

Twenty-first Century Academy for Leadership
Parent's Handbook 2020 - 2021

Parents' Handbook

Evelyn Linares, Principal



About this Manual

This manual outlines our school policies. We urge you to read this handbook and that throughout the year you refer to its' contents in order to obtain valuable information that would help you as a parent contribute to your child's overall cognitive and social success.

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Our Mission:

PS/IS 210, The Twenty-First Century Academy for Community Leadership, is a Pre– Kindergarten to 8th grade dual language school.

High standards are maintained and multiple forms of assessments used to evaluate the progress of children.

In partnership with Community Association of Progressive Dominicans, Inc. (ACDP), children and families are provided with the social/emotional, physical, and academic supports they need to be productive citizens.

Our mission is to provide a dual language learning experience that will enable all students to become lifelong learners and leaders in their communities and in our global society.

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As we begin a new school year, we expect to maintain the lines of communication open for mutual support. Our mission is to offer your child the quality education he/she deserves within a safe environment.

KINDER and Pre-k Blended learning

- Breakfast in classroom
- Lunch in Classroom
- Arrival time 8:20 a.m.
- Dismissal is at 2:30 p.m.

Students are to wait outside the school building until doors open at 8:20 a.m.

Parents and students need to take their temperature before coming into the building.

Adults, in addition to the temperature, must also complete the health form

ELEMENTARY SCHOOL (1st -5th grade) Blended learning

- Breakfast in classroom
- Lunch in Classroom
- Arrival time 8:30 a.m. Students will wait outside the building until 8:30 am, and will be allowed to enter the building in an orderly manner. Students must complete the health screen and allow for temperature taken by school staff before entering the building. Once student enters the building, he/she will meet teacher on main lobby.
- **Dismissal is at 2:45 p.m.** Parents will wait outside the school building and wait until his/her child's class comes down to school lobby. Parents will be allow in the building thru the main entrance in groups of fives, once child is picked up, parent and child will proceed to exit the building thru Exit **(A)**

MIDDLE SCHOOL (6^{to} – 8^{vo} grade) Blended learning

- Breakfast in classroom
- Lunch in Classroom
- **Arrival time 8:30 a.m.** Students will wait outside the building until 8:30 am, and will be allowed to enter the building in an orderly manner. Students must complete the health screen and allow for temperature taken by school staff before entering the building. Once student enters the building, he/she will meet teacher in the school gym.
- **Dismissal is at 2:50 p.m.** Students will be allowed to exit the school using exit **(A)**

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Learning Models:

This fall, schools will offer a combination of in-person and remote learning. Parents can choose from two options:

1. **100% Remote Learning:** Opt in to have your child learn 100% remotely. **Remote learning** also referred to as distance learning, gives learners who are not in a physical location for in-person education, access to online training materials.
2. **Combination of In-Person and Remote Learning:** Your child can follow their school's schedule, a mix of in-person days at school and remote learning days from home. **Blended learning is** "a formal education program that integrates technology and digital media with traditional instructor-led classroom activities, giving students more flexibility to customize their learning experiences."

Classroom Capacity

In order to comply with the Centers for Disease Control and Prevention (CDC) and New York State's physical distancing requirements that reduce the spread of COVID-19, schools will operate at significantly reduced capacity for in-person instruction, with, on average, between one third and half of the student population attending at one time.

Shared Spaces:

Custodians will sanitize school buildings on a nightly basis with an electrostatic sprayer that is CDC approved. Cleaning and disinfection will include all high touch surfaces: classrooms, desks & chairs, conference tables, drinking fountains, door handles and push plates, conference tables, light switches, restroom fixtures, partitions and hardware, buttons on hardware, buttons on vending machines, elevator buttons, gym padding, and physical therapy equipment.

Student Circulation

- Face coverings must be worn at all times, except while eating or drinking.
- Teachers should travel from class to class, while students remain in the same room throughout the day to the extent possible.
- Elevator use should be limited to individuals with special needs or in high-rise buildings and should be operated at limited capacity (**2 persons per elevator**), and face coverings must be worn at all times.
- Travel areas should be appropriately staffed to support students with physical distancing guidelines.

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COVID-19 Testing for Students

In order for your child to return to in-person learning, you must submit the consent form for in-school COVID-19 testing before your child returns to their school building.

Submitting consent and having your child tested for COVID-19 in school is quick and easy. Fill out the form online using a New York City Schools Account (NYCSA) <https://mystudent.nyc/>

Attendance/Lateness/Early Dismissal Policy

Attendance

Attendance is an essential component of learning and overall success in school. Absences and lateness are a very serious matter, good attendance is also critical for a child's success in school. Students must arrive on time, for either remote or learning instruction.

- Please call the main office if your child is sick and will not be able to attend classes.
- If your child is absent due to an illness for more than three days, we suggest to take your child to the doctor and provide the school with a doctor's note.
- Please be aware that if your child is absent for more than 10 percent of school days, this can result in your child not being promoted to the next grade.

Late Pick up

- Students must be picked up on time. There is no scheduled supervision for children who are picked up late. If an emergency detains you, it is important that you contact the office to alert the staff.
- If your child is being picked up by an adult other than you, or the regular pick up person; you must write a note to the child's teacher informing the situation.
- Children will not be released to any adult other than a parent or guardian unless authorized by written permission and adult proper identification.

Early Pick up

- If you need to pick up your child before dismissal time, notify the teacher in advance
- Sign child out at the main office
- Please do not show up at your child's class unannounced at the end of the day to take your child. The closure of the day is just as important as the beginning and middle, and if you need your child to leave early, the teacher needs to plan for that transition.

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School Closing/Delayed Openings

The Chancellor of the Department of Education makes the citywide decision to close or delay the opening of schools during stormy weather or for other citywide emergency conditions. The decision on public school closings or delays will be announced between 4 and 6 AM on the morning of the day of the closure. Tune in to appropriate TV channels and radio stations or call **311** for updated information.

Each school will have information on early dismissals when they occur. In addition, information about weather-related early dismissal from public schools will be available on the Department of Education's website at schools.nyc.gov.

When the Chancellor approves and authorizes delayed school openings, all field trips get canceled. Pre-K In the event of a delay in school opening, the AM session of pre-kindergarten programs will be canceled for all students. In the event an emergency requires investigation to determine the seriousness of the condition, pupils will be evacuated (**Follow Fire-Drill procedures**) until the school building is declared safe by the person(s) responsible for correcting the condition. Procedures for dismissal or evacuation are planned by the principal to ensure utmost safety for students and staff. If schools must be closed, children will be dismissed, following the appropriate protocol: contacting parents-guardians.

Visitors/Safety

At this time, visits to school are limited

Please call the main office, or contact Ms. Quezada parent coordinator at (212) 283-0012 ext 1021 or (973) 910-0413 Or Cquezada2@schools.nyc.gov

Uniform Policy

Elementary School: PK- 5th

- Pants or skirts: Navy blue
- Shirt: Solid yellow with a collar
- Buttons Sweater: Navy blue

(NO-T-SHIRTS, BLUE JEANS or HOODIES)

Middle School – 6th / 8th

- Shirt: Solid white with a collar
- Pants or skirts: Blacks or Kaki
- Buttons Sweater: Black or Kaki

(NO-T-SHIRTS, BLUE JEANS or HOODIES)

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STUDENT RESPONSIBILITIES

Students will have a responsibility to:

- attend school regularly, be prepared and punctual, and make every effort to achieve in all areas of their education
- follow school regulations regarding entering and leaving the classroom and school building
- dress in accordance to the school uniform policy
- show respect for school property and the property of others
- behave in a polite, cooperative manner toward students, teachers, and other school staff
- refrain from obscene or defamatory language or gestures
- avoid all forms of intimidation, harassment, racism, and discrimination by respecting and appreciating diversity in the school community regardless of race, culture, ethnicity, religion, gender, sexual orientation, age and/or disability
- promote positive behavior by avoiding all types of violent acts
- help maintain a school environment free of weapons, illegal drugs and alcohol
- behave in a manner that contributes to a safe learning environment and which does not violate other students' rights to learn
- bring to school only those personal possessions which are safe and do not interfere with the learning process
- keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents

School Discipline Code

The school discipline code, in accordance with the NYCDOE Citywide Standards of Discipline and Intervention Measures, includes principles, student responsibilities, behavioral infractions, disciplinary actions/interventions and teacher responsibilities. Its purpose is to ensure a safe and productive learning environment by outlining the expected behavior of all school members, which include students, teachers and staff.

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Principles

- **Respect** – school members will respect the rights, property and safety of themselves and others.
- **Responsibility** – school members will accept personal responsibility for their behavior.
- **Rights** – school members will honor the rights of others by demonstrating behavior conducive to a positive learning environment.

Behavioral Infractions

Behavioral infractions include, but are not limited to:

- use of profanity, cursing or other inappropriate language
- use of prohibited electronic devices (cell phones, mp3 players, video games, etc.)
- leaving the classroom or other school areas without the teacher's written permission
- disrespect or insubordination towards school staff
- failure to obey the instructions of school staff
- behaving in ways that are disruptive to the instruction being delivered in the classroom
- chewing gum or eating candy in school unless it is a designated celebration or snack time
- wearing of hats, "doo-rags" or bandanas
- leaving the school building during the day without a designated adult or parental permission*
- throwing anything out of any windows in the building*
- fighting* (shoving, pushing, hitting, slapping, punching, etc.)
- bullying other students in words or actions*
- stealing*
- vandalism*
- verbal abuse*
- physical abuse*
- sexual harassment*
- racist and/or discriminatory behavior or language*
- use or possession of weapons*

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Disciplinary Actions and Interventions (*high level infractions)

Behavioral infractions, depending on their level of severity and taking into account the student's stage of development and/or special needs, may result in disciplinary actions and interventions including:

- student/teacher conferences
- parent conferences
- guidance interventions (i.e. counseling, PPT referral, community referral)
- recess detentions
- after-school detentions*
- in-school suspensions* (student's shall not participate in after-school program/activities on the days they are suspended)
- loss of school privileges* (i.e. field trips, sports, extra-curricular activities)
- Superintendent's suspensions*
- law enforcement interventions as needed*

Consequences should also reflect the duration and frequency of the misbehavior, be appropriately timed, and make sense to the student as much as possible. The interventions used to develop student compliance of the school discipline code may vary from student to student.

Per Chancellor's Regulations A-420 and A-421, the use of physical force upon a student for punishment purposes (corporal punishment) or the use of language that belittles or subjects students to ridicule, or is abusive or threatening verbal communication (verbal abuse) is prohibited in New York City Public Schools.

****requires administrative implementation and parental notification***

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TEACHER/STAFF RESPONSIBILITIES

The classroom teacher plays an integral role in enforcing the discipline code. Teachers and staff will:

- never ignore inappropriate behavior or behavioral infractions
- always take appropriate and immediate action to stop the behavior
- communicate with the student to inform them of the problem and the actions needed to correct it
- communicate with parents when problems arise
- maintain order and discipline in the classroom, have high expectations of appropriate student behavior, and take all reasonable steps necessary to create a safe learning environment
- report to the school counselor or assistant principal the conduct of any student who is persistently defiant or disobedient or who engages in any high level infractions.

Safety and Community

As members of a community, it is our responsibility to look out for one another; within and outside the school that commitment to one another is what makes a community a good and safe place to live. Sadly, it is what is lacking from so many neighborhoods today. If you ever see a child in an unsafe situation, no matter where, please do what you can to help: speak to the child, speak to his/her parents or guardian and/or report it to school or another authority. As parents, it is our duty to advocate not only for our own children, but for every child.

Family Conferences

Parent Teacher Conferences

Parent-teacher conferences are scheduled three times a year. These are opportunities for the child, parents/guardians and teachers to discuss a child's academic progress.

As we work together during the year, specific problems may arise concerning your child's progress. At any time the parent and/or the teacher feel a conference is needed, an appointment may be arranged.

Curriculum Night

Curriculum night is scheduled every year in the fall. This event is an opportunity to meet your child's teacher, as well as the rest of the teaching staff and other parents. At this meeting, teachers give an overview of the school program as well as detailed information about your child's classroom curriculum. If you have personal questions about your child's education, please arrange a phone call or meeting with your child's teacher.

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Parental Involvement

We highly value the importance of parental involvement. We have an active Parents Association whose support is critical in our everyday endeavors. Parents are an integral part to the overall academic and social success of our students and, therefore, their active involvement is essential. As a parent/guardian, you can become involved in your child's education in the following manner:

- Joining the Parents Association
- Attending every Parent-Teacher Conference
- Attending Open-Houses sponsored by the school
- Maintaining constant communication with your child's teacher
- Making sure your child gets to school on time and is prepared
- Maintaining a home environment that supports learning
- Reading to your child every day!!!
- Modeling positive behavior for their children

Parent Association

Parent involvement at school takes many different forms. Informally, parents are invited to join class trips, attend student performances, help organize and attend workshops on parenting and educational issues, and participate in fundraising and social events. Formally, parents are invited to become active members of the Parent Association of the PS/IS 210. The PA is a volunteer body made up of an executive committee (president, vice-president, secretary, treasurer) that meets monthly and anyone with a child at PS/IS 210 is automatically a member. The full association meets once a month to discuss school news, fundraising, upcoming events and other school and policy issues. This is an excellent forum for parents to learn about how the school works, stay up-to-date, and share concerns and ideas with other parents.

School Leadership Team (SLT)

The School Leadership Team is a policy and decision-making body for the whole school. The SLT meets monthly and consists of four parents (three plus the PA president) and four staff members (the principal, two teachers, and the UFT chapter leader). The principal, PA president and UFT chapter leader serve on the SLT as long as they are in their positions. Otherwise, the term of membership is two years. Meetings are open to all parents.

The SLT writes and revises school policy, cooperatively plans the school year, and co-writes the Comprehensive Education Plan at the end of each year among other projects. The parents on the SLT are responsible for communicating SLT business to the entire parent body and reporting to the SLT.

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Health Concerns

Medication

The school nurse is the only school employee permitted by state law to administer medications to your child during school time. **Please see (Addendum #1)** for Guidelines for the Provision of Health Services and/or Section 504 Accommodations for Students in the New York City Public Schools (2011- 2012)

Accidents

The school nurse administers first aid for injuries occurring during school time, according to medical protocol as approved by the NYC Department of Education. If the injury is severe, every effort will be made to contact the parent/guardian immediately.

Illness

In case of student illness such as fever, rash, or vomiting, the parent/ guardian will be notified promptly to make arrangements to pick up their child at school. In the event the parent/guardian cannot be reached, the contact person delegated by the parent to assume the responsibility will be notified.

An Emergency Card on file for each child in the school. It is the parent's responsibility to notify the school promptly of any changes in telephone numbers or contact, in order to keep this information up to date. The parent should inform individuals on emergency card that they are on call for their child.

Please Note:

Conditions such as Covid 19, chicken pox, strep throat, pink eye, and head lice are to be reported to the school nurse as soon as diagnosed. To maintain an accurate and correct health record for each student other medical conditions such as asthma, pneumonia, accidents, or surgical procedures should also be reported to the nurse.

A note explaining the cause of absence should be given to the nurse when a child returns to school. A written excuse signed by your child's doctor is necessary if your child is not to participate in the physical education program.

Health Forms

The Dept. of Education requires that every student have an up-to-date health form, signed by a physician, on file at EVCS. Immunizations must be up-to-date, or a child can be excluded from school. Moreover, the school can be fined for every day a child without up-to-date immunizations attends class. Families may apply for waivers if they are not immunizing their children for religious reasons.

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If a family does not have their child's health form completed by a family physician, the Department of Health will schedule the child to have a physical in the nurse's office at school. If you are notified that your child's health form is not up-to-date, or that immunizations are missing, please let us avoid repeated requests: make an appointment with your doctor as soon as you receive the notice, and have them fax us the current information at 212-283-0017.

Emergency (Blue) Cards

Blue cards are the most important documents at school. If we do not have correct information for your family, we cannot reach you if your child becomes ill or there is some other emergency. If your address, home phone or cell number changes, be sure to contact the office and let us know.

In the event you receive a call from the school asking you to pick up your child, you **MUST** come immediately. The school is not set up to care for sick children. If you receive a call, there is a good reason and you are responsible for taking your child home.

Transportation and Metro cards

The Dept. of Education provides free transportation by school bus to eligible students. School bus riders must be at least five years old. There are no safety belts on the bus, and adults are not allowed to ride with their children. Public transportation passes are available to all eligible students. The following chart is a guideline of eligibility:

Grade	Distance Between School and Pupil's Home	Generally Eligible for:
K-2	1 mile or more	Free transportation
K-2	No distance requirement	1/2 fare pass
3-6	1 mile or more	Free transportation
3-6	1/2 mile to 1 mile	1/2 fare pass
6-8	1 mile or more	Free transportation
6-8	1/2 mile to 1 mile	1/2 fare pass

OPT Customer Service Agents are available Monday-Friday from 6 a.m. to 7:30 p.m. at (718) 392-8855 and PupilTransportationTeam@schools.nyc.gov to answer questions, take service complaints, and provide information for parents and schools. Staff is always available at OPT until bus companies report that all bus routes have been completed and children have arrived safely at home. OPT Customer Service Agents are also available on weekends during peak periods of the year to assist parents and schools with information concerning school opening in September and summer transportation in late June.

OFFICE OF PUPIL TRANSPORTATION

44-36 Vernon Boulevard
Long Island City, NY 11101

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Evelyn Linares, Principal

Ana Bonifacio, Assit. Principal

Lidia Pellerano, Asst. Principal I.A

501 West 152nd Street
(212) 283-0012 | Fax: (212) 283-0017

District # 6
Manuel Ramirez
Superintendent
