

# **The Randolph Holder School for Social Justice**



**Respect  
Optimism  
Achievement  
Resilience**

**Parent Handbook  
2021-2022**

## Content

<b>Welcome:</b>	3
About The Randolph Holder School for Social Justice	4
Motto	5
Mission	5
Vision	6
My Promise	7
The Staff's Pledge	8
NYC DOE 2021 - 2022 School Calendar:	9
<b>Daily Routines and Class Information:</b>	11
Arrival/Dismissal:	11
Inclement Weather:	11
Absences/Lateness:	12
Emergency Procedures	12
Electronics Policy:	12
Lost and Found:	12
Lunch/Recess:	13
Birthdays:	13
Uniforms:	13
Visitor Policy:	13
<b>Academics:</b>	14
iLearn Learning Management System:	14
Homework:	14
Grading Policy:	14
Promotion/Retention Policy:	14
Dial - A- Teacher:	15
<b>Communication:</b>	15

Operoo Communication Management Tool:	16
NYC Schools Account:	16
Media Release Forms:	16
Backpack Letters:	16
Robocalls:	17
Monthly Principal’s Newsletter:	17
Monthly Newsletters:	17
Class Dojo:	17
Remind:	17
Translation & Interpretation Services:	17
<b>Parent Involvement:</b>	19
Parent Teacher Association (PTA):	19
Title I Parent Committee (PAC):	19
School Leadership Team (SLT):	19
Class Parents:	19
Parents as Reading Partners (PARP):	20
<b>Health and Safety:</b>	21
Bullying, Harassment, Threats, and Intimidation:	21
Discipline:	21
School Nurse and Health Forms:	21
DOE Policies on Illness:	22
Schoolwide Celebrations:	24

## Welcome:

Greetings to all Parents and Guardians!

The faculty, staff, and administration of **The Randolph Holder School for Social Justice** (RHS) are excited to welcome you back to school and into our building, after our abrupt departure in March of 2020. In full collaboration with YOU, we expect an engaging, appropriately challenging, and academically productive year for all our students. This handbook contains critical information regarding our school and the expectations we hold relating to academics and social-emotional balance. This handbook has been designed to support our families in gaining a better understanding of how and why certain decisions are made and their role in our students' achievements. Please understand that all guidance herein, is subject to change, pending Covid-19 updates and guidelines.

Students and parents are encouraged to use this handbook as a guide to establish familiarity with RHS' behavioral expectations for students, parents, and guardians. While it is not feasible for this handbook to cover every situation that may occur at school, it does provide direction that, along with the NYC DOE Citywide Standards of Discipline and Intervention Measures, will help with making informed decisions.

It is our goal to foster a school climate where families feel welcome, students are safe and teachers can teach purposefully, so students can make connections, develop their intellectual capacity, and productively apply their new skills in varying environments. However, we cannot do it without the help and cooperation of students and parents. We must work together as a family to ensure the best education for all their students. As parents, guardians, and students of RHS, you have several responsibilities. *Students* are expected to come to school ready to learn, participate in class, be a positive role model for fellow classmates and to take full advantage of the experiences they have here at **The Randolph Holder School for Social Justice**. *Parents* are encouraged to take an active role by participating in the school's Parent/Teacher Association (PTA), attending parent/teacher conferences, asking your child daily about school activities, having frequent communication with your child's teacher, volunteering, and setting consistent homework and study habits... Not forgetting to ensure that your children read every day.

At **The Randolph Holder School for Social Justice**, we have high expectations for our students, because we believe that they are filled with potential to be all that they dream to be, all that you dream for them and even that which hasn't been yet imagined. The faculty, staff, and administration humbly commit to doing everything we can to help every student blossom into their best selves, as they are on their individual journeys toward college and career and becoming civically responsible citizens of the 21<sup>st</sup> Century.

Looking Forward,

Phoebe Grant-Robinson

Principal

## About The Randolph Holder School for Social Justice

Officer Holder was an immigrant from Guyana, who was a 3<sup>rd</sup> generation

Police officer. He followed in his father and grandfather's footsteps in becoming a police officer in 2001 and served with dignity for 5 years before losing his life. His parents and our community celebrate his courageousness and dedication to helping others.

Aligned with our staff's pledge, as one of New York City's finest, Officer Randolph

Holder emanated Determination, Collaboration and a Strong Belief that his work can impact change.

We look forward to HONORING his name and Legacy through our work!

## Motto

***Educate Today... Forever Changing Lives***

## Mission

*In a caring community, our mission at **The Randolph Holder School for Social Justice (RHS)**, is to cultivate academic pride and civic responsibility as all students have access to high quality instruction and learning that infuse the love of learning through discovery and explicit instruction that integrates the Arts, Science and Technology.*

## Vision

*Our vision is to provide intentional and quality educational experience, inclusive of the arts, science, and technology, while emphasizing cultural relevance and social-emotional-balance; ensuring ALL students have access to creative learning experiences that will move them towards academic and personal achievements.*

*We aim to ultimately empower our students to become Drivers of their Destiny.*

## My Promise

*Today is a new day and I will do my best.*

*I will make choices that will help me  
succeed.*

*I am responsible for what I do.*

*I choose to learn.*

*I can learn.*

*I will learn.*

*Today will be a great day!*



## The Staff's Pledge

*Success bound; we pledge to maintain our:*

***BELIEF:*** *that every child can learn*

***DETERMINATION:*** *to create a significant learning experience that is appropriately challenging for the individual learner*

***COLLABORATION:*** *among colleagues, with our parents and all stakeholders; and*

***Position:*** *as Champions for Children...*

## NYC DOE 2021 - 2022 School Calendar:



### NYC Department of Education School Year Calendar

2021–2022

This is the 2021–22 school year calendar for all K–12 NYCDOE public schools. If your child attends a private, parochial, or charter school, please contact your child’s school for information about their calendar. Please note the following reminders:

- November 2, Election Day, will be a fully remote, asynchronous instructional day for all students.
- On “Snow days” or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.
- Parent-teacher conference dates are the citywide defaults; individual school dates might differ from those below. Your child’s teacher will work with you to schedule your conference.

DATE	WEEKDAY	EVENT
September 13	Monday	First day of school for students
September 16	Thursday	Yom Kippur, schools closed
October 11	Monday	Italian Heritage Day/Indigenous Peoples’ Day, schools closed
November 2	Tuesday	Election Day, fully remote, asynchronous instructional day
November 3	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.
November 4	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
November 10	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
November 11	Thursday	Veterans Day, schools closed
November 12	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 17	Wednesday	Evening parent-teacher conferences for middle schools and District 75 school programs.
November 18	Thursday	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 25–26	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–31	Friday–Friday	Winter Recess, schools closed
January 17	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 25–28	Tuesday–Friday	Regents Administration

NYCDOE School Year Calendar 2021–22

***“Educate Today...Forever Changing Lives” -P.R.***

DATE	WEEKDAY	EVENT
January 31	Monday	Professional Development day for 9–12 and 6–12 schools, students in these schools do not attend
February 1	Tuesday	Lunar New Year, schools closed
February 2	Wednesday	Spring Term begins for semester-based schools
February 21–25	Monday–Friday	Midwinter Recess, schools closed
March 2	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.
March 3	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
March 9	Wednesday	Evening parent-teacher conferences for middle schools and district 75 schools and programs.
March 10	Thursday	Afternoon parent-teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 16	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
March 18	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
March 29–31	Tuesday–Thursday	3–8 ELA Assessment administration
April 15–22	Friday–Friday	Spring Recess (includes Good Friday and Passover), schools closed
April 26–28	Tuesday–Thursday	3–8 Math Assessment administration
May 2	Monday	Eid al-Fitr, schools closed
May 30	Monday	Memorial Day, schools closed
June 7	Tuesday	Clerical Day, K–5, K–6, 6–8, and K–12 schools and D75 programs, students in these schools do not attend
June 9	Thursday	Anniversary Day, Chancellor’s Conference Day for staff development, students do not attend
June 15–24	Wednesday–Friday	Regents Administration
June 20	Monday	Juneteenth (observed), schools closed
June 27	Monday	Last day of school for students

NYCDOE School Year Calendar 2021–22

## Daily Routines and Class Information:

(\*subject to updates per Covid-19 guidelines)

### Arrival/Dismissal:

The regular school day begins at 8:00 am and ends at 2:20 pm.

#### Arrival:

Students in grades 3K and Pre-K are to meet their teachers in the main entrance foyer on Central Avenue and be escorted to their classrooms by school staff at 8:00 am. Students in kindergarten will line up by the main entrance on Central Avenue and be welcomed in by school staff. *Arrival time is not an appropriate time for parent conferences. If there is a need to confer with your child's teacher, please schedule a mutually convenient time.*

Students in grades 1-5 may arrive starting at 8:00 am through the schoolyard for intake. The schoolyard gates on Nielson Avenue will be opened promptly at 8:00 am to permit children into the building. All areas are supervised by school personnel. Students arriving after 8:00 am, are late and must enter through the main entrance on Central Avenue.

All late students will check in, receive a late pass, and be offered a breakfast on the go to eat in their classroom. We encourage all students to arrive on time, as late arrivals interrupt the classroom instruction.

#### Dismissal:

Students in 3K and Pre-K will be dismissed in the main entrance foyer by the posted sign at 2:00 pm and picked up by a parent or guardian.

Kindergarten will be dismissed through the side door of the main entrance on Central Avenue, with parents lining up by the class numbers posted on the fence. Students in grades 1-5 will be dismissed through the school yard. On half days, school dismisses at 11:30 am from the identified locations above. (See school calendar for scheduled half days)

All parents/guardians will need to sign-out their child daily at dismissal, unless identified as a walker **(Grades 3-5 only)** on the dismissal accountability forms distributed to all parents. Students will only be released to parties identified on the school Blue Card, and documented consent of a parent/guardian.

If your child's dismissal/pick-up routine changes for any reason, the classroom teacher and main office must be informed in writing of this change. Should there be any reason that your child may not be picked up on time, please notify the main office at (718) 327-0895. ***Note, that early pick-up, barring extreme circumstances will be until 2pm to assure for a safe and orderly dismissal.***

### Inclement Weather:

In the event of poor weather condition, grades 3K, PK & Kindergarten remains the same

Grades 1-2 will be picked up from the cafeteria through the school yard.

Grades 3-5 will be picked up from the auditorium. Parents only picking up upper grade students, must enter through the schoolyard entrance on Nielson Avenue.

#### Absences/Lateness:

##### **Absences:**

It is critical that students are in school daily. If your child will not attend school for any reason, you should notify the main office. All students who are absent 3 or more days are expected to have a doctor's note or parent's note explaining the reason for the absence. Poor attendance has been linked to poor academic success, and therefore it is crucial to be consistent with your child's attendance.

##### **Lateness:**

The school day begins at 8:00am and a child is considered late after that time. Attendance is taken in the classroom, and all students arriving late must receive a late pass, so that we can appropriately update their attendance.

#### Emergency Procedures

**The Randolph Holder School for Social Justice** is required by the Department of Education to hold emergency drills throughout the year. These drills include evacuation drills (fire drills) and lockdown drills. In the event of an emergency, school personnel will work in collaboration with the Department of Education Support Staff and NYC Police Department to ensure school-wide safety.

##### **Citywide Emergencies/ Weather Related Cancellations:**

The Mayor of NYC determines school closings and delayed openings. In the event of cancellation, parents can find updated information by checking the DOE website <http://schools.nyc.gov>, calling 311 or by listening to local radio and TV stations.

#### Electronics Policy:

As per Chancellors Electronics Policy: Regulation A-413, students are permitted to bring cell phones and electronic readers to school but are not permitted to bring any other electronic devices (iPods, iPads, etc.) or expensive electronic games to school, the school cannot be responsible for personal devices. Kindles, Nooks, or other e-readers may be used for reading books but must have Wi-Fi/Internet service disabled at school and on the school bus. If a student has a cell phone out and is seen using it, it will be confiscated and delivered to the main office. A parent/guardian will have to schedule a time to pick up the device from the school.

#### Lost and Found:

(Due to Covid-19, items left behind, may be discarded. We will NOT be storing lost items)

Lost and found items will be maintained by the parent coordinator. Please be aware that the school is not responsible for items lost at school or those placed in the lost and found bins. It is recommended that you use a permanent marker to LABEL YOUR CHILD'S BELONGINGS. Labeling would help in locating misplaced belongings.

### Lunch/Recess:

#### Lunch:

School lunch forms may be completed online @ [www.schoolfoodnyc.org](http://www.schoolfoodnyc.org). Be sure to select the school's food inquiry form.

The DOE Office of School Nutrition administers a free school lunch program for 3K to 5<sup>th</sup> grade students. Students may choose to eat school lunch or bring a lunch from home each day. **ALL FAMILIES** must complete a school lunch form at the start of every school year, even if their children do not eat school lunch.

Daily menus are accessible via: [www.opt-osfns.org/osfns/meals/default.aspx](http://www.opt-osfns.org/osfns/meals/default.aspx).

#### Recess:

(Recess will follow the NYC Department of Health Guidelines to adhere to Covid-19 protocols)

At The Randolph Holder School for Social Justice we have three lunch periods. All students will have an active outdoor recess period, except for inclement weather conditions and times determined by administration to maintain the safety and security of all students. School staff will monitor recess.

### Birthdays:

(Classroom visits are suspended due to Covid-19 Health and Safety Protocols)

As part of our culture, we love to celebrate your child's special day. To not disrupt the instructional day, will be held at 1:30 pm in the cafeteria and must be scheduled and approved prior to the event. Parents may drop off treats, but will not be permitted to the classroom, due to COVID-19 health and safety protocols. **Glass bottles, balloons and birthday candles are prohibited.**

### Uniforms:

Students are expected to be dressed in full academic attire every day. Children must wear sneakers or closed toed shoes for safety. For your convenience uniforms can be ordered at <http://ps253q.nycschooluniforms.com> (needs to be updated)

### Visitor Policy:

(Classroom visits are suspended due to Covid-19 Health and Safety Protocols)

Parents are welcome to visit the school and visits should be arranged with the school prior to arrival. To ensure safety for everyone at **The Randolph Holder School for Social Justice** (RHS), all visitors to the school and parent volunteers are required to check-in at the front desk upon arrival to **The Randolph Holder School for Social Justice** and receive a Visitor's Pass. Visitors must have a driver's license or state issued identification card to receive a Visitor's Pass. This pass must be visible and worn during your entire visit. All visitors and parent volunteers must then go directly to the main office, where you will be asked to sign the visitor's log. Please remember, no parent conferences can be held during instructional time. The best policy for meeting with your student's teacher is to contact them to schedule an appointment.

## Academics:

### iLearn Learning Management System:

iLearnNYC is an online learning platform in which class teachers will utilize to share coursework and class and school wide announcements. Students and families will also have access to all classroom teachers in a centralized location. Additionally, iLearnNYC will be utilized for both synchronous and asynchronous instruction during remote days, including quarantines do disseminate coursework and ZOOM links for families.

As we build our digital toolboxes, students will be expected to develop proficiency in the platform, to assist in strengthening their digital footprint to support their learning. In conjunction with digital access to curricula, teachers will provide access to various programs/tools on their sites to assist students with work. This may include, but not limited too digital manipulatives, Social Emotional Learning components, RazKids for reading, SeeSaw and Brainpop.

### Homework:

The purpose for assigning homework is to give children the opportunity to reinforce, extend and enrich skills and knowledge learned in school. Teachers are expected to assign homework daily. Check the homework folder every day for items that must be returned to school and items that should remain at home. **Notify the teacher if your child is having difficulty completing an assignment and/or finishing work in a timely manner.** To further support the development of organizational skills, students in grades 3-5 will receive agendas. Parents must check/review agendas daily.

### Grading Policy:

Grades will be designated by Levels 1, 2, 3 or 4 on report cards. Interim progress reports are issued between the first and second report cards. Please see our unified Grading Scale below:

#### Scoring Rubric

4	3	2	1
100%-90%	89%-70%	69%-50%	49%-0%
Above	On Grade	Approaching	Below

#### Grading Policy

Attendance	10%
Classwork	10%
Participation	15%
Assessments	50%
Homework	5%
Behavior	10%

### Promotion/Retention Policy:

In determining promotion decisions, multiple measures are considered. Parents will receive information regarding their child's promotional status during the school year. Promotion/graduation ceremony and

participation in senior activities, including the senior dance, is a privilege and may be rescinded based on student behavior.

#### Dial - A- Teacher:

The United Federation of Teachers and Department of Education of the City of New York offer free homework help for all students. You can get help working with your children. Students can call and get help in Reading, Math, Writing and Science. Translation is provided in different languages: Bengali, Chinese, French, Haitian- Creole, Russian, Spanish, and Tagalog.

Calls can be made on Monday, Tuesday, Wednesday, or Thursday from 4:00 pm – 7:00 pm. A teacher will answer, ready to help.



UNITED FEDERATION OF TEACHERS and  
DEPARTMENT OF EDUCATION  
OF THE CITY OF NEW YORK

**1-212-777-3380**  
**FREE HELP WITH  
HOMEWORK!**

**PARENTS!** Get help working with your child.  
**STUDENTS!** Call and get help in:  
**Reading** 📖 **Math** 📐 **Writing** ✍️ **Science** 🔬

We also speak Spanish, Italian, Chinese, French,  
Haitian-Creole, Greek, Hebrew, Korean and Russian

**Call on MONDAY, TUESDAY,  
WEDNESDAY OR THURSDAY  
4:00-7:00 pm**

**A teacher will answer, ready to help.**

UNITED FEDERATION OF TEACHERS (UFT) • 52 Broadway, New York, NY 10004  
DEPARTMENT OF EDUCATION • 52 Chambers Street, New York, NY 10007

#### Communication:

For updates on our school events, programs, volunteer opportunities and much more, be sure to visit our school's website at [www.ps253q.org](http://www.ps253q.org) and follow us on [Twitter @PS253QNY](https://twitter.com/PS253QNY).



Additionally, you can find links to our staff directory, teacher and student policies, the daily lunch menu and more.

A calendar of school activities is available on the website and is useful for viewing PTA meeting schedules, school closings, and special events. A paper calendar of events will also be sent home in backpacks every month to inform you about happenings at **The Randolph Holder School for Social Justice**.

#### Operoo Communication Management Tool:

For the upcoming 2021 - 2022 school year, we will be utilizing the Operoo platform to collect all required NYC Forms, as well as using it to communicate amongst all stakeholders.

At the onset of the school year, you will receive emails from Operoo to activate and begin completing all forms in your selected language. If you need assistance, please contact the main office and ask for Ms. Dydzuhn.

\*It is expected that all parent complete the NYC DOE and RHS required forms through the Operoo platform

#### NYC Schools Account:

The NYC Schools Account (NYCSA) is a web-based application that lets you see your child's academic and biographical information on any computer, phone, or tablet. The application is translated into nine languages other than English. In the account, you can see a child's:

- Attendance
- Grades
- Assessments (test scores)
- Health information (Fitness gram)
- Schedule
- Guardians
- Enrollment history

Please access the portal via our website at <http://www.ps253q.org/>

#### Media Release Forms:

If you **do not** wish for your student to appear on film, in the newspaper, or in the yearbook, you must have a *Denial of Media Release* on file in the school office. This form will be sent home on the first day of school.

#### Backpack Letters:

The school periodically sends home notices with your child. Please be sure to check your child's school folder each evening for important messages. You can also send your child's teacher a note via the school folder. Teachers in lower grades check folders daily.

### Robocalls:

The automated notification system, Robocall, sends out phone calls to all our families in a short amount of time about reminders or last-minute changes to events. If you are not getting the blast, it's your responsibility to update the Blue Card with the proper contact information.

### Monthly Principal's Newsletter:

A monthly message from the principal will highlight the previous month's key points as well as outline any critical mentions and future events and foci.

### Monthly Newsletters:

A monthly newsletter will be sent home by classroom teachers, informing you of upcoming units of study. The newsletter will also let you know about planned trips and other events.

### Class Dojo:

This is a communication App for the classroom. It connects teachers, parents, and students who use it to share messages and photos throughout the school day. It also sends reminders to parents and help teachers create a positive classroom environment.

### Remind:

A safe and free Texting App for teachers to keep their parents informed about upcoming events within the classroom.

### Translation & Interpretation Services:

Our school consistently aims to provide translation and interpretation services to limited English speaking to parents. Language support includes over the phone interpreters and translation of documents where possible.

<https://infohub.nyced.org/resources/communications/translation-and-interpretation>

(212) 255-8400

### Tuesday Parent Engagement Time: (Maintain COVID-19 Protocols – all meetings virtually)

A time used to build a collaborative partnership with parents to support the academic and social-emotional growth of their children. Engagement block can be a face-to-face meeting (individual or group), telephone conversation, or written correspondence including email with parents or guardians. Appointments are scheduled through your child's teacher when deemed necessary. (Tuesday Afternoons 2:30 pm – 3:00 pm)

### Academic Conferences: (Maintain COVID-19 Protocols – all meetings virtually)

- Thursday November 4, 2021
- Thursday March 3, 2022

In addition to Parent Teacher Conferences, teachers will meet with parents as needed throughout the year to discuss academic progress. Please remember you may contact your child's teacher to schedule a conference by calling (718) 327-0785, e-mailing the teacher, message via OPEROO and remind/Class Dojo or by simply writing a note to the teacher. At a mutually agreed time, **conferences need to be scheduled during the teacher's planning period, before school, or after school so instructional time is not lost.**

## Parent Involvement:

**We are thankful to our PTA for their ongoing support. Please be sure to participate in and support our parent sponsored meetings and events. Our PTA Executive Board Members are:**

- **RHS PTA**
  - President: Ms. Lambert
  - Treasurer: Ms. Castellion
  - Secretary: Ms. Salinas

### Parent Teacher Association (PTA):

The PTA of the Neighborhood School is a volunteer group made up of parents, guardians and teachers who consistently work toward creating an environment that supports learning, diversity, community, and family. All parents and guardians of **The Randolph Holder School for Social Justice** are automatically members of the PTA and are strongly encouraged to be participating members. The Executive Board can vary but is typically made up of two Co-Presidents, a Secretary, a Treasurer, and a range of Committee leaders. Board members work extensively on school events and projects which include fundraising, a major aspect of the PTA's mission. Board members are elected at the end of one school year for positions beginning in the fall of the following year. General meetings are held once a month to keep parents informed about school policies and curriculum, school activities, issues at hand and workshops on topics of interest. We urge you to think about your talents and interests and to find an event or committee that will be a rewarding experience for you.

### Title I Parent Committee (PAC):

The Title I Parent Advisory Council (PAC) represents the Title I parent community. The Title I PAC participates with the School Leadership Team (SLT) in the joint review, planning, and improvement of the school's Title I program, and the development, revision and review of the parent and family engagement policy. To meet its responsibilities the Title I PAC will work in a consultative role with the SLT and communicate with the school's Title I parents.

### School Leadership Team (SLT):

The SLT is a school-wide committee that is an important school resource for staff and families' concerns about issues of importance to the school community. It is the central unifying committee of our school, and it writes, revises, and disseminates school policies, create the Comprehensive Educational Plan (CEP), advise on budgetary decisions, and facilitate annual school survey of the parent body. The SLT meets once a month for cooperative planning and shared decision making.

### Class Parents:

(Suspended due to COVID-19 Protocols)

Class Parents help to support our classrooms, our teachers, and our Parent Teacher Association by having a direct point of contact for each classroom in promoting good communication. Class parents can help plan classroom functions, and rally support and volunteerism. If you would like to volunteer to be a

Class Parent, please access the request form in the main office or communicate with your child's teacher.

[Parents as Reading Partners \(PARP\):](#)

Learning to read is the single most important activity in a child's education. Studies show that children who read at home are better prepared to succeed in school.

PARP is a statewide PTA administered program that asks parents (or caregivers) to read with their children for at least fifteen minutes daily, stressing the fact that reading can be fun as well as informative. The choice of reading materials can vary from books to anything with printed words to even playing word games like Scrabble or Boggle. The daily activity of reading together strengthens reading and communication skills in the child and strengthens the parent/child relationship.

## Health and Safety:

### NYC DOE Covid-19 Protocols Health and Safety:

<https://infohub.nyced.org/school-year/school-year-2021-22/school-health-policy>

### Bullying, Harassment, Threats, and Intimidation:

Please refer to the NYC Department of Education Discipline Code of Conduct regarding our policy on bullying, harassment, threats, and intimidation. Students will be referred to administration if they are involved in any of these offenses.

### Discipline:

Please review the NYC DOE Citywide Standards of Discipline and Intervention Measures. P.S.253Q follows the school expectations symbolized by the word “ROAR”. This word is the reminder that students should demonstrate positive and productive behaviors- **R**espect, **O**ptimism, **R**esiliency, and **R**espect. Appropriate, expected behavior is defined throughout the school on our school wide behavior matrix and emphasized through our Leader in Me Seven Habits: **Habit 1- Be Proactive, Habit 2- Begin with the End in Mind, Habit 3- Put First Things First, Habit 4- Think Win Win, Habit 5- Seek First to Understand, then to be Understood. Habit 6- Synergize, Habit 7- Sharpen the Saw.** Students demonstrating this type of behavior are rewarded. Our “Roar Dollars” system is used to reward outstanding behavior, kind deeds, and individual improvement. ROAR Dollars can be redeemed for small prizes. When a student is not exhibiting appropriate, expected behaviors, several progressive consequence options may be given as outlined in the NYC DOE Citywide Standards of Discipline and Intervention Measures.

### School Nurse and Health Forms:

New York City schools offer many services to support student health. Students with health issues and disabilities can receive prescribed medicine, skilled nursing treatments and 504 Accommodations in school.

Our school nurses are actively involved in school health programs. School nurses:

- Schedule students for physician assessments if needed.
- Give prescribed medicine to students with a medication administration form (MAF) on file.
- Provide prescribed nursing services to students with a medically prescribed treatment (non-medication) form on file.
- Monitor students with chronic health problems and inform parents if health problems are getting worse.
- Teach classes on asthma management (Open Airways) and diabetes prevention (HOP).
- Run programs like Connecting Adolescents to Comprehensive Health (CATCH) and Screening the At-Risk Student (STARS).

Medicine at School: Help your child feel healthier and more comfortable during the school day. If your child has a health condition, they may benefit from taking prescribed medicine at school or a skilled nursing treatment. Talk to your child's health care provider. Ask if taking medicine at school or a skilled nursing treatment would help your child better manage his health condition.

- All students with a diagnosis such as asthma, allergies or diabetes should submit a Medication Administration Form to their school.
- Submitting a Medication Administration Form enables the school nurse to treat your child in the case of a medical emergency.
- Even if your child can take his/her own medicine, it is important for the school clinical team to be aware of the student's medical needs in case of an emergency.
- Medication Administration Forms are accepted on a rolling basis but should be submitted by September of the new school year. Forms are provided by the School Nurse.
- You must submit a new Medication Administration Form each school year.
  - <https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>

#### **Medicine on Field Trips:**

- To maintain safety and the well-being, students with health conditions requiring the nurse's support for treatment, may only be permitted to participate in field trips when there is a designated nurse, a parent accompanying the student, or in grades 3-5 with a recorded self-medicated authorization letter filed in the nurse's possession.

#### **How to apply:**

<https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>

#### **DOE Policies on Illness:**

##### **Receiving Nurse Services in School:**

**The Randolph Holder School for Social Justice** (P.S. 253Q) Nurses will adhere to all DOE policies related to children seen in the nurse's office. The school nurse will attend to all sick children and contact home as well as provide a recommendation of next steps, per their professional judgement.

##### **Head Lice:**

If a student is found to have live head lice at school, they are not permitted to return to school until he/she has been treated and can show proof of treatment. If a student has nits (eggs) at school, the parent will be contacted, and the student must be treated before returning to school. A note must be sent by the parent or guardian in accordance with the Attendance section of this handbook when the student returns to school. Please take care of lice appropriately to prevent the spread of lice from one person to another.

Please visit the following site for all further information on DOE policies and access to Health Insurance

<https://www.schools.nyc.gov/school-life/health-and-wellness/staying-healthy>



## Schoolwide Celebrations:

(Suspended due to COVID-19 Protocols)

Throughout the year, there will be many opportunities for you to see your child in performances and productions, demonstrating our commitment to the Arts and giving all students an opportunity to experience other measures of success. Some of the opportunities include, but are not limited to arts-based, cultural and holiday concerts.

Please review our school's monthly calendar regularly. Both online and paper copies will be provided.

***\*All content in this handbook is subject to change.***

***#ThisisOurYear***

***@RHS...***

***"Educate Today...Forever Changing Lives" -P.R.***