

Emblaze Academy Charter School



2024 - 2025 **Student** **&** **Family** **Handbook**

1164 Garrison Ave, Bronx, NY 10474
929.388.0011

Hours of Operation
Mon - Thurs 7:00 am - 4:00 pm



Table of Contents

Welcome Letter	3-4
General School Information	
a. School Contact Information	5
2. Mission/Vision	9
3. Emblaze Family CO	
a. Communication with staff	12
b. Family Communication / Restorative Practice	12
c. Family Engagement	13
d. Community engagement	13
e. Progress Reports/Report cards	14
f. Promotional Criteria	14
g. Promotion in Doubt	15
h. Homework/ Absentee Work	15
4. Operational Excellence	16
a. School Closures	17
b. Students Records/ FERPA	18
c. Breakfast, Lunch, Snack Policy	19
d. Food Allergies/ Restrictions	20
e. Transportation	20
f. OMNY Cards	20
g. Lost and found	21
h. Attendance Policy	21
i. Lateness	21
j. Chronic Absenteeism	22
k. Early Dismissal	23
l. Regular Dismissal	24
m. Late Pick up	24
n. Early Arrival	25
5. Student life and expectations	27
a. Locker Searches/ Student Searches	27



b. School Supplies	27
c. Cell Phone Policy	28
d. Uniform Policy	28
e. Social Media Policy	30
6. Emblaze Health and Attendance Policies	31
a. Medical Records	32
b. Medical Procedures	33
c. Wellness Policy	34
7. Student Life at Emblaze	35
a. Sample Schedule	35
b. Birthday Celebrations	35
c. Academic Interventions	36
d. Tutoring	36
8. Visitor Policy	
9. Safety at Emblaze	37
10. Student Behavior & Code of Conduct	
a. Rise Points	38
b. Scholar Dollar System	39
c. Rewards & Incentives	40
d. Supports and Interventions	41
e. Consequences	44
11. Code of Conduct	44
12. Policies and Procedures	51
a. Non-discrimination	51
b. Search and Seizure	51
c. Gun Free Schools Act Policy	51
d. Suspension	52
e. DASA	57
f. Visitor Policy	61



Welcome Letter



Dear Students, Parents, and Guardians,

Thank you for choosing to be a part of the Emblaze Academy family! It is with immense joy and excitement that I extend a heartfelt welcome to all our new and returning students as we gear up for an incredible school year. Your presence fills our hallways with life, and we couldn't be happier to have you back with us.

At Emblaze Academy, we are not just a school; we are a community driven by the values of respect, initiative, scholarship, and effort. These values are the cornerstone of our educational journey, guiding us as we strive for excellence, growth, and positive character development.

As we gather back in our beloved school, we're not just returning to a building; we're returning to a place of learning, discovery, and endless possibilities. Our dedicated teachers and staff have been eagerly preparing to provide you with an enriching and engaging academic experience that will empower you to reach new heights.

But our commitment to your growth goes beyond academics. We are thrilled to offer a diverse range of extracurricular activities to complement your studies. Get ready to unleash your competitive spirit and team up with friends on our sports teams. Our free basketball clinics will give you a chance to develop your basketball skills while having a blast on the court.



EMBLAZE ACADEMY
CHARTER SCHOOL

And there's more! Our afternoon elective programs are designed to ignite your creativity and allow you to explore your interests in areas such as art, technology, and much more. We believe in nurturing well-rounded individuals who are not only academically strong but also passionate about their pursuits.

Additionally, we are excited to introduce you to two essential elements of Emblaze Academy: our weekly Community Circle and Advisory sessions. The Community Circle is where we come together as a school community to celebrate our achievements, discuss important topics, and strengthen our bonds. Advisory sessions provide a platform for personal growth and mentorship, ensuring that every student receives the guidance and support needed to thrive.

As your principal, I am genuinely thrilled to see your smiling faces and witness your growth, achievements, and all the memorable moments that this school year has in store. Emblaze Academy is more than just a school; it's a place where dreams are nurtured, where friendships are formed, and where futures are shaped.

I encourage you to embrace every moment of this journey, to approach each day with enthusiasm, and to live by our core values. Together, we will create a nurturing and inspiring environment where each of you can shine and reach your full potential.

So, let the excitement begin! Get ready to dive into academics, sports, extracurricular adventures, and meaningful connections with your Emblaze Academy family.

Welcome back, dear students and families. Let's make this year one filled with growth, joy, and accomplishments!

With boundless enthusiasm and warm regards,

Ms. Hinton

Principal Emblaze Academy



School Contact Information

Reach us:

Administration

Ms. Hinton
Head of School
shinton@emblazeacademy.org
929-388-0011 ext. 205

Ms. Dibra
Director of Operations
hdibra@emblazeacademy.org
929-388-0011 ext. 101

S. Chavez
Assistant Director of Operations
schavez@emblazeacademy.org
929-388-0011 ext. 103

Ms. Mena
Operations Associate
nmena@emblazeacademy.org

Ms. Claudio
Operations Associate
nclaudio@emblazeacademy.org

School Counselor

Ms. Rhodes
crhodes@emblazeacademy.org
929-388-0011 ext. 214

Ms. Turner
sturner@emblazeacademy.org
929-388-0011 ext. 305

Dean's Office

Ms. Watson
swatson@emblazeacademy.org
929-388-0011 ext. 405

Mr. Vails
tvails@emblazeacademy.org
929-388-0011 ext. 405

School Info

929-388-0011



1164 Garrison Ave
Bronx, NY 10474

www.emblazeacademy.org



Teacher Directory

Math

Mr. McCray
Math Director
mmccray@emblazeacademy.org

Mr. Williams
5th Grade Math
mwilliams@emblazeacademy.org

Ms. Almanzar
6th Grade Math
aalmanzar@emblazeacademy.org

Mr. Sherman
7th Grade Math
msherman@emblazeacademy.org

Mr. Martin
8th Grade Math
kmartin@emblazeacademy.org

ELA

Ms. Croft
ELA Director
dcroft@emblazeacademy.org

Ms. Thomas
8th Grade ELA
tthomas@emblazeacademy.org

Ms. Clemons
5th Grade ELA
jclemons@emblazeacademy.org

ENL

Mr. Shellhase
eshellhase@emblazeacademy.org

Science

Ms. Morrison
Science Director
pmorrison@emblazeacademy.org

Ms. Seepersaud
7th Grade Science Teacher
oseepersaud@emblazeacademy.org

Ms. Blenman
8th Grade Science
ablenman@emblazeacademy.org

Ms. Castillo
5th & 6th Grade Science
pcastillo@emblazeacademy.org

Mr. Alston
STEM Specialist
kalston@emblazeacademy.org

Ms. Letson
6th Grade ELA
aletson@emblazeacademy.org

Ms. Ramirez
7th Grade ELA
sramirez@emblazeacademy.org



History

Ms. Budhu
8th Grade History &
Instructional Coach
vbudhu@emblazeacademy.org

Ms. Simmons
7th Grade History
rsimmons@emblazeacademy.org

Ms. Simmons
5th & 6th Grade History
ksimmons@emblazeacademy.org

Guided Reading & Intervention

Mr. Waller
Coordinator
bwaller@emblazeacademy.org

Enrichment

Mr. Stevenson
Enrichment
sstevenson@emblazeacademy.org

Mr. McPhatter
Enrichment
jwilliams@emblazeacademy.org

Mr. Jones
Enrichment
jjones@emblazeacademy.org

Athletics

Mr. Vails
Athletic Director
tvails@emblazeacademy.org

Mr. Williams
Flag Football & Basketball
jwilliams@emblazeacademy.org

Ms. Blenman
Girls Cross Country
ablenman@emblazeacademy.org

Mr. Sherman
Flag Football & Basketball
msherman@emblazeacademy.org

Mr. Stevenson
Basketball
sstevenson@emblazeacademy.org



Who to contact for...

Item	Staff Member + Contact
PowerSchool Questions, Issues / Concerns Laptop Issues	Operations ops@emblazeacademy.org
Attendance Concerns	Operations Department ops@emblazeacademy.org
School Discipline Concerns	Ms. Watson bwatson@emblazeacademy.org Mr. Vails tvails@emblazeacademy.org
Counseling / High School Questions	Ms. Rhodes crhodes@emblazeacademy.org Ms. Turner sturner@emblazeacademy.org
Grade Concerns	Corresponding Teacher
School Letters / Transcripts	Operations Department ops@emblazeacademy.org
Metro Cards / Bussing	Operations ops@emblazeacademy.org
School Nurse	929-388-0011
School Uniform Purchases	yourstudentstyles.com
Special Education Concerns	Ms.Hinton shinton@emblazeacademy.org
Athletics	Mr. Vails tvails@emblazeacademy.org



Mission, Vision & Core Values

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.

- **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.
- 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 a 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.



Emblaze Family Code of Conduct

Emblaze Academy values communication and views all family interaction as an integral part of our day to day programming. 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-5:00pm (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 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 7am-5pm and expect a response within 48 business hours.

- **Parent Square & DeansLists 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.
- **Bi-weekly Student Reports** – Students receive bi weekly reports in their mailboxes every other Thursday. Student 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 have unlimited access to Powerschool Parent portal for access to all students grades and attendance. Parents also have unlimited access to Deanslist for access to student behavior including Dean's Referrals, behavior infractions, rewards and consequences.



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 three times per year with an opportunity for families to learn more about the school, observe classes, and help with fundraising for the school.
- . Family Roundtable (Emblaze Academy Family Association)
- . Community-wide events, school-wide celebrations, and trimester showcases
- . Regular family contact through Dean's List
- . Field Trips/Chaperoning (if applicable, Trimester 2 - 3)
- . 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 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.



Progress Reports / Report Cards

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 biweekly progress reports every other Thursday 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.

Promotional Criteria

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 retention 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.



Promotion in Doubt

Overview

Students will be listed as promotion in doubt each for each failed trimester. Students may fail a trimester if they fail 2 or more core content classes (ELA, Math, Science, History). Promotion in doubt is not a direct indication that the student will be held back. Students placed on the Promotion in doubt list for more than one trimester will be in danger of failing for the year.

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.

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.

Promotion-in-Doubt Meetings: The Head of School will formally review student grades school-wide at three 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 Head of School 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 Head of School 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:

1. Failing more than 2 content course for the Trimester
2. Significantly below grade level in reading or math as determined by F&P or Interim Assessments
3. Significant struggles with behavior that are impacting academic performance
4. Significant attendance issues that are depriving the student of classroom experience.



Homework/ Absentee Work

Homework holds a fundamental role at Emblaze Academy. To support this, we provide students with a school pouch containing essential materials they may require throughout the academic year. We actively encourage parents to engage with their child's education to gain insight into their learning journey.

Assignments serve as a valuable reinforcement of daily lessons and are assessed by our dedicated teachers. In cases of absence, it is imperative that students obtain the assigned work directly from their teacher to ensure timely completion. Should there be any issues regarding the distribution of homework, we urge parents to reach out to the teacher directly for clarification.

For students returning after an absence, it is crucial to collect missed assignments on the day of their return in order to receive credit. These assignments should be completed within three days and promptly returned to the teacher. In the event of a suspension, students are required to come to school to collect their homework or email the teacher in order to receive a copy.





Operational Excellence

Emblaze Academy holds operational and academic excellence at the forefront of everything we do. Our goal is to ensure tight procedures and protocol is put in place to ensure a safe and rewarding educational experience for all stakeholders.

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.

Students Records

FERPA – Family Educational Rights and Privacy Act

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

- Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. The School is not required to provide copies of records electronically or by mail unless a parent is unable to review the records at the School.
- Parents/Guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- The School will not release personally identifiable education record information to third parties without the written consent of a parent or guardian except under the following conditions (34 CFR § 99.31):
 - To Emblaze teachers or administrators or school officials with a legitimate educational interest;
 - To other schools to which a student is transferring;
 - To Specified officials for audit or evaluation purposes;
 - To Appropriate parties in connection with financial aid to a student;
 - To organizations conducting certain studies for or on behalf of the school;
 - To accrediting organizations;



- To comply with a judicial order or lawfully issued subpoena;
- To appropriate officials in cases of health and safety emergencies; and
- To State and local authorities, pursuant to specific State law.

Both parents of a student have a right to inspect, review and request photocopies of their child's educational records, including records that are maintained electronically. Parents who wish to review records should submit a request in writing to the Director of Operations or Head of School. If a Custodial Parent (a parent or guardian who provides ongoing care for the child) requests access to records, a meeting for record review will be arranged within ten days, if a non-custodial parent requests access



to records, the Director of Operations or Head of School will notify the Custodial Parent of the record request. The custodial parent will then have 45 calendar days to let the School know whether a binding agreement or court order bars the school from giving the non-custodial parent access to the records. If no such document exists, the records will be made available to the non-custodial parent.

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

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 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.



Breakfast, Lunch, Snack Policy

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.

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 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 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.

Transportation/Metro Card

Families may also receive free or reduced-fare OMNY card at the beginning of the school year. If a student loses the OMNY card (or if it is damaged, stolen, etc.) then the Main Office must be notified immediately upon which the old card will be deactivated. However, Emblaze Academy is not authorized to replace the lost card.

Transportation eligibility is based on a student’s grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment. The qualification for the bus service is determined by The Department of Education may also provide door to door 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 to 5 mile)
5 th /6 th Grade	Not Eligible	OMNY Card only	School Bus or OMNY Card	School Bus or OMNY Card
7 th / 8 th Grade	Not Eligible	OMNY Card only	OMNY Card only	OMNY Card only

Pupils who live over 5 miles away from the school will receive a OMNY Card but do not qualify for the transportation services. 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 Metrocard. Unlike “regular” student OMNY Card , 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 OMNY Cards are good only for bus and they cannot be used on subways or on Express Buses.



Lost & Found

If students misplace personal items at school, they can check the Lost & Found located in the Main Office. To claim an item, students or parents should provide a description of the lost item. Please note that unclaimed items will be kept for 30 days before being donated or discarded.

Attendance Policy

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 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 an automated message from the school before 10am.
- Families receive RISE Reports every other 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 and the School Counselor. Meetings may be arranged to review special needs that have contributed to absenteeism, and plans for improvement or accommodations may be developed.

Lateness

At Emblaze Academy, we are committed to providing a safe and productive learning environment for all of our students. One crucial aspect of this commitment is punctuality. We believe that arriving to school on time is a fundamental responsibility that helps students develop important life skills and ensures they get the most out of their education.

We are implementing this lateness policy to emphasize the importance of timeliness. parents/guardians will receive an email notification each time their child arrives at school after 7:40 AM. These notifications will be generated automatically by our attendance system.

Here's why punctuality matters:

Academic Success: Being on time for school ensures that students can take full advantage of instructional time, engage in classroom activities, and complete assignments effectively. Consistent lateness can lead to missed lessons and academic struggles.

Responsibility: Punctuality is a valuable life skill that teaches responsibility and accountability. It prepares students for success in their future endeavors, where punctuality is often a requirement.



Respect for Others: Arriving on time shows respect for teachers, classmates, and the learning process. It helps create a positive classroom environment where everyone can focus and participate.

Reduced Stress: Rushing to school can be stressful for students and parents alike. A timely start to the day promotes a calmer and more organized morning routine.

Safety: Arriving late may result in students missing important safety instructions or announcements, putting their well-being at risk.

Our goal is to support your child's growth and development, and we believe that punctuality is a key factor in their success. We kindly ask for your cooperation in ensuring your child arrives at school on time each day.

Chronic Absenteeism

Emblaze Academy is deeply committed to providing our students with a quality education and ensuring their well-being. Regular attendance is an integral part of a successful educational experience. Students who attend school consistently are more likely to excel academically, develop crucial life skills, and build strong relationships with their peers and teachers.

To support our commitment to regular attendance and to address chronic absenteeism, we have implemented the following policies:

Perfect Attendance Recognition:

- Students who have no absences during a trimester will be publicly acknowledged with a Perfect Attendance Certificate and a special reward to celebrate their commitment to punctuality and attendance.

Excessive Absenteeism (6 Absences in a Trimester):

- Students with six or more absences in a single trimester will receive an Excessive Absenteeism Letter.
- These students must attend a mandatory meeting with the school guidance counselor to discuss the reasons for their frequent absences and develop strategies to improve attendance.

Annual Excessive Absenteeism (More than 6 but less than 10 Absences in a Year):

- Students with more than six but fewer than ten absences in a school year will be required to meet with both the school counselor and the Head of School.
- During this meeting, a plan will be developed to address the student's attendance issues, with the goal of improving attendance and overall engagement in school.

Truancy (10 or More Absences in a School Year):

- Students with ten or more consecutive absences in a school year will be considered truant.
- Students with twenty absences in a 4 month period will be considered truant



- The school will take action by contacting Child Protective Services to look into why the student continues to miss days of school.
- Parents/guardians will also be contacted to discuss the situation and develop an action plan to address the underlying issues contributing to chronic truancy.

Our aim is to work collaboratively with students and their families to identify and address the root causes of absenteeism and support students in achieving regular attendance. We believe that by doing so, we can provide every student with the opportunity to succeed academically and socially.

Early Dismissal

We prioritize the safety and security of our students during school hours. To maintain a secure and organized dismissal process, we have established the following Early Dismissal Policy:

Authorized Dismissal:

- Students may not be dismissed early from school without a parent/guardian or someone authorized by the school.
- Only individuals listed on the student's emergency contact card will be permitted to pick up a student during school hours. This measure is in place to ensure the safety of our students.

Check-In at the Main Office:

- When a parent/guardian or authorized individual arrives to pick up a student, they must check in at the Main Office with our Office Manager.
- Proper identification may be required to verify the person's identity and authorization to pick up the student.

Dismissal Time Limit:

- Dismissal time can be hectic, and it's essential to maintain a safe and organized process for all students. Therefore, we kindly request that parents/guardians do not pick up their child anytime after 3:30 PM.
- After 3:30 PM, parents/guardians must wait in the parent pick-up line to ensure that their child is properly dismissed without causing disruption to the school's operations.

Authorized Persons Only:

- Students may only be dismissed by individuals listed on their emergency contact card.
- Dismissals will not be granted based on email, phone calls, or written communication alone. It is crucial for the safety of our students that authorized persons physically come to the school for early dismissal.

These policies are in place to maintain a secure and efficient dismissal process, protect the well-being of our students, and minimize disruptions to the school day.



Dismissal

Dismissal and Late Pick-Up Policy

From Monday to Thursday, students are dismissed from Electives and Effort Academy beginning at 3:55 pm by their respective teachers.

Supervision and Process:

Teachers are responsible for accompanying their students downstairs in an orderly line.

To determine the dismissal method for each student, teachers will refer to the Daily Announcements Email.

Teachers must ensure that all students who require pick-up remain with them until an approved adult arrives or until 4:30 pm.

Deadline for Student Departure

By 4:30 pm, no students who are not required to be picked up by a parent or guardian should be within sight of the school premises.

Late Pick-Up

Students who have not been picked up by 4:30 pm will be directed to the Late Pick-Up Room.

In the Late Pick-Up Room, students will be allowed to call their families to determine their estimated pick-up time.

Any students remaining in the Late Pick-Up Room beyond 6:00 pm will be taken to the local Precinct for pickup by a parent or guardian.

Families of students who have been in Late Pick-Up (past 5:00 pm) a total of 3 times will receive a written notification letter home.



Families of students who have been in Late Pick-Up (past 5:00 pm) a total of 6 times will receive a written notification letter home and an in-person conversation with the Head of School and Director of Operations.

This Dismissal and Late Pick-Up Policy aims to ensure the safety and timely departure of all students after school hours. We appreciate your cooperation and adherence to these guidelines to maintain a secure and organized dismissal process.

Early Arrival

Policy Statement:

Emblaze Academy is committed to providing a safe and productive environment for all students. To support this commitment, we have established an early arrival policy to ensure the safety and well-being of our students and to offer them a positive start to the school day.

Early Arrival Schedule:

Early arrival begins at 6:30 am and is available to students who have signed up. If you are interested in having your student sign up for early arrival, please email: ops@emblazeacademy.org

Arrival Procedure:

Students arriving early must come straight into the school building and may not linger in front of the school for safety reasons.

Upon entering the building, students will be greeted by school staff and directed to designated areas for early arrival

Activities During Early Arrival:

During the early arrival period, students will have the opportunity to:

- Socialize with their peers in a supervised and respectful manner.
- Enjoy a nutritious breakfast provided by the school.
- Engage in quiet activities such as reading or homework.
- Seek assistance from available staff if needed.

Transition to Class:

- At 7:15 am, students will be expected to transition from the early arrival area to their respective classrooms.
- Teachers will be present to guide and supervise the transition process to ensure a smooth start to the school day.

Expectations for Students:

To ensure a safe and productive early arrival period, students are expected to:

Respect all school rules and policies during early arrival.
Show kindness and consideration to their fellow students.
Dispose of trash properly and maintain cleanliness in the designated areas.
Promptly transition to their classrooms at 7:15 am when instructed to do so by school staff.

Supervision and Security:

- Emblaze Academy will provide adequate supervision during the early arrival period to ensure the safety and security of all students.
- The school reserves the right to modify or terminate the early arrival program in case of any safety concerns.

Review and Revision:

This policy will be reviewed periodically to ensure it aligns with the safety and educational needs of our students. Any necessary revisions will be made in consultation with school stakeholders.

At Emblaze Academy, we believe that a positive and safe start to the day is crucial for student success. This early arrival policy aims to support our students' well-being and create a conducive learning environment.



Student Life and Expectations

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. Lockers are located in every classroom and will not have a lock. Families can purchase a lock for their pupil. 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 is 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.

School Supplies

At Emblaze Academy, we are committed to ensuring that every student has access to the necessary tools and resources for a successful academic experience. To facilitate this, we provide all required school supplies at no additional cost to parents or guardians. This policy is implemented to alleviate financial burdens on families and promote equal educational opportunities for all students. Emblaze Academy is dedicated to fostering an inclusive and supportive learning environment for all students. We believe that by providing necessary school supplies, we can create a level playing field and enhance the overall educational experience.



Cell Phone Policy

Emblaze Academy students may not use cell phones or wear smartwatches at school during school hours. Students are provided with a Yondr pouch every year. These items must be stored inside the Yondr pouch 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.

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.

Uniform Policy

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

Item	Requirements
Shirt/Top	<p><i>Lower School: Baby Blue Polo Shirts</i></p> <p><i>Lower School: Navy Blue Polo Shirts</i></p>
Cardigans/Sweatshirts	<ul style="list-style-type: none"> ● <i>Winter Season (5th & 6th graders): Blue Emblaze Academy Cardigans</i> ● <i>Winter Season (7th & 8th graders): Gray Emblaze Academy Cardigans</i>
Pants/Bottom	<p>Gray khaki pants or knee-length gray uniform shorts/skirts:</p> <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



	<ul style="list-style-type: none">● Solid black buckles with design are allowed (standard)
Dresses or Skirts	<ul style="list-style-type: none">● Gray dresses or skirts only (no patterns)● Must be 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 the skirt; tights must be solid, with no holes or patterns
Shoes	<ul style="list-style-type: none">● Any color shoes are allowed.● No flip flops, slippers, slip-ons or slides allowed (including Crocs, Toms, or dressy loafers)
Accessories	<p>Headwear:</p> <ul style="list-style-type: none">● No hats, sweatbands, or head coverings/scarves (unless for cultural/religious reasons)● No large headbands, large trinkets on hair <p>Piercings:</p> <ul style="list-style-type: none">● Only stud earrings are allowed for safety reasons (No large hoops - Students have PE or Dance and elective clubs every day) <p>Other jewelry:</p> <ul style="list-style-type: none">● 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
Dress Down Days	<ul style="list-style-type: none">● Dress down days will be determined by the Deans of Behavior● Students will be permitted to dress down on their birthdays.



Social Media Policy

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

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

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

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

This social media policy applies any time students are using school property, under the supervision of school authority, or, when social media is being used away from school premises, in a manner that impacts the school community. Misuse of social media that impacts fellow students will be subject to school-based consequences whether students used it on or off school grounds.



Emblaze Health and Wellness Policies

At Emblaze, we believe that a healthy body and mind are essential foundations for academic success and personal growth. We are committed to providing a safe and nurturing environment that promotes the physical, mental, and emotional health of all our students.

This section of our Student and Family Handbook outlines our comprehensive Health and Wellness Policy, designed to ensure that each student can thrive to their fullest potential. Our policy encompasses a wide range of aspects, from the management of medical conditions to the promotion of healthy lifestyles.

Our primary goal is to create an environment where students can learn, grow, and explore their potential without concerns about their health. In this policy, you will find information on how we manage health conditions, administer medication, maintain medical records, and prevent the spread of communicable illnesses. We also detail our commitment to immunizations and the importance of outdoor play for physical and mental development.

We believe that a collaborative effort between our school, students, and their families is crucial in maintaining a healthy and thriving school community. By understanding and adhering to the guidelines set forth in this policy, we can work together to ensure the safety and well-being of all our students.

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

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

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

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

SCHOOL-BASED PREVENTION

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

Head Lice - Details on New Policy for New York City Public Schools (Effective August 2014)
The policy on lice and nits for all NYC public schools has changed. Students will no longer be excluded if they have nits (lice eggs).

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

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

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

- Students will be re-examined by the principal's designee.
- Students with head lice will not be allowed to re-enter until they are lice free.
- Students that have been cleared of lice will be re-examined in 14 calendar days (or closest school day if 14th day falls on weekend or holiday) by the principal's designee.



- Students found to have head lice on re-examination will once again be excluded until they are lice free.
- No school-wide surveillance will be conducted for nits.
- Students 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.



Student Life at Emblaze

Sample Schedule

7:15 - 7:45	AM Homeroom
7:45 - 8:30	ELA
8:30 - 9:15	ELA
9:17 - 10:02	Math
10:04 - 10:49	Math
10:49 - 11:34	Lunch
11:34 - 12:04	Science
12:06 - 12:51	History
12:53 - 1:38	Enrichment
1:40 - 2:25	Intervention
2:27 - 3:12	Guided Reading
3:12 - 3:20	PM Homeroom
3:20 - 3:55	Electives
3:55 - 4:10	Dismissal

Birthday Celebrations

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 peanuts and/or tree nuts are not considered safe food items due to severe food allergies at school. No homemade treats are allowed.

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 into school, they will not be served to students and will be sent back home.

Academic Interventions

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).

Tutoring

At Emblaze Academy, we understand the importance of providing tailored support to our students. Based on comprehensive assessments, both teachers and parents are encouraged to suggest students for participation in our tutoring program. This collaborative approach ensures that every student receives the individualized assistance they need to thrive academically. Together, we are committed to nurturing the potential within each student and fostering a culture of continuous learning and growth. Tutoring begins during Trimester 2 and ends during Trimester 3.



School Safety

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.



Emblaze Academy Student Behavior Policy and Code of Conduct

At Emblaze Academy, we believe in educating the whole student. We value high academic standards as well as high standards of conduct. Emblaze Academy utilizes a rewards and consequence system, as well as social emotional learning in the form of advisories and community circles, in order to aid in the development of our students. We expect our students to display our core values of (R)espect, (I)nitiative, (S)cholarship, and (E)ffort at all times. Our school wide approach to student behavior is designed to help students meet this expectation. Emblaze Academy’s RISE system provides whole group behavioral incentives, while our Scholar Dollar system provides rewards and consequences for individual student behavior, and we celebrate our students with Rewards & Incentives. Supports and interventions and/or disciplinary consequences are used to address more serious misbehavior.

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 class can earn four points per 45-minute class period (ELA, History, Math, Science, and Enrichment) and up to 20 points per day.
 - Points are publicly tracked in the classroom on a whiteboard 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 are college-bound.	<ul style="list-style-type: none"> ● Top-quality work



		<ul style="list-style-type: none"> ● Academic language & discussion ● Feedback implementation ● 100% homework completion
Effort	We showed a growth mindset, worked our hardest and persevered when things got tough.	<ul style="list-style-type: none"> ● 100% classwork completion ● Optimism/perseverance/growth mindset ● Urgent and purposeful transitions

Scholar Dollar System

At Emblaze Academy, we aim to show students the benefit of doing the right thing. Emblaze Academy students earn Scholar Dollars for the things they do well, such as showing respect and being kind to their peers. Students who exhibit our core RISE values are individually incentivized with Scholar Dollars that can be used to purchase items from the school store. While students may earn Scholar Dollars for the things they do well, students may also earn individual consequences in the form of demerits for not exhibiting our RISE values.

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

System Overview:

- Students receive \$20SD for coming to school on time each day, issued in Homeroom by the Homeroom teacher(s).
- 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. This is described in the Merits & Demerits chart, below.
- Any student who ends the day with fewer than \$15SD earns lunch detention the next day.
- Teachers will nominate exemplary students for “Shining Student” incentives that are managed by the School Culture Team. Students who demonstrate Emblaze Academy’s RISE core values consistently in the classroom and average at least \$100SD in their scholar dollar accounts on a weekly basis will get nominated for incentives that occur in school, during the school day. Examples of “Shining Student” activities include: Sip & Paint, Pizza Party, Tech Lunch, Game Day.
- Students can spend scholar dollars at the School Store every other Friday: Lower School (5th & 6th graders) and Upper School (7th and 8th graders) alternate each Friday for visits to the School Store. Items that are available for purchase include notebooks and pens, Emblaze Academy swag, toys and other similar items.
- As part of RISE Packets distributed every Thursday, students receive a scholar dollar paycheck that details all the merits and demerits earned for the week.

Merits & Demerits:

Core Value	Super Merits +5	Merits +2	Demerits -2	Demerits -5 (Please note that some of these behaviors may lead to an additional disciplinary consequence)
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 • Not tracking • Poor Transitions 	<ul style="list-style-type: none"> • Disrespect (peers/teachers/property) • Significant Disruption
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 to class
Scholarship	Scholarship	<ul style="list-style-type: none"> • Exceptional homework • Academic language • Academic discussion • Feedback implementation • Top quality work 	<ul style="list-style-type: none"> • Incomplete 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

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/ +2SD or +5SD	Demonstrating RISE Core Values	Immediately
	Electives	Doing all homework and classwork with full effort and completion	Last 40 minutes of the day Monday-Thursday.
Weekly	Dean Awards	Demonstrating achievement or growth in core values	Weekly at Community Circle
	Teacher Awards	Demonstrating achievement or growth in academic content	Weekly at Community Circle
	RISE Prize	Class section with the most RISE points each week	Weekly at Community Circle



	School Store	Earning scholar dollars	Friday Lunch
	Friday T-Shirt Day	Earning more than \$100SD for the week	Each Friday
Bi-Monthly	“Shining Student” Events	Averaging at least a \$100SD each week	During the school day
Quarterly/ Trimester	Honor Roll	Earning 3.0 and above Grade Point Average (GPA)	During Community Circle at the end of each trimester
Annually	End of Year Trip	Maintaining an average of \$100SD or greater each week	Last week of the school year
	End of Year Awards	Awards for RISE values & classes	During Community Circle at the last Community Circle of the year

Supports and Interventions

At Emblaze Academy, we provide social emotional learning to all students in weekly Advisory classes, which are planned by the School Counselors. However, we recognize that some students may have difficulty in adjusting to the school’s expectations for student behavior and need additional support. Our Directors of Culture work closely with our School Counselors to develop a collaborative approach to targeting misbehaviors, using Behavior Response to Intervention to identify students who need additional support. Our supports and interventions range from providing students with small breaks throughout the day to counseling referrals and restorative circles facilitated by our school counselors. Our collaborative approach is designed to ensure students and families feel supported at all times. Emblaze Academy makes every effort to provide students with supports and/or interventions prior to imposing discipline; but depending on the circumstances, there may be times when discipline is the only appropriate response.

Supports & Interventions	Description
Brain Breaks	In an attempt to avoid earning a Dean’s Referral, students that demonstrate low-level disruptive behaviors will be given a Brain Break allowing the student 3 - 5 minutes to refocus themselves before resuming instruction. Brain breaks can be taken in the following forms: <ul style="list-style-type: none"> • Step outside of the classroom for maximum of 5 minutes • Remain in the classroom but place head on desk for maximum of 5 minutes
In-Class RISE Tracker (ICR)	Students who earn In-Class RISE Tracker will have a behavior 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. Families will be contacted for a discussion of next steps if/when students are not successful after a second day of ICR.



Parent Outreach	Families will be contacted by the School Culture Team to address any ongoing behavior concerns and collaboratively solve problems together.
Peer Mediation/ Restorative Circle	Students will participate in peer mediation/ restorative circles, facilitated by school counselors. to address any conflict amongst peers.
Individual Behavior Plan	When students exhibit consistent and significant behavior problems, the school will create an Individual Behavior Plan for the student. The School Culture Team will meet with the student, teachers, parent, and support staff to review the behavior plan, giving copies to everyone and having everyone sign the plan. Individual Behavior Plans are monitored by the Directors of School Culture on a weekly basis for progress monitoring.
Counseling Referral	Students will be referred to Counseling for exhibiting any at-risk behaviors. Students will participate in Counseling sessions with parent/guardian consent.
Parent Supervision	Parents will be invited to the school to observe in-class behaviors in order to collectively problem solve with the School Leadership & School Culture Team.

Consequences

At Emblaze Academy, as in life, behaviors can have more serious consequences. Disciplinary consequences at Emblaze are explained below.

Consequence	Description
Demerit	Students earn demerits (-\$2SD) for small violations of the Code of Conduct including talking during silent time, low effort, not meeting uniform expectations, 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.
Dean's Referral	Students who cause significant disruptions or show disrespect in class or who lose more than \$10SD in one class period earn a Dean's Referral. In the Dean's Office, students reflect on their behavior by completing a reflection task and conference with the Dean of Students or Behavior Interventionist. Students return to class after 10 minutes once they have reflected and are ready to re-enter class. Parents are notified of all Dean's Referrals. Students will have the opportunity to make-up any missed work.
Temporary Electronic Device Confiscation	Students who use a cell phone, apple watch or other personal electronic device without authorization will have their device confiscated by the School Culture Team. Parents will receive a phone call following the confiscation of a student's device, and the device will be returned to the student at the end of the school day. After the second occurrence, a parent must pick up the device from the Dean's Office.



Loss of Incentives	Students who cause significant disruptions or show disrespect in and out of class on an ongoing basis or who average less than \$100SD on a weekly basis may lose access to incentives such as participating in T-Shirt Friday or attending field trips. Parents will be notified about loss of incentives.
Lunch Detention	Students who end the day with fewer than \$15SD 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. All students who earn Lunch Detention will complete a reflection form created by the Deans of School Culture. Parents will be notified when their student earns Lunch Detention.
Temporary Exclusion from District-Provided Transportation	The Head of School may temporarily exclude a student (other than a student with an IEP or 504 Plan mandating bus service) from district-provided transportation, based upon the student's behavior on the bus, if all other attempts to resolve such behavior fail. Prior to excluding a student from the bus, the Head of School will arrange a conference with the student's parent/guardian and other appropriate personnel to help resolve the student's behavioral problems on the bus and to arrange other means, if necessary, of getting the student to school. Exclusion from the bus does not mean suspension from school and shall not last for longer than five (5) consecutive days.
Short-Term In-School Suspension	A short-term suspension (in-school or out-of-school) refers to the removal of a student from the Emblaze Academy school community for disciplinary reasons for a period of ten days or less. During an in-school suspension, a student will remain in school for the entire day but will receive instruction in a separate location. Students will also complete a Dean Reflection Essay during in-school suspension. Procedures for short-term suspensions are set forth below.
Short-Term Out-of-School Suspension	A short-term suspension (in-school or out-of-school) refers to the removal of a student from the Emblaze Academy school community for disciplinary reasons for a period of ten days or less. All students serving an out-of-school suspension of any length will receive alternative instruction, as described below. Procedures for short-term suspensions are set forth below.
Long-Term Out-of-School Suspension	A long-term suspension refers to the removal of a student from the Emblaze Academy school community for disciplinary reasons for a period of more than ten (10) days. During a long-term out-of-school suspension, a student will receive alternative instruction, as described below. Procedures for long-term out-of-school suspensions are set forth below.
Expulsion	Expulsion refers to the permanent removal of a student from school for disciplinary reasons. Alternative instruction will be provided to a student who is expelled as described below. Procedures for expulsion are set forth below.



Emblaze Academy Code of Conduct

At Emblaze Academy Charter School, we want to ensure that there is a fair and consistent Code of Conduct so that students know what is expected of them at all times. We have developed a school-wide discipline system that recognizes students for positive behavior, while ensuring that appropriate disciplinary action is taken when students do not adhere to the Code of Conduct.

Student disciplinary offenses are those actions or inactions that violate the School's Code of Conduct or interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

- A disciplinary offense may occur while the student is:
 - at school, whether remote or in person, and/or on school grounds;
 - participating in a school-sponsored activity, whether remotely or in person;
 - walking to or from school or a school-sponsored event;
 - walking to or from, waiting for, or riding on school-provided or district-provided transportation; or
 - walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity conducted off school grounds.
- School-related disciplinary offenses may also include misconduct outside the school, including texting, e-mailing and/or activity on social media, when such behavior can be demonstrated to negatively affect the school learning environment or to endanger the school community.

School administration will use their professional judgment in determining which disciplinary action(s) will be most effective in dealing with the student's misconduct, taking into account the following factors:

- The student's age and maturity level;
- The nature and seriousness of the behavior and the circumstances/context in which the behavior occurred;
- The student's previous disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents/guardians, teachers and/or others, as appropriate;
- The student's Individualized Education Plan (IEP), Behavioral Intervention Plan (BIP), and/or 504 Plan, if applicable;
- The student's attitude; and
- Other relevant factors.

When a student does not meet behavioral expectations and a violation of the School's Code of Conduct has occurred, clear and consistent disciplinary action will ensue, and other consequences as further described below.



When required, school administration will contact law enforcement authorities.

The following chart of behaviors is not exhaustive but provides examples of violations of the Code of Conduct that may result in disciplinary consequences. The chart may be modified from time to time or supplemented by Emblaze Academy upon advance notice to students and families.

LEVEL 1 “Yellow Behavior” <i>*Uncooperative or Noncompliant</i>		
Behaviors	Supports & Interventions	Range of Possible Disciplinary Responses
<ul style="list-style-type: none"> ● Engaging in verbally rude or disrespectful behavior (crude exclamations/phrases) ● Failing to wear the required school uniform ● Behaving in a manner which disrupts the educational process (e.g., not meeting voice level expectations, making excessive noise in a classroom, library, or hallway, poor transition between classes) ● Late to class ● Not tracking teacher during instructional lessons ● Use of personal technology devices in violation of school policies 	<ul style="list-style-type: none"> ● Brain Breaks ● In-Class RISE Tracker ● Parent Outreach ● Peer Mediation /Restorative Circle ● Individual Behavior Plan ● Counseling Referral ● Parent Supervision 	<ul style="list-style-type: none"> ● Demerit ● Dean’s Referral ● Temporary Electronic Device Confiscation ● Loss of Incentives ● Lunch Detention

LEVEL 2 “Orange Behavior” <i>*Disorderly or Reckless</i>		
Behaviors	Supports & Interventions	Range of Possible Disciplinary Responses
<ul style="list-style-type: none"> ● Repeated Level 1 Behaviors ● Failure to comply with the authority or directive of school staff ● Using profane, obscene, vulgar, or lewd language, gestures, or behavior ● Lying to, giving false information to, and/or misleading school personnel ● Misusing property belonging to others, including school property ● Engaging in or causing disruptive 	<ul style="list-style-type: none"> ● Brain Breaks ● In-Class RISE Tracker ● Parent Outreach ● Peer Mediation /Restorative Circle ● Individual Behavior Plan ● Counseling Referral ● Parent Supervision 	<ul style="list-style-type: none"> ● Demerit ● Dean’s Referral ● Loss of Incentives ● Lunch Detention ● Short-Term In-School Suspension



<p>behavior, including on the school bus</p> <ul style="list-style-type: none"> • Horseplay, play fighting, running in the classroom or hallways, not resulting in injury • Leaving class or school campus without permission of supervising school personnel 		
---	--	--

LEVEL 3 “Purple Behavior” <i>*Disruptive or Unsafe</i>		
Behaviors	Supports & Interventions	Range of Possible Disciplinary Responses
<ul style="list-style-type: none"> • Repeated Level 2 Behaviors • Inappropriate touching (includes but not limited to unwanted physical contact of any sort) • Defying or disobeying the authority or directive of school staff in a way that substantially disrupts the educational process, and/or interferes with emergency procedures (e.g., during an evacuation drill or lockdown), and/or poses a danger to the school community • Entering or attempting to enter a school building and/or courtyard without authorization or through an unauthorized entrance • Using slurs based upon actual or perceived race, color, weight, national origin, ethnic group, citizenship/immigration status, religion, religious practice, disability, sexual orientation, gender, gender identity, gender expression, or sex • Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior toward students or school personnel (e.g., pushing past another person), or throwing an object or spitting at another person • Possession and/or use of tobacco, cigarettes, electronic cigarettes, 	<ul style="list-style-type: none"> • Brain Breaks • In-Class RISE Tracker • Parent Outreach • Peer Mediation /Restorative Circle • Individual Behavioral Plan • Counseling Referral • Parent Supervision 	<ul style="list-style-type: none"> • Demerit • Dean’s Referral • Loss of Incentives • Lunch Detention • Short-Term In-School Suspension • Short-Term Out-of-School Suspension • Long-Term Out-of-School Suspension



<p>matches, lighters, and/or vaping devices</p> <ul style="list-style-type: none">● Bringing unauthorized persons to school or allowing unauthorized visitors to enter school● Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures or signs) (NOTE: Emblaze Academy will consult with the NYPD Gang Unit to determine if the behavior is gang-related)● Engaging in vandalism, graffiti, or other intentional damage to school building or property or property belonging to staff, students, or others● Drawing obscene or violent imagery involving staff, students, or others, or any other threatening visual images that suggest causing harm● Theft, or knowingly possessing property belonging to another without authorization, including property belonging to Emblaze Academy● Violating the Emblaze Academy's Internet Acceptable Use Policy (e.g., use of school provided technology for non-educational purposes, security/privacy violations)● Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior● Engaging in academic dishonesty which includes but is not limited to:<ul style="list-style-type: none">○ Cheating (e.g., copying from another's test paper or exit ticket; using material during a test which is not authorized; collaborating with another student during the test without authorization; using electronic devices during a secure testing session without authorization)		
---	--	--



<ul style="list-style-type: none"> ○ Plagiarizing (appropriating another’s work and using it as one’s own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source) 		
---	--	--

<p style="text-align: center;">LEVEL 4 “Burgundy Behavior” <i>*Aggressive or Injurious/Harmful</i></p>		
Behaviors	Supports & Interventions	Range of Possible Disciplinary Responses
<ul style="list-style-type: none"> ● Repeated Level 3 Behaviors ● Inappropriate use of electronic technology (e.g., unauthorized audio/video recording) ● Sexual Misconduct: includes engaging in sexual conduct on school premises or at school-related functions ● Sexual Harassment: includes making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g., kissing, touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images) ● Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against, or obscene, vulgar or lewd pictures of, students or staff, including but not limited to posting such material on the Internet ● Fighting or engaging in physically aggressive behavior which creates a substantial risk of or results in minor injury ● Coercing, threatening, planning, or instigating an act of violence, injury, or 	<ul style="list-style-type: none"> ● Brain Breaks ● In-Class RISE Tracker ● Parent Outreach ● Peer Mediation /Restorative Circle ● Individual Behavioral Plan ● Counseling Referral ● Parent Supervision 	<ul style="list-style-type: none"> ● Dean’s Referral ● Temporary Electronic Device Confiscation ● Loss of Incentives ● Lunch Detention ● Temporary Exclusion from District Provided Transportation ● Short-Term In-School Suspension ● Short-Term Out-of-school Suspension ● Long-Term Out-of-School Suspension ● Expulsion



<p>harm to other(s)</p> <ul style="list-style-type: none">● Engaging in or causing disruptive behavior on the school bus which creates a substantial risk of or results in injury.● Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyberbullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass.● Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyberbullying) based on an individual's actual or perceived race, color, weight, religion, religious practices, ethnic group, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability or sex; such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass● Possession, use, sale, or distribution of drugs, controlled substances and/or alcohol● Falsely activating a fire alarm or other		
---	--	--



<p>disaster/security alarm in the building</p> <ul style="list-style-type: none"> ● Making a bomb threat ● Making a threat of violence ● Creating a substantial risk of serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury ● Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury ● Inciting/causing a riot on school grounds ● Possession or use of hazardous material, pepper spray or mace ● Possessing, displaying, or selling any weapon and/or weapon-like object 		
--	--	--

<p style="text-align: center;">LEVEL 5 “Red Behavior” <i>*Seriously Dangerous or Violent</i></p>		
Behaviors	Supports & Interventions	Range of Possible Disciplinary Responses
<ul style="list-style-type: none"> ● Starting a fire ● Using force to take or attempt to take property belonging to another ● Using force against, or inflicting, or attempting to inflict serious injury against school staff ● Using extreme force against or inflicting or attempting to inflict serious injury upon students or others ● Participating with another or others, in an incident of group violence ● Engaging in dangerous or violent behavior that is gang-related (NOTE: Emblaze Academy will consult with the NYPD Gang Unit to determine if the behavior is gang-related) ● Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity ● Selling or distributing drugs, controlled 	<ul style="list-style-type: none"> ● Brain Breaks ● In-Class RISE Tracker ● Parent Outreach ● Peer Mediation /Restorative Circle ● Individual Behavior Plan ● Counseling Referral ● Parent Supervision 	<ul style="list-style-type: none"> ● Dean’s Referral ● Temporary Electronic Device Confiscation ● Loss of Incentives ● Lunch Detention ● Short-Term In-school Suspension ● Short-Term Out-of-school Suspension ● Long-Term Out-of-School Suspension ● Expulsion



<p>substances and/or alcohol</p> <ul style="list-style-type: none"> Using a weapon or weapon-like object to threaten or to inflict or attempt to inflict injury upon school staff, students, or others 		
---	--	--

Policies and Procedures

Non-Discrimination

Emblaze Academy welcomes all students equally. All students will be treated as individuals and different treatment based on race, color, national origin, disability status, sex, sexual orientation, religion or any other characteristic protected by local, state, or federal law, will not be tolerated. Anyone who feels that he or she has been treated differently on any such basis should speak with a counselor, who will apprise the Head of School of all reports. Anyone who raises any concerns of discrimination on any basis will be free from retaliation for raising such a concern.

Search and Seizure

For the safety of students and everyone in the Emblaze Academy school community, school property that is assigned to students, including lockers and desks, remain the property of the school. Students, therefore, have no expectation of privacy in these areas. School authorities will make an individual search of a student’s bag, backpack, desk, lockers and person only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process. Searches will be conducted under the authorization of the Head of School, or his/her designee. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from students’ desks, bag, backpack, lockers and person by school authorities.

Gun Free Schools Act Policy

Federal and state laws require the expulsion from School for a period of not less than one year of a student who is determined to have brought a firearm to the School, or to have possessed a firearm at school, except that the Head of School may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

Any such expulsion must comply with the Individuals with Disabilities Education Act and its implementing regulations, for a student with or presumed to have disabilities.

“Firearm” as used in this law is defined by 18 USC§ 921(a), and includes firearms and explosives.

The Head of School shall refer to the criminal justice or juvenile delinquency system any student who



brings a firearm or weapon to the school. “Weapon” as used in this context shall mean any weapon, device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and half inches in length.

Procedures and Due Process for Short-Term Suspension (In-School or Out-of-School)

A short-term suspension refers to the removal of a student from the Emblaze Academy school community for disciplinary reasons for a period of up to ten (10) days. This includes in-school and out-of-school suspension.

The Head of School may impose a short-term suspension and shall follow due process procedures consistent with applicable federal case law. The Head of School will arrange for a preliminary investigation of reported misconduct. Before imposing a short-term suspension, the Head of School will notify the student orally of the allegations against him or her, and will provide the student with an opportunity to respond. If the student denies the misconduct, the Head of School must provide an explanation of the evidence against the student. The student shall be given an opportunity to deny or explain the charges against him/her that led to the suspension. The Head of School will immediately notify parents or guardians in writing that the student may be suspended from school. The written notice shall be provided by personal delivery or express mail delivery within 24 hours of the decision to impose suspension, at the last known address(es) of the parent(s) or guardian(s). Notification also shall be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parent(s) or guardian(s).

The notice shall provide a description of the incident for which suspension is proposed and shall inform the parent(s) or guardian(s) of their right to request an immediate informal conference with the Head of School. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent(s) or guardian(s). At the conference, the parent(s) or guardian(s) of the student and the student shall have the opportunity to present the student’s version of the incident and to ask questions of complaining witnesses under such procedures as the Head of School may establish. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

An appeal of the decision of the Head of School to impose a short-term suspension may be made to the Emblaze Academy Board of Trustees, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the Board via email to board@emblazeacademy.org or by letter sent to:

Board of Trustees
Emblaze Academy Charter School
1164 Garrison Avenue
Bronx, New York 10474



The Board of Trustees will issue a written decision no later than thirty (30) days after receipt of the appeal. Final decisions of the Board of Trustees may be appealed to the School's authorizer:

New York State Education Department
Charter School Office
89 Washington Avenue
Room 5N Mezzanine
Albany, NY 12234
(518) 474-1762

Procedures and Due Process for Long-Term Out-of-School Suspensions, or Expulsion

A long-term suspension refers to the removal of a student from the Emblaze Academy school community for disciplinary reasons for a period of more than ten (10) days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons. This is the final level of correction.

Upon determining that a student's action warrants a possible long-term suspension or expulsion, the following procedure, consistent with applicable federal case law, will be followed:

- The student shall immediately be removed from the class or the school, as needed.
- The student shall be informed of the charges and the evidence for those charges; where applicable, the student will have the opportunity to explain his or her side of the events.
- The Head of School shall immediately notify the parent(s) or guardian(s) of the student, in person or on the phone.
- The Head of School shall provide written notice that the school is going to commence a disciplinary hearing to the student and his or her parent(s) or guardian(s), by personal delivery or express mail delivery as soon as possible to the last known address of the parent(s) or guardian(s). Such notice shall provide a description of the incident which resulted in the suspension and shall state that a formal hearing will be held on the matter which may result in a long-term suspension or expulsion. The notification provided shall be in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
- The School will set a date, time, and place for the formal hearing, which shall be set forth in the written notice described above.
- An audio recording of the formal hearing will be created and made available to all parties upon request.

The Head of School, or his/her designee, shall serve as hearing officer and preside over the hearing. When the Head of School does not serve as hearing officer, the designated hearing officer shall provide a report to the Head of School which shall be advisory only, and the Head of School may accept or reject all or part of it. A written decision will be issued within five school days after the formal hearing to the student and his/her parent(s) or guardian(s).



An appeal from the written decision may be made to the Emblaze Academy Board of Trustees, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the Board via email to board@emblazeacademy.org or by letter sent to:

Board of Trustees
Emblaze Academy Charter School
1164 Garrison Avenue
Bronx, New York 10474

The Board of Trustees will issue a written decision no later than thirty (30) days after receipt of the appeal. Final decisions of the Board of Trustees may be appealed to the School's authorizer:

New York State Education Department
Charter School Office
89 Washington Avenue
Room 5N Mezzanine
Albany, NY 12234
(518) 474-1762

Provision of Instruction During Removal

Emblaze Academy will ensure that alternative educational services are provided to a student who has been suspended or removed to help that student progress in the general curriculum of Emblaze Academy. Alternative instruction for suspended students will be of sufficient duration to enable a student to cover all class material, take all tests and quizzes, keep pace with other students, and progress to the next grade level. All suspended students are entitled to receive alternative instruction commencing within 24 hours of the suspension or expulsion. Alternative instruction dates and times will be listed on the student's suspension letter. All students will be provided with a minimum of two hours per day of alternative instruction.

For a student who has been expelled, alternative instruction will be provided in like manner as a suspended student until the student enrolls in another school or until the end of the school year, whichever comes first.

Instruction will take place at Emblaze Academy by one or more of the following individuals: teacher, teacher's aide, or a tutor hired for this purpose. Please note that whoever administers this instruction will meet all certification requirements as stipulated in Section 2854(3)(a-1) of the New York State Education Law.

Discipline for Students with Disabilities

In addition to the disciplinary procedures applicable to all students, the following procedures are applicable to students with disabilities. A student not specifically identified as having a disability but whose school district of residence or charter school, prior to the behavior that is the subject of the disciplinary action, has a basis of knowledge – in accordance with 34 C.F.R. § 300.534 – that a disability exists shall also be disciplined in accordance with these provisions. Emblaze Academy shall comply with Sections 300.530-300.536 of the Code of Federal Regulations and the following procedures, except that in the event that the following procedures are inconsistent with federal law and regulations, such federal law and regulations shall govern.



Emblaze Academy shall maintain written records of all suspensions and expulsions of students with disabilities including the name of the student, a description of the relevant behavior, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

Students whose IEP includes a Behavioral Intervention Plan (BIP) will be disciplined in accordance with the BIP. If the BIP appears not to be effective or if there is a concern for the health and safety of the student or others if the BIP is followed with respect to the infraction, the matter will immediately be referred to the appropriate Committee on Special Education (CSE) for any consideration of changes.

A student identified as having a disability shall not be suspended for a total of more than ten days during the school year without the specific involvement of the CSE of the student's district of residence prior to the eleventh day of suspension, because such suspensions may be considered to be a change in placement. In considering the placement of students referred because of disciplinary problems, the CSE of the student's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

Emblaze Academy will ensure that the Director of Special Education, special education teachers, and general education teachers will attend all meetings regarding their students initiated by the CSE of the student's district of residence. These meetings could be relating to the development and implementation of behavioral intervention plans, initial referrals, change in service, annual reviews, or Manifestation Determination Reviews (MDRs), among other things.

Provision of Services During Removal

Emblaze Academy will place students in an interim alternative educational setting as appropriate and mandated by 34 C.F.R. §§ 300.530 and 300.531.

Students removed for a period of fewer than ten cumulative days during the school year will receive all classroom assignments and a schedule to complete such assignments during the time of their suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The School also shall provide alternative instruction to assist the student, so that he or she is given full opportunity to complete assignments and master the curriculum, including additional instruction, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

During any subsequent removal that, combined with previous removals equals ten or more school days during the school year, but does not constitute a change in placement, services must be provided to the extent determined necessary to enable the student to progress appropriately in the general curriculum and in achieving the goals of his or her IEP. In these cases, school personnel, in consultation with the student's special education teacher, shall make the service determination.

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of the disability, the services must be provided to the extent necessary to enable the student to



progress appropriately in the general curriculum and in achieving the goals of his or her IEP. The CSE of the student's district of residence will make the service determination.

During any removal for drug, weapon, controlled substance and/or seriously bodily injury offenses pursuant to 34 C.F.R. § 300.530(g), services will be provided to the extent necessary to enable the student to progress appropriately in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence.

Additional Due Process (MDR)

If discipline that would constitute a change in placement is contemplated for any student with a disability, the following steps shall be taken: (1) no later than the date on which the decision to take such action is made, the parent(s) or guardian of the student with a disability shall be notified of that decision and provided the procedural safeguards notice described in 34 C.F.R. § 300.504; and (2) immediately, if possible, but in no case later than ten school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel shall meet and review the relationship between the student's disability and the behavior that is the subject of the disciplinary action.

If, upon review, it is determined that the student's behavior was a manifestation of their disability, the student will be permitted to return to school immediately, in lieu of beginning or completing the period of suspension, except as provided in 34 C.F.R. 300.530(g); a functional behavioral assessment (FBA) must be conducted (unless an FBA was conducted before the behavior that resulted in the change of placement occurred) and a BIP must be implemented for the student, or the existing BIP must be reviewed and modified as necessary to address the behavior. If it is determined that the student's behavior was not a manifestation of his or her disability, then the student may be disciplined in the same manner as a student without a disability, except as provided in 34 C.F.R. § 300.530(d), which relates to the provision of services to students with disabilities during periods of removal.

A student's parent(s) or guardian(s) may request a hearing to challenge the manifestation determination. Except as provided below, the student will remain in his or her current educational placement pending the determination of the hearing.

If a parent or guardian requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination relating to a disciplinary change in placement, including a disciplinary change in placement relating to drugs, weapons, controlled substance and/or serious bodily injury offenses, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in the disciplinary action, whichever occurs first, unless the parent or guardian and the School agree otherwise.

Students with a Section 504 Plan and "Deemed to Know" Students

With regard to disciplinary actions, including suspension or expulsion, the rights of charter school students with disabilities under Section 504 of the Rehabilitation Act of 1973 (Section 504) are essentially the same as the rights of charter school students with disabilities under the Individuals with Disabilities Education Act, as



described above, with minor differences in procedures depending upon the governing law and regulations. However, for a student who receives Section 504 accommodations, the School's Section 504 team, rather than the CSE of the student's district of residence, is responsible for conducting the manifestation determination review in connection with any significant disciplinary change in placement, in accordance with the requirements of Section 504.

A student who has not been determined to be eligible for special education and related services is entitled to all of the protections provided under federal law for students with disabilities if, before the behavior that led to the disciplinary action occurred, the School is "deemed to have knowledge" that the student was a student with a disability, in accordance with 34 C.F.R. § 300.534.

When addressing discipline for students with disabilities, including students with Section 504 plans or those students for whom the school is "deemed to have knowledge," Emblaze Academy will comply with applicable legal requirements governing the discipline of a student for misconduct.

Compliance with the Child Find Requirements of IDEA

Emblaze Academy will comply with the federal Child Find requirements (34 CFR §300.111), which require schools to have in place a process for identifying, locating and evaluating students with disabilities. Students enrolling for the first time in a New York public school will be screened by a team of teachers (including both regular and special education teachers) to identify any possible indication that the child may need a specialized or Individualized Education Program, or referral to the CSE of the student's district of residence. Other students will be brought to the attention of the team if they are demonstrating any problems within the regular classroom environment. Strategies will then be implemented to address any identified special needs of the student. Should the problems persist and a disability is suspected, the student will be referred to the CSE of the student's district of residence for an evaluation.

DASA- Dignity for All Students Act Policy

Emblaze Academy Charter School is committed to providing a safe and productive learning environment in which all students are treated with respect and dignity. In accordance with New York State's Dignity for All Students Act ("DASA"), Emblaze Academy will promptly address all incidents of harassment and/or discrimination of or by any student enrolled at the School. This includes bullying, taunting or intimidation in all their myriad forms.

Policy Definitions:

“*School property*” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section 142 of the vehicle and traffic law.

“*School function*” means a school-sponsored extra-curricular event or activity.

“*Harassment*” and “*bullying*” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

“*Cyberbullying*” shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

Student Rights:

No student shall be subjected to harassment or bullying, including cyberbullying, by employees or students on School property or at a School function. Additionally, no student shall be subjected to discrimination based on the student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by School employees or students on School property or at a School function.

The Emblaze Academy Student Discipline Policy and Code of Conduct prohibits bullying and threatening behaviors, as well as harassment; students who engage in such behavior will be disciplined as set forth in the Code of Conduct. Further, the school reserves the right to discipline students, consistent with our Code of Conduct, who engage in harassment or bullying of students off school property under circumstances where such off-campus conduct:

1. affects the educative process;
2. endangers the health and safety of Emblaze Academy students within the educational system; or
3. is reasonably believed to pose a danger to the health and safety of Emblaze Academy students within the educational system.



This includes written and/or verbal harassment or bullying which materially and substantially disrupts the work and discipline of the School and/or which School Leaders reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the School.

Dignity Act Coordinator (DAC):

Emblaze Academy has designated the School’s Director & Associate Directors of School Culture to serve as the Dignity Act Coordinators (“DACs”). The DACs are trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The names and contact information for the DACs are posted on the School’s website on the “Health and Safety” page and are as follows:

Brittany Watson, Director of School Culture / bwatson@emblazeacademy.org / 929-388-0011

Toni Vails, Assistant Dean of School Culture / tvails@emblazeacademy.org / 929-388-0011

The DACs are accessible to students and other employees for consultation and advice.

DASA at Emblaze Academy:

At Emblaze Academy, our core values are Respect, Initiative, Scholarship and Effort.

Our staff are trained on techniques on how to create a safe and supportive school climate. Staff are trained and coached on social and emotional concepts and how to include them in the curriculum and use them for classroom management. Additionally, we have weekly Advisory lessons where students are taught about in-person and virtual harassment, bullying and discrimination. In the event of a violation of the Code of Conduct, teachers, deans, counselors and the leadership team will work with students and their families to restore the damage and rebuild a positive learning community.

Reporting and Investigating:

All Emblaze Academy staff members are responsible for reporting harassment, bullying or discrimination of which they have been made aware to their immediate supervisor. Any student who believes that s/he is being subjected to harassment, bullying or discrimination, as well as any other person who has knowledge of or witnesses any possible occurrence of harassment, bullying or discrimination, shall report the harassment, bullying or discrimination to any staff member, one or both DACs, or the Head of School. A staff member who witnesses harassment, bullying or discrimination or who receives an oral or written report of harassment, bullying or discrimination shall promptly orally notify the Head of School not later than one school day after witnessing, or receiving a report of, such acts and shall file a written report with the Head of School not later than two school days after making such oral report.

The Head of School shall promptly investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority (e.g., the Board of Trustees) and/or other official designated by the Board of Trustees to investigate allegations of harassment, bullying or discrimination. When

an investigation reveals any such verified harassment, bullying or discrimination, the School will take prompt actions that are reasonably calculated to: end the harassment, bullying or discrimination; eliminate any hostile environment; create a more positive school culture and climate; prevent recurrence of the behavior; and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Any such actions shall be consistent with the Emblaze Academy Code of Conduct, which utilizes supports and interventions and/or disciplinary consequences to respond to behavioral infractions, including bullying and harassment. Follow-up inquiries and/or appropriate monitoring of the alleged harasser and victim shall be made to ensure that the harassment, bullying or discrimination has not resumed and that those involved in the investigation of allegations of harassment, bullying or discrimination have not suffered retaliation.

The Head of School shall provide a report on data and trends related to harassment, bullying and/or discrimination to the Board of Trustees at least once during each school year.

Emblaze Academy will report material incidents of harassment, bullying and/or discrimination to the State Education Department as required by law.

The Head of School shall promptly notify law enforcement authorities when the Head of School believes that any harassment, bullying or discrimination constitutes criminal conduct.

No Retaliation:

Emblaze Academy prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment, bullying or discrimination. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies and who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Distribution of Policy:

Emblaze Academy shall distribute a written or electronic copy of this Policy to all employees, students, and parents/guardians at least once during every school year.

Restraint

Emblaze Academy Charter School maintains a fair and consistent Code of Conduct with clear disciplinary procedures. Corporal punishment of pupils is prohibited, but in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, school personnel may use reasonable physical force to protect themselves from physical injury, to protect another pupil or teacher or any person from physical injury, to protect the property of the school or others, or to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts. An incident report will be prepared in any instance in which restraint is used and parents will be notified.

Visitor Policy

Emblaze Academy is dedicated to maintaining a safe and secure environment for our students, staff, families, and guests. To uphold these standards, we have implemented the following visitor policy:

1. **Check-In Procedure:**
 - All visitors are required to promptly check in at the Front Desk using their IDs through our Raptor System.
 - Only visitors with scheduled appointments are permitted to wait in the building vestibule.
2. **Visitor Pass Requirement:**
 - Approved visitors will be issued a visitor pass that must be worn at all times to access the designated meeting destination.
3. **Escorted Access:**
 - To prevent unauthorized access and minimize exposure risks, visitors will be escorted to and from the meeting destination.
4. **Scheduled Meetings:**
 - Parents or guardians are not permitted to arrive demanding a meeting with any staff members unless a leadership member is informed in advance, and a meeting is scheduled.
5. **Parent/Caretaker Pick-Up:**
 - 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.
6. **Departure Procedure:**
 - Visitors must return their pass and electronically sign-out with the security guard before concluding their visit. This ensures accurate tracking of visiting times and activities on the premises.
7. **Item Drop-Off:**
 - Visitors coming to school to drop something off for their student must still come to the security desk and sign in. Parents or guardians delivering items should leave them at the Main Office for distribution by a school staff member.
8. **Visitor Conduct:**
 - Visitors are expected to adhere to all outlined procedures and follow the rules of conduct applicable to students in public spaces.

Consequences for Violation:

Actions by visitors that violate the Student Code of Conduct, show disrespect to school employees or students, pose a safety risk, or interfere with school operations will result in 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 teacher conferences will be conducted by telephone.
- A report to law enforcement if necessary.

Discipline and Enforcement:

Violation of any school policy, including failure to adhere to required safety protocols, may lead to limited building access, up to and including removal from the premises.