

## School Procedures/Policies

### School Safety Plan for all our sites

For the safety of our students, parents are not permitted inside the class room during the school hours without a schedule appointment .

### School Meals

It is possible for all students to have breakfast and lunch in school everyday. Depending on family income, your child may be eligible for reduced price or free breakfast and/or lunch. Otherwise, there will be a charge for each meal, payable on a monthly basis.



***Income Eligibility forms (School Lunch Forms) and prices for reduced and free lunches are sent home every September because eligibility does not carry over from one year to the next.*** These forms need to be returned by September 30, 2010 to ensure you are billed properly.

If you choose to send in lunch with your child, you also have the option of buying a container of milk, which is also payable on a monthly basis.

### Medication Policy

During school hours, students may have their medication given to them by the school nurse. However, their Medication Administration Record must be filled out and signed by the doctor and parent. All medication must be in appropriate containers and properly labeled by the pharmacy or physician and the dosage schedule.



Please make sure that you renew your child's prescription **before** it runs out.

### Immunization Requirements

The New York State Department of Education and the Board of Health requires that documentation be secured proving that all children who come to school are fully immunized. **We are required to exclude children that are not immunized and do not have documentation from a physician indicating the reason.**

If Your Child Has:

He/She Must Be Kept out of School:

Chicken Pox	6 days after appearance of rash
Rubella (German Measles)	Until rash has disappeared
Measles	5 days after appearance of rash
Mumps	Until all the swelling of the glands has disappeared
Whooping Cough	14 days after whoop begins
Hepatitis	Until temperature has become normal
Meningitis	Until temperature has become normal
Streptococcal Sore Throat	Until temperature has become normal (including Scarlet Fever)



**If your child becomes sick in school...**

The school will contact you immediately. It is your responsibility to come to school and pick up your child. If you are unavailable, the person listed on the emergency blue card will be contacted.

**To protect your child’s health, don’t send to school if he/she has...**

By keeping him/her home, you are not only helping him/her to get well faster, you are also preventing the illness from spreading to other members of the class. Let the school know as soon as possible that your child is ill. When your child returns to school, give him/her a note for the teacher/nurse explaining the absence.

Fever 100°C or higher	Ear ache	Upset Stomach
Infected skin patches	Sore Throat	“Pink Eye” (Conjunctivitis)
Swollen glands	Head lice	Vomiting or Diarrhea
Unusual spots or rashes	Persistent cough	

**If you have more questions about medicine/your child’s health during school hours contact the school nurse.**

Our School Nurse(s) \_\_\_\_\_ and can be reached at \_\_\_\_\_.



**Transportation**

The buses are provided by the Office of Pupil Transportation (OPT). The Office of Pupil Transportation will send you notices about the bus your child will be taking, important information and student rules.

\*\*\*Parents should also inform the bus driver/matron of any particular problem your child may have while traveling to school. Remember, travel time is part of your child’s education.

- If busing issues arise, you may contact your child’s bus company or the OPT Hotline at (718) 392-8855. See page 37-39 for the yellow bus company directory 2010

Website for OPT: <http://schools.nyc.gov/Offices/Transportation/OPTResources/default.htm>

Website for Pupil Transportation: <http://schools.nyc.gov/Offices/Transportation/default.htm>

**Waiting for the Bus**

In the morning, an adult should wait with the child until the bus arrives and an adult should be at the bus stop in the afternoon to meet the child.

### **Afternoon Drop-Off Form**

Those parents who want their child to be dropped at a different place than where he/she is picked up must fill out a separate “drop-off” form; contact your busing coordinator,

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### **Moving**

If your family is moving, please notify the school three weeks before you move in order to arrange for new bus transportation.

### **Bus Suspensions**

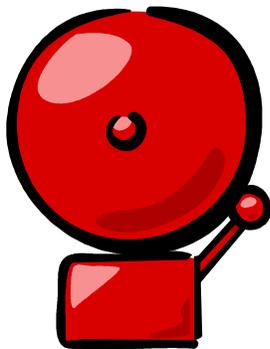
If your child is suspended from the bus, you as a parent are still responsible for your child’s transportation to and from school during those days. Please note that any absences that occur during a bus suspension will count against your child’s overall attendance.

### **Emergency Blue Cards**

Emergency blue cards are sent home with students during the first week of school. Parents **must** keep the school informed of any changes in the original information that was entered on the card. When a child becomes ill or injured, it is very important that the school have the current address and phone numbers in order to contact that parent or guardian.



\*\*\*TIP: Check with our Parent Coordinator, Jose A. Vazquez at 347-563-5166 to make sure all the information on your child’s Emergency blue card is correct at least 3 times during the school: at the beginning of the school year, after winter recess and then again after Memorial Day-including cell phone numbers, email address and contact information for family/friends allowed to pick up your child from school.



### **Emergency Drills**

Fire and shelter drills are held periodically throughout the school year to ensure that our students and staff are familiar with the procedures in case of an emergency.

### **Inclement Weather/Storm Day Procedures**

In the event of emergency conditions such as weather emergencies or school wide emergencies please tune in to local radio or television stations such as, WINS (1010 AM), NY1 (Cable TV) and Fox 5, to gain information about school closings. Most local television stations have information beginning at 6:30 AM. Or you can check the Department of Education website [www.nycenet.edu](http://www.nycenet.edu).

## Attendance

It is extremely important that your child attend school. If possible, please schedule appointments after school hours or during school holidays. Please schedule vacations during school holidays

Parents must call the school the morning of the student absent. If a student becomes ill at school, you, or in your absence, the person designated on the emergency blue card will be contacted.

If your child will be out for three (3) days or more, please inform both the school and the bus driver. This will ensure that there is no disruption of bus service.

Parents will be notified in writing about half-days and holidays. The calendar at the back of this handbook also lists the days the school is closed.



## Student Sign In-Out Procedures

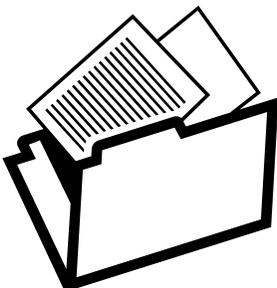


**Lateness:** Students not arriving on the school bus must be signed in by their parent or guardian. Students arriving late on public transportation should report to the main office for a late pass.

**Early Dismissal:** If a student becomes ill or has an appointment he/she should report to the attendance office. Please try to let your child's school know in advance if you are planning to pick him/her up early. Students can only be released to a designated adult, and only with written permission (with signature) from the parent.

## Student Forms

In the beginning of every school year students will bring home the following forms to be completed by the parents and returned to school as soon as possible. If you have not completed one of these forms for the school year, contact the school and ask that it be mailed directly to your home.



√ Check off

- Emergency Blue Cards
- School Lunch/Breakfast forms
- Permission Slips for Trips
- Signed consent to photograph and videotape students for educational purposes
- Medical forms
- Objects Not Permitted In School – Memo

## *Lost or Stolen Student Items – Property Reimbursement forms*

Parents whose children who have had his/her personal belongings lost/stolen or damaged while on school property through no fault of their own; can apply for reimbursement through the Office of the Comptroller. To access and complete the Notice of Claim form, all forms and receipts

must be sent to that office. For more information, visit

<http://www.comptroller.nyc.gov/bureaus/bla/2.pdf>

**Go to page 35 for comptroller form**

## *Citywide Council on Special Education*

Citywide Council on Special Education members are the representatives of the parents of students receiving citywide special education services (District 75) and the community-at-large.

Members of the Citywide Council on Special Education will receive information on matters affecting the provision of citywide special education services to students. They, in turn, must consult with a wider community of parents and comment on citywide special education policy. Their monthly meetings will be open to the public, and will allow members of the community to be heard on educational issues. These meetings are held every 2<sup>nd</sup> Wednesday of the month from 6:00 P.M. – 8:00 PM. Please see your Parent Coordinator for meeting agendas and locations.

Citywide Council on Special Education

45-18 Court Square

Long Island City, NY 11101

Telephone: 718.752.7475

[ccse@nycboe.net](mailto:ccse@nycboe.net)

## Parental Involvement

### Communication

Parents should keep open the communication between home and school, informing school of any changes at home that may have an effect upon your child's performance in school.

### Education happens everywhere.

Parents and Families are a child's first teacher...  
Remember education should never be limited to school hours. It should extend to the time spent at home also, to help reach the height of his/her potential.

### Parent Associations

Parental involvement is a key component of our school. A variety of events are held throughout the school year to promote parental involvement.

Parent Associations play an essential role in our schools. They provide leadership and direction to parents seeking to become more involved with their children's education and within the school community. A school's Parent Association is a good place for parents to find out what's happening in that school. Through involvement in their Parent Association, parents can learn how their school operates and discover a network of people committed to their children's school.

You can also visit this link to learn more about what Parent Associations work and what they can do for the school.

<http://docs.nycenet.edu/docushare/dsweb/Get/Document-31/A-660.pdf>

### School Leadership Team

SLTs play a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. The School Leadership Team functions as the management team of the school, representing the educational community. It oversees the planning and restructuring process to ensure our children are provided with quality education through increased teacher and parent participation.

The School Leadership Team is composed of a core team which is made up of the Principal, UFT Chapter Leader and the Parent Association President. The remaining members consist of equal numbers of parent association members and staff. Their responsibilities are to develop and review the school's Comprehensive Educational Plan (CEP), including annual goals and objectives, and to consult with the principal in developing a school-based budget. The SLT is not responsible for hiring or firing school staff.

Do you have questions or suggestions for the School Leadership Team (SLT)? Contact our Parent Coordinator Jose A. Vazquez at 718-320-1222 Ext 1114 or 347-563-5166.

**SLT meeting dates September 15, October 13, November 18, December 8, of 2010, January 12, February 9, March 9, April 14, May 11 and June 8, of 2011 All meeting will be at the Bronx Children's School site at 595 Gerard Ave, Bronx NY 10451 Tel# 718-742-6081**

## Home Schooling vs. Home Instruction

**Home Schooling** – Parents are responsible for the complete education of their child. However you must be approved and submit regular progress about their academic progress. For more information, contact the Parent Support Office at 212-802-1607.

**Home Instruction Services** – A student who is in need of home instruction services due to an accident, illness, orthopedic or other medical condition which prevents school attendance should obtain a letter from their physician. The note should include a brief description of the conditions with some estimation of how long the student will need home instruction services. The responsible Home Instruction borough office is the one in which the student lives or where he/she receives instruction and not where he/she attends school, if they are different. For more information, contact the Office of Home Instruction at 718-794-7260. You can also review Chancellor's Regulations A-170 "PROCEDURES FOR REFERRAL TO NYC BOARD OF EDUCATION HOME INSTRUCTION SERVICES"

## Office of Home Instruction –Chancellor's Regulations

### **Basic things a Parent should know if they want to apply for placement in home instruction:**

1. Student must be medically/physically and/or emotionally/behaviorally/ psychologically unable to attend the customary school placement for an anticipated duration of at least four weeks.
2. Requests for Home Instruction for medical/physical conditions must include a fully completed Home Instruction Referral Form, and a physician's request that includes the diagnosis and expected duration of the condition on doctor's or hospital's stationery. These referrals should be submitted directly to the Borough Office of Home Instruction.
3. Requests for Emotional/Psychological/Behavioral Reasons:  
All requests must be made to the appropriate Committee on Special Education (CSE). In general, a CSE approval for Home Instruction is a temporary authorization of an interim service plan during which time a more permanent and appropriate educational placement is sought. In some instances, the CSE may authorize Home Instruction to meet.



# Parent Schedule

## Daily

- ✓ Check your child's book bag for school notices, event flyers, and school forms to be completed and returned.
- ✓ Review your child's homework
  - Ask about assignments and help the child if he/she asks for help.
  - Make sure all assignments are complete and written neatly.
  - If there are any questions write a note to his/her teacher.
- ✓ Read, Read, Read
  - Set aside time to read with your child or have your child read to you. (elementary)
  - Discuss current events (middle/high school)
- ✓ Check your child's Power of Choice Point Sheet or review their teacher journal.
- ✓ Ask specific questions about your child's school day, (see examples)
  - What did you learn in Math class today?
  - What did you learn in Social Studies?
  - Who did you play with during recess?

## Monthly

- ✓ Attend at least one school event, activity or meeting – for example school assembly/performances, School Leadership Team Meetings, Parent Association Meetings, Parents' Breakfast/Workshop.
- ✓ Take your child somewhere educational and interactive. (Don't be afraid to travel outside of your own borough and see the city) Some of these places have programs for children with special needs - museums, libraries, gardens, parks, zoos, aquariums, and New York City Landmarks.

## Annually

- ✓ Attend IEP reviews – come prepared to talk about your child's academic goals not just their social skills. The IEP process is a joint effort and your involvement in this process is essential to ensure an appropriate program for your child. This is the plan that will be used in educating your child, so if you have any questions or suggestions, this would be the most appropriate time to discuss them.
- ✓ Parent/Teacher conferences are held twice a year. Parents should attend at least one of these conferences. This is a "golden opportunity" meet with your child's teacher about his/her progress.

## Parent Resources

### General Information

#### **Class Size Matters**

<http://www.classsizematters.org> Class Size Matters is a non-profit, non-partisan clearinghouse for information on class size data and the proven benefits of smaller classes.

#### **The Center for Law and Education**

[www.cleweb.org](http://www.cleweb.org) The Center for Law and Education (CLE) strives to make the right of all students to quality education a reality throughout the nation and to help enable communities to address their own public education problems effectively, with an emphasis on assistance to low-income students and communities.

#### **GreatSchools.net**

[www.greatschools.net](http://www.greatschools.net) GreatSchools.net provides information about public, private and charter schools in all 50 states and detailed school profiles for [New York](#).

#### **Inside Schools.org**

[www.insideschools.org](http://www.insideschools.org) A group of committed public school parents, children's advocates, journalists and teachers dedicated to improving public education in New York City.

#### **Just for the Kids**

<http://www.just4kids.org> Just for the Kids motivates educators and the public to take action to improve schools by giving them a clear picture of a school's academic condition and identifying the effective practices found in high-performing schools.

#### **Learning Leaders**

<http://www.learningleaders.org> is New York City's largest nonprofit organization dedicated to serving public school children. Learning Leaders recruits, screens, trains and supports school volunteers who provide tutoring and other enrichment services to New York City public school students.

#### **New York State Education Department**

[www.nysed.gov](http://www.nysed.gov) The official website of the New York State Department of Education.

## Special Education Information

### **Association for the Help of Retarded Children**

[www.ahrcnyc.org](http://www.ahrcnyc.org) AS one of the first organizations to serve mentally retarded people, AHRC advocates for reform and improvement of special education services and aims for "a rich, absorbing and worthwhile day-to-day living" for its clients.

### **Council for Exceptional Children**

[www.cec.sped.org](http://www.cec.sped.org) CEC advocates for appropriate governmental policies, sets professional standards, provides continual professional development, advocates for newly and historically underserved individuals with exceptionalities, and helps professionals obtain conditions and resources necessary for effective professional practice.

### **Exceptional Parent Library**

[www.epliblibrary.com](http://www.epliblibrary.com) sells books, resources and media for parents of children with special needs. An offshoot of Exceptional Parent Magazine.

### **The New York Institute for Special Education**

[www.nyise.org](http://www.nyise.org) NYISE is a private, nonprofit, nonsectarian educational facility that provides programs for children who are blind or visually disabled, emotionally and learning disabled and preschoolers who are developmentally delayed.

### **Quality Services for the Autism Community**

[www.qsac.com](http://www.qsac.com) non-profit organization dedicated to providing services to persons with autism and/or pervasive developmental disorder (PDD) throughout New York City and Long Island.

### **Resources for Children with Special Needs**

[www.resourcesnyc.org](http://www.resourcesnyc.org) A not-for-profit organization that provides information and referral, case management and support, individual and systemic advocacy, parent and professional training, library and information services to New York City parents and caregivers of children with disabilities and special needs and to the professionals who work with them.

### **United Cerebral Palsy**

[www.ucp.org](http://www.ucp.org) United Cerebral Palsy has been committed to change and progress for persons with disabilities. The national organization and its nationwide network of affiliates strive to ensure the inclusion of persons with disabilities in every facet of society-from the Web to the workplace, from the classroom to the community.

## **Office of Vocational and Educational Services for Individuals with Disabilities (VESID)**

[www.vesid.nysed.gov](http://www.vesid.nysed.gov) VESID promotes educational equity and excellence for students with disabilities while ensuring that they receive the rights and protection to which they are entitled.

### *Educational Resource List*

Many of these government and nonprofit groups can provide useful information about education.

#### **Parent Information Resource Centers**

EPIC. Every Person Influences Children: [www.epicforchildren.org](http://www.epicforchildren.org)

The Action Center of the Rockaways: [www.theactioncenter.com](http://www.theactioncenter.com)

Family Enrichment Network, Inc.: [www.familyenrichment.cc/](http://www.familyenrichment.cc/)

#### **Federal**

US Department of Education (USDE): [www.ed.gov](http://www.ed.gov)

USDE Office of Innovation and Improvement (OII):

[www.ed.gov/about/offices/list/oii](http://www.ed.gov/about/offices/list/oii)

USDE ED PUBS On Line Ordering System: [www.edpubs.org](http://www.edpubs.org)

National Institute for Literacy: [www.nifl.gov](http://www.nifl.gov)

Partnership for Family Involvement in Education:

[www.ed.gov/parents/academic/help/partnership.html](http://www.ed.gov/parents/academic/help/partnership.html)

USA Freedom corps: [www.usafreedomcorps.gov](http://www.usafreedomcorps.gov)

Partnership for Reading: [www.nifl.gov/partnershipforreading](http://www.nifl.gov/partnershipforreading)

#### **Parent Organizations**

Institute for the Transformation of learning: [www.schoolchoiceinfo.org](http://www.schoolchoiceinfo.org)

National Coalition for Parent Involvement in Education (NCPPIE): [www.ncpie.org](http://www.ncpie.org)

National PTA: [www.pta.org](http://www.pta.org)

No Excuses Campaign: [www.noexcuses.org](http://www.noexcuses.org)

Parents as Teachers: [www.patnc.org](http://www.patnc.org)

Public Education Network: [www.publiceducation.org](http://www.publiceducation.org)

Parent Leadership Associates: [www.plassociates.org](http://www.plassociates.org)

School Results: [www.schoolresults.org](http://www.schoolresults.org)

Tutors for Kids (Supplemental Education Services): [www.tutorsforkids.org](http://www.tutorsforkids.org)