

# ECES

## Scholar & Parent Handbook

Updated July 2024



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## Greeting

Dear ECES Families and Scholars,

Welcome to the Elementary Scholar and Parent Handbook, a helpful guide made just for our Elementary School families, with children in Kindergarten and Grade 1! We are super excited to team up with you as your little one starts their school journey. This book has all the important information you need to know about our school rules, the opportunities we have for you to participate in our school community, and how things work at ECES.

We are all about making sure every scholar feels welcomed and supported, so this handbook is here to help you and your family settle in and get ready for an awesome school year!

Best,

Ms. Amanda & Equality Charter Elementary School

**Mission** - To ensure each scholar reaches individual academic and personal success through a nurturing scholar-centered approach.

**Purpose** - To transform lives through education

**Vision** - Equality Charter School will graduate scholars with demonstrated career and college readiness - so they are prepared for the path they choose after high school.

## School Communication

Families and schools will communicate in a variety of ways including the use of School Messenger for phone and email blasts to families, PowerSchool to communicate academic progress, DeansList to communicate social-emotional progress, and email for exchanges to and from families. Families should expect a response to their communication within 1 school day.

Please find the email list of school and organization-based staff members who you may be in regular contact with.

## School-Based Support Staff Contact Information

<ul style="list-style-type: none"> <li>• <b>Amanda Mercado</b>, Principal</li> </ul>	<a href="mailto:Amanda.Mercado@equalitycs.org">Amanda.Mercado@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Niurkalis Rosario</b>, ES Office Manager</li> <li>• <b>Lizette Rivera</b>, ES Administrative Assistant</li> </ul>	<a href="mailto:ESoffice@equalitycs.org">ESoffice@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Nazaret Marte</b>, Social-Emotional Learning Support</li> <li>• <b>Donyella Ramsey</b>, Parent Coordinator</li> </ul>	<a href="mailto:ESCulture@equalitycs.org">ESCulture@equalitycs.org</a> <a href="mailto:Donyella.Ramsey@equalitycs.org">Donyella.Ramsey@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>TBD</b>, ES Special Populations Coordinator</li> <li>• <b>Emily Collins</b>, Director of Scholar Services</li> <li>• <b>Christina Perez</b>, School Psychologist</li> </ul>	<a href="mailto:ESSpecialPops@equalitycs.org">ESSpecialPops@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>TBD</b>, Kindergarten-Grade Team Leader</li> </ul>	<a href="mailto:ESK@equalitycs.org">ESK@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Christina Danna</b>, First-Grade Team Leader</li> </ul>	<a href="mailto:ES1@equalitycs.org">ES1@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Deandra Alleyne</b>, Reading Intervention Teacher</li> </ul>	<a href="mailto:ESReading@equality.org">ESReading@equality.org</a>
<ul style="list-style-type: none"> <li>• <b>Simonne Norford</b>, After School Program</li> </ul>	<a href="mailto:ESAfter@equalitycs.org">ESAfter@equalitycs.org</a>

## Organization-Based Support Staff Contact Information

<ul style="list-style-type: none"> <li>• <b>Caitlin Franco</b>, Executive Director</li> </ul>	<a href="mailto:Caitlin.Franco@equalitycs.org">Caitlin.Franco@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Favrol Philemy</b>, Chief Schools Officer</li> </ul>	<a href="mailto:Favrol.Philemy@equalitycs.org">Favrol.Philemy@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Jocelyn Kelly</b>, Chief Academic Officer</li> </ul>	<a href="mailto:Jocelyn.Kelly@equalitycs.org">Jocelyn.Kelly@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Gabriel Park</b>, Chief Financial Officer</li> </ul>	<a href="mailto:Gabriel.Park@equalitycs.org">Gabriel.Park@equalitycs.org</a>
<ul style="list-style-type: none"> <li>• <b>Amanda Myers</b>, Org-Wide Director of Operations</li> </ul>	<a href="mailto:Amanda.Myers@equalitycs.org">Amanda.Myers@equalitycs.org</a>

## Communicating with Your Child's Teacher

On the first day of school your child will be sent home with a letter from their teacher with their contact information to support your communication with them. If you need access to your child's teacher during the school day when they are teaching please contact the main office (718) 517-3169 to leave a message or send an email. If you are trying to call a teacher after hours and they don't answer, please leave a message explaining the reason for the call, your full name and telephone number and allow time to return your call. All teachers will return your call within twenty-four hours. In addition, in the event of an emergency, please call the Principal, Ms. Amanda (347) 964-3079.

## Arrival

All scholars enter through the main entrance at 3901 White Plains Road.

- Early Arrival - 7:30 AM
- Regular Arrival - 8:00 AM
- Late Arrival - after 8:05 AM

## Dismissal

All scholars will be dismissed through the main entrance at 3901 White Plains Road.

- Regular Dismissal - 2:35 - 2:45 PM
- After School Dismissal - 5:30 PM

Your child's safety is our utmost priority.

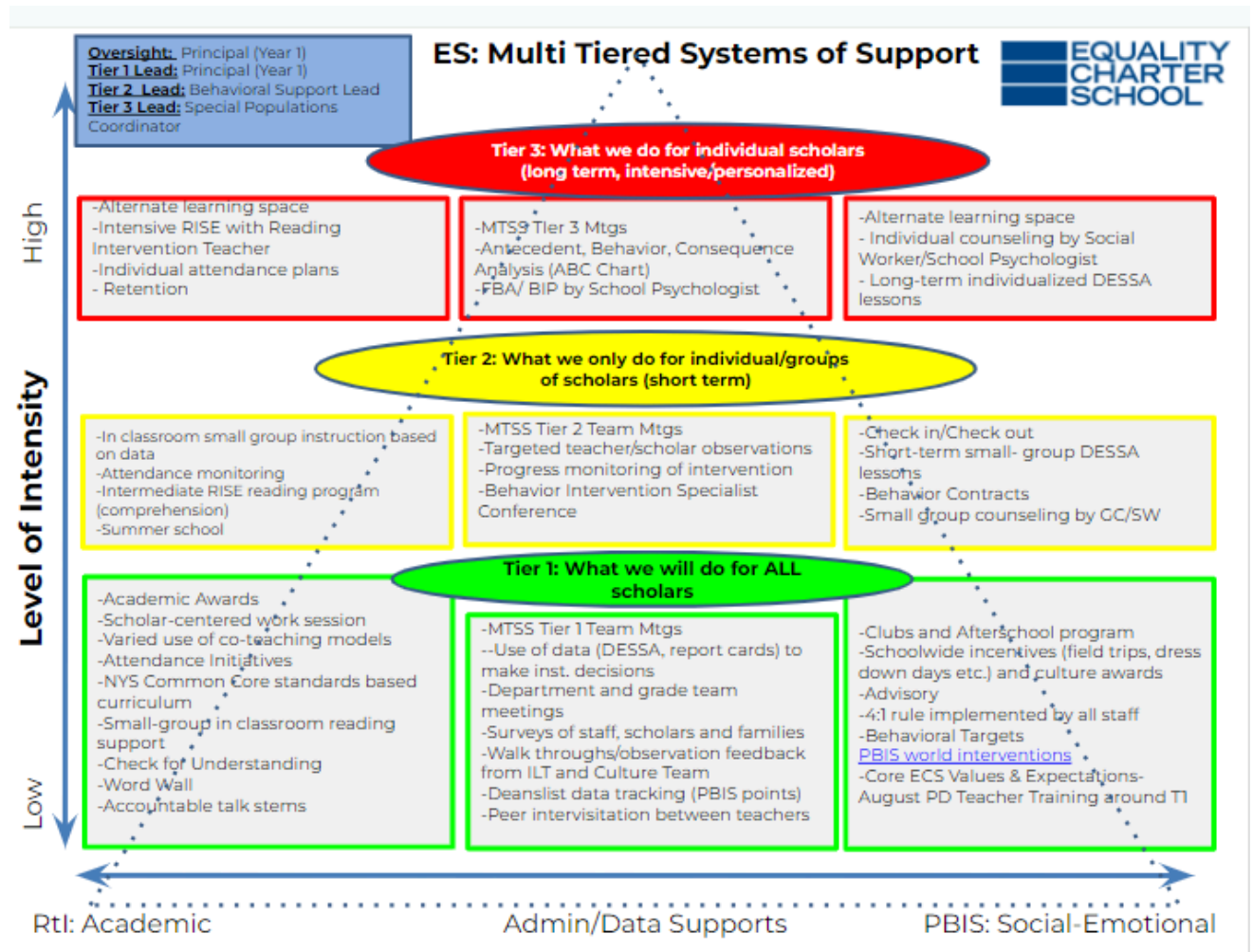
- Only approved contacts will be allowed to pick up a child at dismissal. Anyone picking up a child **MUST** have photo identification on them at the time of pick-up, as the school will verify identification and the approved contact list. **Scholars will not be released to any person without a photo identification.**

# Part I: MTSS

## What is a Multi-Tiered System of Support (MTSS)?

MTSS blends the prevention-based, team-driven, data-informed decision-making practices of the academic-based Response to Intervention (RTI) and culture-based Positive Behavior Interventions and Supports (PBIS). The goal is always to provide support through a tiered approach.

- Tier 1 supports at a whole-group level.
- Tier 2 support to small-groups of scholars in addition to continuing Tier 1 supports.
- Tier 3 supports are provided to individual scholars in addition to continuing Tier 1 supports, and any Tier 2 supports in place.



## Part II: Academics

### Academic Calendar

All school events and instructional dates (ex. end of trimester) will be posted to the ES Parent calendar available on our website -

<https://www.equalitycharterschool.org/scholar-resources/> (scroll to bottom of page) .

You can also add the information to your Google Calendar using a feature on the website page above.

### Academic (Instructional) Program

This year’s scholars in K and 1 will have access to instruction in Math, Reading and Writing, Science, Music, Movement (PE), and Social-Emotional Learning. You can learn more about our instructional program and the curricula for each subject area by clicking the links below.

- Math - [Eureka Squared](#)
- Reading and Writing - [Core Knowledge Language Arts](#)
- Science - [Science 21](#)
- [Music](#)
- Movement (PE)
- Social Emotional Learning - [DESSA](#)

### Progress Reports and Report Cards

Progress Reports and Report Cards will be provided for each scholar so that families have a clear picture of their child’s progress.

Trimester 1	Trimester 2	Trimester 3
Progress Report - Beginning of October	Progress Report - End of January	Progress Report - End of April
Report Card - Beginning of December	Report Card - Beginning of March	Report Card - Beginning of June



## Attendance

We expect scholars to come to school every day for the entire day. If your child is ill and will be absent or late to school, you must contact the Main Office before the start of the school day. Please contact [ESOffice@equalitycs.org](mailto:ESOffice@equalitycs.org) or call (718)517-3169.

The following information will be monitored by school personnel: absences, tardies (arriving late), and early dismissals. We will also track when no one calls or emails the Main Office by the school's start time to inform us about an absence or lateness. Absences and tardies can be either excused or unexcused (see below):

Examples of Excused Absences
Illness with a phone call or email to school on the same day or a doctor's note
The death of a close family member (verified by program or other documentation)
A court appearance where the child's presence is required
Observance of a religious holiday
Examples of Unexcused Absences
Doctor's appointment for a family member other than the child
Family Vacation

If your child misses more than 10 days of school, they may fall behind academically and may need Summer School Intervention. (See Promotion Criteria).

**\*Continued lateness/absence (More than 5 times in a Trimester):** A phone call from staff and a mandatory parent meeting to plan for additional support to ensure your child arrives at school on time.

**\*Chronic lateness/absence (more than 10 times in a Trimester):** Documentation of latenesses/absences and implementation of Tier 3 support in collaboration with members of the MTSS Teams.

In extreme cases where we are not able to work with the family to put in place a plan to improve attendance and timely arrival, we may request additional support from NYS Central Registry. For more information about the steps schools are required to take if attendance gets to the level of educational neglect, [please click here](#).

*Educational Neglect is defined by NYS as the failure of a parent to ensure their child's regular school attendance, there is reasonable cause that the student's excessive absences have adversely affected or have the imminent potential to adversely affect the student's educational progress.*

## Snow Days

In the event of poor weather conditions, such as heavy snow, please listen to your local television or radio stations for relevant information regarding school cancellations. If New York City Public Schools are closed due to poor weather conditions, so is Equality Charter Elementary School. In addition, Equality sometimes closes schools even when the NYCDOE is open. Parents are notified of these closings and late starts via the Equality Website and through a phone blast to all Equality families. Please keep your phone number updated in PowerSchool by communicating any changes with our Main Office - [ESOffice@equalitycs.org](mailto:ESOffice@equalitycs.org).

## Homework - Purpose, Process, and Policy

### OUR PURPOSE

At Equality Charter Elementary School, homework, or what we call home practice is used to help solidify learning. We believe it is important to instill the habit of practicing and applying the skills and concepts learned during the day, while outside of the classroom.

### OUR PROCESS

To ensure our assigned homework is aligned with our purpose, the following steps are required:

- K and 1 teachers will provide a list of home practices for the week each Monday.
- Reading home practice will be assigned **EVERY** day.
- Home practice may also be assigned in writing, math, science, music and/or physical education.
- Each night home practice will be between 20 - 40 minutes.
- Teachers will provide weekly feedback to families.
- Teachers will design incentives to acknowledge scholars consistently practicing at home.
- Teachers will provide Before or After School Commitments (extra help) for scholars struggling to practice at home.

### OUR POLICY

- Home practice is graded for mastery on the NYS Standard to which it is related.
- No late penalty will be assigned for home practice as long as all assignments have been done by the end of the week.
- Scholars in grades K and 1 will be scheduled for daily academic commitments to make up any missed assignments. (See more information under [Before or After School Commitments](#).)

## Grading Policy - Standards-Based Grading

At ECES, we will utilize NYS Standards-based grading in Grades. K and 1. Each trimester we will identify specific NYS Standards on which scholars' performance will be assessed. Grades for each NYS Standard will be level-based. Please see a description of each level below (a numerical value has been added to support understanding):

- **Level 1** - Significantly below grade-level learning standards resulting in an inconsistent understanding of concepts and skills (0-54)
- **Level 2** - Partially meeting grade-level learning standards, exhibiting an initial understanding of concepts and skills (55-64)
- **Level 3** - Meeting grade-level standards, exhibiting an understanding of concepts and skills (65-79)
- **Level 4** - Meeting grade-level standards with honors, exhibiting a thorough and consistent understanding of concepts and skills (80-89)
- **Level 5** - Meeting grade-level learning standards with high honors, exhibiting the ability to transfer concepts and skills beyond the standard (90-100)

Please see [this video](#) for more information on standards-based grading.

## Math, Reading and Writing Assessments

All scholars will take reading, writing, and math assessments to identify the support they need in the classroom to grow and help determine promotion. Please see below for a video link to learn more about the assessments and the schedule for administration.

1. **READING** - Early Bird ([Video](#))- Given over the Summer, Mid-Year, End-of-Year
2. **READING** - MClass ([Video](#)) - Given mid-year, end-of-year
3. **READING & WRITING** - CKLA (in-class curriculum) - Given at the end of each unit
4. **MATH** - Eureka Squared (in-class curriculum) - Given at the end of each Module, or unit

## Promotion and Retention Policy

It's important to remember that promotion to the next grade level is a milestone that requires sensitivity and understanding. Each child progresses at their own pace, and we're committed to supporting their growth and development every step of the way.

**Automatic Promotion Criteria:** A scholar who meets the criteria in **ALL three** categories below will be automatically promoted to the next grade level.

1. **Report Card Grades** - Scholar has mastered the NYS Standard for the subject overall at Level 3, 4, or 5.
  2. **Early Bird & MClass Assessment** - Scholar has met grade level performance on all end-of-year (EOY) reading benchmark areas.
  3. **Attendance** - There will be approximately 176 instructional days. Each scholar **MUST** maintain a 95% or higher attendance rate (no more than 10 absences in total/excused or unexcused).
- **Scholar performance that meets 2 out of the 3 criteria is considered Promotion in Doubt. The scholar will need to attend Summer School Intervention to provide some additional time to meet that grade level's standards.**
  - **Scholar performance that only meets 1 out of the 3 criteria is considered Promotion in Doubt. The scholar may need to repeat the grade level to give him or her more time to master that grade level's standards.**

## Part III: School Culture

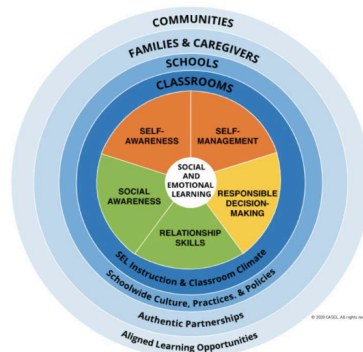
### Our School Values

At ECS, we believe that our core values are the foundation of all work within our community. This means that both staff and scholars must be committed to embodying these values EVERY day! Scholars will receive positive reinforcement for demonstrating our core values, including SOAR Points. When scholars struggle to demonstrate these values they will receive feedback in a way that honors their dignity and humanity.

ECS Core Values	
Value	Definition
<b>Achievement &amp; Progress</b>	Demonstrating excellence and growth, academically, behaviorally, and social-emotionally.
<b>Integrity</b>	Acting in ways that reflect strong moral principles and good character.
<b>Responsibility</b>	Owning your actions and the expectations of your role - being accountable to your community.
<b>Self-Knowledge</b>	Knowing your abilities, attitudes, and motives.

### Social-Emotional Support

We believe in providing support to the whole child, which includes working on the social-emotional (SE) skills that help scholars to learn about themselves, the way in which to positively interact with others, and how to demonstrate our school values. This happens daily in the classroom, especially during Advisory (see below). We use DESSA to screen scholar skill levels when it comes to their SE skills and then deliver SE skills lessons, monitor progress and celebrate success. This work is grounded in the CASEL framework focused on classroom, school, family, and community connections and collaboration.



## Advisory

Advisory is a time dedicated to developing the social-emotional skills of our scholars and is a very important part of our K-12 program. At ECES, Advisory happens every day, multiple times during the day.

- **Morning Meeting** - Morning Meeting sets the perfect tone for the day ahead. Each student receives a warm greeting during Morning Meeting, ensuring that they feel appreciated and included right from the start. It also fosters a strong sense of community within the classroom, establishing predictability and routine while providing a clear roadmap for the day's activities. The majority of activities for Advisory - Morning Meeting will come from the DESSA program.
- **Check-in** - Check-in allows the class as a whole and scholars individually to reflect on how well they are demonstrating their social-emotional skills. This check in allows for the staff to support scholars in reflecting on their behavior through the lens of our school values. (For example, scholars thinking about their own success and taking responsibility for where they need to focus on doing better for the rest of the day.) This will usually happen before lunch.
- **Mindfulness** - Mindfulness is designed to support scholars with resetting after lunch and recess to once again get ready for classroom learning. This time will include breathing exercises, meditation, and quiet reflection to help increase focus.
- **Read-Aloud & Activity** - Read-Aloud & Activity supports scholars with making bigger connections to how we can learn lessons from stories and the world around us to increase our own social-emotional skills. Scholars will engage in work that brings together their focus for the day and our school values.
- **Community Circle Advisory** - Community Circle advisory is a time for our school community to bring joy - celebrate Achievement & Progress, work together on areas that we need to have greater focus, announce birthdays, etc. Community Circle Advisory will be held on Mondays or the first day of each week. What's even better - each week the families of one cohort will be invited to join Community Circles as their children lead the group. (Families of scholars celebrating a birthday that week will also be invited to join.)

## Dignity for All Students Act

New York State's Dignity for All Students Act (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Equality embraces and follows the Dignity Act.

### **Dignity Act Coordinator ("DAC")**

The Behavioral Support Teaching Assistant serves as our official Dignity Act Coordinator, [ESSEL@equalitycs.org](mailto:ESSEL@equalitycs.org). The DAC will: be trained to handle human relations in the areas addressed by the Dignity Act (race, color, weight, national origin, ethnic group, religion, religious practice, disability, economic status, sexual orientation, gender, and sex). The DAC serves as the point person for all Dignity Act issues at Equality and works to ensure that all students are provided with a safe, supportive, and positive school climate free from harassment or discrimination on any of the bases described above and generally. Any incident of harassment or bullying may be reported to the DAC, the Executive Director, or the Principal. Reports should be made at the earliest possible time. Staff members who witness or become aware of any incidents of harassment or bullying must report it to *the Principal within one day*. All complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the school finds that this policy has been violated, corrective action will be taken in accordance with school policies and regulations, the Discipline Code, and applicable laws and regulations.

## Health and Wellness - Food Policy

Scholar nutrition and health is a big concern at ECS. Poor eating habits can adversely affect scholar performance by causing, among other things, a lack of focus, low stamina, and/or behavioral outbursts – and, of course, long-term health consequences. In an effort to curb the consumption of low-nutrition foods, this policy has been created. Food and beverages brought to school must meet dietary guidelines and protect the health and safety of scholars. ***\*There will be some special occasions such as whole-school birthday celebration events that deter from this policy - it is about moderation, not complete elimination.***

- Scholars are highly encouraged to bring healthy snacks such as fruit, vegetables, cheese, yogurt, and/or crackers.
- Scholars have access to healthy lunch options through school. No outside fast food, chips, sweets, or candy.

- The school will teach scholars about healthier food choices and moderation when the school provides these items as treats.
- Scholars may only drink/bring water, milk, or 100% juice to drink at meals.
  - Scholars may bring a water bottle with them to class and drink water during class - ***make spills easy to clean up.***
  - The school will provide access to water fountains (scholars can also refill their bottles).
- Scholars may not share or trade food with other scholars (due to allergies and possible medical issues).

**IMPORTANT:** Due to allergies, **PEANUTS and TREE NUTS ARE NOT ALLOWED ON CAMPUS. Please check the labels of any food items to ensure it is made in a nut-free facility. Leave the label on the food so that school staff can also double check this for additional safety.**

### Birthday Celebrations

Every child’s birthday is important and we want to help you make it a special day for your child. We also want to be mindful that many children have food allergies, not every family has the means to buy treats for an entire class of scholars, some families don’t celebrate birthdays and some of our scholars will have a birthday over the summer when friends are not in school with them. With all of that in mind, please see our policy on birthday celebrations:

School-Approved Celebration (Please let us know if your family does not celebrate birthdays)
<p><b>Month of:</b> An ice cream or popsicle party will be held for all staff and scholars celebrating a birthday.</p> <p>*We will let you know when the monthly birthday party will be held and the number of scholars celebrating a birthday for the month. You are welcome to bring additional drinks or food items in on this day to celebrate your child.</p> <p>Please see the regulations for outside food and drink items:</p> <ul style="list-style-type: none"> <li>● Water or 100% Juice</li> <li>● Fruit Snacks, Pretzels, Crackers, Fruit, Jello or Pudding cups</li> </ul>
<p><b>Week of:</b> Birthdays will be announced each week during the Community Circle Advisory</p> <ul style="list-style-type: none"> <li>● The community will sing and dance in celebration</li> </ul>



- August Birthdays will be announced on the first day of school
- July birthdays will be announced on the last Community Advisory for the year

**Day of:**

Birthday scholars/staff will celebrate in their Advisory Morning Meeting on the day of their birthday or the closest day to their birthday

- Families are invited to join the classroom from 8 - 8:30 AM
- Scholars can wear a special outfit for their birthday (please make sure to review the school dress down/up policy, under the uniform section)

They will also get the following gifts from the school store:

- Crown, sticker and bracelet

\*Additional food or drinks will not be allowed in the classroom. Families can provide a goodie bag with items such as small toys, books, stickers or crayons to be handed out at the end of the day; candy is not allowed in goodie bags as we want to promote good dental health.

### General Uniform Policy

**All Kindergarten and 1st Grade families will be asked to provide one extra pair of clean underwear, a bottom and a top in case of accidents.**

Tops	Bottoms	Footwear	Accessories	PE Uniform
<p><i>Required daily:</i> Flynn &amp; O'Hara ECS Logo top</p> <ul style="list-style-type: none"> <li>• t-shirt or any ECS provided logo t-shirt (t-shirts can be short or long sleeve)</li> </ul> <p><i>Optional Logo Cool Weather Additions:</i></p> <ul style="list-style-type: none"> <li>• Crewneck sweatshirt (no hood)</li> <li>• Button-down sweater</li> <li>• Long sleeve fleece jacket</li> </ul>	<p>Flynn &amp; O'Hara ECS Logo Items:</p> <ul style="list-style-type: none"> <li>• PE shorts or sweatpants</li> </ul> <p>If not purchasing from Flynn &amp; O'Hara</p> <ul style="list-style-type: none"> <li>• ALL Navy Blue sweatpants or shorts (no higher than 3 inches above the knee)</li> </ul> <p><b>*All bottom options MUST have an elastic waistband.</b></p>	<p>Any vendor:</p> <ul style="list-style-type: none"> <li>• Sneakers - all black, all white, or black and white (no other colors)</li> <li>• Boots - any color (ie. snow boots or rain boots)</li> </ul> <p>*Options with no laces are preferred as scholars may struggle to tie footwear.</p> <p>*Footwear must have a permanent back.</p>	<p>Any vendor:</p> <ul style="list-style-type: none"> <li>• <a href="#">Hair wraps</a> - all black, all white, or black and white (no other colors)</li> <li>• Socks</li> <li>• Tights</li> </ul>	<p>Same as everyday uniform</p>

If you need support with your child meeting uniform expectations, please reach out to the Main Office at [ESOffice@equalitycs.org](mailto:ESOffice@equalitycs.org) or call (718) 517-3169.

## Dress-Up or Dress-Down Days

There will be occasions where scholars have the opportunity to dress-up or dress-down. We want all scholars and families to feel comfortable to express themselves while being mindful of how to best support scholars in being able to still engage in their day to day activities.

For dress-up or dress-down days please make sure your child can still comfortably:

- Sit criss-cross applesauce on the floor (nothing too short; if wearing a skirt or dress, shorts underneath; nothing too tight that might rip)
- Run and play at recess (no heels or shoes with no backs; no spaghetti straps, or midriffs)

Also, nothing see-through or no masks.

## DeansList (SOAR Points)

At ECES, all staff will take every opportunity to recognize positive behaviors that align with our school values. When scholars are “caught” soaring high like an Equality Eagle they will earn SOAR Points. **Accumulated points may result in more significant rewards, privileges, events, activities, and trips throughout the year.**

SOAR Points can be given for:

- Demonstration of ECS Values in all areas of the school
- Perfect attendance and on-time arrival
- Full homework completion
- Great acts of kindness

Some ways SOAR Points will be used as Positive Behavior Interventions and Supports:

- **Scholars of the Week** - The top 2 SOAR Point earners from each cohort will be celebrated during the weekly Community Advisory.
- **Scholars of the Trimester** - This will be earned by scholars without any negative Tier 2 behavioral referrals for the trimester or who have decreased their negative behavioral referrals by over 50% will earn Scholar of the Trimester.
- **Cohort Competitions** - Scholars are scheduled into a specific cohort each year. The cohort that shows that most success towards a specific goal tied to our values will be celebrated for their collective achievement. Our cohorts are named after our school values.

## Behavior Data Tracking

### DeansList

DeansList is a software platform that makes it easy for schools to manage programs like Positive Behavior Intervention Systems. DeansList allows staff members to award and track positive points when scholars exhibit behaviors tied to our values, as well as to document negative behaviors that require Tier 1 management from the teacher/staff or more targeted Tier 2 support from a Dean or Administrator. Families will have access to notes and referrals on their child's profile.

### Staff Managed Interventions

Staff-managed DeansList referrals are completed by staff members who wish to document a scholar's behavior and/or intervention that can happen within the classroom with just the support of a teacher, teaching assistant or school aide.

### Office Managed Interventions

Office-managed DeansList referrals are completed by staff members who wish to document a scholar's behavior, the attempted multiple interventions which were unsuccessful, and therefore request the support of the Tier 2 and 3 MTSS Team which may include the DESSA Teaching Assistant, Social Worker, School Psychologist, Director of Scholar Services, and/or Principal.

## Tiered Intervention

This guide displays our intervention process for all negative and problematic behaviors. Additional negative behaviors not found in this guide are covered in our Code of Conduct. Equality Charter Elementary School reserves the right to use any intervention listed in this handbook or Code of Conduct in response to any negative or problematic behavior that disrupts the learning environment or creates an unsafe school environment for any scholars and staff. (See Appendix A)

*In support of scholars who exhibit physical aggression of any kind, ECES will use Crisis Prevention & Intervention techniques to diffuse the incident and ensure all parties are safe. This may result in your child being expeditiously removed from an unsafe environment in a manner that allows staff to ensure the safety of the child, other scholars, and the staff members involved. For more information please feel free to read about de-escalation here - [Crisis Prevention Institute](#).*

### **Before and After School Commitments**

Before and After School Commitments will be held in increments of 10 minutes (up to 60 minutes) and run daily. Families will be notified of the need for an after-school intervention at least 1 school day in advance so families can adjust pick-up times.

Reasons scholars may be scheduled for After School Commitments:

- homework practice help
- additional academic support
- Additional social-emotional support

### **Alternate Learning Space**

Our goal is to ensure scholars are in their classroom learning environments at all times. However, we recognize that sometimes a scholar may need an opportunity to cool-down, reflect on their behavior, and receive 1:1 support outside of the regular classroom environment - away from distractions and possible triggers. When this need arises, ECES will provide an Alternate Learning Space (ALS). The goal of ALS is for the scholar to reset and refocus so they can get back into the classroom as quickly and safely as possible. ALS is not recorded as a suspension. Parents will be contacted before the end of the day their child is assigned an ALS.

### **In-School Suspension/Out-of-School Suspension/Long-Term Suspension**

While we hope that scholars never exhibit a level of unsafe behavior that requires a suspension, we want families to be informed of the process and their rights. Please refer to the Code of Conduct for information regarding suspensions.

## Additional Policies

### Toileting Policy

We understand that toilet training marks a big step in a child's growth journey. While we strongly encourage all Kindergarten scholars to be toilet trained, every child follows their own path in developing personal hygiene skills. Our approach to supporting scholars who are not yet fully toilet trained will be one of patience, understanding, sensitivity, and respect.

We will work with families to support the independent mastery of toilet training to support using an MTSS approach:

- **Tier 1 (provided as a whole-group)**
  - All families will be asked for input on their child's toileting plan, including what vocabulary words are used around toileting and if there are any cultural norms at home that may differ from the school environment
  - Bathroom times will be built into our daily schedule - visuals of routines will be posted
  - During Read-Aloud Advisory, we will read books about toileting and include toileting picture books in our classroom library
  - Positive praise will be a focus of encouragement around toileting
  - Hand-washing skills will be reinforced
  - All families will be asked to provide at least one extra set of clothing - families will be reminded to send a replacement
  -
- **Tier 3 (individual supports)**
  - Check-ins during arrival, before and after snack/meals, transitioning and before dismissal to provide frequent reminders (will be added to toileting plan)
  - When there is an accident, conversations around their toileting plan will be held in private
  - A staff member will be available to directly supervise a child from the bathroom doorway where they are able to enter the restroom quickly to provide assistance, including wiping, changing out of soiled clothing, changing into clean clothing - our goal is to limit 1:1 interactions and provide more than 1 adult for support.
  - It may be necessary to consult with our school nurse and your child's medical provider, if toileting progress is not made.

For more information about NYSED regulations regarding toileting, [please click here](#).

## School Nurse & Medication

We are proud to have a dedicated school nurse at ECES who comes from the Department of Health. Our nurse is here to support the health and well-being of all students throughout the school day.

Nurse's Role:

Our school nurse plays a vital role in providing health services, promoting a healthy school environment, and addressing the healthcare needs of our scholars. She is trained to handle various health concerns and emergencies that may arise during school hours.

Families can reach out to Nurse [Nurse's Name] through the following channels:

Phone: Call the school and dial - x1110

Email: [ESNurse@equalitycs.org](mailto:ESNurse@equalitycs.org)

If your child requires medication during school hours, the school nurse will assist by administering medication. However, medication may not be given without the completion of the "Administration of Medication" form ([click here for a copy](#)). This form must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol and other over-the-counter medicines. Medicine needs to be in its original packaging/case. Staff at the school are NOT authorized to administer medication.

## Field Trips

Families will sign a "[Walking Permission Slip](#)" at the beginning of the school year to allow permission for scholars to be taken off-campus to walk around our neighborhood (ie. to collect leaves in the Fall).

There will also be times when we take longer walking trips (ie. to the Gun Hill Park) and trips that require scholars to take a school bus (ie. Eastchester Library). For those trips, we will send home individual permission slips including our location, transportation, and any other information.

We hope that families will be able to chaperone at least one field trip a year!

## Computer Use

Families signed the technology/computer agreement when you enrolled your child. You can find a copy of the [Computer Usage Agreements](#) here.

## Media Release

Families signed the media release form to grant permission or not for the release of photography and video of their child as part of promotions for the school, including on the use of school-approved social media accounts.

## Video Surveillance

Video surveillance provides a tool for monitoring activity on school property to further protect scholars, staff, and visitors' health, welfare, and safety. Video surveillance is a valuable deterrent to inappropriate behavior and is a significant factor in protecting school division assets. This system shall not replace the need for the ongoing vigilance of school supervision/security staff. School administrators shall ensure that due diligence is observed in maintaining general campus security.

### Camera Location, Operation, and Control

- The placement of cameras is restricted to public areas.
- Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.
- Cameras will not monitor areas where people have a reasonable expectation of privacy (e.g., changing rooms and restrooms).
- Surveillance cameras are to be used to deter theft, violence, vandalism, or other security breaches.
- Only authorized personnel shall have access to the monitor operation controls.
- The video camera surveillance system may operate 24 hours a day, 365 days a year, at the School's sole discretion. Video camera surveillance may be suspended at any time with or without notice.

### Protection of Information and Disclosure

#### Security and retention of recordings

- Recordings shall not be disclosed except in accordance with this policy and in accordance with state and federal law. Disclosure of surveillance records shall be on a need-to-know basis to comply with the School's policy objectives, including promoting the safety and security of scholars and staff, protecting

School property, preventing criminal activities, and enforcing School rules and policies.

- Only those authorized by the Executive Director/designee, Principal/designee, Assistant Principal/designee, or District Director of Operations/designee shall have access to the recordings.
- Copies of recordings of incidents subject to investigations, court cases, or due process hearings must be retained until resolved.

#### **Use of Information Collected**

- Video surveillance may be used for inquiries and proceedings related to law enforcement, scholar, and employee hearings. Video used as evidence for the foregoing purposes may not be altered.
- Videotape/film of scholars may be considered part of a scholar's educational record and therefore, the Federal Educational Rights and Privacy Act (FERPA) may apply.
- A videotape of athletic events, concerts and plays does not hold the same confidentiality because they are public events and therefore can be shown.



## Appendix A: Response to Behavior Intervention Chart

Problematic Behaviors	Tiered Intervention / Consequences Options
<ul style="list-style-type: none"> <li>● Wandering the classroom during instruction</li> <li>● Not following the one-mic rule</li> <li>● Sleeping/Refusal to do work</li> <li>● Loud drumming/tapping on desks that disrupts instruction</li> <li>● Playing with objects that disrupt focus</li> <li>● Inappropriate transitions (not cleaning up space, running)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Non-verbal cues (ie. finger on lips for quiet)</li> <li><input type="checkbox"/> Proximity to scholar</li> <li><input type="checkbox"/> Redirection</li> <li><input type="checkbox"/> Verbal Cues - restating expectations and Positive narration</li> <li><input type="checkbox"/> Reteaching the expectation</li> <li><input type="checkbox"/> Seat Change</li> <li><input type="checkbox"/> Scholar/ Teacher Conference (offering choices)</li> <li><input type="checkbox"/> Staff provided fidget or sensory toy</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Contact with Family (in-person, phone or Zoom)</b></li> <li>● <b>Observation of Social-Emotional Support Staff only if behaviors repeat for several days.</b></li> <li>● <b>Behavior may be documented in DeansList to monitor for any additional support needed.</b></li> </ul>	
<ul style="list-style-type: none"> <li>● Throwing any objects in class</li> <li>● Inappropriate gestures or language, name-calling, or taunting</li> <li>● Refusal to follow directions (<i>due to emotional outburst</i>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scholar/Teacher/Admin Conference</li> <li><input type="checkbox"/> DESSA Small-group instruction</li> <li><input type="checkbox"/> Session with counselor</li> <li><input type="checkbox"/> Family Observation with meeting to plan supports</li> <li><input type="checkbox"/> Alternate Learning Space (for no more than one period)</li> </ul>
<p><b>DeansList Referral (Staff Managed)</b></p>	

K-2 Play Fighting (Physical Aggression)	<input type="checkbox"/> K-2 DeansList Referral (Staff Managed), DESSA Small-group or 1:1 instruction
Minor Vandalism	<input type="checkbox"/> K-2 DeansList Referral (Office Managed) AND School Community Service
Theft	<input type="checkbox"/> K-2 DeansList Referral (Office Managed) AND Restitution (giving back item, paying for item, completing community service)
Verbal Aggression, including threats of physical violence to self or others	<input type="checkbox"/> Threat assessment by School Psychologist, Social Worker or other Social-Emotional Expert <input type="checkbox"/> DeansList Referral (Office Managed), Conflict Resolution, a combination of 1-10 day Extended Day Commitment or Suspension <input type="checkbox"/> Referral to internal or external counseling
Physical Altercation (Fighting)	<input type="checkbox"/> K-2 DeansList Referral (Office Managed), DESSA small-group or 1:1 instruction <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Creating or instigation leading to an unsafe environment (Other)	<input type="checkbox"/> DeansList Referral (Office Managed), DESSA small-group or 1:1 instruction
Bullying/Cyber-bullying (Determined only after a DASA investigation)	<input type="checkbox"/> DeansList Referral (Office Managed), 1-10 Extended Day Commitment and/or Suspension <input type="checkbox"/> Counseling with the Guidance Counselor/Social Worker
Sexual Harassment	<input type="checkbox"/> DeansList Referral (Office Managed) AND Counseling with the Counselor/Psychologist <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Vandalism	<input type="checkbox"/> DeansList Referral (Office Managed) AND Restitution/Community Service

	<input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Possession or use of flammable material/Tobacco/vapor products	<input type="checkbox"/> DeansList Referral (Office Managed) AND Counseling with the Counselor/Psychologist <input type="checkbox"/> May include contact with SCR <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Possession or use of drugs or alcohol (Substance control)	<input type="checkbox"/> DeansList Referral (Office Managed) AND Counseling with the Counselor/Psychologist <input type="checkbox"/> May include contact with SCR <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Possession with the intent to distribute drugs or alcohol (Substance control)	<input type="checkbox"/> DeansList Referral (Office Managed) AND Counseling with the Counselor/Psychologist <input type="checkbox"/> May include contact with SCR <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Weapons	<input type="checkbox"/> DeansList Referral (Office Managed) AND Counseling with the Counselor/Psychologist <input type="checkbox"/> May include contact with SCR <input type="checkbox"/> May also include a combination of 1-10 day Extended Day Commitment or Suspension
Repeated administration-managed behaviors across a data period.	<input type="checkbox"/> DeansList Referral (Office Managed) AND Administration facilitated Parent Conference, Implementation of School-Based Tier III Interventions (ex. FBA) <input type="checkbox"/> Referral to internal or external counseling services
<p><b>ECES reserves the right to request a Long-Term Suspension (more than 10 days) based on the severity and occurrence of the behavior, which includes a Superintendent’s Hearing.</b></p>	
<p><b>When appropriate, a Warning Letter and/or Behavior Support Plan may be developed for a scholar in consultation with the parent and MTSS Team Members.</b></p>	

## Appendix B: Scholar Rights & Responsibilities

### I know I have the right to:

- **Be treated fairly, even when I make a mistake:** Everyone should treat me fairly, no matter how I behave. I should always be listened to and treated with respect.
- **Learn in a safe place:** School should be a safe and happy place where no one is mean or unfair to me.
- **Know what's right and wrong:** I should know what behaviors are good and which ones might get me in trouble.
- **Get help when I need it:** Teachers and other grown-ups can help me if I need advice about my behavior and learning.
- **Speak up if I disagree:** If I don't agree with something, I can talk about it in a nice way.

### I agree to the following:

- **Be open to learning:** Come to school every day you can and be ready to learn.
- **Take care of materials and our school:** Put your supplies away neatly and respect school property.
- **Respect everyone:** Be kind and polite to everyone at school.
- **Take responsibility:** Be responsible for your actions, even when you make a mistake.
- **Tell a grown-up about problems:** Let a teacher or someone else know if there's a problem.
- **Solve problems nicely:** If there's a problem, try to talk it out calmly.
- **No fighting:** Don't fight in school or outside.
- **Keep everyone safe:** Don't do anything that could hurt people at school or nearby.
- **Follow directions:** Listen to teachers and staff.
- **Show school pride:** Wear your school uniform every day.
- **No electronics in school:** Leave phones, watches, and games at home during school.
- **Keep learning safe:** Don't do anything that stops other kids from learning.

Parent engagement and support are crucial during our behavior intervention process. Parents must have up-to-date contact information on file and an emergency contact for instances where they are not available via phone or email during the school day.

I have received a copy of the Equality Charter Elementary School Scholar Handbook & was given access to the Code of Conduct and carefully read this contract. I understand the expectations of Equality Charter Elementary School and the behavior that is required from my child.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_