



P.S. 71 Rose E. Scala School and Preparatory Academy at 71

3040 Roberts Avenue Bronx, NY 10461

(718) 822 – 5351

2023 – 2024 Parent Handbook

Principal: Margaret Mirando



Engage, Empower, Inspire
Every Child, Every Classroom, Every Day!

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Principal Margaret Mirando
Assistant Principal Natalie DeLillis, Grades K - 2
Assistant Principal Corinne Liamzon – Grades 3 – 5
Assistant Principal Christine Lasagne Grades 6 - 8

Edu8, Motiv8, Elev8
District 8 Superintendent Jennifer Joynt



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Mission Statement

At P.S./M.S. 71 our mission is to educate the whole child to become an independent thinker, a productive citizen, and a compassionate member of society.

Vision

At P.S./M.S. 71 We Believe that Every Child, in Every Classroom, Every Day is entitled to:

- An exemplary public education that is academically challenging, equitable, and inclusive of all learners
- A safe, nurturing and collaborative learning environment that promotes independent thinking, problem-solving, and decision- making
- A school environment that promotes positive self-esteem and cultivates strong partnerships among students, teachers, families and the community
- A professional learning community where teachers and students are engaged, empowered, and inspired to become lifelong learners

Instructional Focus

Our school wide instructional focus for the 2023-2024 school year is to increase student achievement by providing small group instruction in all content areas in order to meet the needs of learners. Small groups are strategically formed based on data level decisions. Additionally, teacher feedback will be used to guide students toward meeting grade level standards.

School Policies

Academic Expectations

P.S./M.S. 71 expects students to perform to the best of their ability. Teachers regularly assess students on a consistent and ongoing basis to monitor their progress. Students will be given both formative and summative assessments to determine what students know, understand and are able to do. For the 2022-2023 school year, NYC DOE schools will be using a new online grading system to communicate students' grades and track your children's progress via the new New York City Schools Account (NYCSA). Information is forthcoming.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Kindergarten	approximately 10 minutes
Grades 1 & 2	approximately 20 minutes
Grades 3 & 4	approximately 40 minutes
Grades 5 & 6	approximately 50 - 60 minutes
Grades 7 & 8	approximately 90 minutes

Grades and Grading

Report cards are distributed 3 times a year for grades 1 to 8 in November, March, and June. Kindergarten report cards are distributed 2 times per year in March and June. A progress report will be given out to Kindergarten students in November. The report card is a link between the school and home. In between report cards distribution (2 times per year), progress reports will be issued for students in January and May.

P.S./ M.S. 71 uses a standards-based report card to communicate to families the students' current level of academic achievement/proficiency on content standards, and how students are progressing in their social, behavioral, and emotional skills.

Grading Policy

50% Assessments (comprised of informal and formal assessments—including conferencing, observations, running records, quizzes, chapter and unit tests)

35% Classwork

10% Projects

5% Homework

Makeup Work

Students are expected to complete assignments missed when they are absent. If parents are aware of necessary future absences, make sure to inform the teacher so that work can be supplied to the students.

Honor Roll

Students in Grades 3 - 8 are eligible to be recognized for the honor roll.

- **Principal's List:** Students will demonstrate an overall average of 95-100% in **all** subject areas.
- **Dean's List:** Students will demonstrate an overall average of 90-94% in **all** subject areas.
- Students with consistent behavioral problems or poor attendance are not eligible for honor roll.

School Valedictorian & Salutatorian Guidelines

- The Preparatory Academy at 71 Valedictorian and Salutatorian will have an exemplary behavior record. Any candidate who has an "N", or "U", in conduct from any teacher on their record, during any marking period in their senior year, will be disqualified from consideration for these honors.
- The Preparatory Academy at 71 Valedictorian and Salutatorian will have an exemplary attendance record. Any candidate who has exceeded 10 absences or lateness in their senior year will be disqualified from consideration for these honors, unless the Principal determines that there were legitimate extenuating circumstances for the absence or lateness.
- The Preparatory Academy at 71 Valedictorian and Salutatorian will be selected based on the average generated by the computer at the bottom of each report card every marking period during the senior year. This average includes both the major and the minor subject grades, with greater weight given to the major subjects. The student with the highest combined average in June will be the school Valedictorian and the second highest combined average in June will be the school Salutatorian. In the event of a tie, the highest fourth marking period average will be used as a tiebreaker.
- Additional consideration will be given to students who are in both Math and ELA Regents classes as they are weighted more than regular Math and ELA classes. .

Promotion Requirements

Promotion decisions are made based on multiple measures of student readiness for the next grade level in English and math and attendance. Schools may use NY State test results as one of several factors to determine which students complete a promotion portfolio. If a student's work demonstrates that he or she may not be ready for the work of the next grade, even with support, the teacher completes a promotion portfolio to determine whether the student has made enough progress in English Language Arts and Mathematics. Chancellor's Regulations require all students to be in attendance at least 90% or more of the school year.

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If a student's promotion is in doubt, teachers will begin discussing this possibility early in the school year with both parents and the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made by mid-January when letters are sent home to parents.

The following are specific criteria that will assist teachers as they consider a recommendation for retention:

- A student has failed to achieve a 65% on a majority of subjects.
- A student has not met the benchmark for reading skills.

Although the teacher consults with the principal, the final decision for retaining a student is made by the principal. Teachers complete promotion portfolios for students whose work shows that they may not be ready for the next grade, even with support. The teacher scores the portfolio using DOE guidelines. The principal makes the promotion decision based on the portfolio results. If a student is not promoted in June based on his or her portfolio results, he or she is recommended for summer school. At the end of summer school, the school completes another review of student work, and the principal makes the final promotion decision. Students who do not attend summer school will be automatically retained in their current grade.

Promotion Portfolio

A promotion portfolio includes standards-based assessments and classwork. Schools complete promotion portfolios for students whose performance on traditional assessments show that they may not be ready for the next grade. The contents of a Promotion Portfolio are indicated below:

ELA Portfolio	Math Portfolio
<ul style="list-style-type: none">• Blackline Masters• Screener Assessment Data• Summative Reading Assessments (Four Units)• Four Writing Samples that include: Task, Rough Draft(s) with revisions, Rubrics, and Published Piece• iReady Practice Exams	<ul style="list-style-type: none">• Blackline Masters• Pre and Post Diagnostic Exams by unit• Performance Based Tasks based on each critical area• iReady Practice Exams

Assessments

In addition to class and school exams, every student in grades 3 to 8 will take the New York State Education Department Assessments.

Grade	Tests	Administration Test Window
3-8	English Language Arts	April 11, 2024 - April 18, 2024
3-8	Mathematics	May 7, 2024 - May 16, 2024
4 & 8	Science Performance Test	
4 & 8	Science Written Exam	

We also offer the Integrated Algebra Regents, English Regents, and Spanish Proficiency Exam to 8th grade students who demonstrate the ability to exceed the standards across each core

subject and who participate in the rigorous coursework required by New York State. Information will be sent home to inform those students of the testing dates.

After School Programs

Two after school programs are housed in P.S./M.S. 71. Parents must sign up their children for either of the two programs available if needed. Please contact our Parent Coordinator, Suzette Perez, at (718) 822-5351 (x2650) or sperez69@schools.nyc.gov for more information.

- The Ultimate Enrichment Program K-5 is a fee-based program that provides extracurricular activities and homework help after school.
Contact: Mike Garcia stssports.com
- A community based organization called the New York Junior Tennis League (NYJTL) Program is available for Grades 6-8 which is provided by an NYCDOE Grant.
 - Program Director: Kimberly Felix kfelix@nyjtl.org

Early Drop Off/Breakfast Procedure:

Breakfast doors will open at 7:15 am. All students are eligible for a free nutritional breakfast served in the cafeteria.

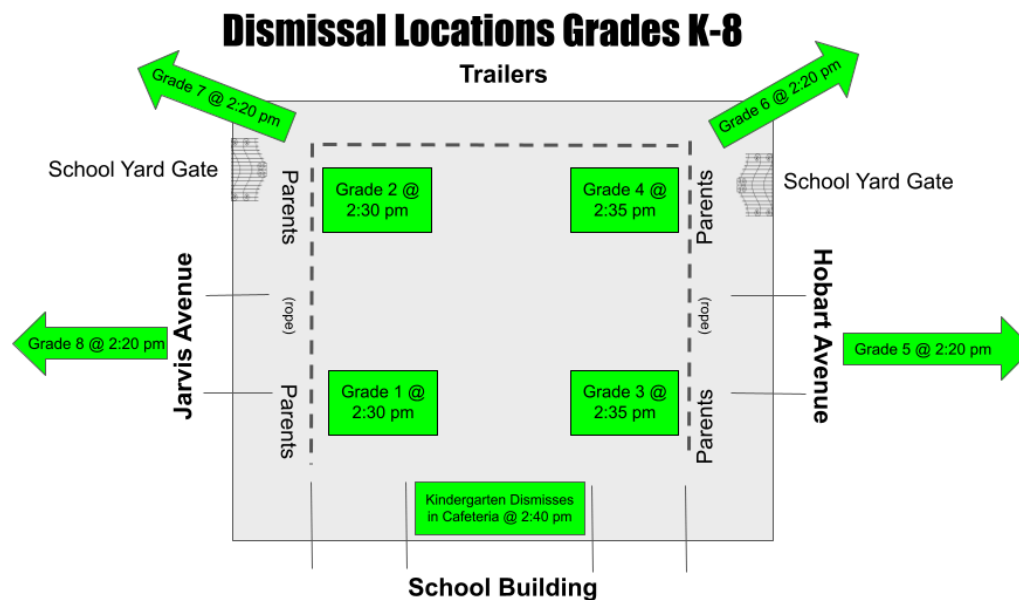
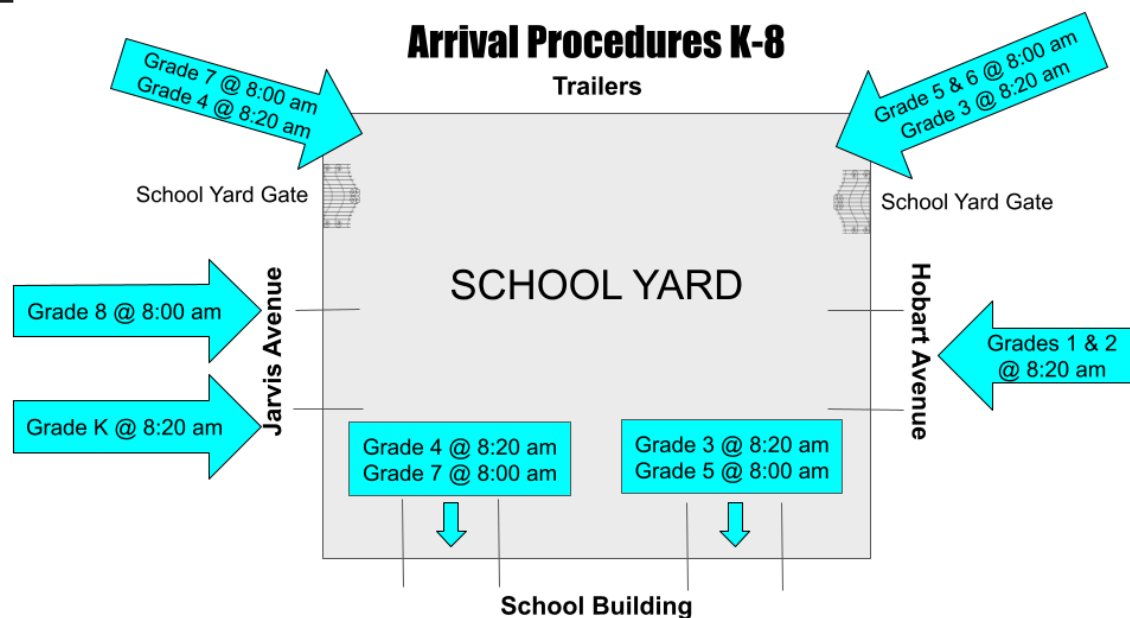
Arrivals:

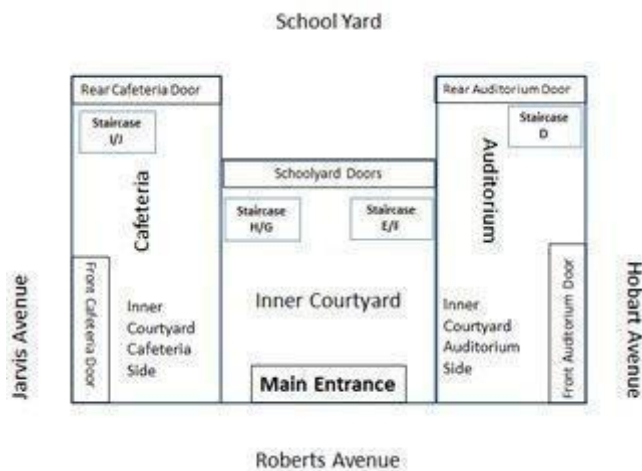
In order to ensure a safe and orderly arrival and dismissal for our students, we created a staggered schedule. Please adhere to the times and use the map below to assist you in finding where to drop off and pick up your child.

Grade	Arrival/ Drop Off Time
Kindergarten	8:20 a.m.
Grades 1 and 2	8:20 a.m.
Grade 3	8:20 a.m.
Grade 4	8:00 a.m.
Grade 5	8:00 a.m.
Grade 6	8:00 a.m.
Grade 7	8:00 a.m.
Grade 8	8:00 a.m.

Please refer to chart on the next page to identify drop-off/ arrival and dismissal locations:

Arrival & Dismissal Locations & Times:





Attendance

Regular attendance and punctuality are essential to the success of all students. Teachers have planned schedules, lessons, and programs that students need to be present for in order to maximize instruction. Please ensure that your child comes to school on time every day. Chancellor's Regulation A-210 requires all students to be in attendance at least 90% or more per year. Our curriculum is rigorous and challenging and we have high expectations for all students. Students who are frequently absent or late are missing valuable instructional time and missing opportunities to master the skills and content necessary for promotion to the next grade level. Making sure that your child attends school on time every day is one of the most effective ways to promote student success. Let's work together to teach our children valuable life lessons and prepare them for future responsibilities- the importance of good work and study habits, punctuality, and attendance.

Absences: Schools can excuse absences when a student misses school for religious, medical or emergency reasons, but excused absences are a legal part of the student's record. A member of the Attendance Team will conduct parent outreach via phone and email regarding excessive absences. In addition, the D8 assigned Attendance Team may conduct home visits if necessary to check on the well-being of students. Parents should send a note containing the student's full name, dates, and reason for absence to school the following day. A parent or guardian must sign the note. For extended absences, parents should call the teacher for assignments. Any missed work will be made up upon the child's return to school. A doctor's note should accompany any absence of more than 2 days.

Lateness: Students who arrive at school after the proper arrival must go through the Jarvis Avenue entrance. 4th to 8th grade students who arrive after 8:00 a.m. will receive a late pass. Kindergarten to 3rd grade students who arrive after 8:20 a.m. will receive a late pass. Students should come to school even though he/she may be late. All latenesses are recorded and marked on the report card. Parents will be consulted about chronic lateness.

Please refrain from scheduling doctor or dental appointments during the school day. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older and indicated in the emergency Blue Cards) chosen by the parent MUST come to school for the child. A photo ID must be presented. The school must be informed ahead of time about such occurrences.

Birthdays

Since we are a peanut-free school, we do not permit parents to send in baked goods, cookies, candy, or any other snacks that may contain peanuts. No pizza due to dairy and gluten allergies.

If you would like to send in a treat for the class (Grades K-5 only) to celebrate your child's birthday, we suggest the following:

- Goodie Bags that contain pencils and stickers.
- A favorite children's book to be donated to the class library

*If your child donates a book, a special birthday label will be placed inside the book with your child's name.

Bell Schedule

Bell schedule is posted on the following page.

Buses

General education transportation eligibility is based on a student's grade level and the walking distance between home and school. Based on a distance calculation, students eligible for full fare transportation may receive either stop to school transportation or a Student MetroCard. Please see the Office of Pupil Transportation site, <http://www.optrnyc.org/>, for more information. Ms. Rita Manginelli is our Bus Coordinator and can be reached via email: rmanginelli@schools.nyc.gov.

Cell Phone Policy

See Electronic Devices

Change of Address, Email, Phone

The office must be informed immediately if there is a change of home address, email address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

Child Abuse Laws

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Child Custody

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parents.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parents.

Bell Schedule/Lunch Periods

Period	Time	Lunch Periods
1	(4 - 8) 8:00 a.m. - 8:50 a.m. (K - 3) 8:20 a.m. - 8:50 a.m.	Lunch Times
2	8:52 a.m. - 9:37 a.m.	Per. 4: 10:26 -11:11
3	9:39 a.m. - 10:24 a.m.	Per. 4/5: 10:26 - 11:16
4	10:26 a.m. - 11:11 a.m.	Per. 5/6: 11:20 - 12:10
5	11:13 a.m. - 11:58 a.m.	Per. 6: 12:00-12:45
6	12:00 p.m. - 12:45 p.m.	Per. 7: 12:47-1:32
7	12:47 p.m. - 1:32 p.m.	Per. 8: 1:34 - 2:19
8	1:34 p.m. - 2:19 p.m. (K - 3) 1:34 p.m. - 2:40 p.m.	

Communication

Ongoing communication between parents and school is essential to building strong

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partnerships and promotes student success. Parents are encouraged to reach out to their children's teachers on a consistent and ongoing basis to maintain an open dialogue. You may set up an appointment to meet with your child's teacher during Parent Engagement Time. All Parent Meetings and Conferences will be held via a virtual platform to ensure we are following health and safety procedures. In addition, Parent Teacher Conferences are held in the Fall and Spring to keep you informed of your child's progress. **Parent Teacher Conferences will be held virtually for the 2023 - 2024 academic school year.** There will be a back-to-school Virtual Evening Conference in September and an End of Year Virtual Evening celebration in May.

- P.S./M.S. 71 will use the NYCDOE Messenger platform to provide day to day school-wide communication with parents through the telephone number provided by the parent.
- A monthly newsletter entitled "In the Loop" provides parents with a message from the principal, looks back on important events from the previous month and highlights any upcoming activities.
- Our school website, www.ps71.echalksites.com provides the most up to date information regarding calendar changes and other news from the school.

Confidentiality

There is a professional, legal and moral ethic that provides all persons to safeguard all students information of a privileged nature.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (see section on Child Abuse).

Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, photography or participation involving printed materials or on the internet. Parents should provide such documentation providing consent if via (link below):

<https://infohub.nyced.org/in-our-schools/translations/letters/media-consent-form>.

Discipline Code for Student Conduct

The Discipline Code otherwise known as “Citywide Behavioral Expectations” states that “a safe and supportive school depends upon the efforts of all members of the school community – teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria workers, custodians, and bus staff – to treat one another with mutual respect.” As such, all members of our community are expected to act in a manner that promotes a positive school culture. Student behavior, in particular, is important for creating an educational environment in which students are able to realize their greatest potential. The complete [Student Bill of Rights and Responsibilities](#) is available as part of the [Citywide Behavioral Expectations to Support Student Learning](#) provided to each student at the start of the school year. It is also available on the NYC DOE website, <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code> in multiple languages.

The standards set forth in the Discipline Code apply to behavior:

- in school during school hours;
 - before and after school, while on school property;
 - while traveling on vehicles funded by the NYC DOE;
 - at all school-sponsored events; and
 - on other-than-school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.
- When misbehavior involves communication, gestures, or expressive behavior, the infraction applies to oral, written, or electronic communications, including but not limited to texting, emailing, and social networking.

Teachers discipline students for behavior judged to be infractions of acceptable behavior. Some examples of unacceptable behavior are:

- disrupting class such as calling out, throwing objects, unnecessary movements, passing notes, etc.
- chewing gum or eating candy
- having drinks, snacks or other food items during instructional time
- being unprepared for class
- incomplete classwork or homework
- using inappropriate language
- lateness
- disrespectful tone, attitude, body language
- unsafe or rough play in the classroom
- inappropriate clothing

Some classroom discipline issues are referred to the administration of this school. It would include minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting/bullying on/off school grounds; physical, sexual or verbal harassment of a fellow student; (in person, written, or on the internet) violent behavior; stealing; vandalism of school property/books; or the possession of drugs or alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

Some examples of such behavior are:

- aggressive physical contact
- fighting
- theft

- defacing or destruction of school property/student property
- carrying weapons and other objects deemed to be potentially dangerous to others and to the school community
- leaving school property
- pattern of aggressive/profane language
- credible threats
- harassment of students/teachers
- persistent misbehavior over minor matters that continue to be unacceptable
- racial/ethnic discrimination
- bullying
- verbal/internet bullying
- verbal and/or physical threats made by any student toward any other student, staff member, any other member of the school community.

To assist in any matter of discipline, the superintendent’s office and safety director will be contacted at the discretion of the principal.

Dress Code

While there is no uniform for the elementary school at P.S. 71, grades K-5, we adhere to a general set of guidelines to ensure that student clothing does not become a health or safety hazard. Students may not wear revealing clothing that does not provide full coverage of private body parts. All elementary school students must wear sneakers on the days that they have physical education class. The physical education teacher will not allow students to participate in the physical education if they are not properly and safely dressed.

Preparatory Academy Dress Code

The Preparatory Academy at 71 has a strict dress code. Students in the Preparatory Academy at 71 must wear uniforms except for special event days. Shirts and blouses are tucked in and skirts must be worn at the knee length. Students who do not adhere to the dress code may be provided with appropriate supports, interventions, and possible disciplinary responses, as set forth in the DOE Discipline Code, and any appropriate adjustments to their clothing. Classroom teachers are expected to report students who are out of uniforms to deans.

School Uniforms

- Navy or Tan colored pants
- Navy or Tan colored knee-length skirts
- Navy or White colored polo top with school emblem on it
- Navy colored sweater with school emblem on it.
- Plain knee-high socks or plain tights are to be worn (white or navy only) with skirts
- Shirts should be tucked in at all times
- During hot weather months, students are permitted to wear Navy or Tan uniform shorts. Shorts must be knee length.
- Coats are to be kept in the closet or school bag.

The following are **not** part of the uniform and are not permitted to be worn in the building:

- Jeans
- Hooded, pull-over or zippered sweatshirts
- Large hoop earrings (earrings larger than a quarter are unsafe for school)
- Bright colored shirts underneath school shirts
- Scarves
- Leggings/Stretch pants
- Belts with large embellishments or buckles
- Linked chains attached to pants used for wallets and keys
- Hats and Bandanas

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School Shoes

- Black, Blue, or white sneakers are strongly recommended or shoes with rubber soles. Open toe shoes, crocs, flip flops, slides, or heels are not safe or appropriate for school.
- Boots (including UGGs) are not to be worn unless it is a snow day. Students will be required to change out of their boots once they arrive to school and keep them in their school bags.

Dress Down Days for Middle School Students

Students are still expected to dress appropriately. Students may not wear revealing clothing that does not provide full coverage of private body parts. Appropriate footwear must be worn - see above for list of school appropriate shoes.

Electronic Devices Policy / Cell Phone Use

In accordance with Chancellor's Regulation A-413, students are permitted to bring cell phones, computing systems, and portable music and entertainment systems. However, the items may not be turned on or used while on school property. Computing devices may not be turned on or used during school time unless explicitly authorized by the school or is stated in an Individualized Education Program or Section 504 Accommodation Plan. Cell phone use, including text messaging, is not permitted during school hours (including lunch). If cell phones, computing systems, and portable music or entertainment systems are used on school property, the item will be confiscated and will not be returned until a parent comes to school to pick up the device.

Early Dismissal - No Early Sign Out Policy

To provide uninterrupted lessons and avoid disruption to the school day, we respectfully request that you refrain from signing out your child early from school. We will be enforcing a No-Early Sign-Out Policy except in the case of an emergency. Your cooperation and attention to this matter is appreciated.

To maintain order and to ensure the safety of all children no child will be dismissed between 2:00 pm and dismissal (except in cases of emergency). The reason for this is that during this time of the day, teachers are summarizing lessons, students are reflecting on their learning, copying homework and preparing for the following day. Additionally, it is also during this time that bussed children are transitioning to the Auditorium.

Please make every effort to schedule all medical and dental appointments for after school hours. If it is necessary for students to arrive or leave early during school hours, or a bus child is going to be a walker, or if someone other than the parent or guardian is going to pick up the child, a note must be sent in and signed by a parent or guardian.

If your child will be picked up early from school, only those listed on the emergency Blue Card will be allowed to sign the child out in the main office. **PHOTO ID MUST BE PRESENTED**

Continued improper use may lead to the revocation of the privilege to bring the item to school.

If an electronic device is brought to school and is lost, it is not the school's responsibility to replace or investigate lost, damaged, or stolen electronic items. The sole responsibility lies with the student and parent/guardian. Students in grades 5-8 with a cell phone, must keep it inside their YONDR pouch during the school day.

Emergencies/School Closings/Delayed Openings

Please do not call the school to ask if the school is closed due to weather conditions. Those phone calls tie up the phone lines and hinder emergency communication efforts. If weather conditions are severe staff may not have been able to travel to school to answer phones. New York City public schools are open on a regular schedule, regardless of the weather, unless there is a specific announcement that they are not. If there are going to be closings or delays, the Department of Education will make an announcement as early as possible, usually before 5 AM, on the affected day. DOE will notify news media outlets and make announcements on their website and social media. If it is announced that NYC public schools are closed, then all school-related extracurricular activities will also be canceled. The Chancellor of NYC schools must approve all closure decisions.

You can get the school status on:

- **311 Online** homepage
- **DOE website**
- **<http://ps71.echalksites.com>**
- Twitter: @NYCSchools @NYC31 or Local Television Channel

Another resource is the Notify NYC system, which may be accessed at the following website: www.nyc.gov/notifynyc or by telephoning 311. Parents, staff and elected officials who subscribe to receive such electronic notification will receive information regarding the following incidents which may pose an imminent threat to the health or safety of a substantial number of students and staff at a particular school building:

- School evacuation and relocation of students
- Incident which requires students to remain in school after regular dismissal time resulting in late dismissal
- Emergency closing of school
- Delayed opening of school

Emergency Contact Information / Blue Cards

Every student receives 3 Blue emergency cards that must be filled out completely with current telephone numbers, address, and contacts that can be reached easily during the day in the event that your child is ill or injured. If you change your address, phone number or employment, please notify Renee Reilly, our Pupil Personnel Secretary in the main office. Children will only be released to a person who is listed on the blue card.

Expectations and Responsibilities for Students

Students attend school to fully develop their talents and capabilities. To accomplish this, students are asked to:

- Attend school regularly and be on time.
- Make every effort to work to your full potential and achieve in all areas of their education.
- Come prepared for class with appropriate materials and respect textbooks and other school equipment/property.
- Complete all classwork assignments and homework every day.
- Be respectful and behave in a manner that contributes to a safe learning environment which does not violate other students' right to learn.
- Show respect for school property and respect the property of others.
- Behave in a polite, truthful and cooperative manner toward students, teachers and other school staff.
- Preparatory Academy Students are expected to wear their school uniform daily..

Exclusion from Prom

The 8th graders in the Preparatory Academy will have a prom in June. The prom is voluntary and therefore is a privilege. A student may be prohibited from attending the prom when he or she is a real threat of violence or disruption to the event. It is also possible to bar a student from the prom when his or her conduct has been particularly egregious, and where the student has previously been advised in writing. Students who are already on suspension at the time of the prom also may be prohibited from attending these events, but the exclusion must be proportionate to the infraction committed. Exclusions from events must arise from specific, identifiable incidents.

Extracurricular Activities / Sports, Clubs and Afterschool Activities

Students are encouraged to participate in extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (classwork and homework) in order to participate in extracurricular activities.

- Participation in sports and clubs is contingent on the student's academic performance, attendance and behavior.

- Students must demonstrate that they can follow school rules and be able to respect and follow directions.
- Students must conduct themselves in a safe, orderly and respectful manner, respecting the rights of students, staff and school property

Field Trips

On occasion, teachers will schedule educational class trips to enhance the curriculum and provide enrichment opportunities for the students. They broaden the students' educational experiences.

For students to participate in trips, signed permission slips are required. Students will not be permitted to attend class trips without written parental consent. Students are expected to demonstrate positive and respectful behavior toward their teachers and classmates. Parents/guardians may be selected to serve as chaperones on school trips. It may not be possible to accommodate all parents/guardians who volunteer for any given trip. Older siblings, cousins, etc., who are not over the age of 21 cannot serve as chaperones.

Fire Drills / Evacuations

For the continued safety of our students, Fire Drills will be performed throughout the year as required by law. Many of these drills will be unannounced. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the specified routes as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers and administrators will direct students.

Guidance Counselor / Social Worker / SAPIS Worker

At PS/MS 71 our guidance program serves as a valuable resource to support the social and emotional well-being of all school students. Ms. Gina Triano and Mr. Marcus Jaime are our two guidance counselors. Services may include counseling, psychological intervention and support for families experiencing change. After first speaking to your child's teacher, you may also elect to speak to the guidance counselors by calling the main office. Additionally, Mr. Alberto DeJesus and Mrs. Rosie Soler are our Social Workers. Lastly, our SAPIS Worker, Ms. Ketí Kirka, will be available to support our students in reducing the prevalence of substance abuse among youth, and to decrease the negative health, social, and educational consequences associated with substance abuse.

Immunizations / Health Form Requirements

Students are required to have all immunizations as suggested by the Department of Health before admission to the school. Please see the immunization section of www.schools.nyc.gov for the most current information in required inoculations. It is the responsibility of the parents to ensure that, as immunization requirements change, students are kept current in their schedule.

Lock Down, Shelter-in, Evacuation

Schools train and drill all staff and students in the General Response Protocol, which describes what to do in an Evacuation, Shelter-In, or Lockdown. The training is tailored for different grade levels so that students aren't upset by the information. The General Response Protocol gives schools instructions to follow when an emergency happens. It uses a common language to identify the steps to take until first responders arrive. In every incident, school administrators will first call 911. For information regarding Evacuation, please see the Fire Drills section. Schools must practice lockdown drills multiple times a year as prescribed by New York State law. A soft lockdown indicates that there is no immediate danger. A hard lockdown indicates imminent danger. Both lockdowns follow the same protocol:

A Public Address (PA) announcement is made two times:
Attention: We are now in soft/ hard lockdown. Take proper action.
Students are trained to move out of sight and keep silent.

Teachers are trained to:

- Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
- Move out of sight and keep silent
- Wait for first responders to open door, or for the message:
 - The Lockdown has been lifted
 - followed by specific directions
- Take attendance and account for missing students by contacting the main office.

A Shelter In announcement indicates a possible threat outside of the building. The protocol for a Shelter In is as follows:

- There is a public address announcement made two times:
- Attention. This is a shelter-in. Secure the exit doors.
- The Shelter-In directive stays in effect until it is ended by a Public Address announcement
 - The Shelter- In has been lifted
- Students are trained to:
 - Remain inside the building
 - Conduct business as usual
 - Respond to specific staff directions
- Teachers are trained to:
 - Be more aware of their surroundings
 - Conduct business as usual

Lunch

- All students are entitled to a school lunch.
- Students may choose to bring their own lunch from home and are encouraged to pack healthy food choices. We are a peanut free school.
- If a child forgets his/her lunch a school lunch will be provided.
- Provide juice boxes or water bottles only.
- Cans and glass bottles are not allowed.
- Sharp utensils, including plastic knives, are not allowed.

Medication/School Nurse Information

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or main office in the absence of a nurse) to be kept there. Our school nurses are Nurse Rebecca Wilson and Ms. Davika James. Please submit a letter from the physician to the nurse and classroom regarding allergies or asthma.

If a student becomes ill or is involved in an accident during the school day, the school nurse, in conjunction with school administration will determine if the child should be sent home and will contact the parent/ guardian. Failure to reach the parent/guardian will result in a call to an alternate person listed on the Blue Emergency Card. Please note that only the parent/guardian or those listed on the emergency blue card will be allowed to sign the child out in the main office. Photo ID must be presented.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage

- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers - one for home and one for school.

Money

Money that is brought to school for a specific purpose (class trip, book fair etc.) must be put into an envelope with the child's name, grade and amount. If a student brings money to school, the money should be kept on the student's person and not left in the school bag, a coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Parent - Teachers Association

The Parent - Teachers Association or the PTA is a vital organization that creates a bridge for communication between parents and teachers for the benefit of the students and the community at large. Joining the PTA allows all members to:

- Stay Connected - There's no better way to know what's happening in your school.
- Discover Great Resources: The PTA offers a variety of programs designed for parents as well as students.
- Tap into a Network - PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. You can share ideas, concerns, and experiences.
- Watch Yourself Grow - By volunteering with your PTA, you put your skills and hobbies to use for a noble cause—your child and all children in the community.
- Speak Up - PTA can be a way for you to more effectively suggest change at your child's school.
- Witness Improvement - By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role by supporting building improvements through advocacy and play an important role in fundraising for curriculum-based programs and social events.
- Be a Role Model - By becoming a PTA member, you'll be demonstrating to your child the importance you place on education

For more information regarding the PTA, please visit their website: www.psms71pta.org

Release of Students (during the school day)

The school has a sign out book located at the main desk in the lobby. Please see Visitor Procedures for information regarding how to enter the school during the school day. Occasions for the use of a sign out book are:

- In the event of a student illness, the parent or an adult designated by the parent in the emergency blue card must come to school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent.
- When a student is released to a parent or guardian, that adult (must be 18 years of age or older w/ a picture id) must sign the book.
- For a pre-arranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **We strongly discourage parents making appointments that will interfere with the school day.** However, in rare and unavoidable circumstances, please inform the teacher ahead of time in order to allow teachers to prepare homework and other items ahead of time.

RULER/Sanford Harmony/Social-Emotional Learning

RULER is an evidence-based approach to social and emotional intelligence that is affiliated with Yale University's Center for Emotional Intelligence and led by Dr. Marc Brackett. It helps school communities integrate the practice of emotional intelligence into daily life. Emotions matter for all of us and especially for children. How we feel affects our learning, the decisions we make, how we treat others, and our personal well-being. Decades of research shows that emotional intelligence is essential to effective teaching and learning, sound decision making, physical and mental health, and success in school and beyond. Research also shows that when schools and homes partner to support children's emotional development, children not only feel better, but they do better. As a professional learning community at PS/MS 71, we are committed to learning, growing, and developing the skills necessary for a healthy social and emotional intelligence.

During this time, teachers will be conducting mini-lessons and activities to promote a safe and predictable environment in which to grow and connect socially, emotionally, and academically. We will be using the research-based Sanford Harmony curriculum to help with this work. Our goal is to create a positive social-emotional school climate where everyone feels valued and respected, works collaboratively, and is capable of managing emotions to achieve success.

RULER teaches five key skills of emotional intelligence:

- Recognizing emotions in one's self and others.
- Understanding the causes and consequences of emotions.
- Labeling emotions accurately.
- Expressing emotions appropriately.
- Regulating emotions effectively.

Here is a link to read more if you're interested. <http://ei.yale.edu/ruler/ruler-overview/>

School Calendar

A yearly calendar is distributed at the beginning of the school year. Please refer to the "In the Loop" Monthly newsletters and the school website www.ps71.echalksites.com for any revisions to the yearly School Calendar.

Security

To assure the security of the building and the safety of each child and staff member, P.S. / M.S. 71 strongly enforces its policy of requiring all visitors, even parents/guardians, to sign in and sign out at the security office in the front of the building. Security personnel ensure that all visitors to the building show their ID prior to allowing visitors to enter the building.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Special Education

All students with disabilities who require special Education services have Individualized Education Programs (IEPs). The IEP, which is created by a team that includes the parents, teachers, service providers, social workers, and school psychologists, contains information about your child's interests, strengths, needs, goals, and educational program. It is a legal document that describes what services your child needs and how it should be provided.

The continuum of services that can be provided at P.S./M.S. 71 are as follows:

Related Services	Speech and Language Therapy, Occupational Therapy, Physical Therapy, and Hearing Services, Counseling
Special Education Teacher Support Services (SETSS)	A special education teacher provides specially designed instruction part-time to a group of up to eight children.
Integrated Co-Teaching Services (ICT)	Classrooms with Integrated Co-Teaching (ICT) services include students with IEPs and students without IEPs. No more than 12 (or 40 percent) of the students in the class can have IEPs. There are two teachers—a general education teacher and a special education teacher. The teachers work together to adapt materials and modify instruction to make sure the entire class can participate.
Special Class Services	Special Class (SC) services are provided in a self-contained classroom. All of the children in the class have IEPs with needs that cannot be met in a general education classroom. They are taught by special education teachers who provide specialized instruction. In elementary and middle school, special classes have up to 12 students.

Summer School

Summer school is intended to provide enriching learning experiences that support students in developing the skills and knowledge needed for the next grade level. At the end of the summer, schools complete an additional review of students' portfolios alongside their summer school work and assessments. Students must meet the required promotion benchmarks to be promoted. Summer school provides an opportunity for students to complete additional work that can be added to their portfolio for August promotion decisions. If your child cannot attend summer school, you may still submit a written appeal to the principal by the end of August. The superintendent reviews the principal's decision and makes a final determination. Not attending summer school will limit a student's ability to supplement their portfolio before a superintendent review.

Visitation Procedures

Minimizing opportunities for spread is a necessary component for maintaining health and safety in NYCDOE schools. In an effort to limit the number of visitors in a school at any given time, as recommended by the CDC, our school will address all visitor and parent concerns by phone or virtually. We understand that parent engagement, active involvement, and interactions are essential to the success of students. To ensure the health and safety of parents, staff, and students we will continue to engage our families during this time by offering Parent Workshops, Town Hall Meetings, Parent/Teacher Conferences, and other Parent Related Activities virtually via Google Meet, Zoom, and/or MS Teams. Parents will receive a Parent Engagement Calendar each month from our parent coordinator announcing all virtual meetings and events for your convenience. The principal and designated staff will conduct parent meetings remotely.

Visitor Procedures:

In order to maintain a safe and secure learning environment, we are required to follow NYC DOE Visitor Procedures to control the flow of visitors in our school and document the specific location visited. Your cooperation and support in maintaining a safe environment for our students and staff are appreciated.

- All visitors to PS/MS 71 must enter through the front doors of the building.
- All visitors must stop at the Safety Agents' desk and show valid photo identification to the Safety Agent or staff member assigned to the lobby. *No Exceptions.*
- All visitors must sign in using the Visitor's Log Book at the front desk.
- Visitors with a scheduled appointment will be issued a Visitor's Pass to report to the main office.
- Visitors must proceed to the main office before visiting any other area of the building.
- Upon completion of the visit, all visitors must return the visitor's pass to the Safety Agent and then exit through the main entrance.
- If you do not have a scheduled appointment, you will be asked by the Safety Agent to have a seat in the lobby, while the Safety Agent calls for our Parent Coordinator, Ms. Perez to assist you. The Parent Coordinator will meet you in the lobby and provide the support needed to address the reason for your visit, and schedule an appointment if necessary. Forgotten money, lunches, books, etc. are to be left at the Safety Agents Desk and will be delivered to your child.

A Note from the Principal

Dear P.S./M.S. 71 Parents and Guardians,

Welcome back to another exciting and successful school year! The 2023-2024 school year is off to an amazing start and our students are eager, enthusiastic, and ready to learn. I am looking forward to working alongside you, our partners in your child's education to promote a safe, nurturing, and collaborative learning environment.

This year, our school wide instructional focus will be to increase student achievement by providing small group instruction in all content areas to meet the needs of all learners. Our teachers will plan lessons based on data and implement various strategies to target and address the individual needs of their students. There will be an emphasis on developing critical thinking and problem-solving skills and strategies.

As you know, it truly takes a collaborative effort from the entire school community to ensure that all goes smoothly and successfully. During the summer months, our administrative team was busy planning for a new school year, while our dedicated custodial staff worked around the clock to prep and clean the building and classrooms. I would like to acknowledge the efforts of our dedicated and passionate teachers who spent time over the summer preparing their classrooms and creating a warm and inviting learning environment for their students. To our parents, I thank you for being partners in your children's education.

Ongoing communication between parents and the school is essential to cultivating strong partnerships and promotes student success. Parents are encouraged to reach out to their child's teacher on a consistent and ongoing basis to maintain an open dialogue about student progress. You may set up an appointment to meet with your child's teacher at a mutually convenient time. Please contact our parent Coordinator, Suzette Perez @sperez69@schools.nyc.gov to schedule a time that is mutually convenient and to ensure that you have access to your parent NYSCA Account.

At P.S./M.S. 71 we recognize the essential role our parents and families play in their child's academic success and we value your partnership. As we continue to build upon our successes, we will continue to increase parent engagement opportunities and foster a positive home school connection. Through your active involvement and continuous support, I am confident that "Every child, in Every classroom, Every day" will have a positive and successful school experience.

The purpose of this Student/Parent Handbook is to provide clear expectations and foster communication. The handbook describes policies and procedures and provides important information for our school community. Please read and discuss this information with your child.

Thank you for sharing your precious treasures, your children, with us at P.S./M.S. 71.

*With Gratitude,
Mrs. Margaret Mirando
Principal*