2018/2019

School Operation Policy

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**School Operation Policy\***

**2018-2019**

**Chancellor’s Regulations**

All employees must comply with the Chancellor’s Regulations. It is the employee’s responsibility to have a good knowledge of the Chancellor’s Regulations, especially those relevant to one’s duties and responsibilities. The Chancellor’s Regulations can be accessed at

<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

1. **School Environment**

**Building Condition**

* All internal and external doors are in working order.
* The inside and outside of the building are graffiti-free.
* Student and staff bathrooms are clean and in working order with paper supplies.
* **Floors in the halls, staircases, offices and classrooms are clean and free of litter.**
* The main entry area is neat, clean and welcoming to visitors.
* All classroom doors are free from obstruction.
* Offices are clean, neat and orderly. Office bulletin boards are neat and posted materials are up-to-date.
* Water fountains are functional and clean.
* The cafeteria and kitchen are clean and well maintained.

**Classroom environment**

* Teachers should train students to keep their books, stationary, and other personal belongings neat and organized.
* Classroom floor should be free of debris. Students should be trained to place used tissues, paper towel, and other trash in the trash can.
* Students should be trained to place clean paper trash to the green recycle can, plastic, metal, and glass items to the blue recycle can, and the non-recycle trash to the black can.
* Classroom displays should be curriculum relevant or of a seasonal theme. Such displays should be attractive, neat, and organized.
* No displays should be placed on windows, window blinds, strings, or walls.
* Classroom libraries should be leveled and routine should be established for taking and returning books.
* Schoolbags and coats should be placed in closets or on hooks. Routine should be established for students to put away/retrieve their belongings in an orderly and safe way.
* No refrigerators, microwaves, toasters, convection ovens, or any other appliances unrelated to teaching and learning, are allowed in the classroom.
* No hot beverage is allowed in the classroom.
* Breakfast garbage bag should be placed in the hallway next to your classroom door at the signal sound from the loud speaker.
* All classroom door windows should be free from obstruction.
* All chairs for classes of grades 1-5 should be up at the end of the day. If the classrooms are being used by an after school program, then the last class of the day should put the chairs up.
* All laptop computers and iPads should be returned to the carts, counted, and locked at the end of the school day.
* Smart Board pens should be put away safely at the end of the day.

**Transitioning Students Safely throughout the School Day**

* Missing Student Protocol should be reviewed annually with the staff at the faculty conference early in the school year. If, at any point during transition, staff identify a student as missing, he/she MUST immediately notify school administration by calling Main Office (Extension # 1112 -1114) and School Safety Agent extension 1000. If a student cannot be located, the principal will activate the Missing Student Protocol where appropriate. Information about Missing School Protocol should also be shared with the directors of after-school CBO programs in the building.
* All teachers are to follow the school’s uniform pass system and provide color-coded passes with specific locations identified on the pass for student’s to take with them when transitioning to/from the classroom to other points in the building. If any staff member sees a child without a pass in areas other than their classrooms or cluster/out-of-class teachers’ rooms: grades K-2 students should be escorted back to their classroom and the classroom teacher or school administration should be notified; grades 3-5 students should be sent back to the classroom and their teacher or school administration should be notified.
* **To and from classrooms with teachers:** students should walk quietly in two straight lines. **All** Teachers should take a headcount when taking the class out of their room to make sure that no students are left behind and alone in the room. Before leaving the class at the cluster teacher’s room, make sure the cluster teacher/or the relevant personnel is there to receive the students.
* An empty classroom must be locked by the classroom teacher after making sure no students are left in the classroom. Make sure, before leaving your classroom with the class, that no student is left in a bathroom either inside or outside your classroom. When going up/down the staircases or making a turn, make sure your class follows you closely, place a pedagogue or a student monitor at the other end of the line.
* Classes should be seated at assigned tables in the Cafeteria or assigned rows in the Auditorium by the Classroom Teacher.
* When taking a child out of the child’s classroom, service providers (including school-based and authorized/contracted outside speech, OT, PT, RTI, guidance, and SAT personnel) must sign the child out in the Service Provider Sign Out Log and sign the child in when returning the child back to the classroom. This rule does not apply to ESL service, coaches, and supervisors.

**Student Bathroom Use**

* All teachers should educate the students at the beginning of the school year and continue to reinforce throughout the year that they should keep the bathroom clean by keeping the floor clean, flushing after use, washing hands properly, and placing paper towel into the trash can.
* All classrooms should keep a log for bathroom use with date, time, and student name.

Teachers should be alert about bathroom use that is unusually long. Send a monitor to check if this happens.

* Kindergarten and first grade students should not go to bathroom alone. A pedagogue or a class monitor should be assigned to accompany the child.
* For the first two weeks of the school year, kindergarten teachers, who don’t have an in-classroom bathroom, should consider taking the whole class a few times a day for bathroom use.
* Custodian staff should check the bathrooms at least twice a day, once between 11:00 AM and 12:00 PM and once around 3:00 PM to ensure the bathrooms are properly cleaned.

**Bulletin Boards**

* Bulletin boards and display cases throughout the building are neat and materials posted (such as exemplary student work, special events, and projects) are current and up-to-date (i.e. in accord with the ReadyGen, Go Math, Science, and Social Studies Learning Units).
* A brief explanation/description should accompany the displays regarding the nature of the learning activities and the CCLS standards they address. The CCLS should be spelled out fully and not just the codes.
* Student work must be checked by a rubric or check list that is aligned with state standards (self/peer evaluation or teacher evaluation).
* Published work must be free of spelling and grammatical mistakes.
* No objects of any kinds should be displayed outside the bulletin board areas.
1. **Entry, Exit and Other Safety Procedures**

**Student Entry/Exit**

Breakfast: Children may enter the building at 7:30 a.m. –8:20 a.m. and eat their breakfast in the cafeteria.

* At the designated entrance/exit, School Safety Agent(s), as well as the dean, school aides, other designated staff, and/or assistant principals should be present during entrance and dismissal time. Staff are given a schedule of posts for a.m. and p.m. door, hallway and stair assignments in September.
* Students enter and exit the building at designated entrances.

Students line up at a designated location inside or outside the school building.

* There is a designated line-up location indoors in the case of inclement weather.
* Grades K-2 students must be picked up by the classroom teacher at morning lineup area and be accompanied by the teacher to their classrooms. When the classroom teacher is absent, the substitute teacher must pick up the class from the morning lineup location. Late students are escorted to main office. Kindergarten and first grade students should then be escorted to classrooms. For grades 2 - 5 late students, the office should notify the classroom teacher before sending the students to their classroom.
* Parents should be contacted if the late students are not accompanied by parents.
* **Bus student dismissal**: a) designated school aides will pick up the bus students from their classes and escort these students to their respective buses. Students are given Ids, which contain their name, class, bus route number and phone numbers. b) if a bus child does not ride the bus to school in the morning, the supervising school aide or her designate should contact the parent if the child should ride the bus home. c) if the parent of a bus child informs the school that the child should not ride the bus home, the supervising school aide or her designate should make sure not to place the child on the bus. d) **the supervising school aide should develop a system to ensure all parents and school aides are informed of the start or end date of the school bus service for all bus children so that no children will be placed on a bus by mistake or on a wrong date.**
* Dismissing teachers should stay at the designated dismissing spot until all students are dismissed or the dismissal time is up, (3:00 p.m.) whichever comes first.
* For the safety of our students, if the classroom teachers are available, classes should always be dismissed by classroom teachers.
* Make sure your students are with you at dismissal and only release them to their parents or legal guardians or parent designees (e.g. after-school program coordinators, grandparents, adult siblings, etc). If you are not sure if the person can pick up the child legally, bring both the child and the person to the main office at the end of the dismissal.
* After the dismissal time, all remaining students should be escorted to the late room. Classroom teachers will find a folder with your class roster in your mailbox each morning. You will need to take this folder with you at dismissal. Please place a check mark next to the student you are bringing to the late room and give the folder to the school aides who are with students in the late room section of the cafeteria.
* Dismissal to after-school programs: Teachers of students in K-1 must escort their students to the auditorium for CAMBA and the cafeteria for CPC and P.S. 170’s afterschool programs. CBO staff must arrive at their post prior to schools dismissal to supervise the students in the designated areas for their programs. All after-school programs that take place outside of the school building will pick up the students for their program in the school cafeteria. A school aide will supervise the children until they are picked up by outside CBO Program.

**Door Alarms**

* Door alarms may ***ONLY*** be temporarily de-activated for:
	+ Use during entry or dismissal.
	+ Use to access areas for physical education or recess.
	+ In these cases, staff must be assigned to monitor the use of the identified doors.
	+ Staff must be identified to de-activate and activate as scheduled.
* Alarms ***may not*** be de-activated for:
	+ Convenient access to the street instead of using the main entrance/exit.
	+ Any other reason not identified above.
* School Personnel who have keys to disengage and reengage the door alarms are responsible for their door alarm key and for waiting for the door alarm to beep to ensure that the door alarm is reengaged. All door alarms should be reengaged at the end of morning lineup or after dismissal. The red strip should be fastened to the other end.
* School Safety Agents will check to see all door alarms are engaged when they leave for the day and will recheck in the morning to see that they are still engaged.
* Upon hearing the door alarm, **all staff** have the responsibility to take proper action: if you are near the door, check who triggers the alarm or if any students get out of the building; if you are not near the door, notify the main office immediately.

**Visitor Procedures**

* Signs are posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification.
* A visitor entering the building will be requested to provide at least one (1) item of valid photo identification. (For example, this may include a driver’s license, foreign or US passport, or consulate identification card).
* All visitors enter the building through the main entrance.
* The security agent on duty at the main entrance will record the date, time, visitor’s name and visitor’s destination in the Log Book, notify the main office, and direct the visitors to the main office.
* All visitors are required to sign next to the entry made by the security agent on duty.
* ***Parents who do not have acceptable photo identification shall not be denied access to their children’s school. Where acceptable photo identification cannot otherwise be made and there is no other reason to deny access, the office must be contacted. One of the office staff will then escort the parent to the office he or she is visiting.***
* Visitors should be given a pass in the main office indicating the floor he or she is going to. The main office should notify the destination class or office of the visitor’s visit. If a visitor shows up at a class or office without notice from the main office or a pass, please return the visitor to the main office.
* No parents or visitors are allowed to pick up a student directly from the class. Send the student to main office only if you are notified by the main office.
* The vestibule area of the Main Entrance has been designated as the Parent’s Waiting Area. This is for Parents who are not going to the Main Office and waiting for their children either at lunchtime or morning arrival during cold or inclement weather. The vestibule area is also used as a waiting area for visitors when there are more visitors than the security agents can handle at a time.

**Emergency Readiness**

* A list of emergency phone numbers has been created and is maintained.
* A list of Building Response Team members is posted in administrative locations and is regularly updated as needed.
* Classroom phones, fire alarms and AED boxes are periodically checked for operation.
* Evacuation sites are periodically checked to ensure continued viability.

School staff members with key roles in the school Safety Plan are aware of their responsibilities and receive on-going capacity building professional development as applicable

**Fire Drill Procedures:**

* The fire alarm system: strobes and bells is the alert for all staff and students to evacuate the building quickly and quietly.

**Teachers Must:**

* Take your evacuation folder (which should include the following: attendance sheet, Assembly Cards and Evacuation sites and maps).
* Lead students to evacuation location as identified on Fire Drill Posters located in every classroom.
* Teachers must hold up the Green OK card if you have every student with you.
* Teachers must hold up the red card if any children are missing and tell any staff member with a Walkie-Talkie, (child or children’s names).
* Teachers should hold up the medical card if they have need of medical assistance for their students or themselves.
* Have your students leave their belongings in the classroom. In cold weather students should wear their coats.
* Listen for additional directions and return to the building quickly and quietly when you have been told that the drill is over.
* **All Staff must leave the building. Teachers who are on a Prep must leave the building immediately as well. Upon exiting the building, join your class to assist the cluster teacher. If for some reason you are unable to see your class, please join another class and assist that teacher.**

**Accident and Incident Report Procedures:**

* Any pedagogue or school aide at the scene should report the accident/incident to the main office immediately and send the injured child to the medical room. The injured child should be accompanied by another student or a pedagogue. The person who reports the accident/incident should also provide a statement of the incident/accident and the names of at least two other witnesses for investigation purpose.
* The office staff, the dean, or the guidance counselors should have the injured student and other involved students or witnesses fill out the incident report. The school dean or a grade supervisor (when the dean is absent) should coordinate an investigation of the incident.
* The statements and the incident reports should be entered into OORS by the guidance counselors.
* If the injured student needs immediate hospital care, call 911 and then notify the main office. If the parents are not available, a staff member must accompany the child on the ambulance to the hospital.
* The classroom teachers should follow up the accident with phone calls to parents on the same day or, if necessary, disciplinary actions (consult the school dean or grade supervisor if necessary).
* If a staff member is injured on duty, notify the office immediately. In case of emergency, call 911 immediately. The payroll secretary will inform the staff member what to follow to document the incident.

**Money and Personal Belongings**

* Collections of money should never be accessible to students. All collections for school should be turned over to the school treasurer to be locked in the school safe. Money collections for individual class or grade activities should be managed and maintained by relevant teacher or grade leader. Record of money collected and spent for individual grades or classes should be kept for at least two years by the responsible teacher.
* The school is not responsible for any personal belongings. Please do not leave any valuable personal belonging unattended.

**School Policy for Classroom** **Parties**

The following policy is established to ensure the safety and healthiness of the food items and an uninterrupted instructional day.

* If parents would like their child’s class to have a birthday party for their child, please schedule the party with the child’s classroom teacher 5 school days before the child’s birthday so that the teacher can plan the school day accordingly.
* All birthday parties should be held in the afternoon and should be at least one hour apart from the class’ school lunch.
* Parents should not be present at the birthday parties held in school and birthday parties should not last more than 15 minutes.
* Food or non-food items for birthday parties should be brought to the main office at least 30 minutes before the scheduled party and should be sufficient to be shared by everyone in the class.
* **All food items should be free from nut, pork, and gelatin. The ingredients of all food items should be listed. We suggest that only prepackaged products from stores be used.**
* Healthy and low-sugar/low fat products are recommended.

**Policy for Room** **Temperatures**

Please understand that the school can only control the heat system. For the new building, the AC or cooling system is controlled centrally by the city.

* When room temperature is below 65 ℉, call the office.
* When room temperature is between 79 ℉ and 85 ℉, open the windows and door.
* When room temperature is 86 ℉ or above, call the office.
* Send children to the medical room only if they have symptoms of heat stroke or other heat related illness.
1. **Inventory/Delivery/supply Procedures**
* All delivery (except for testing materials) should go to the main office unless otherwise directed.
* Only Ms. Piraino and Ms. Linda Peng and other principal designees can sign for the delivery.
* Ms. Nancy, Ms. Linda Peng, and other school aides designated by Ms. Gallo will open the boxes and store/distribute the materials properly.
* All delivery must be checked against the purchase orders and packing slips for accuracy and all packing slips must be given to Ms. Peng.
* All purchase items must be inventoried.
* Staff who request for supplies must submit their request to the grade or assigned supervisors for approval. Approved requests should be passed to Ms. Gallo, who will designate a school aide to follow up. All supplies given to staff must be recorded against the inventory.
* All purchase requests must be submitted to the Principal for approval.
* Instructional and office supplies purchases including stationary supplies will be made by Ms. Peng.
* Purchase record and delivery record must be kept for 3 years. After receiving the products or services, certifications must be made in time for payments to be released by DoE account payable.

**Testing materials**

Please note that testing materials are of top importance and we should follow strict procedures with receiving, storing, and sending testing materials. Please follow the procedure below:

* When testing materials arrive, only the **supervisors, the dean, or the testing coordinator** are allowed to sign and check if we receive all the packages as indicated on the packing slip.
* After receive the packages**, the receiver should immediately notify the principal and the testing coordinator.** The latter should lock up the packages immediately.
* All testing materials should be locked up safely in the designated room for storing testing materials. The testing coordinator and the principal should be the ONLY ones that have access to the key to the room.
* When there is unopened state ELA/Math testing materials in the room, any other staff, who need to access the room during the testing windows, should seek the testing coordinator’s company in doing so.
* When the test materials need to be picked up, only the testing coordinator, the principal, or the person the principal designates during testing coordinator’s absence, can retrieve the boxes from the room. **Only the testing coordinator, the principal, or the person the principal designates can sign the pick-up form**.
* **If the pick-up person comes not at the scheduled time, a phone call to the pick-up center should be made to verify the person’s ID and mission.**
* If testing materials need to be delivered to another location, they need to be delivered by two persons the principal designates.

Please understand that the safety of testing materials affects the work of the whole school community and any neglect would cause serious consequences.

**Student records**

The following student records must be well kept and updated. Transition of records for admission and discharge should be conducted in a timely manner.

1. [Pupil Office Card](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-pupil)
2. [Abstract from Pupil Personnel Record](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-abstract)
3. [Emergency Home Contact Card](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-emergency)
4. [Student Index Card](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-studentindex)
5. [Discharge File](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-discharge)
6. [List Notice Forms](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-listnotice)
7. [Notice of Admission/ Discharge/ Transfer (ADT) Forms\](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-atd)
8. [Cumulative Folder and its Contents](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-cum)
9. [Cumulative Health Card](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-cumhealth)
10. [Online Forms](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-onlineforms)
11. [DOE Forms](https://wiki.nycenet.edu/display/ATSWiki/Student%2BRecord%2BCheck%2BList#StudentRecordCheckList-orderforms)
12. Home Language Survey
13. ELL Program Selection Survey
14. Individual Educational Plan

**IEP Review Process**

In order to warrant the quality of the Individualized Education Program for our children, effective today, October 30, 2014, **all draft IEPs must be reviewed by grade supervisors or myself before IEP meeting is held to present the recommendation of services to parents**. Please notify the grade supervisor once you complete the draft of the IEP. The notification must be sent to the grade supervisor (copy me) 10 school days before the IEP meeting with the parents. Please provide the student’s name and ID in your notification. All IEP writers are encouraged to communicate with the classroom teachers of the child and the grade supervisors throughout the writing process.

**Keys**

Classroom keys should be returned to its assigned hook in the key box in the main office before you leave the building for the day. No school keys should be taken home.

All Elevator keys are the responsibility of school personnel.

**School Property**

* All school property and equipment should be well maintained and protected.
* Computer desktops, laptops, and ipads should be kept securely. Report any loss or damage to the technology coordinator immediately.
1. **STUDENT BEHAVIORAL EXPECTATIONS**

The manner in which students conduct themselves in school is a major factor in establishing and maintaining a safe and secure teaching and learning environment. Students must know and understand the Citywide Standards of Intervention and Discipline Measures (the Discipline Code.) All students must have a clear understanding of all items which they are expected to leave at home. All school faculty and staff must affirm clear and consistent behavioral expectations that set the tone for a safe and orderly school. School faculty and staff must be firm, fair and consistent in implementing the Discipline Code.

**Discipline Code Compliance**

* Each teacher has a copy of the Discipline Code and has reviewed the procedures.
* Lessons about the Discipline Code are integrated into the curriculum.
* Parents have received information and training on the Discipline Code and reminders are sent home to help reinforce these policies and procedures.
* The school is in compliance with the NYC Discipline Code and takes the appropriate disciplinary actions for Level 1 to 5 infractions.

**Items that Students Must Leave at Home**

* Hats or headgear [except religious attire] are not worn in the building.
* Beads, “colors”, or symbols representing gang affiliation are not worn in the school.
* Parents are periodically notified of prohibited items via official school document(s) (eg. newsletter, brochure, principal’s letter, etc.)

**Recess**

* All recesses including lunch recesses and physical education recesses must be closely supervised by teachers, paraprofessionals, or school aides.
* Physical education recesses (non-lunch recesses) must be planned and organized with activities aligned to the NYS physical education standards.

**Attendance**

* The school has a comprehensive attendance plan in place that is part of the School and Youth Development Consolidated Plan.
* The attendance plan is reviewed regularly and updated based on regular analysis of school attendance and lateness data.
* The school’s designated attendance coordinators are the school guidance counselors.
* The attendance coordinators should be familiar with Chancellor’s Regulation A-210.
* The attendance coordinators regularly review attendance data such as R4RR reports, individual attendance plans, interventions by school staff, educational neglect reports related to attendance, and all general attendance issues.
* The attendance coordinators work with the classroom teachers, supervisors, the dean, and the parent coordinator to resolve attendance issues and improve school attendance.
* Teachers are responsible for taking attendance accurately daily. A correction form must be completed when a student who has been marked absent shows up in school later.
* Report any students who are not on your class roster to the main office immediately.
* Do not admit any student without an admission form from the main office. A student, who was discharged, may not return to the class without an admission form.
* If you receive a discharge form for a student, please update the student’s records and send them to the main office in a timely manner.

**Sexual Harassment Policy and Procedures**

* A copy of Chancellor’s Regulation A-831 Student-to-Student Sexual Harassment notice is conspicuously posted in the building and contains the name of the staff designee.
* A copy of the Student-to-Student Sexual Harassment brochure as described in CR A-831 is distributed annually to parents and students.
* Student-to-Student Sexual Harassment policy and procedures are discussed with students and staff members at the beginning of the school year.

**Bias-based Bullying, Intimidation and Harassment Procedures**

* Respect-For-All brochures have been distributed to all students at the beginning of the school year along with the Citywide Standards of Discipline and Intervention Measures.
* Bias-based bullying, intimidation and harassment policy and procedures are discussed with students and staff members at the beginning of the school year.
1. **Homework policy**
* Homework must be assigned for every student every weekday including Friday.
* Homework should provide students opportunities to practice and reinforce the major skills or concepts they have learned during the day or recently. Such homework should be something the students can complete on their own. Challenging homework may be assigned as optional or for extra credits. (It is not that we do not assign challenging homework. Remember that our curriculum and lessons are designed to be challenging. Therefore, if we succeed in teaching the lessons, then the homework, which is to follow up the lessons, is challenging by sharing the same DNA. In a word, challenge begins at curriculum design. )
* All homework must be checked.
* Reading/writing homework should be specific and accountable.
* Optional reading, online practice, or projects may be considered for weekends.
* Amount of homework (excluding 30 minutes of daily reading) is suggested as follows:
* Grade K & 1: 20 - 30 min.
* Grade 2: 30 - 45 min.
* Grades 3 - 5: 45 - 60 min.
1. **Trips**
* All school trips should have an educational or appropriate celebratory focus and be viewed **as an extension of the curriculum** and the learning environment.
* All trips should not be scheduled on the date of a grade-wide or school-wide event that the participating classes are involved. It is the trip planner’s responsibility to check the school calendar for such dates. **For grades 3, 4, and 5, no trips should be planned on the state testing dates as well as within two weeks before and one week after the testing dates.**
* All school trips must have lesson plans including pre- and post-trip lessons or activities.
* All school trips must be approved in advance by the principal. Trips organized by special programs within the schools (i.e., clubs) are considered school trips and must be authorized in advance by the principal.
* A trip plan and a meal request must be prepared two weeks before the trip date and submitted to the principal for all trips. The plan must specify all information, including persons in charge, participating classes of students, lodging, activities, and locations to be visited, details of departure and return, method of transportation and carrier, and insurance coverage. You may obtain the DoE trip plan and meal request form from the main office.
* If you have ordered cold lunch for your students and you return to school while your lunch period is still taking place, you may not eat in the Cafeteria. You must pick up your lunches and eat with your class in your classroom. Ask kitchen staff for garbage bags.
* All students with medical needs or physical assistance should be considered in the trip planning. Teachers should contact the Nurse, to see if any of their students need a nurse to travel with them on the trip. The teacher- in- charge of the grade trip must travel with a first aid kit. (See Dean)
* Fees, such as the cost of admissions, must not be exceed $10. 00. A student may not be excluded due to an inability to pay the required fee. After a diplomatic reminder, if the family is still unable to pay for the cost, please speak to the grade supervisor. When booking trips, mention that we are a Title 1 school, as you may get a discount. (the school will provide you with a letter)
* Parents must be notified in writing in advance of the planned trip, and a parental consent form is required for each school trip. You may obtain the form from the main office. On this trip form a separate sheet must be attached listing the names of all chaperones attending the trip. (Update after submission as needed) If a student does not return a signed consent form, they may not leave the building unless a parental permission is obtained over the phone and the grade supervisor permission is sought. Please notify the main office and let them know which class you will place the students who do not attend the trip for any reason.
* All teachers should have charged cell phones with them on the trip so that they can communicate with the main office if the need arises. Teachers should exchange phone numbers before the trip.
* All teachers should take the Parent Consent Trip form with them on the trip. This form has most updated parent contact numbers and an alternate contact number.
* Appropriate supervision must be provided at every stage of a school trip.
1. Make sure every student is with you at all times. Make a headcount when you enter and exit the bus and at all transition times during your trip. Pay special attention when you make turns or go up/down staircases. If you divide your students up into groups with chaperones please give each chaperone a list with the names of the students in their group. The Classroom Teacher should have a copy of their working class list with them, indicating which students are with which chaperones. All chaperones must be a family member who is 18 years or older.
2. If all classes on a grade attend a trip on the same day: the ICT class should be divided on the bus if need be, as there are two teachers for this class.
3. If you need to divide your class between busses, please regroup with your whole class when you arrive at your destination. Also regroup with your students if they have been divided into groups with Chaperones before they get on the bus to depart from the trip.
* At least one (1) staff member and two (2) additional adults are required for up to thirty (30) students. For each additional ten (10) students, an additional adult is required.

IF YOU DO NOT HAVE THE PROPER NUMBER OF CHAPERONES, YOU MUST SPEAK TO YOUR GRADE SUPERVISOR TWO DAYS BEFORE THE TRIP AND THE TRIP MAY BE CANCELED BY SCHOOL.

* Teachers should exchange cell phone numbers with the Bus Driver and note the bus number you are on.
* Teachers should also have the bus company number with them on the trip.

**Teacher-in-charge’s Responsibility**

* Please note that if you request for a trip and submit the trip request form, then you are the teacher-in-charge. As the teacher-in-charge, you must make sure you plan and work with teachers of all traveling classes, which include at least the following:
* Notifying parents of the trip and obtain parent permissions
* If there is a fee, make sure all fees are paid for all traveling children and adults
* Make sure that children with special medical needs are provided the care or
* medication
* Designate the location and time for all classes to meet at arrival and departure
* Communicate clearly with the drivers about the time and location of pick-up.
* Make sure all classes have been picked up by the buses before you leave the trip site.
* Have the school phone # and all traveling teachers’ cell # with you. Contact the school in case of emergency.

**EMERGENCY CIRCUMSTANCES ON A TRIP:**

**Missing Students: If a child cannot be accounted for at a trip site, the authorities with jurisdiction over the site must be notified immediately, and a search organized. If, following the search, the student(s) are not located, local police or 911 must be called immediately. The staff member in charge must make every effort to contact the parents, as well as his/her supervisor.**

**A staff member must remain at the site until all the students are accounted for. The staff member in charge shall determine whether other students and adults should leave the site. All decisions shall be made in consultation with the staff member’s supervisor. Parents should be kept updated as to the status of the search for their child.**

**Illness/Injury:**

**If a child is injured or ill and requires hospitalization, a paraprofessional or other staff member must accompany the child to the hospital if the parent is not available. The parents must be notified immediately and advised of the whereabouts of the child (hospital) and the nature of the illness or injury.**

1. **Professional Conducts and Other**

**Cell Phone/Intercom Use**

* Use of cell phones or similar devices (including text messaging) is limited to only lunch time in the teacher’s lounge or staircase landings (except for a life-threatening situation when a 911 call needs to be made immediately). No private phone calls should be made during preparatory periods.
* Inform your family to call the main office in case of an emergency.
* School intercom is strictly limited for school communication only.

**School-based Policy for the Use of Cell Phones, Laptops, Tablets,**

**and Other Portable Electronic Devices on School Property**

 Students are permitted to bring electronic items (e.g. cell phones, tablets, and entertainment systems) to school according to Chancellor’s Regulation A-413. Regulation A-413 also requires the principal to establish a school-based policy on this matter in consultation with the School Leadership Team. The following school-based policy was written in consultation with the School Leadership Team.

 P.S. 170 has been investing heavily in instructional technology in the past 5 years. As of the 2014-2015 school year, all classrooms are equipped with state-of-the-art LED Smart Boards, laptop computers, Ipads, document cameras, and printers. The building has been upgraded to Verizon Fios Internet. There is no compelling instructional need for **personal** electronic devices. Therefore, we do not encourage students to bring cell phones and other electronic devices to school except **for safety reasons.** The following are what we consider reasonable safety reasons:

* + **Fifth grade students with parent permission to walk home alone.**
	+ **Fourth grade students with parent and school permission to walk home alone.**

 However, all students, who wish to bring cell phones, laptops, tablets, or portable music and entertainment systems to school, are subject to the following stipulations:

* Submit a signed parental consent form, provided by the school, which will be kept on file.

● All devices must be kept in the student’s backpack upon entering the school. The devices should be on **silent mode** or **power off.**

● Devices may not be taken out of the backpack **during all school hours** without the permission of his/her teacher.

● School hours include before- and after-school programs and school trips.

**Parent /Guardian Responsibility**

* Students who wish to bring cell phones, laptops, tablets, or portable music and entertainment devices must have a signed consent form from their parent or legal guardian on file.
* The school or school staff will not be responsible for the loss or damage of any personal cell phones, laptops, tablets, or any other portable electronic devices brought to school by students.
* For emergency or any other communication needs, please call the school at 718 491-8400.

**Confiscation and return of electronic items**

Any student found to be in violation of any provision of the above school-based policy, Chancellor’s regulation A-413, or the DOE’s Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in DoE’s Discipline Code. Such measures may include, but are not limited to:

● warnings

● confiscation of item and return at end of school day

● confiscation of item and return following parent conference

● confiscation of item and return following student entering into behavioral contract

● Revocation of privilege to bring item to school

**Work-related Communications**

* Employees are expected to read all school memos, letters, and other required documents timely and carefully.
* Employees are expected to check their DoE email account daily for school, network, or central communications.
* It is important for staff members to attend to parent calls, notes, or letters that are related to the children they serve. If you believe that the issue the parent brings up is beyond your responsibility, please notify your supervisor.

**Work time**

* Being punctual is extremely important for an effective school operation. Be punctual to arrive to work, to return to work after lunch, and to return to class after prep or any other activities.
* Preps are work time and no personal business should be conducted during preps. Any changes to prep schedule need to be approved by the principal or the grade supervisor.
* If you expect to be absent, please notify the main office at least 24 hours in advance. If you have to be absent due to unexpected sickness or emergency, please try your best to call the main office or the payroll secretary before 7:30 AM of the day you are absent. It is your responsibility to leave a lesson plan for the day(s) you are absent. You can also email or fax the lesson plan to school.
* Teachers on regular appointment shall be granted absence refunds for illness on application, without a statement from a physician, for a total of no more than 10 days in any school year. Teachers will be allowed to use three of such 10 days of sick leave for personal business provided that reasonable advance notice is given to the principal. Teachers may use two of the three days allowed for personal business in any school year for the care of ill family members. Days off for personal business are intended to be used only for personal business which cannot be conducted on other than a school day and during other than school hours. Therefore, a brief explanation for taking a person business day is expected.
* All religious observance days need to be requested and approved by the principal.
* Substitute folders must be kept and updated as required.
* Should an employee leave the school building or the work place during work time for work-related or not work-related reasons, supervisor approval must be sought by the employee before he or she leaves. If it is not work-related, the employee should also notify the payroll secretary and sign the sign-out book in addition to seeking supervisor approval.
* Please move your time card when you arrive and again when you leave the building for the day.

**Copy Request**

* All copies are subject to the approval of grade supervisors.
* Maximize the use of digital media. Request for copies only when hard copies are necessary and effective.
* If the material is used by more than one class, please coordinate to submit one request for all.

**Use of Internet**

Use of Internet must comply with DoE’s Internet Acceptable Use and Safety Policy. Click the link below for the full text of the policy:

<http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm#preamble>

**Ethnic, culture, gender, language, income biased**

The school has zero tolerance of ethnic, culture, gender, language, or income biased behavior or languag

**Appendix I**

A List of Suggested Activities for

Small Group Instruction Periods

 The 5 small group instruction periods (SGIP) per week for all classroom teachers is an exciting innovation in instructional structure design. SGIP gives our teachers the most needed instructional resource, i.e. time, to work with targeted students in a small group setting, which is pivotal to the success of a school of large ELL and special need populations. Please understand that the selection of students, the size of the group, and the choice of instructional strategies for SGIP are determined by what the curriculum expects of the students and the deficits of the targeted students in meeting the expectations. Please note the following important clarifications:

* Teachers must take their preps during the five common preps. SGIP are not preps and must not be swapped with preps without approval by the grade supervisor.
* SGIP, like other lessons, requires lesson planning and is subject to formal and/or informal observations.
* A data tracking documentation template (forth coming) should be kept and may be reviewed by grade supervisors.
* Unlike your preps, if your SGIP is canceled due to unexpected circumstances, the period will **not** be made up or compensated. You must continue to provide meaningful instruction.

The following are suggested activities for SGIP. Again, choice of activity is based on student needs. Therefore, one same activity for all SGIP is obviously not a good practice.

* + Guided reading
	+ Guided writing
	+ Conferences (evaluative/instruction)
	+ Reteach (in a different approach or with more effective scaffold)
	+ Address homework concerns
	+ Close reading
	+ Phonics
	+ Enrichment (for some GE classes, if there are no struggling students for a certain lesson, teachers may choose to work with the top students for challenging activities.)
	+ Book clubs (e.g. once a week)
	+ Skill work (multiplication/sight words…)
	+ Vocabulary study
	+ Math skill drilling
	+ Word problems
	+ Work on previous year deficits, esp. those that are prerequisites for the current curriculum.
	+ Test prep (systematic rather than last minute)
	+ Other activities after consultation with the grade supervisor

Assessment or evaluation is an indispensable part of effective instruction. However, the core of SGIP is instruction rather than evaluation. The following evaluation/assessment are allowed if they are implemented in SGIP proportionately or during specific time in the school year :

* + F & P/running records
	+ Curriculum based quizzes
	+ Evaluative conferencing
	+ On Demand writing for evaluative purposes
	+ Supervisor-approved assessment tools
	+ Teacher created assessments

The following should **not** occur during SGIP:

* + Lesson planning
	+ Working on bulletin boards
	+ Checking HW or classwork
	+ Visit the teacher’s lounge for snacks or beverages
	+ Conferencing with teachers/support staff/service providers
	+ Meet with or conference with parents
	+ Any other activities that are not involved with working directly with students

**Appendix II**

**Grading Policy 2018-2019**

**Grading System**

Student academic achievement shall be based on the degree of mastery of the subject curriculum, which is aligned with the Common Core Learning Standards (CCLS) or New York City/New York State Scope and Sequence for various subjects of grades K-5.

Students’ level of mastery is assessed through assignments, tests, projects, classroom activities, and other instructional activities that are aligned with the curriculum. Although consideration is also given to attendance, classroom participation, student conduct, and homework completion, the student’s mastery level is the major factor in determining the grade of a subject.

Grading Percentages

Academic Performance Results – 75%

Classroom Participation – 10%\*

Homework – 10%\*

Attendance – 5%\* (for overall marking period grades only)

\*The major criteria for grading is a student’s mastery of the curriculum. If a student’s academic performance results indicate mastery of the curriculum, he or she should not receive a failing grade due to deficit in classroom participation, homework, or attendance.

**Grades K-2 Grading System\***

Performance Levels

 4 – Excels in standards

 3 – Proficient

 2 – Below standards

 1 – Well below standards

**Grades 3-5 Grading System\***

Percentage Grade forCore Subjects (ELA, Math, Science, and Social Studies)

 92%-100% - Excels in Standards

 80%-91% – Proficient

 65%-79% – Below Standards

 Below 65% – Well Below Standards

Performance Levels for All Other Subjects and Programs

 4 – Excels in standards

 3 – Proficient

 2 – Below standards

 1 – Well below standards

\*Please note the following special grades:

**NX:**  students may be awarded a grade of incomplete (‘NX’) if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established timeframe (e.g., surgery, death in the family).

**NL:** Students who are newly admitted may be awarded a grade of “NL” to indicate that the teacher does not have sufficient time to provide a fair and accurate evaluation.

**NS:** A grade of ‘NS’ is given to a student who does not participate in any of the work or tests from which a grade can be derived. ‘NS’ has a pass/fail equivalent of fail and a default numeric equivalent of 45.**5** This mark should be used in egregious situations, when students have been given reasonable chances to make up missed work and their absences are so chronic that only a failing mark is appropriate. Typically, a long-term absentee (LTA) should be discharged from the school and dropped from the schedule, rather than be given a failing grade. Similarly, students who are on home and hospital instruction should not receive ‘NS’ marks.

**Grading Guidelines**

Teachers’ grading consideration should include the following:

English Language Arts

1. Unit Test results
2. Performance-based Test results
3. Six (6) writing pieces per unit scored using school designated rubrics
4. About 5 - 10 reading quizzes on curriculum texts or with separate texts
5. Any grade-wide learning tasks or assessments determined by teachers of the grade
6. Fountas & Pinnell results for all students in grades K-2 and level 1 and 2 students in grades 3-5
* Fountas and Pinnell Reading Levels as compared to student performance levels

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Level with %** | **September** | **November** | **January** | **March** | **June** |
| **K** | 4 – 100% |  | B | C+ | D+ | F+ |
| 3 – 91% |  | A | B | C | D/E |
| 2 – 79% |  | Early Emergent | A | A/B | C |
| 1 – 64% |  |  | Early Emergent | Early Emergent | B Or Below |
| **1** | 4 – 100% | F+ | H+ | I+ | K+ | L+ |
| 3 – 91% | D/E | F/G | G/H | H/I/J | I/J/K |
| 2 – 79% | C | D/E | E/F | F/G | H |
| 1 – 64% | B Or Below | C Or Below | D Or Below | E Or Below | G Or Below |
| **2** | 4 – 100% | L+ | M+ | M+ | N+ |  |
| 3 – 91% | I/J/K | J/K/L | K/L | L/M |  |
| 2 – 79% | G/H | H/I | I/J | J/K |  |
| 1 – 64% | F Or Below | G Or Below | H Or Below | I Or Below | Or Below |
| **3** | 4 – 100% | N+ | O+ | P+ | P+ | Q+ |
| 3 – 91% | M | N | O | O | P |
| 2 – 79% | L | L/M | M/N | N | O |
| 1 – 64% | K Or Below | K Or Below | L Or Below | M Or Below | N Or Below |
| **4** | 4 – 100% | R+ | S+ | T+ | T+ | U+ |
| 3 – 91% | P/Q | Q/R | R/S | R/S | S/T |
| 2 – 79% | N/O | O/P | P/Q | P/Q | Q/R |
| 1 – 64% | M Or Below | N Or Below | O Or Below | O Or Below | P Or Below |
| **5** | 4 – 100% | T+ | U+ | V+ | V+ | W+ |
| 3 – 91% | S | T | U | U | V |
| 2 – 79% | Q/R | Q/R/S | R/S/T | R/S/T | S/T/U |
| 1 – 64% | P Or Below | P Or Below | Q Or Below | Q Or Below | R Or Below |

* Highlighted row indicates the expected reading level for each grade.

Mathematics

1. Go Math! Chapter Tests and Mid-Chapter Checkpoints
2. Go Math! Performance Tasks
3. Designated number of required fluency tests/quizzes

Social Studies

* One (1) project-based learning task per unit

Science/STEM

* Unit Tests
* One STEM project

Arts

* Learning tasks based on NYC Blueprint for the Arts

Physical Education

* NYS Physical Education Requirement and National Physical Education Standards

**Please note that students must make up any missing work and tests. However, late or make-up work may receive 10% less than the grade the work deserves.**

**Report Card Grades**

* There are three marking periods in a school year:

*First marking period:* September to November

*Second mark period:* December to March

*Third marking period:* April to June

* Teachers will provide report card grades for each subject and for each marking period.
* **The final annual report card grade is an average of all three marking periods.**

**Homework**

Homework is work that is assigned to be completed at home. Homework provides students with the opportunity to review, practice, and extend what they learn in the classroom.  Homework is also an effective tool in developing responsibility and good study habits. It should be purposeful, related to classroom experiences, as well as age and grade appropriate.

 Below shows the suggested time for daily homework. This time excludes daily reading time. It is suggested students in grades K - 1 read for 15 - 20 minutes daily and students in grades 2 - 5 for 30 – 45 minutes daily.

* Grade K & 1: 20 - 30 min.
* Grade 2: 30 - 45 min.
* Grades 3 - 5: 45 - 60 min.

Because students work at different paces, it may take some students more or less than the suggested time to complete assignments. Homework is assigned daily. All students are expected to complete their daily homework assignments.

**Parent Responsibilities**

* To establish a specific time and quiet place for your child to complete their homework assignment
* To provide the supplies and materials necessary to complete homework
* To provide support as needed, but do not do the homework for their children
* To check homework for completion as well as quality
* To communicate with their teacher when concerns arise
* To promote **15 - 45 minutes of reading** **each night** depending on the student’s grade level (Grades K & 1: 15 - 20 min.; Grades 2 - 5: 30 - 45 min.)

**Student Responsibilities**

* To complete assigned work with quality and on time
* To communicate with the teacher when he/she does not understand the assignments
* To review teacher feedback and redo the work if needed
* To read 15-45 minutes per night

**Attendance**

Attendance and punctuality are very important, students must arrive to school on time every day. Unexcused absences and/or lack of punctuality will have significant impact on student learning. Attendance records will affect the report card grades. An absence is only excused when the parent submits a parent’s or doctor’s note, notice of a mandatory appointment, or a note stating religious observation.

* Absences and punctuality count for 5% of the report card grade for each major subject.

2% will be deducted for each unexcused day of absence in a marking period. A total of 5% will be deducted from the student’s marking period grade for over two days of unexcused absences.

 1% will be deducted for each lateness. All 5% will be deducted when the number of lateness exceeds 4.

**Attendance Requirements**

To obtain credit for the year, a student must attend at least 90% of the days that school is in session, unless the absences are excused by the school.

**Communication with Parents**

**Parent-Teacher Conferences**

Parents will be provided any relevant information concerning their child’s grade at the Parent-Teacher Conference. Teachers at all grade levels shall inform parents when a student’s academic progress, attendance, or behavior becomes a concern.