Brownsville Collaborative

Middle School of

Agriculture & Technology



2025-2026 Faculty Handbook

2025-2026

Dear Brownsville Collaborative Middle School Academy!

Welcome back to another exciting educational journey at Brownsville Collaborative Middle School Academy. We will continue to be reflective practitioners as we refine our practice through the lens of the Chancellors' four pillars, which include;

- **Reimagining the student experience;**
- **Scaling, sustaining, and restoring what works;**
- **Prioritizing wellness and its link to student success;**
- **Empowering families to be our true partners**.

With that in mind, we will have our **instructional focus** through our work. Our **2025-2026 Instructional Priority Focus**:

Teachers will create a supporting learning environment where Scholars actively engage in explicit instruction and differentiated learning experiences through the use of formative assessments.

Theory of Action

If school leaders provide targeted professional learning experiences for teachers focused on explicit teaching practices and provide actionable feedback from instructional walkthroughs, ***then*** teachers will be able to provide Scholars opportunities to engage in differentiated cognitively challenging tasks aligned to the core curriculum ***so*** that all learners will be able to show mastery of content.

Let's work diligently to support all of our Scholars as they start this new chapter of their education. Collectively, we will prepare Scholars to become successful citizens at Brownsville Collaborative Middle School Academy and beyond. Their middle school journey will be enhanced by exposure to College and Career readiness strategies and our meaningful work with partnerships such as ***The Eagle Academy Foundation, C.A.R.E, Midnight Basketball Community Project, Brownsville Multi-Services, The Dream Foundation, STRONG POWER, the Brooklyn Borough District Attorney Office, Fusing Education,and other wonderful partnerships.***

We will continue to expose our Scholars to a multitude of enrichment opportunities through our agriculture and technology programs, our Extended Day, Saturday School programs, and educational experiences. At the same time, we will allow Scholars to stay abreast of current technology, by having access to innovative software and use of various technological devices.

I am confident that we will all rise to the challenges and exceed the many demands that will be put upon us this year. If we continue to work as a team, there is nothing we can't accomplish for our children. Our Scholars and their parents rely on us to provide them with a high-quality education; Let's continue to keep this in mind as we work with our children this year. I look forward to working with Brownsville's most AMAZING TEAM!!!!

Sincerely,

Gregory Jackson Jr.
Principal



2025-2026 Educational Comprehensive Goals

By June 2026, there will be a 10%-percentage points increase, as measured by the ***NYS ELA Exam Results****.*

By June 2026,
By June 2026, there will be a 10%-percentage point increase for All Scholars as measured by the ***NYS Math Exam Results.***

By June 2026,
Chronic Absenteeism for
all Scholars will decrease from
40% to 20%, as measured by ***RBID****.*

Instructional Priority Focus

Teachers will create a supporting learning environment where scholars actively participate in explicit instruction and differentiated learning experiences through the use of formative assessments.

Theory of Action

If school leaders provide targeted professional learning experiences for teachers focused on explicit teaching practices and provide actionable feedback from instructional walkthroughs, ***then*** teachers will be able to provide students opportunities to engage in differentiated cognitively challenging tasks aligned to the core curriculum ***so*** that all learners will be able to show mastery of content.

TABLE OF CONTENTS

ATTENDANCE	CHANCELLOR REGULATIONS
Attendance – Staff ATS Attendance Program Scholar Attendance, Daily	-420 – Corporal Punishment of Students A-421 – Verbal Abuse of Students **A-610 – Fund Raising Activities and Collection of Money from Students** A-670 – School Trips C-105 – Pedagogical Personnel (Procedures in the case of the arrest of employees) C-110 – Conflicts of Interest Chancellor's Regulations Sign Form (due to Mrs. Johnson 09/30/2025) Staff Emergency Contact/Bio Form (due to Mrs. Johnson 09/30/2025)
COMMUNICATION & MEDIA	**DISCIPLINE**
Email Internet Usage Policy Press or Media	Discipline, Safety and Welfare Discipline
SAFETY	**DRILLS**
Safety & Welfare of Scholars Remote Learning Bathrooms Delayed Opening- Storm Day Procedure Dismissal Procedures Entry/Exit Protocols COVID-19 Drills Hallway Passing Lunchroom Procedures Visitor Patrol Procedures	Evacuation Lockdown (Soft/Hard) Shelter-In Hold
STAFF & STUDENT CONTACT INFORMATION	**STAFF HOUSEKEEPING**
Contact Cards, Blue Emergency	Classroom Instruction

Confidential Emergency Contact Sheet Email	Digital Portfolios Conflict of Interest Law-Summary Coverage Assignments Indicators of Successful Classroom Organization Learning or Workplace Discrimination/Harassment Lesson Planning Maintaining a Professional Demeanor Observations

ATTENDANCE

ATS Attendance Program:

- All classroom teachers are responsible for maintaining daily period attendance.
- Attendance documents are legal documents. Attendance must be taken **by adults only.** Teachers will be held accountable for inaccuracies.

Attendance - Staff (CONTRACTUAL WORK HOURS)

The work schedule for all staff is as follows:

Day	Start Time	End Time
Monday	8:15AM	3:35PM
Tuesday	8:15AM	3:15PM
Wednesday	8:15AM	2:35PM
Thursday	8:15AM	2:35PM
Friday	8:15AM	2:35PM

MANDATORY ATTENDANCE IS REQUIRED ON MONDAY AND TUESDAY AFTERNOONS AS PER THE UFT CONTRACT

(c) On Monday there shall be a 60-minute Professional Development period immediately following the end of the school day. If less than the entire 60-minute period is taken up for Professional Development, the time shall be utilized for Other Professional Work. (d) On Tuesday there is 40 minutes for other professional work, i.e. Parent meetings, IEP meetings, IEP writing, Grade Team meetings. 55 minutes for parent engagement which can be done remotely. All staff are required to keep a log of parent engagement activities.

ALL Staff will enter BCMS's Main Office in room 312A to move their time cards and retrieve the key to their classroom. **ALL KEYS MUST BE RETURNED AT THE END OF EACH DAY. PARKING: Parking is limited. Click here for a Parking Permit Application. During instructional hours and Preparation periods, staff are not allowed to leave to move their vehicles or do store runs.**

*****If double parked, DO NOT PARK NEAR HYDRANTS AND THE CORNER OF GLENMORE AND WATKINS. YOUR VEHICLE WILL BE TOWED.*****

If you are absent, you must call and email the office and inform office staff of your absence no later than 7:00 am.

- Email Mr. Jackson (gjackson2@schools.nyc.gov) and Mrs. Johnson(mphillipsjohnso@schools.nyc.gov); **be sure to CC** Ms. Antoine (santoine2@schools.nyc.gov); Mr. Braswell (nbraswell@schools.nyc.gov; Mr. Canty

DO NOT CALL sub-central unless instructed to do so by Principal Jackson. The earlier you call, the better the chance we will secure a substitute teacher, if needed. Please be sure you are validated and have a password before you email- please call subcentral if you need assistance. If you are going to be late, you must email by 7:00 AM and Principal Jackson, Co-Leader Ms. Antoine (934-221-9314), and Mrs. Johnson (934-221-9309). Do not email 10-15 minutes before school starts indicating you're going to be late. Staff arriving late without pre-notice will be docked for the time. **When you are absent and or arrive late, your colleagues will be covering your classes. Be sure to notify your co-teacher and plan accordingly.**

Only the school secretary or an administrator may record current or future absences, or missed preps in the school staff calendar. No personal business days will be approved the day before or after a school vacation day. ***All personal business days must be approved by the Principal one week prior to the day of absence***. Efforts should be made to schedule all personal /medical /business appointments before or after the work day. Staff lateness and absence is recorded on official sign-in sheets by the school secretary. If staff members are late **OR** were approved to leave early, they must report to the secretary so that the time of arrival/departure is recorded on the sign-in sheet then they **MUST** punch in/out on their time card. **ALL TIME CARDS WILL BE REMOVED AT 8:16AM.**

CHANCELLOR REGULATIONS

Chancellor's Regulation A-420 - Corporal punishment

Chancellor's Regulation A-420 says that corporal punishment is any act of physical force used on a student for punishment. Corporal punishment also includes anything that will cause excessive fear or mental distress. No corporal punishment shall be inflicted on any student. Failure to adhere to this regulation may lead to disciplinary action including termination.

Chancellor's Regulation A-420A states that verbal abuse is another form of corporal punishment. It is language that tends to cause fear, physical or mental distress such as words denoting racial, ethnic, religious, gender, disability, or sexual orientation, threatens physical harm, belittles or subjects students to ridicule.

Corporal punishment is not intended to mean the force used to protect oneself from physical injury, used to protect another student or another teacher from injury, used to protect school property or to restrain a student from injury to him/herself. (See attached for the complete regulations).

All allegations of corporal punishment by D.O.E. employees are to be reported immediately to the principal or a supervisor who will call in the allegations to the proper authorities.

At the time of the communication, the supervisor will be advised as to how to proceed with the investigations.

Chancellor's Regulation A421 - Summary

Verbal punishment of students is prohibited. Disruptive behavior by students must never be punished by the use of verbal abuse.

Verbal abuse is language that tends to cause fear or physical or mental distress; words denoting racial, ethnic, religious, gender, disability, or sexual orientation; threatens physical harm; or belittles or subjects students to ridicule.

All allegations of verbal abuse by Department of Education employees must be reported immediately to the proper authorities.

At the time of the communication, the supervisor will be advised as to how the investigation is to proceed from those authorities.

Please read the attached copy of this regulation.

Chancellor's Regulation A-755 - Suicide Prevention and Intervention

Suicide Prevention and Intervention. While conducting remote learning with students, pedagogical and non-pedagogical school personnel may interact with a student who is exhibiting life-threatening behavior, other warning signs of suicide, or behavior which otherwise raises concern about their personal safety.

All staff must continue to follow the requirements of Chancellor's Regulation A-755 - Suicide Prevention and Intervention, including the requirements to:

- *Contact 911 immediately if there is an imminent threat of danger to a child's health or safety or the child requires immediate medical attention and then notify the parent and the principal or designee.*

In situations where a call to 911 is not warranted, but a student is exhibiting life-threatening behavior, other warning signs of suicide, or behavior which otherwise raises concern about their personal safety, the staff member must immediately contact the parent and the principal or designee.

Designated Liaison for BCMS A&T : Nbraswell@schools.nyc.gov

Child Abuse and Maltreatment Prevention and Intervention

During in-person and Remote Learning Schools must continue to follow Chancellor's Regulation A-750, Child Abuse and Maltreatment and Chancellors Regulation A-210, Standards for Attendance Programs, during in-person and remote learning. The following provides guidance to schools on child abuse and maltreatment prevention and intervention. In cases of suspected educational neglect, staff members must conduct outreach and take related steps before reporting—as described in the "Educational Neglect" section below. Additional guidance is noted where relevant, for remote learning.

Reporting
While conducting learning with students, either remotely and/or in person, if a staff member has reasonable cause to suspect that a student has been abused or maltreated by the parent or any person continually or at regular intervals found in the same household of the child, they must immediately call the Statewide Central Register (SCR) at 1-800-635-1522. The mandated reporter is not required to possess certainty or to interview or otherwise inspect the child before making a report. The school staff member must immediately (no later than the end of the school day) notify the principal/designee that a call was placed to the SCR and provide the principal/designee with the Call I.D. number The mandated reporter and the principal/designee must take the required follow- up steps to the call in accordance with Chancellor's Regulation A-750, Child Abuse and Maltreatment, including the requirement that the mandated reporter file the LDSS-2221A written report within 48 hours of making the report to SCR.

Note: The mandated reporter must notify the principal/designee that a call was made and email the principal/designee the student's name and the Call ID number. Note: If there is an imminent threat of danger to a child's health or safety or a child requires immediate medical attention, staff members must contact 911. In connection with reports of suspected child abuse or maltreatment, it is the policy of the DOE that photographs shall be taken of any visible signs of trauma in accordance the procedures set forth in Chancellor's Regulation A750.

- When the child is in school receiving in-person instruction, someone who has completed the appropriate New York City training must take the photographs and immediately provide the device containing the photographs to the Designated Liaison.
- During remote learning, if a child sends the mandated reporter photographs of visible injuries and/or the mandated reporter takes screenshots of visible injuries, the mandated reporter must send the images using their DOE email to the Designated Liaison. The mandated reporter must then delete the images from their devices.

Designated Liaison for BCMS A&T : Mrs. Drepaul fdrepaul@schools.nyc.gov

Chancellor's Regulations:

A-420 – Corporal Punishment of Students (Full document at the end of Handbook)

A-421 – Verbal Abuse of Students (Full document at the end of Handbook)

A-831- Student- to-Student Sexual Harassment

A-832- Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying

A-610 – Fundraising Activities and Collection of Money from Students

A-670 – School Trips

C-105 – Pedagogical Personnel (Procedures in the case of the arrest of employees)

C-110 – Conflicts of Interest

Communication & Media

Email:

1. All staff members are expected to **check DOE email daily. Your email MUST be open from 8:00 AM until 2:35 PM, on contractual work days on Mondays until 3:35 pm, and on Tuesdays until 3:15 pm.**
2. Responses to parent emails should be provided within 48 hours. Be sure to do a Read Receipt for all parent email responses and **cc** Principal Jackson, AP Antoine, AP Braswell, AP Canty

Internet Usage Policy

- The purpose of access to or use of the Internet through Department connections or equipment is solely educational; therefore, anyone who utilizes the DOE's connections must foster that purpose by using Internet resources only for educational purposes and in an appropriate and legal matter.
- All persons accessing or using the Internet through DOE's connections or equipment, whether from a board location or from a remote location using DOE's hardware, software, and/or accounts, are prohibited from using such connections or equipment for other than educational purposes.
- All classroom computers have filtered Internet access. If scholars do access sexually explicit or other objectionable material, the teacher is responsible for giving the offending URL (website address) to their supervisor, so the site may be filtered.

Press or Media

Teachers are to report to the administration when the press or media is interested in using the school for a report. DOE procedures must be adhered to. Teachers are not to talk to the media without getting the proper approvals from the principal and the Department of Education.

No child's name, picture, voice or work may be reproduced or used by the media without written parental consent. Parental consent is required before videotaping scholars for any purpose.

Safety

Safety and Welfare of Scholars

Scholars in classrooms must be under the teacher's supervision at all times. Teachers may not leave scholars alone.

If a child does not return from the bathroom, is not found in the classroom after prep or is missing, the teacher must report this to the office immediately. The missing child procedures will be put into effect. Teachers must know where all their Scholars are at all times.

Scholars who have been diagnosed with a severe asthmatic condition and are authorized to use a prescribed inhaler during the day, may do so under the nurse's supervision. Parents may obtain an "*Authorization for Scholars with Asthma to Use an Inhaler"* form from the nurse.

Teachers are required to call the nurse for assistance when a scholar complains of any health-related problem. The teacher must also notify the parent.

Hallway Passing

Individual Scholars passing in the halls must respect the classes in session and **MUST have a pass from their teacher. Teachers should stand in the hallway to receive the next class and address any inappropriate behavior scholars display.**

Entry/Exit Protocols

BCMS - Entry Protocol - The First 4

Rationale: To foster and set up an efficient and effective use of instruction time from bell to bell

Volume level: Relatively Quiet
Pace: Urgent and focused
Time length: No more than 90 seconds from start to finish

1. Enter silently and find your seat (with purpose)
2. Set up Notebook (Date, Learning Objective, Daily activator)
3. Start and complete Daily Activator
4. Pick up *and/or* take required materials

Each teacher/Staff member **must** have a poster of this up in his or her classroom as a "*visible reminder and reinforcement"*

Teachers/Staff would need to rehearse this daily and **"sweat the small stuff"** for this to move from *system, to pattern, to ingrained "rhythm" with their scholars*

BCMS - Exit Protocol - The Last 4

Rationale: To close class in an efficient and time conscious structure. This maximizes instruction time before this "Last 4" and prepares scholars for the next class they will attend.

Volume Level: Set and maintained at silent - **Note to teachers:** yes, you will need to rehearse this over and over again "with positive verbal reinforcement" for it to move *from system, to pattern, to ingrained "rhythm" with their scholars*
Pace: Urgent and focused
Time length: See times below (adjust slightly when working on project, lab, etc..)

1. Stage 1 - Put away all classroom materials - (time-bound ask -1 min)
2. Stage 2 - Clean your desktop and clean up the floor around your desk/area (time-bound ask - 30 seconds)
3. Stage 3 - Tuck in your chair and stand behind it (30 seconds or less)
4. Stage 4 - Wait to be dismissed by Mrs./Mr. _____ (30 seconds or less)

Bathrooms

-Scholars should be discouraged from using the bathrooms during instructional time, except in case of an emergency. Teachers are to be alert in determining and be sensitive to the granting of emergency requests.
-If a scholar does not return to your class in a timely manner, teachers must call the office to apprise office staff members that a scholar is missing.
-ONE scholar is to use the bathroom at a time with a pass.
-Scholars are not to use the bathrooms during the first 10 minutes of class and the last 5 minutes of class.
-Scholars are not to use the bathrooms during the first and last period.

Lunchroom Procedures

-All scholars will remain in their assigned area in the cafeteria to eat lunch.
-All 6th—and 7th-grade teachers are to escort their classes to the cafeteria.
-After lunch, all 6th and 7th grade teachers must pick up their classes from the cafeteria.
-Please be sure that all open liquids are poured into the sink.
-The Last 4 is to be enforced in the cafeteria also.

Scholars are to be dismissed **on time**. Late dismissals can cause major problems for people waiting to pick up children and/or school buses.

Visitor Control Procedure

Visitors may only enter through the main entrance.
• Identification is required, however, there are procedures in place for those visitors without identification.

Visitors must be:

• VACCINATED with at least one dose to enter the school building as of September 13, 2021. Cleared through temperature/health screening under COVID- 19 protocols
• Announced
• Issued a pass
• Escorted to/from locations whenever possible
• Visitors must be escorted out of the building through the main entrance/exit and indicated in the visitors' log as having exited the building. Passes must be returned to the School Safety Agent (SSA) at the main desk.

- For dismissal purposes, please note that some scholars have court-ordered protection from a parent. If you are not sure, do not release the student and notify the office. Return the scholar to the office.
- No scholar can be picked up from your class by an adult outside of school staff.
- If someone shows you a badge or official I.D. send him or her to the office and call security.
- Your scholars are your responsibility.
- Only office staff will call your room to request a scholar be sent down for an early dismissal.
- Parents/Guardians on occasion may try to use the school phone system to call classrooms. Do not respond to these calls and call a supervisor immediately.

Please inform the administration, and the security desk, if you are expecting a guest, visitor or parent. Visitations must be educationally related (except for an emergency), and during preparatory periods only.
Former BCMS scholars (Alumni) may not enter the building to visit staff members until after 1PM. If a former Scholar enters the building, the staff member will be called, and the Scholar will have to wait until the staff member has their lunch period (or after dismissal) to be seen in the lobby.
If you see an unidentified Adult or High School Scholar in the building, call Security x1001 immediately.

SAFETY

Evacuation Drills-
Please exit the building with your class attendance and the '**red** & **green**' assembly card. Hold up the **green** side when you are **out of the building** and **have all your scholars**. The **red** side is held up if you are **missing a scholar** or **need assistance**.
One class at a time will leave the classroom in order to maintain social distancing, starting from the 4th floor.
Staff and Scholars are to remain silent for the duration of the drill.
Please exit the building using the closest exit to your classroom. (ie; rooms 426,425,424,423,421,and 412 will use staircase E & F, exit 8-Mother Gaston Blvd)

Soft/Hard Lockdowns--
Teachers **grab any students in the hallway by your classroom, lock your room door, turn off the lights, and quietly hide in the corner of the room out of sight** until the lockdown has been lifted.

- All instruction and movement within the classroom must cease until the lockdown drill has been lifted

Shelter-In
Shelter ins are not a drill. A shelter-in is called when the danger is within close proximity outside the school building. When a Shelter-In is called, it's business as usual inside the school building. However, no one is allowed in or out of the school building until the NYPD instructs the BRT Leader, Mr. Braswell to call it off.

Staff not assigned to students at time of drills should monitor staging areas.

Hold
Hold is called when there is a condition inside the school building, and the immediate need to address the condition **requires staff and students, and visitors to remain in the classroom, office, auditorium, cafeteria or library.**
The public address announcement for Hold is, "Attention, This is a Hold. All staff, students, and visitors are to remain where they are until they hear the All Clear."

When Hold is used, additional announcements may be made to: provide information to staff, remind everyone to disregard the bell signaling the end of the class, and to remind teachers/staff that they **may continue with instruction/business,** but may not let students/staff in or out of the room.

Delayed Opening- Storm Day Procedure

The Chancellor will make the citywide decision to close the school building or delay the opening of schools during stormy weather. Listen to your local T.V. or radio station for information or the Department of Education Website at http://schools.nyc.gov. **If the school building is closed due to inclement weather, remote learning will take place.**

AVENGER & SCHOLAR CONTACT INFORMATION

Confidential Emergency Contact Sheet

Please complete the Staff Confidential Emergency Contact Sheet and return it to the secretary before the 1st. day of school. This is to contact staff family in an emergency. This must contain your cell phone numbers and email addresses. If you do not know your DOE ID and password, call the DOE Help Desk at 718-935-5100 to get it activated. You need to check it daily; computers are available for your use.

Contact Cards, Blue Emergency

All families can fill out an Emergency Blue card online. **On-going updates of these cards must be maintained with the correct information for each scholar, so please inform the main office if you have new scholar information.**

STAFF HOUSEKEEPING

Bulletin boards

Classroom and **hall** bulletin boards must be changed on the **first working day of each month: 9/5 Welcome Back), all boards must be cleared and staples removed.**
All hall bulletin boards must have scholar written work. Unit Overview, rubric, teacher name, class, standard (s), authentic comments with a glow and a growth **(NO Grade)** and the task must be clearly labeled.
Bulletin Board expectations will be distributed.

Classroom Instruction

- All Scholars must have a digital portfolio in English, History, Math, and Science. The collection of work should be kept up to date and have rubric-based teacher comments.
- Grouping and interaction between scholars should be on-going using BCMS A&T stations and Red, Yellow, Green tiering in-person/Meet breakout groups and based on identifiable learning deficiencies. There should be evidence of accountable talk, think pair share, turn and talk,questioning & discussion, etc.
- Projects should be in evidence.
- ALL Notebooks should be interactive and checked regularly, using an interactive notebook rubric.
- Interactive Notebooks and Homework should show evidence of teacher feedback.
- Include a rubric-based **Glow** and **Grow** comments.
- Conferencing notes on reading and writing should be readily available at all times.

Collection of Student Work

Assessment tool of the New York City Department of Education's Promotion Standards.

As per the Regulation of the Chancellor A-501, teachers will use all available assessments- standardized tests, performance-based assessments, ongoing assessment of student work, teacher observations and professional judgment, and attendance records- as mechanisms to improve classroom instruction and to provide parents with detailed information about their student's academic progress.
Teachers will maintain collections of student work that documents student's progress toward meeting performance standards. **(Student Portfolio)**
Assessment of student work is one of the multiple criteria to be used for making decisions on promotion.

Digital Portfolios are a purposeful collection of standard-setting student work pieces and rubrics, which reflect each marking period's assessment criteria.

They are evidence of the students' knowledge, skills, and attitudes in their subject area and serve as the basis to examine effort, improvement, process, and achievement.
They are valuable tools in student assessment which provides students with the opportunity to see their academic progress and which tells the story of their learning.
Teachers are to initiate a Collection of Student Work for each student by the second week of school.
Teachers are to explain the importance and purpose of the Collection of Student Work to their classes and are to incorporate the Collection into the fabric of the classroom experience.
The Collection of Student Work portfolios are to be available to Parents, Guidance, and Administration.

Indicators of Successful Classroom Organization

- Learning displays and bulletin boards are to be decorated with students' work by the end of the **third working day** of the month and are to display current standards based student work, with rubric-generated comments.
  Posted work serves to:
- Build self-esteem and personal pride in the students and overall educational environment.
- Highlight exemplary student work.
- Give students incentive to do well and have their work published.
  Student behavior/student involvement/accountable talk/time on task
- Innovative curriculum and lesson planning
- Evidence of a variety of assessment methods
- A positive and inviting classroom atmosphere
- Varied and appropriate selections of educational materials
- The teacher's schedule is to be posted on the right side of the glass window.

  Teachers are to ensure an expedient and safe class dismissal of all students by providing direct supervision.
  Teachers are to direct students to pick up papers from the floor and straighten the desks and chairs before exiting the room.
- Classroom lights should be on to provide sufficient lighting and off at the end of the day.
- Smart boards must be turned off at the end of the day.
- Classroom door windows must remain unobstructed at all times.

Learning or Workplace Discrimination/Harassment

It is unlawful to discriminate on the basis of race, color, creed, religion, national origin, citizenship status, gender, age, marital status, disability, prior record, arrest, conviction and sexual orientation.
All Department of Education employees and students are to enjoy a working/learning environment free of discrimination, harassment, retaliation and/or intimidation.

Lesson Planning/Lesson Template- BCMS Workshop Release Way

Please be sure to keep your lesson plan folder.
There should be five (5) consecutive days of plans available at all times.
Chancellor's Special Circular # 28, 1990-91 states "Planning by teachers is a critical element in the education of our students. This planning provides a blueprint for such educational priorities as the implementation of curriculum, the development of long and short term expectations for student learning, the integration of subject areas, monitoring of pupil progress and modifications of strategies and objectives based upon student performance and need."
Effective classroom instruction requires a well-developed, carefully prepared lesson plan for every class period. Proper planning is a key element in the successful completion of any important task. This is especially true in the education of students.
Teachers are responsible to maintain lesson plans reflective of this circular. The development of these plans by and for the use of the teacher is a professional responsibility vital to teaching. Lesson plans are road maps for professional effectiveness and an academic success. Lesson planning is recognized to be a vehicle for furthering professional outcomes and a way of enhancing professional development.
Each teacher has a professional responsibility to prepare a written plan. Teachers are to plan in ways that will help them, help their students. These plans are to be evident in the classroom and be made available to a supervisor, if asked.
Lesson plans are to reflect the Chancellor's Performance Standards.

Each teacher shall have on file with Ms. Antoine three (3) lesson plans in the event of the teacher's absence or attendance at a conference or trip. (DUE BY October 16TH)

- **Each teacher has a responsibility to update this file, as needed.**

Any teacher not having up to date lesson plans will receive a letter for his/her file.

Maintaining a Professional Demeanor

Determine and establish the tone of the classroom.
Organize the approach to classroom learning, use effective classroom management skills, and pace the curriculum.
Motivate students to be continually engaged in learning activities.
Be a role model – speak courteously to all students.
Consider students' feelings and their right to privacy when you provide counsel. However, disclosure of important facts that are detrimental to students/others must be reported to the administration (i.e., abuse, criminal activities, fights, etc.).
Help students thrive for achievement by showing appreciation and giving recognition.
Refrain from making public statements regarding the students' academic standing, test results, personal or family history, etc.
Demonstrate authority with a positive philosophy and a professional approach, while maintaining a genuine regard and concern for students.
Refrain from using corporal or verbal punishment at all times. Refer to Chancellor's Regulation A-420 and A-421 to guide you when speaking to children.

Classroom Management is a Key to Teacher Success:

REMEMBER: **Be consistent,** CALM BUT FIRM

DON'T LOSE CONTROL OF YOURSELF

Establish and enforce routines from the start, such as:

The 1st Four and Last 4, Attendance, Pencil sharpening, etc.

Seating

Students are to remain seated throughout the day unless specific permission is given to move.

Speaking

Routines on how to respectfully have academic conversations using Accountable talk prompts. .

Bathroom

Multiple students should not be let go to the bathroom at one time.
No student is allowed to go during the first or last period of the day nor the period before or after lunch unless it is an emergency. **You must Use Your Judgment.**

Notebooks

Must be checked
Must be interactive
Must have a notebook rubric

Feedback for Improvement Observations

Feedback for Improvement Observations will be focused on eight (8) of the 22 Danielson components in the Framework For Remote Teaching. The remote 8 components are

Knowing and Valuing Your Students
1b-Demonstrating Knowledge of Students
4c-Engaging Families and Communities
Building Responsive Learning Environments
2a-Creating Environments of Respect and Rapport
2c-Managing Routines and Procedures
3d-Using Assessment for Learning
Engaging Students in Learning
1e-Planning Coherent Instruction
3b- Using Questioning and Discussion
3c-Engaging Students in Learning

Feedback for Improvement Observation notes will be captured on the Bullseye Platform. Each teacher has a Bullseye account and will be able to see their feedback and next steps for improvement. A professional learning session will be held for all teachers.

CHANCELLOR'S REGULATIONS:

A-420 – Corporal Punishment of Students (Full document at the end of Handbook)

A-421 – Verbal Abuse of Students (Full document at the end of Handbook)

A-610 – Fundraising Activities and Collection of Money from Students

A-670 – School Trips

C-105 – Pedagogical Personnel (Procedures in the case of the arrest of employees)

C-110 – Conflicts of Interest

NYCDOE Social Media Guidelines

THE SCHOOL LAW REFRESHER MEMO

This School Law Refresher Memo is being issued this year as part of our responsibility to make certain that all staff members are aware of some of the very basic regulations. This list is not intended to be a complete list of all regulations. We ask that you indicate receipt of this memo by signing and returning one copy to the school secretary.

- A class may not be left uncovered and/or unsupervised in the course of the school day. Emergencies can be handled by contacting the office or an administrator.
- All visitors to the building must show a proper pass/ID.
- No child may be sent home without authorization. A parent, relative or legal guardian must be listed on the blue emergency card in order to sign out a child.
- No child should be kept beyond dismissal time with authorization from a parent/guardian.
- Personal information regarding a child (address, telephone number, etc.) is not to be given to any person other than an authorized staff member.
- Official pupil records and documents should never be removed from the school.
- We MUST avoid physical punishment of children at all times. Physical force may be used only to the extent absolutely essential for restraint in the face of danger.
- The teacher must become familiar with the pupil's physical disabilities where they exist.
- No drugs or medicine may be administered by a staff member other than the school nurse.
- Suspected cases of child abuse should be discreetly reported to the Principal or Assistant Principal immediately.
- Pupil or teacher injuries or untoward incidents (fire, robbery, etc.) must be reported to the Principal or Assistant Principal immediately.
- Unsafe physical conditions (broken desks, protruding panels, etc.) must be reported to the custodian in writing with a copy to the Principal or an Assistant Principals.
- No **unregistered child** may spend the day in your room without specific written permission from the Principal.
- No child is to be denied lunch as a disciplinary measure.
- Personal property of a pupil may not be taken without providing an opportunity for retrieval by the parent. Do not destroy any object belonging to a child.
- No teacher should engage in paid tutoring for any pupil attending the school in which the teacher is employed.
- The school cannot be responsible for personal articles left unattended.
- Money, which has been collected, should not be left in the classroom since the Department of Education does not take responsibility for its loss. These monies should be properly labeled and given to the Principal to be put in a secure place.
- No personal business enterprises may be conducted on school property and no **unauthorized collections** may be made by teachers.
- Personnel may not leave the building during preparation periods without specific authorization from the Principal or Assistant Principal.
- The use of the school telephone for other than school business is strictly forbidden.

- No instructional machine or equipment may ever be removed or borrowed from school without permission and receipt from the Principal (radio, recorder, computers, laptops, etc.)
- All staff reminders are posted above the time clock in the main office.
- No class is to be dismissed before dismissal unless authorized by the Principal.
- No child may ever be used to render personal service for a teacher (picking up food at the Safety desk).
- A staff member may only leave the building from the main door after signing out in the main office. Do not provide access to any person from the "outside."
- Comments and entries on pupil record cards should not be speculative. They must be supported by substantiating evidence.
- No person may ever move a time card or clock in/out for another person. Variations in time schedules are handled only by the Principal.
- Books, bulletins, all technology and all other instructional related supplies are the property of the Department of Education and are to be accounted for and returned to the school at the end of the year. This includes "Teachers Choice" items.
- Furniture may not be removed from the room and left in the hallway unless directed by the Principal or Assistant Principal.
- No personal mail may be posted at school expense
- It is your responsibility as a Department of Education employee to immediately notify the Principal and notify the Office of Personnel Investigations in writing and by phone (718-935-2666/ 2668) if you have been **arrested.**

By signing the document below, I acknowledge receiving and retaining a copy of the 2025-2026 BCMS Faculty Handbook, including the attached Chancellor's Regulations.

I understand that this handbook contains information regarding policies, procedures, and expectations of myself and the BCMS school community.

I acknowledge that I have read and understood the BCMS Faculty Handbook.

_____ _____

Staff Signature Date

_____

Print Name

THE SCHOOL LAW REFRESHER MEMO

I have received, read and retained a copy of The School Law Refresher Memo.

_____ _____

Staff Signature Date

_____

Print Name

BCMS ACADEMY

STAFF BIO INFORMATION SHEET

Name: _____

License: _____ **Position:** _____

File#: _____ **Reference #:** _____

D.O.B (optional) _____

Cell Phone #: _____ **Alt #:** _____

Address: _____ **City:** _____ **State:** _____

DOE Email (Main Form of Contact): _____

Secondary/Email:_____

Medical Conditions / Allergies: 1) _____

2) _____

3) _____

Emergency Contact Information

Name:_____ **Relationship:** _____

Telephone#: _____

Name:_____ **Relationship:** _____

Telephone#: _____

If there is any additional information that you think we should know, please provide at the back of this sheet.