



Parent & Student Handbook

Carol & Frank Biondi Elementary School

1529 Williamsbridge Road, Bronx, NY 10461

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INTRODUCTION

The Biondi Elementary School is committed to providing a safe, orderly, academic school environment where students receive a quality education and support services. Our school demonstrates the ability to educate all learners regardless of their challenges.

Biondi School takes pride in building relationships in a therapeutic and compassionate setting. We value the importance of parents as our partners in creating strong citizenship and educational foundations for all our students.

I. MISSION

Through the collaborative efforts of students' home, school and community, the Biondi Elementary School is dedicated to providing each child with a structured, nurturing, therapeutic and educational environment. The Biondi Elementary School offers multi-disciplinary, instructional services for all students in our program who require an individualized educational program to promote their academic progress and social development.

II. IMPORTANT TELEPHONE NUMBERS

• MAIN SCHOOL NUMBER		718 794-8262
• PRINCIPAL'S OFFICE	Roland Lewis	718 794-8206
• DEAN OF STUDENTS	Sal Ortiz	718 794-8204
• CLINICAL SUPERVISOR	Jennifer D'Agostino	718 794-8383
• ADMINISTRATIVE SUPPORT	Joanne Dallacco	718 794-8206
• BUSSING/FOOD COORDINATOR	Madelyn Felix	718 794-8262
• CSE/ABSENCES	Joanne Dallacco	718 794-8206

III. LUNCH

Children need a healthy meal to learn. Breakfast and Lunch is provided for our students by the NYS Child Nutrition Program. There is no cost to you or your child. However, each family is required to complete and submit their yearly Lunch Form.

IV. ATTENDANCE POLICY

- **Biondi Elementary School is a 12-month school program**, which begins each year in July and ends in late June. Your child is expected to attend the full school year. The summer weeks of our school year are extremely important, it allows more time to achieve better results and relationship building with other students. Furthermore, students and staff work together to develop the expectations and class culture for the school year.
- Students report to school at 7:45 am and are dismissed at 2:15 pm.
- Please consult your school calendar for the dates of any events and school holidays.
- If there are any changes, a note will be sent home with your child.
- Excessive absences could jeopardize a child's promotion.
- For all absences, the student will be permitted to make up missed assignments. The teacher will assign a grade of "Incomplete" until the assignments have been completed
- The Principal must approve any exception to the attendance policy.

EXCUSED ABSENCES

Illness
Transportation
Hospitalization
Court Dates/Legal Appointments
Family Emergency
Death in Family
Religious Observance
Police Custody
Medical/Dental Appointments (With a Doctor's Note)

UNEXCUSED ABSENCES

Truant
Vacation
Absence without a note

If your child will be absent, you are required to call the Attendance Office at: (718) 375-8206 on the day of the absence.

A signed note must accompany your child on his/her return to school. When your child is absent for more than three days, a doctor's note must be presented to the school. If your child is hospitalized, please call us with a contact person's name and number for verification.

*If a child's absence exceeds 5 consecutive days without any legitimate excuse and we are unable to contact the family, we are obligated to contact ACS.

V. STUDENT RIGHTS

The school is committed to safeguarding the rights given to all students under State and Federal law. In order to promote a safe, healthy, orderly and civil school environment, all students have the right to:

- Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, disability, gender or sexual orientation.
- An explanation of the school rules and expectations.

VI. STUDENT RESPONSIBILITIES

All students have the responsibility to:

- Help maintain a safe and orderly school environment
- Follow all school expectations
- Show respect to all persons and school property
- Attend school every day and be in class on time and prepared to learn
- Remain in program.
- Work to the best of their ability.
- Control and regulate their behavior
- Ask questions when they do not understand
- Consult staff to assist with conflict resolution
- Dress appropriately for school and school functions
- Hold themselves to the highest standards of conduct, demeanor, and sportsmanship when attending school or community events
- Comply with No Electronics in school. (The school is not responsible for damaged, loss or stolen electronic equipment)

VII. STUDENT DRESS CODE

The uniform colors for Biondi Elementary School is **Blue and Khaki**.
All students are expected to attend school in uniform
Uniforms can be purchased at the school

1. Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed. Footwear designed to accommodate shoelaces must be worn with the shoelaces. No slippers/no flip-flops.
2. Students will not be allowed to wear hats or scarves in school except for medical or religious purpose.

VIII. EXPECTATIONS FOR STUDENTS

Every student is responsible for his/her own behavior. Students are expected to display good behavior and be able to work respectfully with staff and peers
Students are expected to follow all school policies

IX. EXPECTATIONS OF TEACHERS

All teachers are expected to:

- Maintain a climate of mutual respect and dignity
- Set yearly goals for themselves and their students
- Always be prepared to teach
- Demonstrate interest in teaching and concern for student achievement
- Know school policies and rules, and enforce them in a fair and consistent manner

- **Maintain constant communication with students and parents to discuss:**
 - Course objectives and requirements
 - Marking/Grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
- Establish positive classroom procedures, practices, and policies to support effective teaching and maximize student learning.
- Communicate regularly with students, parents and other teachers concerning growth and achievement.

X. Curriculum

Students are engaged with meaningful active learning experiences.

Biondi Elementary has implemented evidence-based ELA and Math Curriculum from Pearson that is aligned with New York State Learning Standards. Reading Street and Envision Math provides teachers with traditional and digital resources for each unit. It gives struggling students a pathway to phonics success while systematically building skills and establishing a foundation for reading. Each unit and daily lessons are aligned with explicit intervention and differentiation tools to address the specific needs of each student.

All students experience **Science 21**, an inquiry based experiential curriculum that addresses New York State standards in science, math and technology. Science 21 follows a sequential path to avoid gaps as it articulates conceptual development from grade to grade and unit to unit.

Physical Education

Biondi students have physical education at least once per week.

Music & Art

Biondi has great respect for the arts and offers all students music and art classes. Our School Chorus and Guitar Club perform for school wide events and celebrations.

Integrated Technology in Teaching

All teachers integrate technology in their daily lessons with the use of Smart-Boards and individual student iPads. Technology is used to improve student engagement, support individualized instruction, it is a platform that captures students interest to becoming lifelong learners.

iPad Use

Each student is issued an iPad for use in school. Each student is responsible for their assigned iPad. If a student maliciously damages an iPad, their family will be responsible for its repair or replacement.

XI. SCHOOL ACADEMIC POLICIES

A. Report Cards-IEP Progress Goals and Midterm Academic Progress

Report Cards are distributed throughout four marking periods via mail.

September – November	1 st Marking Period
November – January	2 nd Marking Period
January – April	3 rd Marking Period
April –June	4 th Marking Period

Midterm Academic progress reports are sent home each quarter.

The Grades recorded on the Report Card represent the following achievement levels:

- 1 = Not Yet Evident
- 2= Developing
- 3= Making Steady Progress
- 4= Consistently Progressing
- N/A= Does not apply at this time

B. Grade Placement

Students are placed in a grade based on their IEP and the information and transcripts from prior school placements. Because it can take time for this information to be received, students may be placed according to their chronological age. Upon receipt of all relevant information, an evaluation of the student's appropriate grade status is made.

C. Homework

The student’s teacher will assign homework. Research studies have found that homework is vital to the learning process, helping to reinforce what the child has learned in school.

Students who do not complete their homework assignments at home, are expected to complete it during a non-academic period such as free time.

D. Required exams:

NYS English Language Arts (grades 3-6) NYS Mathematics (grades 3-6)
NYS Science (grade 4)

**XII. OVERVIEW OF THE BIONDI ELEMENTARY’S *P.B.I.S.* Program
(Positive Behavior Intervention and Support)**

Biondi Elementary has a comprehensive framework for preventing and responding to school discipline problems. PBIS develops school systems that support staff to teach and promote positive behavior in youth.

The four behavioral expectations are:

ROAR! Be Respectful; Be On Task; Act Safely; Be Responsible.

CREDIT AND LEVEL GUIDELINES

Each student can earn up to 36 credits daily (4 target behaviors X 9 rating periods). Depending on how many credits each student earns each day, he/she will be awarded with one of four colored stars (red, blue, yellow, green), each color having a predetermined value. These points can then be used to purchase items in the school store at the end of the week. Below is a breakdown of daily credits, star color, and corresponding value for each star.

Below are the point expectations of each level for the regular 5 day week, as well as the point expectations for abbreviated weeks due to sick days, holidays, snow days, etc. Any bonus points or bus points will not be used to calculate the child’s level. However, they will be used to calculate store points.

<u>CREDITS</u>	<u>COLOR OF STAR</u>	<u>POINT AWARDED</u>
(0) failed to meet expectation. (Check) meets expectation.		
0 – 3 (0) 34 -36 CREDITS	RED	150
4 – 7 (0) 30 - 33 CREDITS	BLUE	100
8 -11 (0) 26 – 29 CREDITS	YELLOW	65
12 or higher (0) 25 CREDITS	GREEN	25



LIFT OFF TO PBIS

THE STARS

L I F T: Learning... In Control... Freedom to Choose... Triumph

The stars that students are awarded daily will also be used to determine their LIFT level. The higher the level, the greater the expectation is for better behavior. If they do not continue to meet the criteria for the level they are on, they will not move up to the next level.

ADVANCING AND DROPPING LEVELS

Students will progress through the level system in a sequential manner beginning on level X. They must earn their way onto the first level (Level L) by accumulating the points needed for that level. Once a student is on a level, he/she must earn the minimum number of points that is expected for that level.

LEVELS

Level X - 1 Week

LEVEL L – Point Requirements:

5 DAYS = 355 – For example, (2 Blue, 2 Yellow, & 1 Green)

4 DAYS = 290 – For example, (2 Blue, 1 Yellow, & 1 Green)

3 DAYS = 190 – For example, (1 Blue, 1 Yellow, & 1 Green)

- Students remain on Level L for 2 weeks

LEVEL I – Point Requirements:

5 DAYS = 430 – For Example, (3 Blue, 2 Yellow)

4 DAYS = 365 – For Example, (3 Blue, 1 Yellow)

3 DAYS = 265 – For Example, (2 Blue, 1 Yellow)

- Students remain on Level I for 3 weeks

Level F – Point Requirements:

5 DAYS = 650 – (For Example, (3 Red, 2 Blue)

4 DAYS = 550 – (For Example, (3 Red, 1 Blue)

3 DAYS = 400 – (For Example, (2 Red, 1 Blue)

- Students remain on Level F for 4 weeks.

LEVEL T – Point Requirements:

5 DAYS = 700 – (For Example, 4 Red, 1 Blue)

4 DAYS = 550 – (For Example, 3 Red, 1 Blue)

3 DAYS = 400 – (For Example, 2 Red, 1 Blue)

- Student remains on level T for 6 weeks. Rewards include, saving of store points up to 1,500 points and other stated rewards. After 6 weeks on Level T, the student is on LIFT OFF to PBIS and will be able to have a paid job in the school.
- Teachers or TA's are responsible for work assignments *If a student does not maintain the points for their level they will fall back to their previous level. If a student is absent 3 or more days in a week, they will remain on their present level.
- If a student is absent for an extended period of time (more than 5 consecutive school days), their level and points will be reviewed on an individual basis by the teaching team. Students will be subjected to a level drop for any major act of aggression (fighting, injuring another staff or student).
 - Every student who has earned points during the week will be allowed to shop at the school store on Friday and purchase items of their own choice. Children are expected to take home the items purchased.

- The Job Bank for Level T Students: (Students remain on level T for 6 weeks)

Job assignments within the classroom: sweeping, sharpening pencils, cleaning white board, maintaining the class library etc.

Job assignments in other classrooms: 5th and 6th graders work as helpers with lower grades students.

Assist at the front desk

Assist in gym

Assist in art and music

Assist the clinician

- Please feel free to explore other job opportunities for your child on Level T

XIII. EXPECTATIONS OF PARENTS AND GUARDIANS

Parents are an essential part of the educational process. We encourage you to establish frequent communication with your child's teachers. Parent teacher conferences (PTC) are usually held after the first marking period. Clinical staff members are helpful participants at the conference. Information about upcoming conference will be sent to you as the date approaches.

As essential partners, we expect parents/guardians to:

- Recognize that the education of their child is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Provide valid documentation for student's absence in order for absence to be excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand school protocols must be followed to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the School.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Be aware that if your child brings an electronic device to school, Biondi Elementary is not responsible for any damaged, lost or stolen property.
- **Parents are encouraged to join the PTA**

XIV. SCHOOL MEDICAL POLICIES

Physical Exams

All students are required to have a physical exam and an updated immunization record prior to the start of the new school year. Consent forms for first-aid/medical emergency, health education, and release of information are to be signed by the parent/guardian and returned to the school nurse.

Medication

All medication is kept in a locked controlled substance cabinet located in the nurse's office. If a day student requires medication during the school day, he/she needs:

- Written authorization from a medical doctor
- Written authorization from parent/guardian
- Medical authorization form needs to be completed and returned to school nurse
- Medication is required to be in its original container from the pharmacy with the original label

If there are questions about a student's medication, the nurse will call home or speak with the child's medical doctor with your consent. If a student's required morning dose of medication was not administered at home, the parent/guardian is required to contact the school nurse.

Medical Emergencies

It is important that we have a working telephone number and email (text) address in case of a medical emergency. Please keep us informed as you change/update your information.

If a medical emergency arises, the student will be taken by ambulance to the nearest hospital accompanied by a staff member. The parent/guardian will be notified by telephone/email/text. Medical treatment will not be administered until a parent/guardian has given permission, or the hospital determines it is necessary to do so.

XV. SCHOOL DISCIPLINE POLICIES

A. Student Conduct

We expect all students to conduct themselves in an appropriate manner. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students are expected to follow all safety regulations while riding on a school bus. This includes wearing of seat belts and remaining seated. The bus is an extension of the school. All school rules are in effect on the school bus.

There are four (4) levels of Prohibited Student Conduct:

- Level I:** Conduct that is Insubordinate: Includes class misbehavior, verbal rudeness
- Level II:** Conduct that is Disorderly or Disruptive: Includes disruptive behavior on school bus, repeated class disturbance
- Level III:** Conduct that Is Dangerous: Includes fighting, bullying, damage to people or property, leaving school building unescorted
- Level IV:** Conduct that is Criminal: Includes possession of illegal substances/weapons, use or threatening with weapons, assault, theft, harassment

B. Conflict Resolution Procedures

Responsible behavior by students is essential in achieving the goal of a quality education in a safe and orderly school. The following Conflict Resolution procedures play a vital role in our Behavior Modification model. Staff is encouraged to be pro-active by watching students' body language and listening for the tone of the room, this can help create and maintain a positive climate. Some additional strategies that classroom personnel incorporate into their daily classroom management are:

- Speaking in a calm respectful voice
- Moving around the classroom during instruction time
- Tailored hands-on instruction
- Relying on a staff member with the best relationship with the student to mediate inappropriate behaviors
- Providing instruction that is tailored to the students' learning style

LEVEL 1 INSUBORDINATE BEHAVIOR - CLASSROOM

- a. If a student become disruptive in their classroom, staff will use several strategies to encourage them to regain focus and display more appropriate behavior.
- b. If student still chooses to remain off task, they will be asked to move to a designated area in the classroom. Classroom staff will attempt to help student become aware of her/his inappropriate behavior and what she/he needs to do in order to remain in the classroom setting.
- c. If this intervention fails and child becomes more disruptive, classroom staff will complete the first part of a Behavior Incident Report (BIR) and ask support staff to escort student to a safe location outside of the classroom (Therapeutic Break Room)

LEVEL II DISRUPTIVE BEHAVIOR

In our Therapeutic Break Room a student will calm down and start the procedure of returning to program. Staff will help student document his/her account of the event on the second part of the Behavior Improvement Plan. If the staff determines that the student is ready to return to the classroom, the Support Staff will speak with the classroom teacher; mediate a short teacher/student discussion and student returns to class. This step should take 5-15 minutes. If student needs additional time, the student will remain safe and de-escalated until ready to return to class. The goal of this setting is to help the student become calm enough to reflect on his/her behavior and complete the BIP.

LEVEL III DANGEROUS BEHAVIOR

If staff feels that the student needs more in-depth intervention, they will initiate a referral to the Dean of Students and the Principal, accompanied by a completed Behavior Incident Report (BIR). The parent/guardian will be notified.

In our program, the student will experience more intense analysis of his/her behavior. The student will receive all mandated related services and is expected to complete classroom assignments.

Clinician will develop a Functional Behavioral Assessment and a Behavior Intervention Plan for all students referred to **Level 3** which will be shared with all interested parties under the guidance of the Program Supervisor.

The Principal or Dean will determine length of out of school suspension if warranted.

LEVEL IV CRIMINAL BEHAVIOR

The Principal or Dean will determine length of out of school suspension or police involvement.

Following an out of school suspension, parent/guardian must accompany their child to school for a Re-entry meeting.

C. Student Services & Supports

1. School Support/Intervention Team

Support team supervises Therapeutic Break Room and assists in maintaining an appropriate school-wide learning environment.

2. Clinical Services

As prescribed by the student's IEP. Clinicians are available to speak with any student when their behavior or emotions interferes with school expectations.

3. Occupational Therapist

Students receive Occupation Therapy as mandated by their IEP

4. Speech and Language Services

Students receive Speech and Language Services as mandated by their IEP.

5. School Nurse

The Nurse provides medical services to our students on an as needed basis. The nurse will recommend if there is needed follow-up with medical consultation.

6. Animal Assisted Therapy

The Biondi School offers animal-assisted Therapy (AAT) through a visiting Therapy Dog. The Therapy dog sits in counseling sessions, takes part in learning activities and assists in crisis intervention. Research on AAT provides support for its use in lowering blood pressure, releasing positive neurochemicals, and helps to improve emotional stability. The Therapy dog also aids in providing emotional support and comfort to our students.

XVI. FIRE DRILLS, EMERGENCY MANAGEMENT AND SAFETY PLAN

During the school year, fire drills and emergency Disaster Preparedness are required. It is important to recognize these drills and know how to respond since it is not known if the alarm indicates a drill or an actual emergency or disaster situation. Silence and order is required by all students during a drill. Students must exit in an orderly way and maintain silence throughout the drill in order to hear instructions and maintain safety.

XVII. School Trips

Throughout the school year, there are various school trips. Students earn the privilege of going on these trips through positive behavior. While on trips, they are expected to follow school rules and listen to instructions from the staff. You will be required to sign permission slips for these trips.

XVIII. COMMITTEE ON SPECIAL EDUCATION PROCEDURES

The CSE meets annually to discuss your child’s progress, develop an Individual Education Plan (IEP) and determine his/her correct placement for the following school year.

- It is important for the parent guardian to participate in this meeting.
- If a parent/guardian wishes to contact the CSE, call 718 794 7426
- Contact the CSE for booklets explaining the rights as the parent of a student with disabilities

XIX. PICKING UP STUDENTS

Students can only be dismissed to authorized individuals as listed on school files.

XX. VISITORS TO SCHOOL

The School encourages parents and other community members to visit the school. Please call the school office to set up an appointment date and time for your visit. The Principal is responsible for all persons in the building and on school grounds.

SMOKING IS NOT ALLOWED IN SCHOOL BUILDING OR ON SCHOOL GROUNDS.

The following rules apply to visitors to the school:

1. All visitors to the school must report to the office of the Principal or designated sign-in area upon arrival at the school. They will *be* required to sign the visitor's register and will be issued a visitor's identification badge, which *must* be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the sign-in location before leaving.
2. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, will sign in at assigned area.
3. Parents/guardian who wish to observe a classroom while school *is in session* are required to arrange such visits in advance with the classroom teacher AND Principal so that class disruption is kept to a minimum.
4. Teachers are not expected to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property.

XXI. INCLEMENT WEATHER SCHOOL CLOSING

Biondi School will close due to inclement weather if the New York City Mayor closes NYC schools. Families should monitor their local news station for NYC school closing announcement.

PARENTS... OUR PARTNERS

