arrives to school, his or her parent receives an automated message letting them know at what time the student arrived at school.
- Any time a student arrives late to school without a parent, his or her parent receives an automated message letting them know 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 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.

Commented [A14]: Add SD deduction in Kickboard (-75 SD 1st time, -150 SD 2nd Time, -300 SD 3rd Time); Add SD deduction in Kickboard (-20 SD) for no ID upon arrival to school



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 9am counts as 1/5 or .2 of an absence. Any lateness after 9am 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 1:30pm lose \$10SD for half-day attendance.

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 5 adjusted absences in a Trimester receives a letter home and has a family meeting with the Counselor & Community Engagement Coordinator
- Any student that hits 10 adjusted absences in a Trimester receives a letter home and has a family meeting with the Dean of School Culture
- Any student that hits 15 adjusted absences in a Trimester receives a letter home and has a family meeting with the Head of School
- Students with more than 30 adjusted 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

Commented [A15]: Send alerts to the right people! Add counselors to the owners of attendance and letting people know about excessive absentees.

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 1:30pm counts as 1/2 or .5 of an absence.
- Students lose \$5SD for early dismissals after 1:30pm and \$10SD for half-day attendance if they leave before 1:30pm.



EMBLAZE ACADEMY
CHARTER SCHOOL

Dismissal

- At 3:18pm Monday-Thursday, students are dismissed by floor with their teachers. Teachers walk downstairs with their students in a line. Teachers refer to the Dismissal Request Form 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 group who need to be picked up remain with them until an approved adult comes to get them or it is 3:30pm.
- By 3:30pm, no students who are not required to be picked up by a parent or guardian should be within sight of the school.
- At 3:30pm, 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 4:30pm will be brought to the local Precinct for pickup by a parent or guardian.
- The family of any student who has been in Late Pick-Up (past 3:45pm) a total of 3 times will receive a letter home.
- The family of any student who has been in Late Pick-Up (past 3:45pm) a total of 6 times will receive a letter home and in-person conversation with the Head of School and Director of Operations.
- The family of any student who has been in Late Pick-Up (past 3:45pm) a total of 9 times will receive a letter home and ACS will be contacted regarding the matter.

Friday Dismissal and Late Pick-Up

- At 12:25pm, 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 12:30pm, students who are allowed to walk home on their own are walked downstairs by their Homeroom Teacher.
- At 12:35pm, the Late Pick-Up Coordinator escorts any students who have not been picked up to the Cafeteria.
- The Late Pick-Up Coordinator calls the parents of all students in Friday Late Pick-Up and records -2SD for every 30 minutes in Late Pick Up.
- At 4:30pm, 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 monthly progress reports on the first Monday of each month that details 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 content 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

Students will have homework every night, Monday through Thursday for ELA and Math. Students who do not complete homework will be required to complete homework during Effort Academy instead of attending their daily elective.

5th & 6th Grade Homework Schedule

	Monday	Tuesday	Wednesday	Thursday
Content Areas Assigned	ELA Math	ELA Math	ELA Math	ELA Math *Homework is due on Monday

7th & 8th Grade Homework Schedule

	Monday	Tuesday	Wednesday	Thursday
Content Areas Assigned	ELA Math History Science	ELA Math History Science	ELA Math History Science	ELA Math History Science *Homework is due on Monday





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).

Friday 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 (Add music program!)

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 Coordinators, Shauniece Turner (Director of School Culture), in person, by letter, or by email at sturner@emblazeacademy.org or Toni Vails (Assistant Dean of School Culture) in person, by letter, or by email at tvails@emblazeacademy.org.



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

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 Send Out to Suspension.

Terms of Use	
Etiquette	<ul style="list-style-type: none"> Students exercise control and use technology in a respectful manner. Students safely navigate the web and participate in positive and educational dialogue with peers and teachers online.
Practice	<ul style="list-style-type: none"> Students use technology and access the Internet only to support learning material during class, small group, advisory, or enrichment. Students engage in a meaningful experience with technology by using web-based applications to foster positive youth development and content. Students use Chromebooks to navigate only websites as directed by their teachers. Students may use headphones only as directed by their teachers.
General Procedures	<ul style="list-style-type: none"> Technology carts are housed in classrooms and only teachers may distribute Chromebooks to students during designated times. Chromebooks are not used during lunch. Food and drink must be kept separate from Chromebooks at all times. Chromebooks are not allowed to leave the school grounds.

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:

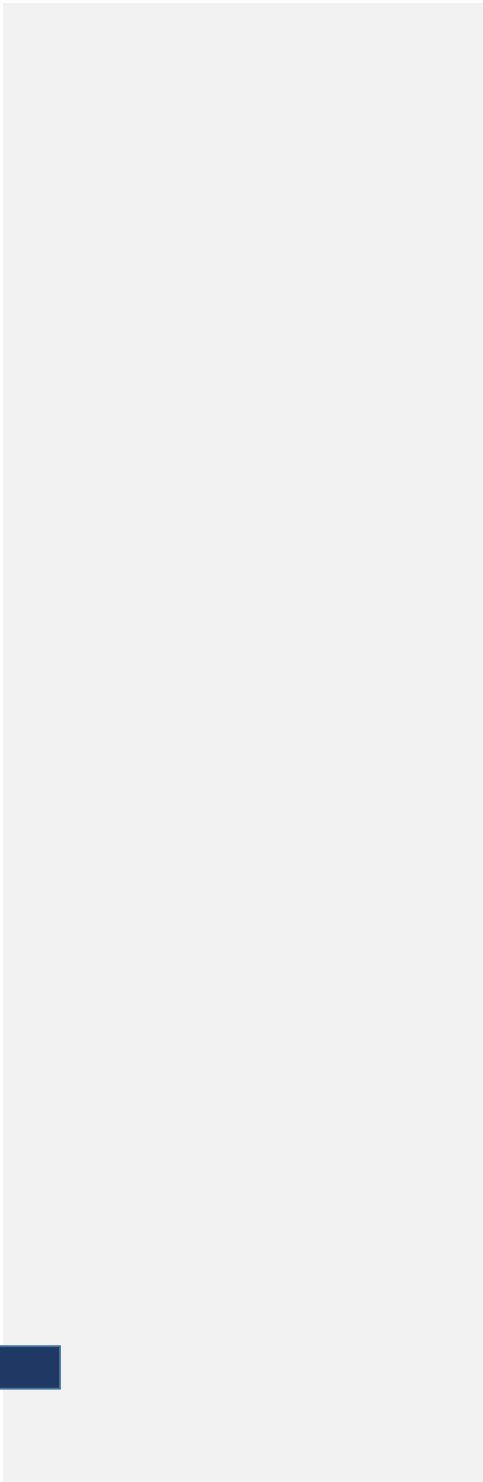
- Posting or publishing any insensitive or inappropriate information or content on any social media and viewing any insensitive or inappropriate social media content.
- Communicating with teachers or administrators via personal social media. *The only permissible electronic method of email communication 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, a 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.

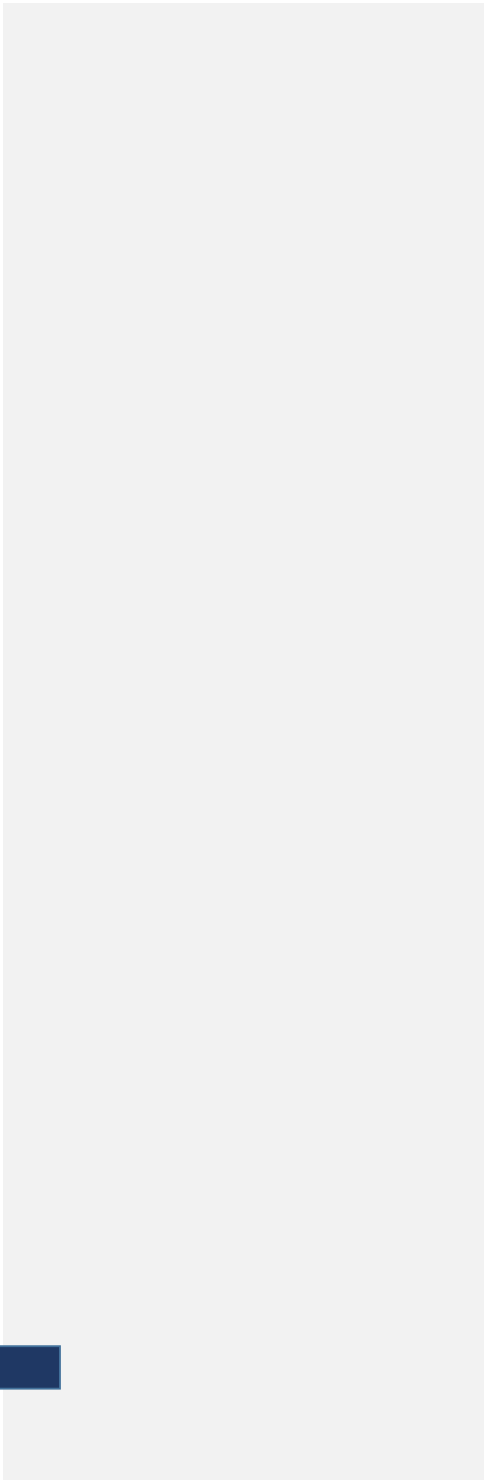
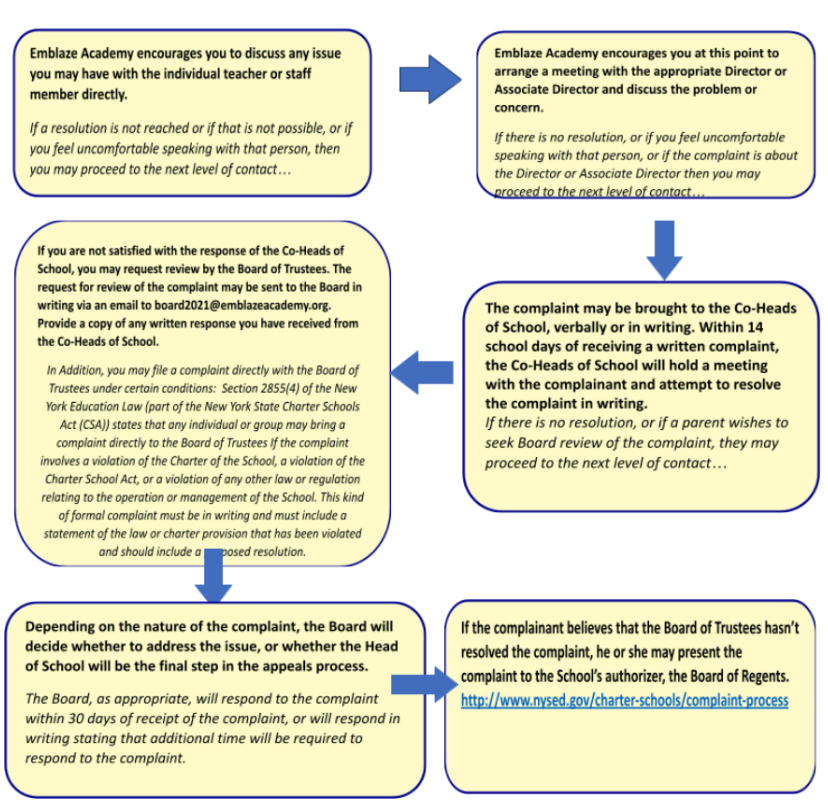




Family Restorative Process

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 Complaint Procedure. The following 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.

Complaint Procedure





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



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)
Respect	Respect	<ul style="list-style-type: none"> ● Doing the right thing ● Kindness ● Helping a peer ● Honesty/taking ownership 	<ul style="list-style-type: none"> ● Not meeting voice level expectations ● Unprofessional posture/not tracking ● Poor Transition 	<ul style="list-style-type: none"> ● Disrespect (peers/teachers/property) ● Significant Disruption ● Gum/Candy/Drink
Initiative	Initiative	<ul style="list-style-type: none"> ● Taking a risk ● Strong Participation ● Enthusiasm/Creativity ● Urgency ● Leadership 	<ul style="list-style-type: none"> ● Off task ● Not following directions ● Unprepared 	<ul style="list-style-type: none"> ● Lateness ● Early Dismissal
Scholarship	Scholarship	<ul style="list-style-type: none"> ● Professional homework ● Academic language ● Academic discussion ● Feedback implementation ● Top quality work 	<ul style="list-style-type: none"> ● Missing homework (per assignment) ● Incomplete work ● Unprofessional work ● Calling out 	<ul style="list-style-type: none"> ● Cheating/Plagiarism ● Lack of Academic Integrity ● Passing Notes
Effort	Effort	<ul style="list-style-type: none"> ● Taking ownership ● Perseverance/Resilience ● Organization ● Optimism 	<ul style="list-style-type: none"> ● Low effort ● Disengagement 	<ul style="list-style-type: none"> ● Refusal to work ● Refusing/Ignoring Directions



EMBLAZE ACADEMY
CHARTER SCHOOL

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
Daily	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)
Weekly	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
Monthly	Scholar Dollar Events	Averaging more than \$100SD in a month	After school 1 Friday each month.
Quarterly/ Trimester	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
Annually	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.
Send Out	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.
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.

Offense	Consequence
Language	
Low-level curses or crude exclamations/phrases: damn, goddamn, hell, pissed, b.s. or bull, or any other word, phrase or acronym at similar level (not directed at someone)	Support Needed + Parent Phone Call
Low-level curses or crude exclamations/phrases: damn, goddamn, hell, pissed, b.s. or bull, or any other word, phrase or acronym at similar level (directed at someone)	Support Needed + Parent Phone Call
High-level curses articulated verbally or visually: shit, fuck, asshole, bitch, motherfucker, sexual comments (slut, whore, thot) (not directed at someone - i.e. in surprise, or in pain, including Spanish and all other languages)	Support Needed + Parent Phone Call + Counseling Referral
High-level curses articulated verbally or visually: shit, fuck, asshole, bitch, motherfucker, sexual comments (slut, whore, thot), (directed at a peer - or about someone as conveyed to another scholar or staff member)	(OSS) + Parent Phone Call + Counseling Referral
High-level curses articulated verbally or visually: shit, fuck, asshole, bitch, motherfucker (directed at an adult - or about someone as conveyed to another scholar or staff member)	(OSS) + Parent Phone Call + Counseling Referral
High-level curses articulated verbally or visually: anything racially or ethnically derogatory (not directed or directed at someone)	(OSS) + Parent Phone Call + Counseling Referral
Physical Contact (Fighting) - same consequences apply at school and in transit to/from school	
Play fighting (intent not aggressive)	Support Needed + Parent Phone Call
Horse playing (Leading up to injuries)	Support Needed + (OSS) + Parent phone Call
Orchestrating a fight that escalates to physical fight	Support Needed + (ISS) + Parent Meeting + Counseling Referral
Self-defense in a fight	(ISS) + Parent Phone Call/Meeting + Counseling Referral



EMBLAZE ACADEMY
CHARTER SCHOOL

Attempted fighting (like swinging without connecting, or attempting to shove, getting in someone's face etc.)	(ISS) + Parent Phone Call + Counseling Referral
Minimal aggressive physical contact with another student in an aggressive manner or in a frustrating response (i.e. shoving)	(ISS) + Parent Phone Call
Major aggressive physical contact with another student (i.e. punching or kicking (and connecting)	(OSS) + Parent Phone Call/Meeting + Counseling Referral
Major aggressive physical contact escalating to a fight with another student (multiple back-and-forths, or a back-and-forth that requires aggressive intervention to break-up)	(OSS) + Parent Phone Call/Meeting + Counseling Referral
Aggressive physical contact with an adult (i.e. shove, push past, trying to walk through teacher)	(OSS) (Director Discretion) + Parent Phone Call/Meeting with Co-HOS
Major aggressive physical contact with an adult (i.e. punching, kicking, etc.)	(OSS) + Parent Phone Call + Disciplinary hearing
Bullying/Threatening	
Intentional mocking or derision of an adult (tone, words, actions or ideas intended to hurt)	Support Needed + Parent Phone Call
Low-level name calling or bullying of students, written or spoken (fat, ugly etc.)	Support Needed + Parent Phone Call
High-level name calling or bullying of students, written or spoken (slut, whore, thot, asshole, bitch, motherfucker, spreading rumors of student having covid, etc.)	(OSS) + Parent Phone Call/Meeting + Counseling Referral
High-level name calling of staff , written or spoken (slut, whore, thot, asshole, bitch, motherfucker etc.)	(OSS) + Parent Phone Call + Counseling Referral
Abusive Language (arguing back and forth with a peer and/or adult intentionally)	Support Needed + Parent Phone Call/Meeting + Counseling Referral
Hate Speech , written or spoken homophobic, racial slur or religious.	(OSS) + Parent Phone Call/Meeting + Counseling Referral
Low-level cyber-bullying (going out of one's way to be rude, disrespectful, or otherwise purposefully negative via text, facebook, email, skype, etc.)	(ISS) + Parent Phone Call + Tech Reflect Form + Counseling Referral
High-level cyber-bullying (repeated or extreme instances of going out of one's way to be malicious via text, facebook, email, skype, etc.)	(OSS) + Parent Phone Call/Meeting + Tech Reflect Form + Counseling Referral
Cyber-bullying involving staff	(OSS) + Parent Phone Call/Meeting + Tech Reflect Form + Counseling Referral
Threatening low-level harm 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)	(ISS) + Parent Phone Call + Mandatory Counseling
Threatening serious harm to another scholar (includes threats of high-level actions like hitting, punching, kicking, puncture, as well as statements like "say I won't cough or sneeze on you right now.")	Mobile Crisis + (OSS) + Parent Phone Call/Meeting + Mandatory Counseling



EMBLAZE ACADEMY
CHARTER SCHOOL

<i>Threatening an adult</i>	Mobile Crisis + (OSS) + Parent Phone Call/Meeting + Mandatory Counseling
<i>Threatening to kill teacher</i>	Mobile Crisis + (OSS) + Disciplinary Hearing + Mandatory Counseling + Re-entry Meeting
<i>Threatening to cause mass harm</i> (blow up school, "kill everyone", etc.)	Mobile Crisis + OSS + disciplinary hearing + Mandatory Counseling + Re-entry Meeting
Sexually Physical Contact	
<i>Inappropriate sexual comments to or about a teacher</i>	(OSS) + Parent Phone Call/Meeting with Co-head of school + Mandatory Counseling
<i>Inappropriate physical contact with a teacher</i>	(OSS) + Parent Phone Call/Meeting with Co-head of school + Mandatory Counseling
<i>Kissing</i> or actions like kissing (hickies) at or around school	(OSS) + Parent Phone Call/Meeting
<i>Prolonged kissing</i> ("making out") at or around school	(OSS) + Parent Phone Call/Meeting
<i>Inappropriate sexual contact</i> at or around school	(OSS) + Parent Phone Call + Counseling Referral
<i>Inappropriate sexual behavior</i> at or around school	(OSS) + Parent Phone Call + Counseling Referral
Repeated Low-Level Behaviors	
3 strikes in support needed or detention	(ISS)
<i>Repeated insubordination with school leadership</i> (student has been removed, given one-on-one attention from leadership, three strikes and continues still)	(OSS) + Parent Phone Call + Counseling Referral
1 Support Needed	Parent Phone Call
2 Support Needed in a day	ICR + Parent Phone call
3+ Support Needed in a day	(ISS) + Parent Phone Call
Theft	
<i>Low-level theft</i> (pen, pencil, IR journal etc.) and admits to stealing from a peer	ICR + Parent Phone Call
<i>Low-level theft</i> (pen, pencil, IR journal etc.) and admits to stealing from staff	ISS + Parent Phone Call
<i>High-level theft</i> (cell phone, jacket, ipod, jewelry, etc.) and admits to the theft	(OSS) + Parent Phone Call
<i>High-level theft</i> (cell phone, jacket, ipod, jewelry, etc.) and does not admit to the theft	(OSS) + Parent Phone Call
Graffiti	



EMBLAZE ACADEMY
CHARTER SCHOOL

Non-permanent graffiti (can be easily erased and does not include vulgar language)	ICR + community service
Permanent graffiti (does not include vulgar language)	(ISS) + Parent Phone Call + Community Service
Permanent vulgar graffiti	(OSS) + Parent Phone Call + Community Service
Permanent hate speech graffiti	(OSS) + Parent Phone Call/Meeting + Community Service
Contraband	
Possession of medication	Confiscation + Parent Phone Call
Distribution of medication	(OSS) + Parent Phone Call/Meeting
Non-threatening contraband at school (stink bombs, poppers (not the narcotics), etc.)	(ISS) + Parent Phone Call
Dangerous contraband at school (smoke bombs, fire crackers, etc.)	(OSS) + Parent Phone Call/Meeting
Using non-threatening contraband at school	(OSS) + Parent Phone Call/Meeting
Using dangerous contraband at school	(OSS) + Parent Phone Call/Meeting
Throwing Items	
Throwing items (pencils, pens, classroom materials, weapon like objects, etc.)	Support Needed + Parent Phone Call
Aggressively throwing items at another student	(OSS) + Parent Phone Call/Meeting
Aggressively throwing items at a teacher	(OSS) + Parent Phone Call/Meeting
Weapon-Like Items	
Drawing violent imagery , including guns and bullets	Support Needed + Counselor's Referral
Bringing non-realistic guns or weapons to school (water gun, paper gun, etc.)	Support Needed + Parent Phone Call/Meeting
Pointing non-realistic guns at another student (water gun, paper gun, hands made to look like a gun etc.)	(ISS) + Parent Phone Call + Counselor Referral
Realistic toy gun at school	(OSS) + Parent Phone Call/Meeting + Mandatory Counseling
Drawing violent imagery of others (students or staff members) in varying states of peril	(OSS) + Parent Phone Call/Meeting + Psych Evaluation
Drugs or Alcohol	
Any drugs or alcohol on school premises	Mandatory Counseling + Disciplinary Hearing and/or Expulsion



EMBLAZE ACADEMY
CHARTER SCHOOL

<i>Selling or trading any drugs or alcohol on school premises</i>	
<i>Buying any drugs or alcohol on school premises</i>	
<i>Using any drugs or alcohol on school premises, even if brought by others</i>	
<i>Attending school intoxicated by any drugs or alcohol</i>	
Weapons	
<i>Bringing a weapon to school</i>	Disciplinary Hearing/Expulsion
<i>Showing a weapon to others at or around school</i>	
<i>Selling or buying a weapon at or around school</i>	
<i>Using a weapon as a threat to anyone at or around school (or to anyone from our school off of school premises)</i>	
<i>Having an item that could be used as a weapon at school</i>	(OSS) + Parent Phone Call/Meeting
Class Infractions	
<i>Skipping Class (In person)</i>	(ISS) + Parent Phone Call
<i>Skipping Class (Remotely)</i>	Parent Phone Call
<i>Walking out of class without permission</i>	(ISS) + Parent Phone Call
Technology Infractions	
<i>Cell phones/Apple watches in class</i>	Support Needed + Confiscation + Parent Phone Call. After 2 nd incident, parent must pick up the device from the Directors Office.
<i>Misuse of Chromebooks (taking inappropriate pictures/videos)</i>	(OSS) + Parent Phone Call + (Dean discretion)
<i>Visiting non school related or restricted websites</i>	ICR (if repeated, will become ISS)
<i>Visiting sexual, violent, or inappropriate websites</i>	(OSS) + Counseling Referral
<i>Misuse of Chromebooks (taking inappropriate pictures/videos involving staff)</i>	(OSS) + Parent + Mandatory Counseling
<i>(Low level) Logging into another student's account (No intentions of impersonating another student or going out of one's way to be malicious and damage their character or reputation.)</i>	Support Needed + (ISS) + Parent Phone Call
<i>(High Level) Logging into another student's account (impersonating another student, going out of one's way to be malicious and damage their character or reputation.)</i>	Support Needed + OSS + Parent Phone Call + Mandatory Counseling
<i>Low level inappropriate emails to students (joking around, no intentions to be malicious, off task behavior.)</i>	Support Needed + Parent Phone Call + ICR



High level inappropriate emails to students (sexually explicit, violent, harassing, threatening, etc.)	Support Needed + Parent Phone Call + OSS (Dean Discretion)
Low level Inappropriate emails to staff/off task (joking around, no intentions to be malicious, off task behavior.)	Support Needed + Parent Phone Call
High level inappropriate emails to staff (sexually explicit, violent, harassing, threatening, etc.)	Support Needed + Parent Phone Call + OSS + Mandatory Counseling
Intentionally damaging chromebooks	Refer to the contract with operations

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 Co-Heads 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.



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.

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.

- **Director of School Culture:** Families can call, email, or schedule a meeting with the Director 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.



EMBLAZE ACADEMY
CHARTER SCHOOL

- Ms. Turner, sturner@emblazeacademy.org
- **Co-Heads of School:** If an issue cannot be resolved with the Director of School Culture, families can call, email, or schedule a meeting with the Co-Heads of School to discuss a consequence that has been assigned or served.
 - Ms. Hinton, shinton@emblazeacademy.org
 - Ms. Rojas, rojas@emblazeacademy.org
- **Board of Trustees:** The decision of the Co-Heads 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.
 - Board of Trustees, board2021@emblazeacademy.org