



BROOKLYN PROSPECT

CLINTON HILL MIDDLE SCHOOL

2020-2021

Clinton Hill Middle School

**STUDENT AND FAMILY
HANDBOOK**

Clinton Hill Location
**1100 Fulton
Brooklyn, New York 11238**

www.brooklynprospect.org

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Introduction

Dear Prospect Family,

Welcome to the Prospect Schools community and the new school year! Every fall, we look forward to introducing our new students and families to our special community and welcoming back those who are returning.

The idea for Prospect Schools was born more than a decade ago when we recognized that our community needed more quality school options. We set out to build a learning community that would be distinguished by its focus on a diverse community, academic rigor, and excellent teachers. Since opening in 2009, we've grown to four campuses across Brooklyn serving kindergarten through twelfth grade, and we have an amazing team of over 300 employees who helps our diverse students learn, grow, and succeed every single day.

Together, we're re-imagining elementary, middle and high school education so your students can thrive in a global, 21st century community. Through our commitment to excellent teachers, a world-class curriculum modeled after the International Baccalaureate program, and a program designed to serve the needs of a diverse student body, we believe Prospect Schools can help all students achieve academically and socially, and reach for success in college and beyond.

We are grateful to continue serving our returning students and families, and are excited to welcome those new to our community. Partnering with your family is our highest priority.

Warm regards,



Daniel Kikuji Rubenstein
Chief Executive Officer

Mission

Prospect Schools is a K-12 college preparatory community where excellent teachers prepare a diverse student body to have a positive impact on society and a lifelong passion for learning.

Core Values

We opened the doors of our first school in September 2009 with 100 sixth grade students. Today, we've expanded our program to serve a growing student body in grades kindergarten through twelfth.

Our Core Values serve as a common thread to connect students and adults at Prospect Schools. Influenced by the International Baccalaureate learner profile, these values illustrate who we are, how we learn and behave, and what we find important in this extraordinary world of teaching and learning.

As Prospectors, we share:



Curiosity

Develop sound judgement and intellect by asking questions confidently and thinking critically.



Care

Support others by grounding every action in empathy while championing equity and inclusion in our work



Persistence

Grow and learn by solving problems with determination, creativity and tenacity



Passion

Succeed by approaching challenges with excitement, enthusiasm and self-assurance

Vision

Our Vision is that by 2023, 100% of our students will be International Baccalaureate Diploma Program ready by the end of 10th grade and college ready upon graduation.

Welcome Message from Principal DeLuca

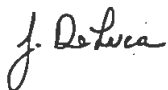
Over 50 years ago, educational scholar William Alexander identified the need for dedicated academic institutions catering to the unique developmental needs of early adolescents: middle schools.

Today, we are proud to welcome your children to our middle school: Brooklyn Prospect Charter School - Clinton Hill Middle ("BPCS-CHMS"). Drawing from the best educational practices as well as the success of other schools in the Brooklyn Prospect family, we have developed an academic environment where students can explore new ideas in a safe and small school setting with the support of a diverse community of students, families, teachers and staff. BPCS-CHMS is a place for students to develop the skills necessary to meet increasing academic demands while cultivating the self-advocacy and leadership skills required for success in high school, college and beyond.

To help our students prepare for success as global citizens, BPCS-CHMS instills a love of learning by pairing students with excellent teachers who frame lessons and units of study through the globally - recognized International Baccalaureate (IB) program. Significant time within the school day is devoted to independent reading where teachers work closely with students as one-to-one guides and coaches, helping students discover and develop their unique "reader identities". Outside of the classroom, students participate in extracurricular activities that reflect their interests and develop the talents of our school community. Additionally, our advisory program and school culture team help our students adjust to the changing academic, emotional and social demands of middle school.

The next three years will be an undoubted time of change, exploration and growth for all of our students - and we look forward to sharing this journey with them, every step of the way!

Sincerely,



Jackie DeLuca
Founding MS Principal

Parent Teacher Student Organization (PTSO)

To provide the best possible education for our students, Brooklyn Prospect Charter School (“BPCS”) depends on a strong partnership with, and involvement from parents/guardians (“parents”). All BPCS campuses maintain their own independent Parent Teacher Student Organization (“PTSO”), and all parents of Brooklyn Prospect students are automatically members of the PTSO. Annually the PTSO elects a leadership team called Officers, one of whom serves on the BPCS Board of Trustees. The school administration meets regularly with the organization.

GOALS:

To develop a sound organization leading to:

- All families in our school community feeling welcome & engaged at BPCS
- Clear and direct communications between families and the school
- An active volunteer organization
- An annual fundraising plan that supports our student programs and school facility needs
- Strong reciprocal relationships between school, family and the larger community

PTSO meetings held on each school campus are a good way to provide all parents in the BPCS community with access to school administrators and faculty in a timely and effective manner that is open and welcoming to all families. Meetings are generally held in the evenings on a monthly or bi-monthly basis. Times and dates may vary by campus, so please consult the school website calendar for up-to-date times and information (www.brooklynprospect.org). These meetings provide parents the opportunity to gain a deeper understanding of the school, its mission and how parents can best partner with the school for the ultimate success of the students. The Clinton Hill PTSO can be reached by email at CHPTSO@brooklynprospect.org.

Charter School Funding is an important issue for charter school families. While BPCS, a public school, receives per pupil funding from the state, we do not receive quite as much funding as DOE schools. We urge you to learn more about charter school funding in NY State and to contact local and state representatives urging them to visit our school and vote for continued charter school funding.

Fundraising for the school is a vital and important role of the PTSO. We hope all parents will participate either formally or informally in annual fundraising. There are many ways to participate, including volunteering time, providing gifts-in-kind and making donations. All are important to the success of our school, and parent participation sends a strong message to outside funders.

The Parent/Teacher/Administrator partnership is a very important component of each student’s success. At Brooklyn Prospect we encourage parents to reach out directly to the school as needed. The student’s advisor is the first point of contact for families. The school administration welcomes meetings with families once the teacher or advisor has been approached.

Volunteers are welcome partners in our school. If you are interested in volunteering at BPCS, please contact the Clinton Hill Main Office by emailing CHMScoordinator@brooklynprospect.org. Some examples of how volunteers may assist include: events, publications, fundraisers, and as guest speakers on careers and special interests.

Please consider the following guidelines when it comes to volunteering at Brooklyn Prospect Charter School (“BPCS”):

- Keep anything you hear about students and/or families confidential unless it poses danger to a student. In such cases, please inform a member of the faculty or administration.
- When chaperoning, if a student is reluctant to follow directions, please immediately refer the problem to a faculty member or administrator.
- Avoid gossiping or sharing impressions of students and families with other members of the BPCS community.

Attendance and Lateness

School attendance is compulsory. Parents have the responsibility to ensure that their student attends classes daily and on time, unless circumstances beyond their control prohibit attendance at school.

If a student will be absent from school, a parent should notify the school as early as possible on the day of the absence. Earlier, written permission is both welcomed and encouraged. If a student is absent the school will notify guardians via email. Guardians should ensure that accurate contact information is on file at the school by notifying the school of any changes in address, email, phone numbers and emergency contact numbers.

Reporting an Absence

Guardians must contact the Main Office either the day of the absence by 8:30 AM, or, if possible, prior to the absence by:

- o **Calling: 718-783-1570**
- o **Email message: chmsregistrar@brooklynprospect.org**

PLEASE COMMUNICATE:

1. STUDENT'S FULL NAME
2. GRADE
3. REASON FOR THE ABSENCE

Excused Absences

Students should request make-up work from their teachers for all excused absences within three days of absence to receive full credit. The school will determine whether an absence is excused for purposes of making up classroom work and examinations. Examples of excused absences include:

- Illness or medical appointment (chronic absences due to illness may require a doctor's note).
- Death in the student's immediate family
- Family emergency
- Observance of an established religious holiday*
- Required court appearance
- School business

Parents must submit documents to excuse absences within 7 days. Acceptable documents that can excuse absence is as follows:

- Doctors Note
- Obituary

Any request to excuse absences after the 7 day period will not be processed.

*Please note that absences due to observance of an established religious holiday do not appear on report cards.

Unexcused Absences

Teachers are not obligated to provide make-up work or accept missed assignments for a grade when an absence is unexcused. At their discretion, they may do so.

Cutting and Tardiness

Chronic tardiness to class and/or cutting classes, which includes absence or lateness of more than 15 minutes from individual classes, will result in disciplinary action and the school contacting the parents. Missing more than 15 minutes of a class counts as an absence from that class.

Chronic Tardiness and Absenteeism

Attendance is essential to learning. Students who are chronically absent are less connected to the school community, experience a fragmented curriculum and have higher levels of academic failure. Chronic absenteeism is defined as missing 10% or more of official school days. Chronic lateness is defined as being late 10% or more of official school days. Chronic absenteeism and chronic tardiness can lead to the student being retained in his or her grade, even if the student has passed his or her classes.

When a student accumulates five (5) absences from any class or arrives late to school more than five (5) days during a marking period, a member of the school staff will meet with the student and communicate with the parent or guardian to identify potential remedies. If the student's attendance continues to worsen despite these interventions, the guidance counselor will create an

Attendance Action Plan with the student and the parent. The guidance counselor will also hold regular meetings with the student to support the action plan.

Early Sign-out Procedures

Early dismissal for students may be arranged by phone, hand-written note, email or in person. Please include the date and time, a daytime phone number for confirmation and relevant details of the dismissal procedure (for example: student may be dismissed on his or her own or will be picked up by a parent or designee). Emails or phone calls should be directed to the Main Office at 718-783-1570 or chmscoordinator@brooklynprospect.org.

Signed hand-written notes and in-person requests should be directed to the Main Office during morning arrival if possible. No matter how the early dismissal is communicated to the school, students leaving early must come to the Main Office to receive an early dismissal note that they will present to their classroom teacher. They will then sign out in the Main Office, turn in the early dismissal note to security and leave campus immediately after signing out. **It is the student's responsibility to be aware of his/her dismissal time and come to the Main Office at the appropriate time.**

Steps for Early Sign-Out:

- Parents call the Main Office at 718-783-1570, send an email to chmscoordinator@brooklynprospect.org, or present a hand-written signed note to the Main Office in the morning.
- The student should come to the Main Office to get an early dismissal note, which will be presented to the classroom teacher at the early dismissal time noted.
- The student will sign out at the Main Office
- The student will exit out of Stairwell A and hand in their early dismissal note to security.

Late Sign-in Procedures

Any student arriving for class after his/her scheduled time should report directly to the Main Office for a late pass.

It is the student's responsibility to:

1. Print first and last name in the late sign-in book at the Main Office
2. Bring the office pass s/he receives to class and hand to teacher.

***All names in the late sign-in book are used to verify school-wide attendance. If the student does not write his or her name in the late sign in book, he or she will be marked absent.**

Arrival and Dismissal

Arrival Procedure

School begins promptly Monday through Friday at the following times for each grade:

- 6th Grade School Start Time: 8:10 AM
- 7th & 8th Grade School Start Time: 8:30 AM

Students should enter through the main entrance of 1100 Fulton Street, Stairwell A. Optional breakfast begins at 7:30 am daily. All students arriving earlier than their designated school start time should proceed directly to the Commons. Students are then dismissed from the Commons to their advisory/classroom.

All students must report to advisory or their classroom promptly. Any student who arrives to school after his or her designated school start time will be marked late and must report to the Main Office for a late pass.

Dismissal Procedure

Students exit from Stairwell B.

Monday, Tuesday and Friday	Wednesday and Thursday
6 th , 7 th and 8 th Grades: Dismissal at 3:45 PM	6 th , 7 th and 8 th Grades: Dismissal at 2:50 PM

All students must be off campus no later than 4:00 PM on Monday, Tuesday & Friday and 3:00 PM on Wednesday & Thursday, unless they are:

- Participating in the After-School Program
- Participating in the Sports Program
- Meeting with a specific teacher

For the safety of each student and general security of the school community, loitering around Brooklyn Prospect is not permitted. Once dismissed, all students should exit through Stairwell B and should proceed immediately to their destination.

At dismissal, students should walk calmly through our neighborhood. Students should not run, yell or otherwise cause a disturbance for our Clinton Hill neighbors. Any student whose behavior does

not reflect well on the Brooklyn Prospect community at dismissal will be referred to YDSC and may be asked to complete Service in Action to restore the relationship with the community.

To ensure the safety and well being of each student, incoming parents are asked in the sixth grade to fill out dismissal instructions stating whether or not the student can be dismissed on his or her own or must be dismissed to a parent or caregiver. Students are responsible for knowing their dismissal instructions. If you are delayed in picking up your student, please call the Main Office. Students not picked up on time will wait to be picked up at the security desk in the ground floor lobby. In such situations, the person picking up the child must report to the security desk in-person to pick up the student.

After-School Program

BPCS-Clinton Hill Middle School's after-school programming is available to all middle school students. We offer a variety of free activities, five days a week. Below is a sample fall schedule:

General After-School Time Table:

Monday	Tuesday	Wednesday	Thursday	Friday
2:00-3:00 <i>**Available to 6th Grade only.**</i> Study Hall	2:00-3:00 <i>**Available to 6th Grade only.**</i> Study Hall	2:00-3:00 <i>**Available to 6th Grade only.**</i> Study Hall/ P.A.S.S	2:00-3:00 <i>**Available to 6th Grade only.**</i> Study Hall/ P.A.S.S	2:00-3:00 <i>**Available to 6th Grade only.**</i> Study Hall
3:00-4:00 <i>**Available to 6th & 7th Grade only.**</i> <input type="checkbox"/> Music: Intermediate Production	3:00-4:00 <i>**Available to 6th & 7th Grade only.**</i> <input type="checkbox"/> Karate	3:00-4:00 <i>**Available to 6th & 7th Grade only.**</i> <input type="checkbox"/> Flexibility Club	3:00-4:00 <i>**Available to 6th & 7th Grade only.**</i> <input type="checkbox"/> Journalism & Multimedia	3:00-4:00 <i>**Available to 6th & 7th Grade only.**</i> <input type="checkbox"/> Digital Art
4:00-5:00 <i>**Available to all students, 6-8th grade.**</i> <input type="checkbox"/> Mad Scientist	4:00-5:00 <i>**Available to all students, 6-8th grade.**</i> <input type="checkbox"/> Digital Art	4:00-5:00 <i>**Available to all students, 6-8th grade.**</i> <input type="checkbox"/> Coding/Game Makers	4:00-5:00 <i>**Available to all students, 6-8th grade.**</i> <input type="checkbox"/> Poetry Slam	4:00-5:00 <i>**Available to all students, 6-8th grade.**</i> <input type="checkbox"/> Music: Intermediate Production

After-School Program Attendance Policy

Regular attendance is expected for all participants. If you anticipate your child being repeatedly absent for any reason, please email chmsafterschool@brooklynprospect.org. All students who participate in the after-school program must sign in daily. Students must attend school during the school day in order to participate in the After-School Program. Students who are participating in the after-school program should not exit the building. Re-entries are not allowed.

End of After-School Program Pick-up

Students will be dismissed by class. If a student is allowed to be dismissed on his/her own, please indicate so in your enrollment form. Students will be dismissed to report home in accordance with dismissal instructions located on the Enrollment Form.

If a student cannot be dismissed on his/her own, designated adults are required to sign each participant out on the attendance sheet. Staff may ask for a picture I.D. if they are unfamiliar with an authorized adult signing a participant out.

After-School Early Dismissal

Early dismissal for students may be arranged by phone, hand-written note, email or in person. Please include the date and time, a daytime phone number for confirmation and relevant details of the dismissal procedure (for example: independent or being picked up by a parent or designee). Emails should be directed to chmsafterschool@brooklynprospect.org. Phone calls and hand-written notes should be directed to the After-School Program Coordinator.

All students leaving early must sign out in the Main Office and must leave the campus immediately after signing out.

After-School Program Expected Behaviors

Students are held to the same behavior expectations as the school day. These expected behaviors are used to give students guidance as they strive to exhibit appropriate behavior. School personnel will use these behaviors to guide students in what is considered to be safe and responsible behavior and will contact families if students violate the after-school program's expected behaviors.

After-School Program Illness

In the case of an urgent medical situation, 911 will be contacted.

If a student becomes ill, the student should inform a club leader that s/he is not feeling well. If the club leader determines that the student is too ill to remain in the class, parents/guardians will be called, and the student will be dismissed to report home in accordance with the dismissal instructions from the parents/guardians.

Students may be immediately sent home if any of the following symptoms are exhibited:

1. Vomiting or diarrhea
2. Fever
3. Sore/red throat
4. Red, watery eyes
5. Rash
6. Earache, drainage from ear

Parents must arrange for their child to be picked up immediately if the student is being sent home. Your child may return to the program once the student has been free of a fever for 24 hours, the symptoms have dissipated, or once a medical doctor has cleared him or her to return to school.

Curriculum and Services

Curriculum Structure

In order to plan and support student learning most successfully, the curriculum at Brooklyn Prospect Middle School is built around two pillars: The Common Core Curriculum State Standards and the International Baccalaureate Middle Years Program framework.

The Common Core Curriculum State Standards

New York State (NYS), joining states across the nation, has recently adopted a new, more rigorous set of standards to guide schools' curriculum. These standards, known as Common Core standards, attempt to provide teachers with a picture of what your student needs to learn each year in order to graduate from high school ready to succeed in college and career. The new Common Core aligned ELA and Math state tests, given in grades 3-8, are designed to measure student mastery of the Common Core standards.

International Baccalaureate (IB)

The International Baccalaureate is broken into three programs for students in various educational stages: The Primary Years Program ("PYP"), Middle Years Program ("MYP") and Diploma Program ("DP"). As an IB World School, Brooklyn Prospect is committed to providing students with high quality, challenging international education.

Holistic learning. The MYP emphasizes holistic learning that explicitly reveals the links between the disciplines. The MYP presents knowledge as an integrated whole and encourages interdisciplinary awareness. All MYP subjects provide a curricular framework with delineated aims and objectives, which teachers use to provide both formative and summative student feedback. Teachers design their curricula to help students fulfill those objectives while also meeting the New York State Standards.

Communication skills. The program also emphasizes the acquisition of both written and oral communication skills, fundamental to learning that supports inquiry and promotes student reflection and expression. Students in the MYP also develop communication skills in a second language.

Intercultural awareness. Finally, the MYP provides students with opportunities to explore multiple dimensions of global challenges and encourages them to develop creative solutions. It is concerned with developing students' skills, knowledge and attitudes as they learn about their own and others' social and national cultures. Through the Global Contexts – Identities and relationships, Orientation in time and space, Personal and cultural expression, Scientific and technical innovation, Globalization and sustainability and Fairness and development – the MYP encourages teachers to design units around important global issues and ideas including climate change, international conflict and international exchange and trade.

Students with Disabilities

Brooklyn Prospect Charter School's ("BPCS") Student Support Services department ("SSS") supervises, coordinates, and monitors school-wide special education services and documents. SSS is committed to providing students with disabilities the services that maximize student participation in the general education classroom. To accomplish this, we are assisted by the district with the identification, evaluation and placement of eligible students in the least restrictive environment. The Department of Education also provides related services as mandated in a student's Individualized Educational Plan ("IEP").

At BPCS every child is a learner with strengths to be leveraged and growth areas to be supported. Led by the Student Support Services department, BPCS faculty and staff collaboratively design and implement supports that leverage the strengths of our students with documented learning differences. BPCS believes that with high quality instruction, and individualized special education support, every student that stays with us through high school can graduate with a Regents' diploma, and participate in rigorous International Baccalaureate (IB) coursework.

Individualized Education Plans (IEPs)

If your student has an IEP or you believe your student would benefit from being evaluated for an IEP, please notify the Student Support Services Department Head, Danielle Camero, at dcamero@brooklynprospect.org.

Accommodation Under Section 504 of the Rehabilitation Act of 1973 ("504 Forms")

If your student has a 504 plan, please notify the Student Support Services Department Head, Danielle Camero, dcamero@brooklynprospect.org two weeks prior to the start of school. 504 forms must be renewed annually by December 1st, though it is far preferable for 504 renewals to be made prior to the start of the school year.

Our Special Education Programs

While we are committed to meeting the needs of all students, at BPCS we offer four major programs of support in the middle school:

- **Integrated Co-Teaching (ICT):** Subject area teachers and learning specialists are paired in all four core subjects everyday. They work to make sure that all students receive an individually rigorous education by balancing the general education grade level curriculum with the contents of student IEPs.
- **Special Education Teacher Support Services (SETSS):** In addition to their regular general education and/or ICT classroom instruction, students work in small group with a learning specialist on individualized learning goals in the subject areas of Math or English.
- **ELA & Math Bridge Classes:** Students work with a learning specialist in a small class environment in the subject areas of Math and/or English. Instruction in these mixed grade classes are tailored to the specific learning needs of the enrolled students and are comprised of students of similar academic levels. Students participate in Integrated Co-taught classes (ICT) for their other core subject areas.
- **Office Hours with Learning Specialists:** In addition to the school day supports provided in the programs above, BPCS also offers all middle school students with documented learning differences the chance to meet with highly qualified learning specialists before or after school nearly every day of the week.

Office Hours

Students are encouraged to reach out to their teachers to make an appointment to meet for extra support. Likewise, teachers may request that a student meet with them for extra support. Teacher's individual office hours are listed on the classroom pages and include a variety of before school, during school, and after school availability.

Advisory

The Brooklyn Prospect advisory program pairs individual adult members of the Brooklyn Prospect Community with small groups of 12-15 students. The goal of the advisory program is to help each student reach his or her fullest potential. To do this, advisory is built around two main objectives. The first objective is to provide students opportunities to develop socially and emotionally as part of a supportive small group. The second objective is to provide students opportunities to develop and strengthen cognitive and learning skills – to learn how to learn. To achieve these objectives, advisory combines activities, discussions and reflections to help students develop open minds, persistence in learning, caring attitudes towards the world and people around them. This helps students reflect and think critically about themselves and their world. The advisory curriculum is geared to develop students' interpersonal, intrapersonal and organizational skills, provide students the opportunity for career exploration and help students succeed as individual members of our global community.

Organization of Advisory:

Group Size	12-15 students
Group Organization	Grade specific, mixed gender
Time Length	6 th grade: 20-53 minutes daily 7 th & 8 th grade: 53 min 2x each week

Major Goals:

To provide opportunities for students to establish supportive connections with other members of the Brooklyn Prospect community...

Advisees will:

- have a strong and consistent relationship with the advisor and the peer group,
- have easy and regular access to academic advice from an advisor who actively monitors the advisee's progress,
- engage regularly in goal-setting and self-assessment,
- develop study and organizational skills that will support academic success,
- work towards developing their interests and passions,
- work with advisory curriculum which strengthens their skills,

- learn to advocate for themselves and deal effectively with adults.

Advisors will:

- get to know advisees as students and as individuals,
- be the first point of contact for families when questions arise about the program or the student's experience and needs,
- provide oversight of and coaching around academic goals and major projects,
- help advisees see the connection between success in school and options for the future.

Desired Outcomes:

Advisory activities strive to produce students who are...

Open-Minded

- Explore, understand and appreciate their own cultures and personal histories, and be open to the perspectives, values and traditions of other individuals and communities.
- Become accustomed to seeking and evaluating varying points of view and demonstrate a willingness to grow from the experience.

Persistent (Display Growth Mindset)

- Display attitudes towards their schoolwork that demonstrate an understanding of the school's belief that every student's academic success is dependent upon his/her own hard work and that the brain is a muscle that grows with use.

Caring

- Can identify the harmful effects of bullying and treat others respectfully.
- Teach each other how to be good friends.

Reflective

- Set high and realistic goals for themselves, identify potential obstacles to achieving these goals, and periodically reflect on their progress toward reaching them.
- Take deliberate steps and use effective strategies to organize their academic and personal lives.
- Are able to describe their most effective learning environment, their predominant learning style, and their study habits.

Critical Thinkers

- Ask questions and seek out answers from multiple types of sources.

Organized

- Use an agenda book to keep track of short term and long-term assignments.
- Use notebooks and folders effectively.
- Keep locker or other spaces such as class folders/notebooks to maximize efficiency.

- Keep backpack free of unnecessary items and organized to maximize efficiency.

Advisory activities strive to produce students who are able to...

Collaborate

- Demonstrate ability to work effectively and respectfully with diverse teams.
- Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal.
- Assume shared responsibility for collaborative work and value the individual contributions made by each team member.

Communicate

- Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
- Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions.
- Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade).
- Utilize multiple media and technologies and know how to judge their effectiveness as well as assess their impact.
- Communicate effectively in diverse environments.

Scheduling a Conference

If a parent or guardian wishes to have a conference to discuss the student's academic achievement and/or behavior, a good first step is to schedule a meeting through the student's advisor. Advisors can be contacted by email using the convention first initial followed by last name at brooklynprospect.org. Faculty and staff emails can be found on our Clinton Hill Middle Classroom Pages (bit.ly/CHMSclassroompages). Parents may also email other teachers directly at any time.

Grading

Brooklyn Prospect students receive one grade per course and that grade is communicated via a report card at the end of each semester. Elements that make up the overall grade can be divided into two categories: **Achievement** and **Effort**. In most classes, achievement grades make up 70% of the grade and effort grades make up the remaining 30%. Exceptions to this rule are Literacy Support classes, which are graded 100% on effort, and Arts & Athletic classes, in which effort accounts for 70% of the grade and achievement for 30%.

Opportunities for Improvement:

Brooklyn Prospect provides a variety of ways for students to demonstrate mastery in their work and expects and encourages students to seek mastery and work towards excellence. Students have opportunities to re-submit work that does not yet reflect mastery or that could be improved with revision or additional study.

Students may improve their grades the following ways:

Achievement grades:

When an achievement assignment is missing, a grade of 45% is entered with the code "Missing". When a grade below 55% is earned (revealing that the material has not yet been mastered), a grade of 55% is entered, and the actual grade is entered as a comment.

The deadlines for retaking assessments and for late work are as follows:

- In-class assessments such as tests, quizzes, ODWAs and DBQs - Students must complete a "Request to Redo" slip which requires them to indicate how they've reflected on and learned from their original assignment. Students can then retake a second version of these assessments up until the last 2 weeks of the semester. After that point, only assessments from the last month of the semester can be retaken.
- Performance Assessments such as essays, lab reports, projects - Students can redo these assignments within six weeks of the due date listed in TE. Late assignments will be docked 10 points. There is no penalty for redoing an assignment - the full new score is entered in the gradebook.

All achievement assignments can be retaken or resubmitted to demonstrate improved mastery, regardless of the initial grade that the student received on the assignment. Before retaking or resubmitting the assessment, students submit a "Request to Redo" to their teacher.

All assignments that students retake or revise receive the full new score, rather than an average of the original and the new score. We do this to instill the mindset that mistakes are a part of the learning process and to build our students' persistence and resilience. If students put in the work to ultimately show mastery, we want their grade to reflect that effort.

In-class achievement assessments (test, quizzes, on-demand writing) must be completed. If a student missed an assessment for any reason, it must be completed. If the student does not

arrange a time within one week of missing the assessment, the teacher may arrange a make-up at any time.

Effort grades:

Homework and classwork are powerful tools for developing mastery. Because we want students to focus on developing mastery and showing that mastery on achievement assignments, we do not allow students to go back and make up old homework assignments after two class meetings from the time the homework was due.

If students do not turn in homework when it is due, teachers will enter a zero in the gradebook. If a student is out for multiple days, they should submit all missed assignments within a week of their return to school. Exceptions can be made for extended illness.

Principal's Honor Roll:

The goal of the middle school Principal's List and Honor Roll is to publicly recognize and reward students who display outstanding effort and academic achievement in a given grading period.

- Students who maintain an average of 90% or higher in the effort category of their overall grade will be recognized on the Principal's List.
- Students who have fulfilled the requirements for Principal's List AND who maintain an overall grade of 90% or higher will be recognized on the Principal's List with Honors.
- Students who have fulfilled the requirements for Principal's List AND who maintain an overall grade of 95% or higher will be recognized on the Principal's List with High Honors.

***Literacy Enrichment, Math Explore & Independent Reading classes are not included in overall averages used to determine honor roll eligibility.*

The Principal's List will be updated after each grading period followed by awards and recognition ceremonies. Details of the ceremonies will be provided closer to the date.

Progress Reports and Report Cards

Report Cards

Report cards enable teachers and parents to monitor students' academic progress over the course of the semester. Report Cards are issued at the end of the first and third quarters and reviewed with parents during our Fall and Spring Student-Led Family Advisor Conferences. Parents must review and sign the report cards, and return them to the student's advisor. Failure to return a report card signed by a parent results in the advisor contacting the parents directly.

Transcripts

At the end of each semester, a final report card or transcript is mailed to parents outlining the student's academic grades. Transcripts are mailed out in early February for the first semester. They will need to be signed and returned. For the second semester, transcripts are mailed early July.

Brooklyn Prospect issues a final grade for each semester. No overall final grade for the year is printed on report cards or transcripts.

Promotion/Retention

Brooklyn Prospect Middle School uses a comprehensive credit system to ensure accountability for academic success in all subject areas and to provide struggling students the opportunity to master content standards before the summer months.

To be promoted to the next grade, students must:

- Earn at least one credit per semester or two credits per year in Humanities, Science, Language Arts and Mathematics (full-year courses that meet every day are two credits per year),
- Earn a minimum of 10 of a possible 13 credits each school year,
- Pass the New York State tests with a proficiency level two or higher.

Course	# of Credits Available (per year)
Mathematics	2
English Language Arts	2
Humanities	2
Science	2
Arts (Music, Art, Drama)	1

Physical Education (Dance, Physical Education)	1
Advisory	1
Language (Mandarin, Spanish)	2

Students who do not earn the minimum credits in a given semester have opportunities to recover the credit.

Students whose promotion is in doubt due to failure in the spring semester will be scheduled for Promotion in Doubt meetings.

Sixth and seventh grade students have the opportunity to attend Summer Academy in order to fulfill the criteria for promotion. Students will be notified at the end of the first semester and in early June if they are required to attend Summer Academy due to failing grades. Students can also be invited to the Academy if teachers feel that additional time with the material would benefit the student.

A student who receives a level one on the New York State tests in ELA or Math MUST pass the course during the Summer Academy or make alternative arrangements to demonstrate proficiency with the Principal (see portfolio option below).

Portfolio Option

When a student achieves a level one on the New York State tests in Math or ELA or has no score, he or she can choose to submit a portfolio to determine eligibility for promotion.

	Portfolio Elements
ELA	<ul style="list-style-type: none"> • Leveled Text: Reading a leveled book (using Fountas and Pinnell levels) with 90% accuracy + comprehension • Independent Writing Activity: One page of student writing created in response to a prompt for the promotion portfolio showing evidence of the writing process (draft, revision, final piece). • Class Work: One piece of ELA class work included to reflect the student's current performance.
Math	<ul style="list-style-type: none"> • Mathematics Inventory of grade-level power standards: Achieve a 60% or higher on this assessment. • Foundational Computational Assessment: Solve 3 out of 5 problems correctly. • Class Work: One piece of math class work included to reflect the student's current performance.

Promotion for Students with IEPs

Unless alternative criteria for promotion are specified in the students' Individual Education Plan, any student with an IEP is subject to the same promotion criteria as students in the general education program.

Retention

When a student is identified as being at risk of retention, parents are notified and the student is provided additional supports to improve his/her performance. Such opportunities may include, but are not limited to, parent-advisor meetings, classroom accommodations, and enrollment into a tutorial or after-school course. Ongoing assessment of student progress is a part of each intervention.

Summer Academy

Summer Academy is designed to provide the re-teaching of essential content and skills at the 6th and 7th grade levels. It also provides students with the opportunity to make up credits required for promotion to the next grade level.

Eighth graders may recover credit from the fall semester during Afternoon Credit Recovery in the Spring; however, there is no Summer Academy for eighth graders. There is no opportunity to recover credit from the spring semester of eighth grade. Students whose promotion is in doubt due to failure in the spring semester will be scheduled for Promotion in Doubt meetings.

Students who meet the attendance, effort and grade expectations of Summer Academy are promoted to the next grade. Students who do not meet the requirements of Summer Academy must participate in Promotion in Doubt meetings to determine whether they will be retained.

Homework

Purpose

Teachers at Brooklyn Prospect are committed to providing meaningful and relevant homework activities each night. Homework is designed to supplement, support, and extend learning at home, reinforce classroom instruction, help students develop resourcefulness and work independently, and involve parents in the learning process that takes place at school.

Homework assignments include:

- Practice exercises to reinforce principles, skills, concepts, and information taught in the classroom.
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

Time

Students should expect to see an increase in the amount of homework required in middle school as compared to elementary, and in high school as compared to middle school. In general, middle school students should average 1 hour of homework as well as 30 minutes of reading each night including weekends. Though assignments are often differentiated to match students' individual needs, the amount of time needed to complete assignments varies according to the individual student's needs, capabilities and motivation. If students are bringing no work home, or an excessive amount, parents should contact the student's advisor to discuss the student's progress.

Responsibilities of Faculty

- Assign relevant, challenging and meaningful homework that reinforces classroom learning and is appropriate for middle school students.
- Give clear instructions and make sure students understand the purpose of the assignment and the expectations for quality work before leaving class. Homework assignments must be posted on the BPCS Classroom Pages (bit.ly/CHMSclassroompages) as well as posted on the board daily in each class.
- Communicate homework assignment and expectations to parents and students through the BPCS Classroom Pages.
- Give feedback and/or correct homework so that students comprehend their level of understanding of the learning.
- Avoid assigning homework due dates which fall the day after a religious holiday.
- Modify assignment expectations for students with learning differences.
- Communicate with other teachers regarding project due dates and tests.

- Involve advisors and parents if a pattern of late or incomplete homework develops.

Responsibilities of Parents/Guardians

Although we recognize the need for increased autonomy and independence for students, families can support student learning by:

- Helping structure uninterrupted study time each day.
- Helping establish a quiet, well-lit study area.
- Promoting a positive attitude toward homework.
- If necessary, monitoring student's organization and daily homework assignments.
- Being supportive if a student gets frustrated with difficult assignments and help students work to find the answer, not just get it done.
- Reviewing BPCS Classroom Pages to stay well informed about what is happening in the classroom.
- Congratulating your student on his or her hard work when merited.
- Encouraging the student to speak with his/her advisor if the student is regularly struggling to complete homework assignments in the prescribed time period.

Responsibilities of Students

- Write down assignments in the BPCS Student Agenda or other appropriate student organizer.
- Be sure all assignments are clear and ask questions if necessary.
- Check the BPCS Classroom Pages or contact a classmate if unsure of assignment. The next step is to communicate with the subject area teacher the following school day.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student understanding and skill level.
- Make sure assignments are done according to the given instructions and completed on time and with quality.
- Be sure work is completed in accordance with the BPCS academic honesty policy.

Students who fail to complete assignments may be required to attend mandatory office hours to complete their work. Mandatory office hours are held during lunch and can also be assigned after school.

Make-Up, Late and Vacation Work

Make-Up Work

A student who has been absent and whose absence is excused is permitted to make up the work missed. An absent student should make arrangements with teachers within three days of his/her return to school.

Late Work

Achievement assignments should be turned in when they are due. When an achievement assignment is missing or is turned in that does not meet the standards for passing, the student is able to attend office hours to redo the assignment. Deadline for late work or re-submissions of achievement assignments is two weeks from the time that the assignment was returned. Students have opportunities to make up homework/effort assignments within a two-week window of time during a supervised study time (before or after-school office hours, tutorial, etc.). If no assignments are submitted, a zero will be recorded.

An extension for any assignment may be granted at teacher discretion. Students in need of an extension should make their request at least 24 hours before the due date.

Vacation Work

Teachers may assign homework over extended breaks such as Thanksgiving, winter break, mid-winter break, spring break, and summer vacation. Assignments are designed to support student's academic and personal growth without placing an excessive burden on their time. The actual time required to complete the assignments will vary with each student's study habits and academic skill level.

Student Agendas

All students will be provided with a BPCS Student Agenda (organizer/planner) at the beginning of the school year to assist them in keeping record of class announcements and assignments. Students are expected to record their assignments in their agendas at the beginning of each class. Parents are encouraged to check student agendas nightly for assignments. The first student agenda is provided at no cost. *Replacement Agendas are available for \$5.00 through the Main Office.* Replacement Agendas will be billed through TeacherEase.

Calculator Scholarships

Eighth grade students who qualify for free/reduced lunch may see the Main Office to purchase a scientific calculator at a one-time, school-subsidized rate of \$25.

School Culture

Please note: The statements below are intended to act as a guide to families and students. The disciplinary practices outlined below are designed to be aligned with New York State laws and Brooklyn Prospect school policies. Nothing in this handbook shall supercede the policies set out in the Brooklyn Prospect K-12 Policy Handbook found on our school website.

Discipline and Support

Brooklyn Prospect beliefs and values that guide the discipline policy:

- Building respectful **relationships** is foundational to a positive school-learning environment.
- Consistent proactive discipline supports a positive learning environment: Faculty, staff, students and parents have a responsibility to prevent problems before they arise through **clear expectations** and **routines**.
- Students perform best in a warm, orderly, and consistent classroom.
- Positive and negative consequences paired with ongoing support and collaborative problem solving teaches students to self-correct inappropriate behaviors and assume responsibility for their actions.
- Predetermined rewards and bribes often undermine the development of an internal sense of responsibility.
- All students can demonstrate appropriate behavior.

School-Wide Code of Conduct

Brooklyn Prospect Charter School seeks to provide a safe and inclusive learning opportunity for each of its students, regardless of race, religion, color, creed, sex, national origin, or disability. Students are expected to meet reasonable standards for behavior, permitting all students to participate in a positive school-learning environment.

Behavior support is provided for students through a system known as Response To Intervention (RtI). A tiered support system, the RtI model is designed to help students adapt to the daily expectations of life at Brooklyn Prospect. When a student is consistently having difficulty meeting behavioral expectations, a plan is developed collaboratively with the student, faculty and/or family to give the student additional structure and support to be successful.

THE DIGNITY FOR ALL STUDENTS ACT POLICY (DASA)

Respect for All Liason

The Principal and head of school culture at each school are responsible for designating a staff member at each school to serve as that school's Respect for All Liaison (also referred to as the "Dignity Act Coordinator" as in the Dignity for All Students Act). The Respect For All Liaisons at Clinton Hill Middle School is Jessica Ruperto-Rivera (jruperto-rivera@brooklynprospect.org).

The Respect for All Liaison is a social worker, school counselor, dean of students or other school employee who is trained and supported by the network head of school culture to use best practices to promote an inclusive and safe learning environment. Following network procedures, the Respect for All Liaison responds to reported incidents of bullying, bias, harassment and/or discrimination with effective intervention, data management, use of restorative practices, and disciplinary recommendations. The Respect for All Liaison will be accessible to students, families and other employees for consultation and advice in the areas of diversity, equity and inclusion. The Respect for All Liaison also serves as their school's Title IX Coordinator.

DASA Reporting and Responding

Students, families and faculty use this [form](#) to anonymously report any possible incidents that violate the Dignity for All Students Act (DASA).

The student version of BPCS's school culture procedures is available online. In addition, a complete BPCS school policy handbook including prohibited behaviors and disciplinary consequences is available on the Brooklyn Prospect site (www.brooklynprospect.org).

Uniforms

Brooklyn Prospect Charter School - Clinton Hill Middle School 2020-2021 Uniform Policy and Dress Code

At Brooklyn Prospect, we aim to serve a diverse group of learners in an inclusive and creative environment. In order to foster a positive learning community with students from a wide-range of racial, ethnic and socio-economic backgrounds, we expect our students to demonstrate respect for all community members through modest attire.

Students may not wear hats or headgear of any type in the building. Headphones (including earbuds) are not allowed in the hallways or classrooms. Religious observance and health-related headgear is exempt.

Brooklyn Prospect is pleased to announce two options this year for ordering school uniforms:

1. **Flynn O'Hara** - all required clothing can be purchased through their website (www.flynnohara.com) or at their Brooklyn store:



6719 18th Avenue
Brooklyn, NY 11204
(718) 567-8630/(718) 567-8593

2. **Land's End**- all required clothing can be purchased through their website:



(www.landsend.com). Input the school's number 900177791 under the 'School Uniforms' tab. Guaranteed lifetime returns. Free shipping for orders over \$50.

We encourage families to order uniforms as soon as possible, to allow for lead times in the busy season.

All students are required to arrive at school in full uniform in elementary and middle school. The school uniform must be worn respectfully and through the completion of the school day. The final decision concerning the appropriateness of clothing will be made by the school administration. Parents of students who arrive in school out of uniform will be contacted to bring a change of clothes.

Separate uniforms are required for physical education, dance, and other school sports.

FOR ACADEMIC CLASSES:

- Tops: Regulation polo shirt with BPCS logo in white or green, long or short sleeve. All tops must be worn at least to the waist of the pants. (On Fridays, students may wear any special issue BPCS t-shirt, such as Finish Strong, sports, or camp t-shirt.)
- Bottoms: Solid black, gray or khaki bottoms worn at the waist. (May be of cut, material and brand of family's choosing.)
- Sweater or Second Layer:

- o Option A: BPCS Logo Apparel including:
 - Gray uniform-supply sweaters with BPCS Logo
 - Athletics sweatshirts with BPCS logo, both hooded and non-hooded
- o Option B: Non-BPCS Apparel which is limited to:
 - Solid gray, black or green, non-hooded sweatshirt, sweater, or light-weight fleece.
- (Students will be required to remove second layers with non-BPCS logos, embellishments, and any non-BPCS hoodies. Students will not be permitted to wear hoods-up in the school building at any time.)

FOR PHYSICAL EDUCATION AND DANCE CLASS (Can be worn all day on days student has Physical Education or Dance class)

- Tops: Regulation green BPCS t-shirt with white logo.
- Bottoms: Regulation black sweatpants, gym shorts with green logo or other solid black or gray bottoms that allow for freedom of movement (ie. leggings, track pants)

Please note:

- Bottoms must be solid with no stripes, logos, imprints, etc.
- Undergarments cannot be visible through or outside of clothing.
- Hoods and hats may NOT be worn inside the building; head covering as part of a religious belief or cultural expression is allowed.
- No clothing or jewelry may be worn with inappropriate, discriminatory, or questionable language or images.
 - o Examples of words or images that are not allowed include those that are gang related; negatively stereotype any group; discriminate on the basis of gender, race/ethnicity, sexual orientation, ability, or religion; promote drug, alcohol, or tobacco use; depict violence; have sexual innuendos, or are blatantly disrespectful of others' beliefs.
- No flip-flops are allowed due to their potential to cause accidents.

Computer Use, Internet and Personal Electronic Devices

As technology has made available extraordinary academic opportunities, it is critical that Brooklyn Prospect provide its students with the tools for learning in the 21st Century. However, all members of the community must support appropriate technology use and respectful online norms. Brooklyn Prospect students are expected to conduct themselves in accordance with school norms when online during school hours, when using a Brooklyn Prospect email account and when interacting with other members of the school community online. MS students must sign and abide by a computer use agreement. A copy is available on the Brooklyn Prospect website.

Although we believe in integrating technology and that personal electronic devices such as iPads, laptop computers, tablets, cell phones, and smart watches into classroom instruction can enhance learning and cultivate individual student talents, it is also clear that electronic devices can increase student distractions and become detrimental to community building.

Please be mindful of the following parameters with personal electronic devices:

- Electronic devices must be turned off and put away as students enter the building in the morning.
- All electronic devices must be placed in lockers before classes start and remain there until dismissal.
- Use of electronic devices in the hallways or bathrooms is prohibited at all times.
- Cell phones or other personal electronics including bluetooth headphones are not permitted to be carried on one's person (ie. in a pocket or hand) and must be stored in lockers.
- For headphones, students are permitted to use either school issued headphones or a personal set that includes a cord. Bluetooth headphones are not permitted for use in school.
- In a classroom, student use of electronic devices is only permitted during a teacher-approved lesson in which electronic devices are integrated into instruction or assessment.
- Clinton Hill Students are prohibited from using cellphones in the Commons during breakfast, lunch or after-school.
- Expectations for personal electronic devices are the same during after-school hours as during the regular school day.
- Any student who needs to make contact with their family or guardian is permitted to visit the main office to make a call.

Failure to use personal electronic devices in a positive manner will result in intervention from the Youth Development and School Culture Team. If a student has a personal electronic device such as a cell phone or smart watch out in class or in the hallways, the phone or other device will be collected and passed to the Dean, and the student will be responsible for retrieving the phone from the dean at the end of the day. For more specific regulations around acceptable and unacceptable use of school technology/internet, please see the School Policy Handbook (located on the school's

website). Please note that smart watches and other wearable devices cannot be out during class time and may not be used in the Commons before or after school.

Student-Athlete Expectations

Student-athletes are positive role models within our school and the community. Athletics are seen as an opportunity to improve sports skill set, develop relationships and get in optimal physical shape. A “good sport” knows that athletic competition builds character and shapes lifetime attitudes. Students, in turn, experience additional educational leadership benefits that come from participation in sports. Integrity, fairness, and respect are inherent principles of good sportsmanship.

As an athlete at Brooklyn Prospect, sportsmanship goals should include, but are not limited to:

- Following the rules set by the coaches and the school.
- Participating enthusiastically.
- Exhibiting pride in their team and school.
- Accepting responsibility as a role model for others.
- Supporting other sports and middle school teams.
- Playing with dignity and grace, regardless of winning or losing.

A student athlete acts as a spokesperson during athletic competitions. Family and friends, opposing fans, the local community and the media, view student actions. Displaying good sportsmanship will show the most positive things about the student and our school.

Student athletes are students first. There are very specific behavioral and academic expectations students must meet during the school year in order to participate on a team. Ultimately, the decision for a student to remain on or be removed from a team is up to the Principal and the After School Program Manager.

Academic Prerequisites for Athletic Performance:

In order to try out for or remain on a team, students must be passing all of their core classes with a minimum grade of 70 and be on track for promotion.

Behavioral Prerequisites for Athletic Performance:

Students are expected to remain in good behavioral standing in order to try out for and participate in team athletics. Students may be suspended or removed from practice, games or teams due to behavior resulting in class removals or school suspensions or chronic lateness or absences (chronic lateness or absenteeism is defined as being absent or late more than 10% of the time).

Building Safety and Security

Visitors

The safety of all students in the facility is of utmost importance to our school community. Accordingly, Brooklyn Prospect maintains a policy that all visitors, including parents, sign in upon entering the building. Parents and visitors of middle school students should enter through the main entrance at 1100 Fulton Street. Parents and visitors will be required to sign in at the security desk before proceeding to the Main Office, where our staff will ensure appropriate direction is given.

Emergencies, Drills, and Evacuations

In accordance with state and city regulations, Brooklyn Prospect will participate in regularly scheduled fire and evacuation drills.

In the case of a fire or other emergency that requires an evacuation, the primary evacuation site is:

Bedford Village School
50 Jefferson Avenue
Brooklyn, NY 11216

Inclement Weather

Typically, Brooklyn Prospect follows New York City Department of Education's school closing schedule for weather emergencies including snow days. To provide clarity, families will receive a phone call via the school's automated "One Call" system. A message will also be placed on our website in case of a weather-related school closing. Please always confirm that BPCS is closed by checking our website (www.brooklynprospect.org).

Traffic and Student Safety

Student safety is the highest priority of Brooklyn Prospect Charter School. Comprehensive traffic and student safety is coordinated with the 79th Precinct at 263 Tompkins Avenue, Brooklyn, 11216.

To report any unsafe or criminal behavior, please contact the School Safety Department (718) 230-3763 ext.116 or call the Youth Officer at the 79th Precinct at (917)-771-3724

Parents are encouraged to conduct periodic fire drills at home to ensure that all family members are familiar with the plan to be followed in the case of an emergency.

Given the presence of students, please drive slowly and with caution upon approach to our campus.

Vehicles must remain in a single file line, allowing for the safe passage of other vehicles. The flow of traffic will be monitored and changes will be made to this policy as necessary throughout the school year.

Student Health and Medication

Child & Adolescent Health Examination Form

Within fourteen days (14) from the date a student begins at Brooklyn Prospect, we must have, on file, a current completed, signed medical form for each student. A medical form is considered current when it has been administered within the last year. Families are required to get an annual check-up for their child and submit the medical form to the school before the previously submitted medical form expires. For new students, please have a licensed healthcare provider complete the attached Child & Adolescent Health Examination Form, and submit this form to our school registrar no later than September 15, 2019.

Immunizations

All students are required to obtain immunizations as determined by the New York State Department of Health (NYSDOH). In spring 2015, the NYSDOH modified its school immunization requirements, effective September 1, 2015. Please review the [immunization chart](#), located on the DOE's [website](#) to ensure that your student meets, or is in progress to meet these requirements within fourteen days (14) from the date a student begins at Brooklyn Prospect.

For students who are eleven (11) years of age, the T-dap immunization must be included on the form. If a student is not yet eleven years old, the forms must be submitted without T-dap immunization record upon enrollment, and an updated immunization record is due within 14 days of the student's eleventh birthday. Before the start of 7th grade, students are also required to receive a Meningitis vaccination. Any student whose medical forms are not up to date as described above, is not permitted by law to attend classes, after the 14 day window. For questions regarding the immunization requirements, please contact the NYC Office of Student Health at 347-396-4720.

As of June 13, 2019, NY State no longer allows religious exemptions from mandated vaccinations. This means that if your child was previously granted a religious exemption, and is exempt from receiving vaccinations, this exemption is no longer valid and the student will need to show proof that they have received the required vaccination(s). The deadline for a student that is not currently

vaccinated to come into compliance is **Tuesday, September 15, 2020**. Please review the DOE's [website](#) for more information or contact the NYC Office of Student Health at 347-396-4720.

Prescription Medications

During school hours, there is an on-site nurse provided by the New York City Department of Health. The nurse will review and retain medical records provided by the family and will administer daily medications as prescribed. Only the school nurse can administer prescription medication when required. If your student is on prescription medication that must be administered during the school day, the medication must be accompanied by an original copy of a [Medication Administration Form](#) completed by a physician, and be brought directly to the school nurse by a parent or a legal guardian in the original container, as dispensed by a registered pharmacy. **Under no circumstances will medications be sent home with the student.** Students experiencing non-emergency medical situations will be sent or escorted to the nurse for treatment and, when necessary, families will be contacted to retrieve their student.

Medical Emergencies

In the case of an urgent medical situation, 911 will be contacted. The nearest hospital is:

Brooklyn Hospital
121 Dekalb Ave, New York, NY 11201
Phone: (718) 250-8000

Extreme Allergies or Emergency Medications

Any student with life-threatening allergies or serious medical conditions such as extreme asthma or diabetes should contact the school nurse two weeks prior to the start of school. In order to properly treat your student, the school nurse must be provided with an original copy of a Medication Administration Form (MAF) (Asthma, Allergy and Non-Allergy). These forms can be found online at the New York City Department of Education [website](#). In addition, please notify the school's administration about the nature of the condition.

School Illness

If a student becomes ill during the school day, the student should inform a teacher that s/he is not feeling well. If the teacher determines that the student is too ill to remain in class, the student will be sent to the Main Office and then escorted to the nurse. All children are able to see the nurse during their visit to the Health Center.

Students may be immediately sent home if any of the following symptoms are exhibited:

1. Vomiting or diarrhea
2. Fever
3. Sore/red throat

4. Red, watery eyes
5. Rash
6. Earache, drainage from ear
7. Evidence of lice

Parents must arrange for their child to be picked up immediately if the student is being sent home. The student may return to school once the child has been free of a fever for 24 hours, the symptoms have dissipated, or once a medical doctor has cleared him or her to return to school.

Emergency Forms

Brooklyn Prospect must have an updated record of emergency contact numbers. Parents should inform Brooklyn Prospect immediately by emailing chmsregistrar@brooklynprospect.org if telephone numbers or other information on the student's emergency form changes. The information on this form is vital for the safety and well being of the student.

Crutches and/or Wheelchairs

Families should contact the Main Office prior to arrival at school in the event that a student may require crutches and/or a wheelchair. Students requiring crutches or a wheelchair will have an individual support plan developed for the duration of time that these items are in use and will get a temporary elevator pass assigned.

General Middle School Operations

Address Changes

Please notify Brooklyn Prospect immediately of changes to address, phone numbers or any other contact information by emailing chmsregistrar@brooklynprospect.org. *If there is a change in address, parents/guardians must provide a new proof of residence in order for us to change the address in our system.*

Gifts to Faculty/Staff

In accordance with law and our charter governance, our faculty and staff are not permitted to accept gifts of any kind of a value exceeding fifty dollars (\$50.00) – including but not limited to money, goods, food, entertainment, or services – directly or indirectly. Understanding that families may wish to thank school employees, we encourage families to consider a modest handmade gift or baked good or a note penned by the student to be a thoughtful and appropriate form of thanks for a Brooklyn Prospect employee.

Student Meals

Brooklyn Prospect partners with School Food to offer free breakfast and lunch to all students, regardless of family income level. School Food offers K-12 students a variety of smart choices in their meals, with menus designed to provide nutrient-rich options that students of all ages and backgrounds will enjoy. School Food's balanced meal selections meet precise nutrition standards which align with, and many times exceed, USDA standards. For more information about School Food's meal service program, please visit their site, www.schoolfoodnyc.org. We continue to encourage families who would prefer a different meal option to send a packed lunch with their student(s).

Students may not bring energy drinks, gum, soda or candy to school or in their lunch.

Requesting Academic Documents

If families would like a copy of certain key documents, such as previous progress reports, report cards, a student enrollment letter and more, they may submit the request by emailing chmsregistrar@brooklynprospect.org or by completing the [Academic Documents Request Form](#). In your email, please make sure that you are clear about what information you are requesting from the school.

Note: Allow 2-5 business days for processing.

Dropping off Forgotten Items

Our faculty and staff members' days are packed with educationally-focused activity, and so Brooklyn Prospect asks parents to help students to be prepared in advance of the school day and to abstain from dropping forgotten items at the school during the school day. Such items include:

- Lunch or lunch money
- Transportation money
- Homework/Books/Projects
- Backpacks
- PE Uniforms

In the event that forgotten items are delivered to school, the Main Office will drop off these items to the student at a time that is least academically distracting to the student's learning.

Personal Items

The school is not responsible for lost, stolen, missing, or damaged personal items. All personal belongings such as clothing, books, backpacks, sports equipment, etc. should be clearly labeled with the student's first and last name. Items turned in to the Main Office will be kept in the Lost and Found, and, periodically, unclaimed items will be donated.

Press /Media Inquiries

Education can be a heated political topic and charter school discussion can be particularly charged and multifaceted. In an attempt to preserve the sanctity of our students' education, we urge our families to exercise the utmost caution and restraint in approaching or responding to any press or media inquiries relating to Prospect Schools. The Prospect Schools Communications Team is available by email (pmarzulli@prospectschools.org) to work with families as needed, if and when they are approached by the media.

Videotaping and Photography

Videotaping and/or the use of photography on campus without a teacher or administration consent are prohibited. Furthermore, no student is allowed to submit online posts of video footage or photos of Brooklyn Prospect students, faculty, or staff without prior consent. Any student found to have taken video or photos of other students, faculty, or staff without consent will be subject to disciplinary action.

Financial Policy and Payments

Throughout the year, parents will be required to submit payment for items such as replacement textbooks or student agendas, field trips and other special events. Payment must be rendered for items to be received. Students and families may also be held financially responsible for damage and/or destruction of school property caused by or involving their student.

Making a Payment

Accepted forms of payment are cash, check, money order or online in our parent portal [TeacherEase](#). Please see below for more detailed instructions on making payments and viewing your balance.

Balances

Families can view their balances by logging on to [TeacherEase](#) and selecting "Fees" under 'Miscellaneous.' Each family has multiple accounts in TeacherEase for student meals, field trips, etc. From the 'Fees' menu, families can select any account from the drop down menu in order to see that account balance.

Credit Card Payments

Payment by credit card can be made through the [TeacherEase](#) system. From the 'Fees' menu, families can select any account from the drop down menu and will then have the option to make a payment with a credit card.

Check or Money Order

To pay by check or money order, please make the check out to "Brooklyn Prospect Charter School" (please do not write BPCS). The student's name must be written on the check or money order, which should be placed in a sealed envelope labeled with the account, for example Attn: Field Trips or Attn: Student Meals. Payments should be handed in to the Main Office.

Non-Payment and Collections

In the event of non-payment, student transcripts are held until the school has received payment or late fees may be applied to the account. Students with outstanding financial obligations are not provided with transcripts.

BPCS reserves the right to assign outstanding, unpaid account balances to a collection agency. At the end of each school year, BPCS sends a letter to families with outstanding balances on their accounts requesting payment in full. If payment is not received within a specified timeframe, the accounts are first placed on hold. If an outstanding balance remains after a series of reminder letters are sent, BPCS makes one last attempt to collect payment prior to assigning the accounts to a collection agency.

Once an account is assigned to a collection agency, all communication by the parent/guardian must be made through the collection agency. Credit agency accounts are reported to credit bureaus.

Parents/guardians are responsible to reimburse BPCS for fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in the collection efforts. All payments must be made directly to the collection agency; BPCS cannot accept direct payments once an account is placed with a collection agency. The account is considered paid in full when the total debt is paid.

Any check returned unpaid for any reason is subject to a \$25 fee to cover administrative costs of collection. If a family has three checks returned unpaid during the student's enrollment at Brooklyn Prospect, the family will no longer be permitted to purchase items or pay fees by check. At that point credit card or money orders will be the only acceptable method of payment.

Please contact the Program Coordinator at chmsregistrar@brooklynprospect.org with any general questions.