

# Family Handbook 2018 - 2019



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***A Neighborhood School***

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## **Section 1: Welcome to YCS - *A Neighborhood School***

### **About Our School**

Yorkville Community School is a neighborhood elementary school that opened on Manhattan's Upper East Side in September 2009. Our school is located in a neighborhood that is rich with cultural institutions, parks, historic landmarks, family run businesses and community based organizations. We pride ourselves in the relationships that we have been developing with these organizations and community businesses in order to provide an enriching curriculum for our students. Each unit of study is enhanced by the meaningful connections that these amazing neighborhood places provide our students, within and outside the classroom.

### **Yorkville Community School: Our Vision**

Our neighborhood school is a collaborative community of active thinkers who are preparing leaders of the 21<sup>st</sup> century. Our commitment to a child-centered, engaging education ensures that every student is encouraged to achieve high academic standards, meet and exceed their own personal goals and realize social success. We achieve this goal by providing our diverse student body with the strategies to take responsibility for their learning by continuously engaging them in rigorous and creative learning experiences. Our students sustain a sense of curiosity that is met by incorporating the community into our school to provide authentic learning experiences. We share a belief that each member of the community brings a unique set of talents and skills and this belief is celebrated by providing all children the opportunity to excel by applying best practices in teaching, skillful planning, and providing a supportive and challenging inquiry based curriculum. Our students will emerge from our school active learners and positive members of the community

### **YCS Core Values**

**Honesty:** Members of the YCS community are truthful and act with integrity and honor.

**Responsibility:** Members of the YCS community are reliable and hold themselves and others accountable for their actions.

**Respect:** Members of the YCS community acknowledge the intrinsic value of all people. We act with tolerance, courtesy, and thoughtful regard for all persons, for property, for the environment, and for ourselves.

**Kindness:** Members of the YCS community exhibit caring and compassionate behavior in all aspects of daily life. By our positive example, we encourage kind behavior in others.

## Section 2: Daily Life at YCS

### Arrival and Dismissal Procedures

**We need your help to ensure a safe and smooth arrival and dismissal!** Arrival and dismissal times can be very busy. **How can you help to ensure that things run smoothly?**

- Please do not stand or sit on the top two steps. The Front doors open out and we do not want anyone to get hit by the doors when they open.
- Please Respect the Signs During High Traffic Times! The inside lobby doors are labeled “**ENTER**” and “**EXIT**”. Please use the “**ENTER**” doors to enter and the “**EXIT**” doors to exit. This is the best way to keep the flow of foot traffic steady and avoid hitting each other with the doors.
- When entering the yards, stay to the **RIGHT**. When leaving, if the stairs to the yard are crowded with incoming care-givers, use the **cafeteria** to exit through. Once traffic subsides, feel free to exit up the stairs you entered, but stay to the **RIGHT**.
- If you are picking up children in multiple grades (i.e. K/1 then 2, we ask that you wait in the Main Lobby and enter the East yard once all classes have been lined-up and School Safety opens the Main Entrance doors.
- Please limit conversations with teachers and School Safety. While we value your questions and comments, our goal is to minimize distractions during high traffic times.

### Arrival Procedures

**The school day begins at 8:40am. The doors open at 8:40am, (rain, snow or shine).**

All arrivals after 8:50am must use the Main/East Lobby Entrance. Late Arrivals will receive a late pass and must report to the main office.

**Pre-K:** Students enter through the **West Lobby Entrance and** go upstairs to their class. Parents may escort their child to Pre K.

**Kindergarten:** Students enter through the **West Lobby Entrance and** go upstairs to their class. Parents can escort their child to class the first two weeks of school. Please be sure to say “Good Bye” at the classroom door. After the first two weeks, all care-givers are asked to let their children enter the school building independently and go upstairs to their class on their own.\* Staff members will always be present to greet them in the lobby as well as on the second floor landings. Instructional time begins promptly at **8:45am**.

\*Any care-giver who wants to go upstairs will have to follow our *General Safety* policy (pg.12).

**First Grade:** Students enter through the **West Lobby Entrance and** go upstairs to their class on their own.

**Second–Fifth Grade:** Students enter using the **Main / East Lobby Entrance** and go upstairs to their class on their own.

\*To limit congestion and confusion, please encourage your child to enter the school building independently. School Safety and staff members are present to greet them.

Instructional time begins promptly at **8:45am**. **Students will receive a late pass starting at 8:50am.**

#### **Breakfast-Doors Open at 8:15am**

**Breakfast is served from 8:15am-8:35am.** Children eating breakfast will use the main entrance, by Security, to enter the building. **Students should enter the building by 8:30am to ensure ample time for them to eat.**

**\*Parents/ Guardians may not enter the cafeteria during breakfast.**

**\*Children may not enter the building before 8:15am - no exceptions. Please do not leave your child unattended in front of the building before 8:15am. Once the doors are opened by our Security Agent at 8:15am, children may enter school for breakfast.**

For those families dropping off children by car, please do not park/double park in front of the school after 7am in the Faculty Parking area. Our teachers and staff members need to get into the building and parking in this area delays staff from getting to their classrooms. Double parking also detains children that are arriving by school bus. If you are dropping off your child by car, please pull over to one of the two hydrant areas to the east or west of the main entrances.

#### **Dismissal Procedures**

**Pre K, Kindergarten and First Grade:** The West Lobby entrance will open at 2:50pm. Caregivers will enter and go up to classrooms through the West Lobby (Stairways D and E). Caregivers will be asked to present their YCS Pre K/Kindergarten/First Grade pass to staff members in the lobby before going upstairs.

- **Students will be dismissed from Pre K, K and First Grade classrooms.**
- Caregivers should not enter the room. Children must say “Good bye” to their teacher and will leave one at a time.
- Conversations with classroom teachers should be kept to a “Hello/Good bye” (to minimize distractions).
- Afterschool/ Late Pick-Up students will be brought, by their teacher, to the designated afterschool and/or Late Table in the Café after all students are dismissed.
- **Students in afterschool programs will be brought by teachers to designated afterschool following regular dismissal.**

**Second Grade-Third Grade:** The school day ends at 3:00pm. The Main Entrance doors open at approximately 3:00pm (rain, snow or shine).

- Students will be dismissed from the East Yard.
- Children must say “Good-bye” to their teacher before being dismissed.
- Conversations with classroom teachers should be kept to a “Hello/Good bye” (to minimize distractions).
- **Students in after-school programs will be brought by teachers to designated afterschool following regular dismissal.**

#### **Fourth-Fifth Grade**

**The school day ends at 3:00pm. Please do not enter the West Lobby until 3:00pm.** This allows PreK/K/Kindergarten families to exit the building and limits traffic on the West Lobby.

- **Students will be dismissed from the West Yard at 3:00pm.**
- Children must say “Good bye” to their teacher before being dismissed.
- Conversations with classroom teachers should be kept to a “Hello/Good bye” (to minimize distractions).
- **Students in afterschool programs will be brought by teachers to designated afterschool following regular dismissal.**

#### **Inclement Weather Dismissal- (rain, snow, etc.)**

**Pre K/Kindergarten/First Grade** – Regular Dismissal from classrooms

**Second Grade/Fourth Grade** - Dismissed from designated tables in the Café

**Third Grade** – Dismissed from Main/East Lobby

**Fifth Grade** – Dismissed from West Lobby

#### **Late Pick-up - Arriving After Dismissal**

Children who are picked up late are brought to the Café “Late Table”. **Parents/Guardian must show photo ID to late pick-up supervisor and sign out students before they are dismissed.**

After 3:15, students will be brought to the Main Office to wait for pick-up. Please be on time to pick-up your child. If you are running late, please call the Main Office and make other arrangements for pick-up.

**The Main Office closes at 4:00pm.** YCS/PS151 does not have the staff to supervise children after school is dismissed. If we receive no word from a parent and/or **a child is left for an extended period of time, the school’s policy is to send the child to the local 19th police precinct** so that the child stays safe and secure until a parent arrives. The precinct is located at 153 East 67th Street, New York, NY, 10065, (212) 452-0600. Parents who are chronically late will be instructed to enroll their children in an afterschool program.

#### **Early Dismissals**

**If a parent/guardian needs to sign out a child before the end of the day, it must be by 2:40pm.** You must come to the Main Office and sign your child out. Students are only released to adults who are listed on the child’s Blue Emergency Card. **Parent/Guardian must show a picture ID and must sign-out their child.** Please try to make a child’s doctor and dental appointments after school hours. Children miss important instruction when they are out of school.

#### **All STUDENTS**

Teachers will maintain a log that keeps track of who their students are dismissed to. Families will be filling out and submitting a form detailing their child’s afterschool plans each day. This includes participation in afterschool programming, and/or the name of the person picking their child up on each day of the week. Students are not dismissed to anyone that is not on the form or Blue Emergency Card

- **Any changes to a child’s regular after school schedule must be submitted in writing to the classroom teacher (i.e. play-dates, no afterschool program, an adult picking up your child who is not on your Blue Card). Verbal permission, over the phone, will not be accepted.**
- **In the case of a last minute EMERGENCY, please call the Main Office.**

#### **Half-Day Dismissal**

**The school day ends at 11:45am. The main doors open at 11:45am (rain, snow or shine).**

All students will be provided the opportunity to eat lunch on half days. Students may bring lunch from home or eat school lunch. Please coordinate with your child's afterschool to ensure that it is in session on these days.

### **Daily Attendance**

Teachers take daily **attendance promptly by 8:55am**. Students entering the main lobby after 8:50am are considered late and must get a late pass from School Safety. Lateness will be recorded in the students' official records and shown on their progress report.

### **Attendance/Lateness**

If your child is absent for three or more consecutive days, please email the [mainoffice@yorkvillecommunityschool.org](mailto:mainoffice@yorkvillecommunityschool.org) and be sure to send a note explaining the reason for the absence when your child returns to school. **Sending a note does not erase the absence, it just provides information so that the absence can be properly coded.** When appropriate, include a doctor's note indicating the reason for an extended absence. **Attendance lower than 90% is considered poor attendance (students absent 10% or more of the school year are considered chronically absent).**

We will follow-up with families regarding excessive absences and lateness. Research has found that regular attendance is critical to school success and even a minimal number of absences during the school year can have a serious impact on a student's ability to achieve.

### **Lunch/Recess**

Students will eat lunch in our school Cafe. Lunch/Recess periods are 50 minutes. Every class will be given time to eat and time for recess. At lunch, children are responsible for cleaning up after themselves. Lunch will be supervised by staff members. Students can bring a bag lunch from home or receive school lunch. ***There are several things that you can do to support our school in providing a healthy and productive lunchtime environment:***

- Remind your child to eat first and socialize later. We encourage children to "chew before they chat" but please reinforce this at home. The lunch period is 25 minutes - plenty of time to finish eating.

**If you are sending your child to school with lunch:**

- Please provide your child with healthy choices, for example a high protein sandwich ("brain food") such as turkey, a fruit or vegetable (baby carrot sticks), cheese sticks, yogurt, etc.
- Try to avoid sugary drinks and desserts with "empty" calories which spike a child's sugar levels but then leaves him/her feeling "cranky". Milk is only available to children that are receiving school lunch. There is a water fountain in the cafeteria. **No soda or glass bottles are allowed in school. Candy is highly discouraged.**
- Try to find foods that are packaged in "child friendly" containers – many children struggle with juice and milk boxes. Pop-open thermoses seem to work best.

**Regarding school/hot lunch:** Only children whose families have completed the school lunch form and have requested hot lunch will be given hot lunch, milk and fruit.

In an instance where a child is highly allergic to certain foods, a doctor's note must be submitted regarding the allergy.

### **Lunch Forms**

In the beginning of the school year, every child will receive a federal government form that must be filled out and returned to school, **even if your child will not be eating school lunch, you must sign and return the form.** School lunch is free for all students.

### **Kindergarten Snack**

We understand that kindergarten children may be hungry in the afternoon; therefore snack time will be established in each kindergarten classroom. This is a brief period of time in which students will be provided with a healthy snack to “re-energize” them for continued classroom instruction. Families will sign up with their classroom teacher to provide snacks for the class each week. Snacks should be healthy (no candy, gum, or drinks will be permitted). **All classrooms are “nut aware”. In an instance where a child is highly allergic to certain foods, a doctor’s note must be submitted regarding the allergy. These children can bring a snack that is safe for them to eat.** Some suggested snack items:

- pretzels, dried fruit or raisins
- cheese sticks
- Fruits and vegetables
- Pretzels, crackers, graham crackers

### **Birthdays**

**We recognize that birthdays are an exciting day for children. While we will allow for children to celebrate their birthday, celebrations will be small and will not include food. We welcome several students in our classrooms with allergies that range from mild to life threatening.** We invite your help and cooperation to help them stay safe. Families must notify their child’s teacher, in writing, a week before their child’s birthday, if they would like to celebrate the day. Celebrations are at the discretion of the teacher, but may include: handmade cards, storytelling, the sharing of a book. **Please consider sending/donating a book or game to the class in your child’s name.**

- Advise the teacher on what day they would like to celebrate.
- **No food will be allowed.**
- **No food “goody bags”** will be permitted.
- Classroom teachers have the final determination in scheduling celebrations so they do not conflict with student allergy concerns, other classroom learning, events, schedules and routines.

### **Celebrations (Holidays)**

The Yorkville Community School has families from many different cultures and traditions. **It would be impossible for classrooms to honor each and every holiday our YCS families celebrate.** While we invite families to share their traditions, we do not want any child to be excluded from a classroom experience because it is centered on a specific holiday celebration. We do not decorate the school or classrooms for holidays, nor do we hold holiday celebrations. We hold several celebrations to honor the work the children have done to date. When celebrating classroom projects, including publishing parties, food may be permitted. It is important to consult with your child’s teacher to determine the food policy in the classroom. Please share fruit, bagels, or whole grain products along with juice and water. **Everything must be NUT FREE.**

### **Cell Phone and Electronic Device Policy**

- Cell phones must be turned off and put in backpacks/out of site, **before** entering the school.
- Cell phones may **never** be used during the school day.
- In the case of an **emergency**, parents can call the school office phone (212-722-5240) and we will convey the message. **Parents should not call a child's cell phone during the day.**
- If a phone rings or a child uses a phone during the school day the phone or device will be confiscated by the staff member and given to an administrator/the main office staff.
  - **First Offense:** The phone will be confiscated, the parent/guardian will be called and the device will be returned, by a main office staff member, to the student/parent/guardian after the end of the school day (3:00pm) or at a mutually agreed time.

- **On the second offense**, the phone will be confiscated, the parent/guardian will be called by the school and the phone will be returned, by an administrator, to the parent/guardian at the conclusion of a conference between parent and administrator.
- **YCS will not be held responsible for any devices that are brought to school and lost.**
- **\*Students bringing cellular telephones or electronic devices to school do so at their own risk.** YCS will not assume any liability for any lost, stolen or damaged cellular telephone **and/or any other electronic devices** either in school or in their possession.
- \*In an effort to limit distractions and encourage positive social interactions, we request that parent/guardians/YCS Staff limit their use of cell phones while in the school building.

### **Dress Code**

Children should come to school dressed ready to participate in various learning activities. Dress should be comfortable and should fit in order to maximize comfort, health and safety of the individual. Dress should be non-disruptive to the educational activities and processes of a school. Appropriate footwear is required. Shoes must fit and stay on a child's foot. Shoes without backs, such as flip-flops, are discouraged. **No hats, hoods or caps may be worn in school.**

### **Field Trips**

The curriculum is enriched throughout the year with field trips. Our students will be provided with several opportunities to participate in community walks, trips to neighborhood parks, art institutions and the physical education complex.

- **The DOE requires consent slips be signed by parents/guardians for trips.** Children cannot leave the building without parental consent.
- For neighborhood walking trips, our "Neighborhood Walking Trip Consent" form will cover permission for the school year. Additional consent forms will be sent home for trips that require transportation or extend beyond our immediate school vicinity.
- The DOE requires one adult chaperone for every 10 children, so parents are invited to join their child's class on trips. There will be a place on the permission slip for parents to indicate their interest in attending. **We appreciate your assistance on trips and remind chaperones that they are there to chaperone the class and assist all students. Siblings of students may not attend the trips.**

**If we do not have the signed forms, your child will remain at school until his/her class returns - No Exceptions. This Department of Education policy is in place for the safety and well-being of your child. Permission by email or phone calls will NOT be accepted.**

### **Photography and Video Taping**

To respect the privacy of all members of YCS, we ask that if you photograph or video tape an event, that you do so for personal use. You may not share (through Social Media sites) photographs and videos of anyone other than your child, without the written consent of that person/family. Any misuse of photographs or video, will be reported to the DOE.

### **Toys**

Toys can be a distraction and interrupt learning; therefore, they should not be sent to school. **YCS will not be held responsible for any toys that are brought to school and lost and/or confiscated.**

### **Scooters**

Scooters are not allowed in the school building.

### **Strollers**

Strollers are not allowed in the building.

## Section 3: Health and Safety

### Student Health

#### Allergies

An Action Plan will be developed for any student who suffers from severe allergies. All staff members will receive a copy of the Action Plan and will be trained on how to respond to an allergic reaction. A **Medication Administration Form/MAF** must be completed by a doctor and given to the school nurse in order to establish an Action Plan.

#### Blue Cards

The Blue Card provides our school with emergency contact information. Please be certain that cards are filled out completely and returned to school as soon as possible. In the event the school needs to contact you regarding your child, it is important to list **all** the telephone numbers where your designated caregiver(s) can be reached during the school day. Please provide at least two emergency numbers. **Children are not released to anyone whose name is not on the Blue Card – no exceptions.** If information changes at any time during the school year, it is important that you come into the Main Office and update the Blue Card.

#### Contagious Diseases

Any incidence of contagious disease or lice in any classroom must be reported immediately to the main office. The child's family will be called so that the child can be taken to the doctor and treated. The child will not be able to return to school without a letter from his/her doctor indicating that s/he is no longer contagious to others.

#### Illness

While regular attendance is promoted, please keep your child home from school if they have a fever higher than 99 degrees or a contagious cold. **Children must be kept home for 24 hours following a fever.**

#### Injuries

A child who has an accident that results in an injury during school hours will be seen by the **School Nurse**. In the case of minor injuries or illness where the child returns to class, she or he will be given a note to take home to parents/guardians.

#### Lice

Children with nits are not required to be sent home. Children with live lice must be sent home, treated, and may only return to school once there is confirmation that the child is lice free. If your child has lice, please advise the school. Catching it early can prevent other students from being infested.

#### Medications in School

As per **Department of Health Policy**: Students with a Chronic Diagnosis who need to take medications while in school must have a completed **Medication Administration Form/MAF/504**. This form needs to be completed by your **Doctor** and signed by the **Parent**. The completed form with medication prescribed, must be given to the School Nurse, by the parent.

- Medications must be clearly labeled by the pharmacy as prescribed by the Doctor.
- A small photo of your child must be attached to the form.
- Medications **including over the counter medications**, cannot be administered in school without a completed **Medication Administration Form/MAF**.

### **Fire Drills, Emergency Evacuations, Lock Downs and Shelter-In**

Children are instructed in routines throughout the year to prepare for unannounced drills, evacuations, lock-downs and shelter-ins. In the case of an execution, Lock-Down, and/or Shelter in students will not be dismissed to parents/guardians until direction from the NYPD/FDNY/First Responders.

### **Emergency Closing and Delayed Openings**

The Chancellor of the NYC DOE makes decisions about school closures and delayed openings by 6am on a given day. Families can find updated information by checking the DOE website ([www.schools.nyc.gov](http://www.schools.nyc.gov)), calling 311, or by listening to local news radio, local TV stations or cable channel NY1.

### **General Safety**

**For the security and protection of the students, faculty, and staff, the following safety measures are in place at YCS:**

- Only the main door entrance is unlocked. There is a safety agent posted at this entrance.
- All visitors, including parents, may only exit through the main entrance.
- **All visitors, including parents, must show a photo ID and sign in at the security desk, with School Safety.**
- All visitors, including parents, **must report to the main office**, once they have signed in with School Safety. They will be directed to where they need to go.
- Parents/guardians are only permitted upstairs: if there is a **scheduled class event**, if the parent has a **scheduled appointment** with a teacher, administrator, guidance counselor, nurse etc., and/or is working with the PTA. **Visitors must wait in the main lobby until appointment is confirmed\***.
  - \* Doctor's notes, notes for teachers, staff members, should be placed in your child's take home folder and given to the classroom teacher.
  - \* If you need a document from the main office, please allow for a 24 hour turn-around. You can call in your request and we will advise you as to when you can pick it up or sent home with your child.
- If a parents/guardians needs to sign out a child before the end of the day, it must be **by 2:40pm**. Parents who are picking up their child early, (for any reason) **must go to the Main Office** to meet their child and sign them out.

## Section 4: Teaching and Learning

### Curriculum

What is so unique about the YCS curriculum? At YCS, we strive to provide our students with a curriculum that encourages exploration, observation, and questioning. Our goal is to create a learning environment where children feel safe sharing their ideas while developing a strong sense of who they are. All grades engage in multiple **thematic units of study** throughout the year. Our science/social studies based theme studies are presented using an integrated, cross- curricular approach that emphasizes the reading of nonfiction text and the stages of researching to explore, learn and teach. Units are designed to provide engaging, rigorous and creative learning experiences that incorporate the community and provide authentic learning experiences. The units are designed to support students to make connections between past learning and new concepts. Teachers use a variety of question types, including those that promote higher order thinking skills. There are frequent opportunities for interaction and discussion between teacher/student and among students, which encourage elaborated responses about lesson concepts. Materials and/or manipulatives are provided for students to practice using new content knowledge. Units allow for the pacing of the lesson appropriate to the students' ability level. This allows for differentiated learning across content areas. Not only is our curriculum engaging, but it is aligned with the **Common Core State Standards**. Our teachers collect reading, writing and math data based on assessments designed to track our students' acquisition and utilization skills and strategies. This data informs us on what our students have learned and need to learn in order to meet the learning benchmarks.

Our goal is to provide students with multiple opportunities and experiences to deepen their understanding of the information they are presented with. Students are taught using an active curriculum that requires children to “think out of the box”, develop good social skills, and be able to articulate their feelings, observations, questions, and ideas.

### **Qualities of a Learning Child**

- Ability to play
- Identifies with learning/ connects something new with own experiences
- Works over time on something/caring about an on-going project
- Exhibits confidence as a learner
- Works attentively
- Perseveres
- Has a sense of self as powerful
- Can learn from others and with others
- Connects with others
- Exhibits self-control
- Ability to explore
- Asks questions
- Sorts, categorizes, sees patterns, sequential relationships, and parts of a whole

### **Celebrations of Learning**

Celebrations of learning should take place as often as possible. Children are active participants in these celebrations. They are the planners and organizers; they share their work, listen and respond to the works of others. Family members are invited to be active participants of these celebrations.

### **Homework**

**The purpose of homework is to extend and reinforce daily learning**, students do not receive “regular weekly homework, (beyond reading and being read to). **Assignments should be purposeful and related to class activities, as well as to individual children’s interests, needs and abilities. Part of the purpose of homework is to develop a child’s sense of responsibility; therefore, they are required to transport homework to and from school.** Parents and guardians can help with homework by showing a positive interest in it and providing support when needed, but not doing their child’s homework.

**Parents can offer assistance in the following ways:**

- Read with their child every night.
- Listen to their child and answer questions.
- Ask their child about what they did in school that day.
- Establish a “Homework” area in your home that supports concentration.
- Establish a “Homework” /School related area where your child knows they can find and place the things to transfer to and from school.
- Check your child’s planner and/or your child’s “Take-Home Folder”.
- Make sure that your child does his/her homework every night.
- If your child is out sick, have him/her call a classmate to get the assignment.
- If your child is struggling with an assignment or you have an emergency that prevents homework from getting done – write a note to his/her teacher explaining the struggle.
- Every child is expected to read at home each school night. “Books in a Bag” and reading logs are meant to facilitate this process and will be sent home with students as the school year progresses. Students are responsible for the upkeep of the books and for returning their “books baggies” to their classrooms.

### **Daily Homework (Averages)**

**Kindergarten: Reading 20 minutes (to, with, and/or by an adult), 10 minutes of other work** (may include research, math, word study).

**First Grade: Reading 25 minutes (to, with, and/or by an adult), 20 minutes other work** (may include math, unit research, and/or word study).

**Second Grade: Reading 30 minutes, 30 minutes other work** (may include math, unit research, and/or word study).

**Third Grade: Reading 35 minutes, 40 minutes other work** (may include math, unit research, and/or word study).

**Fourth Grade: Reading 40 minutes, 60 minutes other work** (may include math, unit research, and/or word study).

**Fifth Grade: Reading 40 minutes, 60 minutes other work** (may include math, unit research, and/or word study).

### **Enrichment Programs**

We have developed partnerships with several Community Based Organizations that will enrich our academic curriculum. Each enrichment program that we have partnered with will provide a trained lead teacher to provide instruction to our students. Classroom teachers work with partnership teachers to aide with instruction and management

## Specials

Specials are taught by a YCS teacher who specializes in a particular discipline. YCS Specials include: Dance, Music, Art, Gym and Science.

### **Building a Community of Learners: Climate Culture and Discipline**

At YCS we value both academic achievement and character development. A child's talents, interests, and individuality are highlighted and encouraged. We value our students for their potential, as well as their achievement. Our goal is to continuously support their intellectual, social, emotional and moral growth. The primary responsibility for providing and strengthening values resides with parents.

### YCS Core Values

**Honesty:** Members of the YCS community are truthful and act with integrity and honor.

**Responsibility:** Members of the YCS community are reliable and hold themselves and others accountable for their actions.

**Respect:** Members of the YCS community acknowledge the intrinsic value of all people. We act with tolerance, courtesy, and thoughtful regard for all persons, for property, for the environment, and for ourselves.

**Kindness:** Members of the YCS community exhibit caring and compassionate behavior in all aspects of daily life. By our positive example, we encourage kind behavior in others.

Our most important responsibility is teaching children to respect themselves and others in their neighborhood, school, and classroom communities. Our goal is to build classroom communities where children treat others with fairness and respect. YCS will not tolerate behaviors which routinely disrupt the learning environment or cause a safety threat to others. **It is important that families and students understand that some behaviors are reflective of early child development. We ask that families respect our judgment and trust that we are addressing situations as they arise. If you have questions or concerns regarding a specific situation, please contact a member of our community and we will address your concerns as appropriate.**

### Rights and Responsibilities

Yorkville Community School is committed to ensuring a safe and nurturing environment that facilitates effective teaching and meaningful learning and fosters a sense of responsibility, good citizenship, and accountability. It is, therefore, necessary that students understand that there are standards of behavior with which all students are expected to comply and there are consequences if these standards are violated. Students should be aware that rules, which govern their behavior, come in a variety of formats, all of which correspond with each other. Families will be receiving a copy of the **Citywide Standards of Discipline and Intervention Measures** which outlines the discipline policies as set forth by the Department of Education for students in Kindergarten through

5<sup>th</sup> grade. This document includes the DOE's citywide Discipline Code as well as a Student Bill of Rights. In addition to the DOE's Standards, every class will establish clear expectations to follow within their class and the school building. The rules and expectations will be posted in each classroom, along with a copy sent home to families to be reviewed together. The Code of Conduct is based on three core principles: *Being Safe, Being Responsible, Being Respectful*.

**The following guiding principles support and maintain our effective learning community:**

- At the heart of any effective discipline policy is prevention. Therefore students, parents, teachers and administrators need to work together to prevent problems as much as possible.
- A key goal should be the development of **self-discipline, self-regulation, and positive communication**. Opportunities for teaching and learning new skills and attitudes will be integrated into the curriculum and actively followed.
- Clear limits and consequences are important so that everyone understands what is needed for working together. Students need to understand what the core philosophies mean and are presented opportunities to be successful.
- Both classroom and school consequences should be appropriate to a student's behavior. The New York City Chancellor's Discipline Code will be used to determine interventions and consequences. Guidance interventions will be provided to aid in developing student understanding of their action and its effect on the learning community.

**Non-Negotiable**

- Students have a right to work and learn.  
Students should do their best to learn and participate in class and school activities and allow others to do the same. They should be prepared and arrive on time to school to ensure maximum participation in learning experiences.
- Students have a right to feel safe.
- Students will refrain from the use of discourteous language and are expected to preserve a positive school environment.
- Students are expected to walk in the school building and keep their voices low when in shared spaces. Recess and lunchroom rules must be upheld.
- Students need to keep their community clean. They are expected to clean up after themselves and will be required to support a clean school community.
- Fighting and bullying\* will not be accepted.
- The New York City Chancellor's Discipline Code will be adhere when determining consequences of case by case incidents.

\*Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

## Section 5: Home/School Connection

Consistent communication between school and home contributes to student's success in school. There are **multiple** ways for you to receive important information from our school.

- **During the first days of school**, teachers will send a letter of introduction home that will include routines, plans, etc.
- **Take-Home Folders**- Each student has a take home folder. Please check this folder EVERY DAY
- **Adventures**, our monthly school newsletter, will be sent home to share information about the curriculum and upcoming events (field trips, celebrations of learning).
- **Email**
- **School Website**- [www.yorkvillecommunityschool.org](http://www.yorkvillecommunityschool.org)
- **Class Parents**
- **Notes to/from Teacher. Any parent questions/notifications should be written in a letter to their teacher.** If a conference is being requested, parents are asked to please provide teachers with a note regarding the topic and three available days/times for a meeting.
- **Family Friday**
- **Parent/Teacher Conferences**
- **Report Cards**
- **Display case on our school front**
- **Information boards in school lobbies**

### Communication with Classroom Teachers

It is our goal that teachers use their instructional and daily planning time to work with students and design lesson plans. We do not want our teachers consumed with emails and discourage this form of communication during school hours and/or after hours. If you have a question regarding school work, homework, your child's development, etc., please write a note to your child's teacher and put it in their Home/School Folder. In case of an emergency, please call the main office and leave a message for the teacher and they will contact you.

\*Every Tuesday, from 8:00-8:40am, teachers will be available to meet, (scheduled meeting required), as well as additional times, as per agreement with teacher.

### Family Friday

Family Fridays are held the last Friday of every month, 8:40-9:25am. We alternate family Fridays every month in a K-2, 3-5 rotation. They are an opportunity for your students to share what they are doing in class, with their family members. Families are invited into the classroom for a 45 minute visit. **This is an interactive time between students and family, used to share our curriculum and instructional philosophies.** We will take these opportunities to share with families our daily practice, the constructivist teaching method through units of study, developing emotional IQ, and YCS Core Values and how to support your children at home. Dates and times subject to change, teachers will advise if/when there is a change).

### Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in November and March. At these individual conferences, parents discuss their child's academic and social progress with the teacher. Teachers are also available to meet Tuesdays from 8:00-8:40am. If there are situations that require discussion, please send a note requesting an appointment with your child's teacher.

### **Report Cards**

Students will receive progress reports in December, March and June. The information provided in our Report Cards supports our belief that collaboration and dialogue between school and families is critical in supporting the academic, social, emotional and physical development of our students. Our report cards are closely aligned to the Common Core Learning Standards, measuring skills and knowledge needed for college and career readiness. The Standards based scale is used to support your child's academic and social growth by providing you with grades that best reflect your child's ability. Grading is based on formal and informal assessments that are implemented on a daily basis. As you read your child's report card, please keep in mind that it is meant to be one of many tools used to support and track your child's development. Our students are graded using an *on-track system*, students being *on-track* toward meeting the CCLS and/or relevant content standards by the end of the year. Each child is evaluated as an individual, not in comparison to another child.

### **Requests for Outside Clinicians to Observe in School**

In the case where a family request an outside clinician to observe their child, that clinician needs to be cleared by the DOE central offices through fingerprinting. They will need to go to the DOE offices at Court Street to get this done. Once this process is completed, the Principal may be consulted for approval.

## **Parent Involvement**

### **PTA**

All parents are automatically members of the PTA and are welcome to all monthly General Membership meetings. The Parent Association/Parent Teacher Association will work to support teachers and families at our school. Additionally, the PTA serves as a liaison between parents and the school administration. They provide tools and information to help parents become active participants in their child's education and the school community.

### **School Leadership Team**

The New York State legislature mandates that all NYC Public Schools have a School Leadership Team in place by October of each school year. The SLT is made up of 50% parents and 50% staff. The Principal, PTA president and UFT Rep (or designees) are automatically on the team; other members are elected by their constituencies at a meeting held for that purpose. The SLT is a place where parents, administrators and staff members have an opportunity to communicate regularly and share ideas. Many of the responsibilities of the SLT revolve around creating the Comprehensive Educational Plan for the school and making decisions that will allow for this plan to be implemented.

### **Translations**

Many different languages are represented at our school. It is not possible to translate newsletters and other publications into all of these languages. Therefore, our staff will make an effort to reach out individually to families who might need assistance in understanding school communication.

### WHO and HOW?

<b>Question/Concern</b>	<b>Contact</b>	<b>How?</b>
Academic Progress	Teacher	Note, Scheduled Meeting
Well Being/Emotional Development	Teacher Guidance Counselor Social Worker	Note, Scheduled Meeting Note, Call, Scheduled Meeting Note, Call, Scheduled Meeting
Specialty Classes	Specialty Teachers	Note, Scheduled Meeting
Related Services	Related Service Provider Guidance Counselor School Psychologist Social Worker	Note, Call, Scheduled Meeting
General school questions/ guidance with DOE/YCS polices and procedures	Parent Coordinator Administration	Note, Call, Scheduled Meeting, Email
School issues other than curriculum	Parent Coordinator	Note, Call, Scheduled Meeting. Email <a href="mailto:mainoffice@yorkvillecommunityschool.org">mainoffice@yorkvillecommunityschool.org</a>
School Matters other than Curriculum	School Secretaries School Aides	Note, Call
Absences and lateness	School Secretaries	Note, Call
Curriculum Well Being/Emotional Development0	Teachers Administration	Note, Scheduled Meeting
Health Related	School Secretaries School Nurse	Note, Call
PTA Matters	PTA	Call, Email, Note in PTA mailbox <a href="mailto:PTA@yorkvillecommunityschool.org">PTA@yorkvillecommunityschool.org</a>
Afterschool programs	Wingspan Big Apple Sports Stanley Isaacs 92 <sup>nd</sup> St Y Chess	212.586.2330 212-987-9865/53 212-360-7625 x 214 212-415-5624 212-475-8130

Main Office Phone # 212-722-5240 Fax: 212-427-8069