



**Department of
Education**

Martine Guerrier

Chief Family Engagement Officer

askmartine@schools.nyc.gov

Office for Family Engagement and Advocacy

49 Chambers Street, Room 503

New York, New York 10007

(212) 374-2323tel

(212) 374-0076fax

Each child's maximum potential can best be achieved through an active engagement between parents¹ and the education community. Parents, as our partners in the delivery of educational services to children, have certain rights and responsibilities as outlined in this document and in relevant Chancellor's Regulations.

ALL PARENTS HAVE THE FOLLOWING RIGHTS:

THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION.

Parents have the right to a free public school education in a safe and supportive learning environment.

Parents have the right to:

1. have their child receive a free public school education from kindergarten until age 21, or receipt of a high school diploma, whichever comes first, as provided by law.
2. have a child with a disability evaluated and, if found to be in need of special education, receive a free, appropriate education from age 3 through age 21, in accordance with applicable laws and regulations.
3. have a child who is an English Language Learner receive bilingual education or English as a Second Language, as required by law and regulations.
4. have their child receive his or her full instructional schedule in accordance with the Department of Education school year calendar.
5. have their child learn in a safe and supportive learning environment, free of harassment, bigotry and discrimination based on actual or perceived age, race, creed, color, gender, gender identify, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs.
6. have their child accorded all the rights set forth in the Department of Education's Bill of Student Rights and Responsibilities.

THE RIGHT TO BE GIVEN ACCESS TO INFORMATION

¹ A parent for purposes of this document means the student's parent(s) or guardian(s), or any other person(s) in a parental or custodial relationship to the student.

The Department of Education and its schools are responsible for providing parents with access to their child's education records and any available information on educational programs and opportunities.

Parents have the right to:

1. be provided with translation and interpretation services if the parent requires or requests language assistance in order to communicate effectively with the Department, in accordance with Chancellor's Regulation A-663.
2. be provided with information regarding all policies, plans and regulations which require parent consultation at the school, district and/or borough level.
3. be given access to current information regarding services which are provided by the school system, eligibility requirements for these services, and how to apply for them (i.e., transportation, food services, health services, English Language Learner (ELL) instruction, remediation, special education services, etc.).
4. be provided with written information concerning expectations for their children with respect to their educational program, attendance and behavior.
5. be provided with written information regarding the grading criteria that will be used to evaluate their child's academic performance.
6. be given access to information concerning their child's instructional program, including but not limited to, course of study or curriculum maps.
7. be assured the confidentiality of their child's records, in accordance with Chancellor's Regulation A-820.
8. inspect and review their child's education records within 45 days of the day the school receives a request.
9. make an appointment to have their child's education record explained by designated school staff and to have such a meeting within a reasonable time after making such a request.
10. request that their child's education records be released to an outside agency, in accordance with Chancellor's Regulation A-820, and to withhold their contact information from institutions of higher learning and military recruiters.
11. have their child's education records sent to another school to which their child has transferred in a timely manner.
12. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Family Educational Rights and Privacy Act (FERPA) and Chancellor's Regulation A-820 authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes but is not limited to, a person employed by the school as an administrator, supervisor, teacher, or support staff member. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
13. file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Complacence Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

¹ A parent for purposes of this document means the student's parent(s) or guardian(s), or any other person(s) in a parental or custodial relationship to the student.

Parents have the right to be given every available opportunity for meaningful participation in their child's education.

Parents have the right to:

1. feel welcome, respected, and supported in their school communities.
2. be treated with courtesy and respect by all school personnel, and to be accorded all rights without regard to race, color, creed, religion, national origin, sex, gender, age, ethnicity, immigration/citizenship status, marital status, partnership status, sexual orientation, gender identity, disability or economic status.
3. participate in regular written or verbal communication with teachers and other school staff and share concerns regarding their child's academic, social and behavioral progress.
4. visit their child's school during open school week.
5. Meet with their child's teachers and principal in accordance with established procedures.
6. participate in meaningful and productive parent-teacher conference to discuss their child's progress in school and have access to other school staff, as appropriate, throughout the school year to discuss concerns
7. be informed on a regular basis, both informally and through formal progress reports, of their child's academic and behavioral progress in school.
8. Due process as set forth in Chancellor's Regulation A-443 and the Discipline Code when their child is subject to discipline.
9. file a complaint or appeal in accordance with the DOE Complaint Procedures, if their child's school has excluded their child from attending school/classes without following appropriate procedures.
10. participate and receive assistance (e.g., new member orientation, ongoing professional development) in participating effectively in governance and educational decision-making through the School Leadership Team at their child's school
11. be accompanied by a friend, advisor, or interpreter at hearings, conferences, interviews and other meeting concerning their child, in accordance with established procedures without pre-approval from staff or school administration.
12. be provided, if they are hearing impaired, with an interpreter at any meeting or activity which they attend which is specific to the academic and or disciplinary aspects of their child's educational program, provided a written request is made prior to the meeting or activity; if an interpreter is unavailable, other reasonable accommodations shall be made.
13. have school staff make every reasonable attempt to ensure that parents receive important notices from the school, including notices about parent-teacher conferences, open school week, School Leadership Team meetings, parent association meeting, CEC meetings, etc
14. be a member of the parent or parent-teacher association of his or her child's school without the payment of dues.
15. be provide with a copy the "Bill of Parent Rights and Responsibilities" the "Bill of Student Rights and Responsibilities," the Discipline Code and copies of specific school policies upon registering their child for school and, there after upon request.
16. participate on school committees (e.g., Safety, Nutrition, C-30 Level 1), in accordance with the guidelines which apply to those committees.
17. Be represented on parent advisory committees established by the Chancellor and the Department of Education (e.g., Work groups, Temporary force committees, OFEA-Title I Citywide Parent Committee).
18. be a candidate for or, if in the position of President, Secretary, or Treasurer of the Parent Association or Parent-Teacher Association of their child's school. Vote for members of the Community or Citywide Education Councils, if applicable, in accordance with the law and Chancellor's Regulations D-140, 150 and 160.
19. Attend meetings of the Community and Citywide Education Councils and of the Panel for Educational Policy which are open to the public, in accordance with the provisions of the Open Meetings Law ("the Sunshine Law").
20. participate at public meetings of the community and Citywide Education Councils and of the Panel for Education Policy, in accordance with established procedures.

¹ A parent for purposes of this document means the student's parent(s) or guardian(s), or any other person(s) in a parental or custodial relationship to the student.

The Chancellor has promulgated Regulations which establish complaint or appeal procedures to address a variety of issues affecting a child's education. These procedures are set forth in the following Chancellor's Regulations which may be viewed at <http://schools.nyc.gov/RulePolicies/ChancellorsRegulations/default.htm>

Parents have the right to:

1. appeal a transfer to another school based on residency in accordance with Chancellor's Regulation A-101.
2. file a complaint regarding corporal punishment in accordance with Chancellor's Regulation A-420.
3. appeal a principal's or superintendent's suspension in accordance Chancellor's Regulation A-443
4. appeal an involuntary transfer in accordance Chancellor's Regulation A-450
5. appeal promotional decisions in accordance Chancellor's Regulation A-501
6. file a complaint and/or appeal regarding an election to a School Leadership Team in accordance Chancellor's Regulation A-655
7. file a complaint and/or appeal regarding Parent Association and Presidents' Council elections, disputes, actions and inactions in accordance Chancellor's Regulation A-660
8. appeal a denial of exemption from immunization in accordance Chancellor's Regulation A-701
9. file a complaint regarding the referral, evaluation, development and/or implementation of a Section 504 Plan in accordance Chancellor's Regulation A-710
10. appeal the placement of a homeless child or child in temporary housing in accordance Chancellor's Regulation A-780
11. appeal decisions regarding eligibility for transportation in accordance Chancellor's Regulation A-801
12. appeal decisions regarding eligibility for free and reduced price meals in accordance with Chancellor's Regulation A-810.
13. appeal an entry in a child's records on the grounds that it is inaccurate, misleading or in violation of their child privacy rights and request that such records be amended in accordance with Chancellor's Regulation A-820
14. file a complaint alleging discrimination in accordance with Chancellor' Regulation A-830.
15. appeal the denial of access to a public record maintained by the DOE accordance with the Freedom of Information Law pursuant to Chancellor's Regulation D-110.
16. File a complaint regarding nomination of members of Community Education Councils in accordance with Chancellor's Regulation D-140.
17. file a complaint regarding nomination and selection of members of Citywide Councils on Special Education in accordance with Chancellor's Regulation D-150.
18. file a complaint regarding nomination and selection of members of Citywide Councils on High School in accordance with Chancellor's Regulation D-160.
19. file a complaint in accordance with the DOE's Complaint Procedures about the following programs administered under the No Child Left Behind Act: Titles I and II, Parts A and D, and Title III and Title IV, Part A or about a matter affecting their child's education which cannot be addressed through the procedures outline in any of the above-noted Chancellor's Regulations.

¹ A parent for purposes of this document means the student's parent(s) or guardian(s), or any other person(s) in a parental or custodial relationship to the student.

ALL PARENTS ARE RESPONSIBLE FOR:

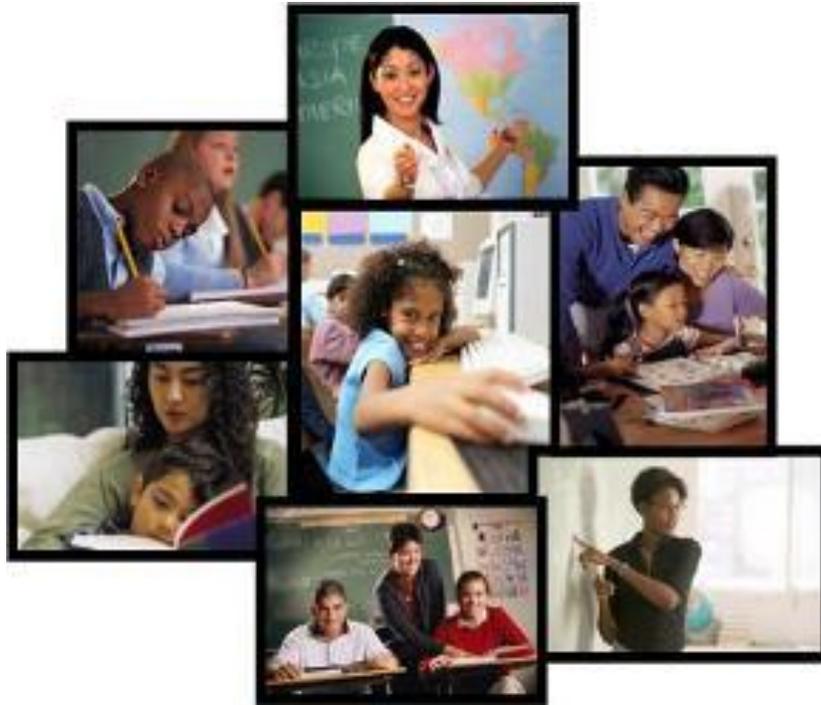
1. sending their child to school ready to learn.
2. ensuring their child attends school regularly and arrives on time.
3. being aware of their child's work, progress, and problems by reading school notices, talking to their child about school, looking at their child's work and progress reports, and meeting with school staff.
4. Maintaining verbal and/ or written contact with their child's teachers and principal about the progress of their child's education.
5. adhering to all school policies and applicable Chancellor's Regulations that pertain to their children's education.
6. responding in a timely manner to communications from their child's school.
7. attending all meetings and conferences requested by the school that pertain to their child.
8. entering the school building in a respectful manner, refrain from disruptive behavior and treat all school staff members, students, parents and other members of the school community with courtesy and respect.

PARENTS SHOULD ALSO:

1. provide a supportive home setting for learning where their child learns that doing his/her best in school is important.
2. reinforce at home the importance of acquiring the knowledge, skills and values needed to function effectively in society.
3. volunteer time, skills or resources in the school when needed and where possible.
4. take part in school and community programs that empower parents to participate in making educational decisions.
5. become active members of the school's Parent Association or Parent Teacher Association.
6. become active members of the Title I parent committee, where applicable.
7. question their child about school work, attendance, and behavior and discuss what is expected by the school,
8. teach their child to respect the property, safety, and rights of others and the importance of refraining from intimidating, harassing or discriminatory behavior.

1 A parent for purposes of this document means the student's parent(s) or guardian(s), or any other person(s) in a parental or custodial relationship to the student.

SCHOOLS AND FAMILIES



BUILDING A STRONGER SCHOOL COMMUNITY AT P723X

**Principal, Christine Walsh
Assistant Principal, Ron Rodkin
Assistant Principal, Jamie Watkins
Assistant Principal, Lillian Edwards
Parent Coordinator, Jose A. Vazquez**

Parent Handbook 2010 - 2011