

P.S. 413

Joanne Seminara School of Law and Medicine



PARENT HANDBOOK

2026 - 2027



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A Letter From the Principal

Dear P.S.413 Families:

As we begin our third year, I am filled with pride reflecting on how far we have come together. In just two years, our students, families, and staff have built a vibrant learning community grounded in excellence, inclusion, and partnership.

This year, we are excited to welcome back our First and Second Grade students and families and extend a special welcome to our new Kindergarten families. P.S. 413 will proudly serve students in Kindergarten through Second Grade as we continue our planned growth toward becoming a K–5 school.

We are also proud to expand our **Arabic Dual Language Program** to First Grade after its successful launch in Kindergarten last year. This program provides students with opportunities to develop bilingualism and biliteracy, helping place them on a pathway toward earning the **Seal of Biliteracy** as high school graduates.

We will continue our valued partnerships with **Counseling In Schools**, supporting students' social and emotional well-being, and **Dimensions on Stage**, strengthening their foundation in the performing arts while fostering creativity, confidence, collaboration, and self-expression.

At P.S. 413, we remain committed to creating a joyful, inclusive environment where every student feels safe, valued, and inspired to learn. Through strong partnerships among families, staff, and administration, we will support every child in reaching their full potential academically, socially, and emotionally.

As we continue to grow together, I welcome opportunities to connect with our families—to celebrate your child's experiences and successes, hear your feedback, or discuss any questions or concerns. Strong partnerships are built through open, honest, and respectful communication. To schedule a meeting with me, please contact our school secretary, who will be happy to arrange a time for us to connect.

Thank you for being part of our growing community. Together, we will continue building a school where every child is empowered to learn, lead, and succeed.

Educationally Your,

Saher Said

Founding Principal

Key Contact Information

Title	Name	Email
Principal	Saher said	ssaid@schools.nyc.gov
School Secretary	Misreen Awawdeh	mawadeh@schools.nyc.gov
Parent Coordinator	Samar Soubhieh	ssoubhieh@schools.nyc.gov
PTA President	Jeniffer Saleh	jkharaieh@doeexternal.nyc

Who to contact

SLT Members

Title	Name	Email
Principal	Saher Said	ssaid@schools.nyc.gov
UFT Chapter Leader		
Teacher		
DC 37		
Teacher	Sydney Van Cott	svancott@schools.nyc.gov
PTA President	Jeniffer Saleh	jkharaieh@doeexternal.nyc
Parent	Widad Hassan	whassan2@doeexternal.nyc
Parent	Galiya Khusniyarova	gkhusniyarova1@doeexternal.nyc
Parent	Julieta Candelario	Jcandelario11@doeexternal.nyc
Parent	Veronica Medina	vmedina2@doeexternal.nyc

PTA Members

Title	Name	Email
PTA President	Jeniffer Saleh	jkharaie@doeexternal.nyc
PTA Vice President	Anne Smanik	asmanik@schools.nyc.gov
PTA Secretary	Helena S. Fabiankovic	hfabiankovic2@doeexternal.nyc
PTA Treasurer	Reem Said	rsaid4@doeexternal.nyc
Sergeant of Arms	Dana Hickey	dhickey@schools.nyc.gov

2026 - 2027 School Year Calendar

NYC Public Schools (NYCPS)

School Year Calendar 2026–2027



This is the 2026–27 school year calendar for NYCPS schools from 3-K through grade 12. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC), or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, NYCPS may be in session remotely.
- Individual schools’ Parent-Teacher Conference dates might be different from the dates below. Your child’s teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5 or grade 6. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12. **6–12 schools** are defined as programs that serve just grades 6–12 in a single school.

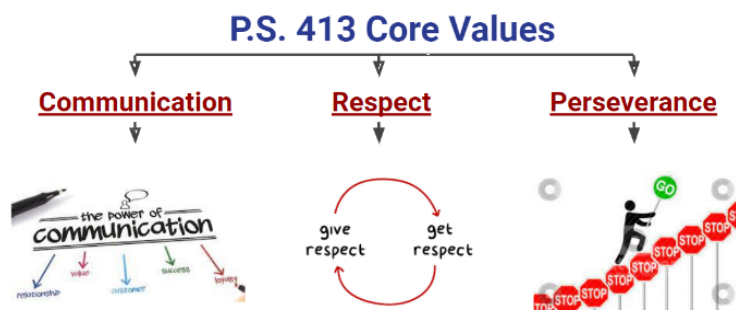
Date	Weekday	Event
September 10	Thursday	First day of school
September 21	Monday	Yom Kippur, schools closed
September 23	Wednesday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 24	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
September 30	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
October 12	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
November 3	Tuesday	Election Day, school will be in session remotely for all students
November 5	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
November 11	Wednesday	Veterans Day, schools closed
November 12	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75; students in these schools dismissed three hours early
November 19	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 20	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 26–27	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Thursday–Friday	Winter Recess, schools closed

January 18	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 26-29	Tuesday–Friday	Regents Administration
February 1	Monday	Professional Development Day; students that attend high schools and schools that serve only grades 6-12 are not in attendance. All other students attend school.
February 2	Tuesday	Spring Semester begins
February 15–19	Monday–Friday	Midwinter Recess, schools closed
March 3	Wednesday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 4	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
March 9	Tuesday	Eid al-Fitr, schools closed
March 18	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 19	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools are dismissed three hours early
March 26	Friday	Good Friday, schools closed
April 22-30	Thursday–Friday	Spring Recess, schools closed
May 12	Wednesday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 13	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 17	Monday	Eid al-Adha, schools closed
May 26	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 31	Monday	Memorial Day, schools closed
June 8	Tuesday	Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs
June 10	Thursday	Anniversary Day/Chancellor's Conference Day for staff development; students do not attend school
June 15–18; 21–25	Tuesday–Friday; Monday–Friday	Regents Administration
June 28	Monday	Last day of school for students

Mission & Vision Statement

	District 20	P.S 413
Mission	<i>District 20 embraces the Chancellor's four pillars toward deepening and expanding the shared commitment to continuous school district improvement.</i>	<i>Our mission is to develop students' skills academically as well as socially and emotionally to become independent thinkers and to persevere as lifelong learners. We continue nurturing a community of students that value diversity and embrace the power of overcoming challenges.</i>
Vision	<i>Scale, Sustain and Restore What Works Fully Reimagine the School Experience for Students Prioritize Health and Wellness and Measure its Impact Engage all Parents and Families</i>	<i>Our school is dedicated to creating a joyful and inclusive learning community where all students' cultural and linguistic backgrounds are not only celebrated but also embraced.</i> <i>We strive to empower our students by building a foundation of learning that would support them in a pathway to success.</i> <i>Our students will be on track to enrich their local and global communities in different careers including law and medicine.</i>

P.S 413 Core Values



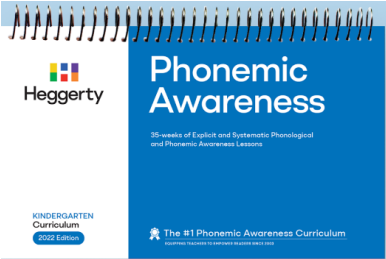
About US

Welcome to P.S. 413, The Joanne Seminara School of Law and Medicine, a new community elementary school in District 20 that will serve all students in grades K-5 with a focus on law and medicine. Here at P.S. 413, our inclusive educational approach embodies the principle of "All Means All." Our dedicated team of educators provides rigorous, standards-aligned instruction, ensuring every student excels in their academic journey. We offer personalized assistance tailored to individual needs, including support for English language learners and students with specialized learning needs. In addition to core academics, our vibrant learning environment includes enrichment activities that spark intellectual curiosity and personal growth. From the arts to physical education to social-emotional learning, we cultivate well-rounded individuals ready to contribute meaningfully to their communities and beyond.

School Hours

Official School Hours: Monday through Friday
8:30 AM - 2:50 PM

Curriculum

Subject	Program
Phonics 	Haggerty Daily opportunities to develop phonological and phonemic awareness by progressing to the phoneme level through language play activities. Foundations Multimodal approach to reading, spelling, and handwriting that makes learning to read fun for all

Subject	Program
	students. Systematic, explicit phonics instruction daily followed by using decodable text
Literacy 	HMH Into Reading: HMH Into Reading is a comprehensive literacy program that nurtures a love for reading while building essential skills. It aligns with the Science of Reading, providing evidence-based strategies to develop proficient readers and support holistic child development. Thematic Modules Range of different Genres Explicit instruction in service of comprehension Integrated writing instruction with reading
Mathematics 	enVision by Savvas Realize: enVision is a core math curriculum for elementary students that enhances understanding through problem-based learning, small group instruction, and visual strategies. It emphasizes reasoning and modeling, offers differentiated instruction, and uses data-driven adjustments to ensure every student's success.

Subject	Program
<u>Social Studies</u>	Passport to Social Studies: The NYCDOE K-8: Passport to Social Studies, created by NYC teachers, helps students understand their world and see themselves as part of a global community. It promotes historical thinking, critical analysis, and evidence-based interpretation, preparing students to be informed citizens.
<u>Science</u>	Amplify Science: Amplify Science blends hands-on activities, literacy, and digital tools to help students think, read, write, and develop ideas like engineers. This phenomena-based program integrates science and engineering, engaging students to act like scientists and engineers.

Attendance Policy

Absences: Parents/Guardians must provide a note to their child's teacher explaining any absence for record-keeping purposes, as required by Chancellor's Regulation A-210.

Tardiness: School begins at **8:30 AM**. Students arriving after **8:40 AM** will officially be marked late and must obtain a late pass.

Importance of Attendance: Regular and consistent attendance is essential to academic success and the development of strong work habits. Students are expected to maintain at least **90% attendance**. Being present each day allows students to participate in direct instruction, classroom discussions, hands-on learning experiences, assessments, and opportunities to practice and receive feedback on new skills and concepts.

Chronic Absences: Missing more than two days per month may result in chronic absence and can negatively impact student learning and academic progress. Parents/Guardians of students who fall below the attendance threshold may be contacted by school personnel, the DOE Attendance Officer, or ACS, in accordance with Chancellor's Regulation A-210.

Appointments and Extended Vacations: Whenever possible, appointments such as doctor visits should be scheduled outside of school hours, and family vacations and extended travel should be planned during scheduled school breaks. Extended absences during instructional days can

cause students to miss important instruction and make it difficult to keep pace with new learning. While teachers will support students in making up missed assignments, make-up work cannot fully replace the instruction and learning experiences that occur in the classroom.

Tracking Attendance: Families can monitor their child's attendance through their New York City Schools Account (NYCSA). Please contact our Parent Coordinator if you need assistance setting up an account.

Make-Up Work: Students are responsible for making up missed classwork and homework. Requests for work during an extended absence should be made in writing to the teacher.

Contact: For attendance-related questions or concerns, please contact **Ms. Awawdeh, Attendance Liaison**, at **MAwawdeh@schools.nyc.gov**.

Arrival and Dismissal

- All students will arrive from the main entrance.
- Kindergarten students will be dismissed from the main entrance.
- First and second grade students will be dismissed from the playground exit on 68th street.
- Breakfast will be served from 8:10 AM to 8:20 AM. Any students who arrive after 8:20 will wait for the arrival time of 8:30 AM to enter the building.
- School doors will open at 8:30AM. Staff members will be stationed at the Main entrance doors and throughout the hallways. After entering the building, students will promptly go to their classroom except for the first week of school.
- All students will line up in the Gym the first week of school, then they will go to their classes.
- Students will be dismissed at 2:50 PM. Students that are not picked up by 2:50 PM will be escorted to the gym. Students that are picked up late must be signed out.
- Parent/Guardian identification must be verified by staff during dismissal.
- Only those people indicated on the emergency blue cards will be allowed to pick up your child from school. **NO EXCEPTIONS.**
- If there is a change in your child's regular dismissal routine, please send in a note to your child's teacher.
- Students will not be released to anyone under the age of 18.

Grade	Arrival	Dismissal
K	Main Entrance (Senator St.)	Main Entrance (Senator St.)
1	Main Entrance (Senator St.)	68th St. (Playground)
2	Main Entrance (Senator St.)	68th St. (Playground)

Early Pick-Up

To prevent disruption to your child's class and interruption of his or her educational process, we strongly recommend that you make every effort to avoid circumstances in which you need to pick up your child before the end of the school day.

When this is unavoidable, you must send a note informing your child's teacher in advance or notify the main office. Please include in the note the time and person picking up your child. You must provide proper ID at the Security Desk in the lobby of the building before entering the building. All children leaving early from school must be signed out in the Main Office.

Parents who need to pick up their child before the regular dismissal time and did not send a note due to unforeseen circumstances, must call the school in advance so that staff can have the child ready for pickup.

Only those authorized on the Blue Card will be permitted to sign your child out.

Visitor Policy

For the safety of our school community, **all visitors must have photo identification to enter our building and must stop at the Security Desk to sign in – NO EXCEPTIONS.**

Please sign in at the security desk and wait to be escorted to the main office where the office staff will assist you with the purpose of your visit. Once you have completed the purpose of your visit a staff member will escort you to exit the building. Visitors are not allowed to go to their child's classroom during their visit.

Emergency Blue Cards

Blue emergency cards are to be filled out for every student attending our school yearly. The information on these cards should be complete and up to date at all times. **These cards are the main resource for reaching parents/guardians and emergency contacts in regards to students.** If there is a change to any of the information on the blue card, you must come in person to correct the blue card.

Only people listed on your child's blue card and over the age of 18 will be allowed to escort your child home, as we will **NOT** take verbal permission over the phone.

Medical/Medication Policy

Students who have medical complaints will be sent to the office. **Students are not permitted to carry medications in school at any time.** All medications must be accompanied with proper documentation and filed with the school. Please contact the school at 347-991-7047 with any medical questions you may have.

Breakfast & Lunch Time

Breakfast and lunch are **free for all students!** To view lunch menus, nutritional information, and more, please visit www.schoolfoodnyc.org.

Children may bring lunch from home or choose from the daily menu provided in the school cafeteria. When preparing lunches and snacks from home, we encourage families to choose healthy options.

Please remember that we are a nut-free school. To help keep all students safe, lunches and snacks brought from home should **not contain nuts or nut-based products.**

Breakfast Schedule

Period	Grades	Doors Open	Doors Close
Prior to arrival	K-2	8:10 am	8:20 am

***Doors will reopen for regular arrival time at 8:30am.**

Lunch Schedule

Period	Grade	Start Time	End Time
4	Kindergarten	10:57am	11:47am
5	1st & 2nd Grade	11:47am	12:37pm

Meal Form Application

It is mandated annually by the DOE through The Office of School Foods to complete a Family Income Inquiry Form (**Meal Form Application**). Every family **MUST** complete a Meal Form Application every year, whether or not your child eats the school lunch. Your family will receive this application during the first week of school or for your convenience; you may complete your Meal Form Application on-line at www.applyforlunch.com.

Birthday Celebrations

- Food must be store-bought, individually packaged (no cakes), and nut-free.
- Please consult with the classroom teacher at least one week in advance before planning a birthday celebration.
- Any treats, goodies, or goodie/party bags brought in must be provided for every student in the class. No student may be excluded.
- If you choose to bring in goodie/party bags, they will be distributed to students at dismissal.
- All birthday celebration items should be brought directly to the Main Office.

Communication Policy

Every effort is made to keep parents well-informed of both school events and their child's progress. **You are encouraged to communicate with your child's teacher.** The school is responsible for distributing the necessary information, but it is the child's responsibility to deliver it to the parent. The following means of communication are used:

- Homework Folder/ Letters
- Parent/ Teacher Conferences (November 5th, March 3rd, & May 26th)
- Scheduled Meetings with Classroom Teachers: In-Person or Remote
- Workshops/ Virtual Meetings
- Report Cards
- School Website
- Email
- PTA Meetings and Minutes
- SLT Meetings and Minutes
- Monthly Calendar - www.ps413.org
- DOE Messenger
- Class Dojo

Homework Policy

- Students benefit most when they follow a structured after-school routine that includes daily reading, meaningful conversations about what they have read, opportunities to express their understanding through writing or drawing, and dedicated time to complete homework.
- Homework stems from school activities and students should be able to complete it with minimal or no adult support.
- The purpose of homework is to extend and reinforce learned skills and concepts and to develop the sense of self-discipline, personal responsibility, and independent thinking.
- Parents will be notified if students fail to complete homework assignments.
- Parents/Guardians should also follow up on assignments to ensure that they are completed.
- Please make sure that you check your child's folder every day.

- On Monday of each week, students will receive the whole week assignments for each day. Students can complete their daily assignment/s by the end of each day to receive full credit. In case students were not able to complete any assignments during the week, they will have an opportunity to submit all assignments by Friday.

District 20 Grading Policy

Grading policies apply to all students, including students with disabilities and English Language Learners. It is important to keep in mind that for students with disabilities, annual goals, plans for progress monitoring, and promotion criteria are documented in the IEP, while the report card documents progress made in the general education curriculum. For MLLs, the grading policy should consider students' English proficiency levels based on the NYSITELL, NYSESLAT, or periodic assessments. All students, including students with disabilities, should be working toward grade-level standards.

*Behavior will not impact a child's grade in a content area but rather will be documented on the Academic and Personal Behaviors section of the report card.

Makeup of subject grades are as follows:

45%- Assessments

25% - Class Assignments

25%- Class Projects

5%- Homework

Grading Scale

Raw Score out of 100	Benchmark	Pass/Fail
100% – 92%	4 (Excelling in Grade Level Standards)	Passing
91% – 80%	3 (Proficient in Grade Level Standards)	Passing
79% - 65%	2 (Approaching Grade Level Standards)	Passing

64% and Below	1 (Below Grade Level Standards)	Not Passing
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	Marking Periods		
	START	END	RELEASED TO FAMILIES
First Marking Period			
Second Marking Period			
Third and Final Marking Period			

*Students who are newly enrolled within five days of report card distribution will receive the grade of NL (New Student/Recent Admitted)

*Don't wait for the report card to contact your child's teacher if you have concerns about their progress or struggles in any subject.

Makeup/Missed Assignment

- Missed assignments should be made up within 1 to 2 days following your child's return to school with an excused absence note.
- Parents and students are responsible for reaching out to teachers if there are any foreseeable obstacles in the completion of an assignment before the due date.

Citywide Behavioral Expectations

P.S 413 follows the Citywide Behavioral Expectations to Support Student Learning. The Citywide Behavioral Expectations to Support Student Learning (including the Discipline Code) provide descriptions of conduct that meet the standards of behavior expected of NYC students, and it also outlines conduct that does not meet these standards. It includes ranges of supports and interventions and also permissible disciplinary responses that schools may use to address misconduct.

- [English: Discipline Code](#)

- [Spanish: Discipline Code](#)
- [Arabic: Discipline Code](#)

Student Safety & Respect for All:

Remind your child to inform an adult if something happens at school before going home so we can address the concern and resolve the problem. If you have a concern about your child's safety or well-being at school, please reach out to your child's teacher or a member of our administration. We are here to support you and your child! If you believe your child is being bullied, or if you have concerns that your child may be engaging in bullying behavior, please contact us. Our Respect for All (RFA) Liaison, Mrs. Fahmy (dfahmy@schools.nyc.gov), will ensure that concerns are appropriately investigated and that families are kept informed throughout the process.

Parent Coordinator

The Parent Coordinator is a liaison between parents, school staff, and administration. The Parent Coordinator is available to answer parent questions and assist with issues concerning our students. Contact our Parent Coordinator, Ms.Samar Soubhieh , via email: ssoubhieh@schools.nyc.gov phone at 347-991-7220

Volunteer Opportunities

GETTING INVOLVED: Volunteer Opportunities

Parent Teacher Association (PTA)

All schools are required to have either a Parent Association (PA) or a Parent Teacher Association (PTA). The PS 413 PTA is an advocate for students and families and supports the school community in a number ways, such as, hosting parent workshops, organizing activities for families and raising funds. Parents and guardians with children that attend PS 413 are automatically a member of the PTA. We welcome all families to

	participate in the PTA's monthly meetings and Events. The PTA is always looking for volunteers to chair a committee or volunteer at events.
<u>School Leadership Team (SLT) Meetings</u>	The SLT, School Leadership Team, is composed of parents and staff. It is a DOE mandated advisory body in which parents, teachers and the principal meet to offer input that allows the principal to make consensus-informed on matters including curriculum, school priorities and budget allocation. The SLT decided members will commit to a two year long term. An election is held in the spring to decide who the participating members will be for the upcoming school year. The team meets once a month, from 3:00 PM to 4:30 PM, to discuss school issues and share ideas. The SLT responsibilities include developing an annual Comprehensive Education Plan (CEP) that is aligned with the school-based budget. Any parent not on the SLT who is interested in attending a meeting may do so as an observer. School Leadership Team meetings are open for all parents to attend. The SLT meeting agendas and minutes will be posted on our school website and will be shared with all parents.

Tips for Staying Involved

- Visit and make yourself known to our Parent Coordinator
- Attend and [or volunteer](#) in all school events and general PTA meetings, both social and academic
- Read all memos/notices sent home in backpack
- Attend all parent/teacher conferences – September, November, March, and May
- Check the school website daily for news and updates
- Be sure we have your updated phone number on file so you receive text updates.
- Volunteer as a chaperone for school trips
- Join your class Remind or Class Dojo App

- Register your NYCSA (New York City Schools Account)

Lost and Found

The Lost and Found is located in the gym. School lunch boxes, book bags, sweaters, jackets, etc. should be labeled to help in the return of lost articles. Please go to the main office and a staff member will direct you to the lost and found location.

P.S 413 will not be responsible for lost or stolen items and **P.S 413 will not make restitution for lost or stolen items.**

Cell Phone Policy

P.S. 413 School Cell Phone & Electronic Device Policy

Purpose:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during the school day, and follow Education Law §2803. Effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Policy statement:

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:30am and ends at 2:50pm. Students are not permitted to bring personal internet-enabled electronic devices—such as tablets, laptops, and portable gaming systems to school. Students will be able to use school/NYCPS-issued devices

during the school day. Additionally, students are not permitted to use or access their personal devices during any after-school programs or activities held on school grounds.

1. COLLECTION/STORAGE

Grades K–2:

- Students in Grades K–2 who bring personal electronic devices (e.g., cell phones, smartwatches) to school must turn them off upon arrival.
- Students must place their devices inside their backpacks, which will be stored in cubbies or classroom closets that are not accessible to students without staff permission during the school day.

Grades 3–5:

Students in Grades 3–5 will be provided with Yondr pouches.

- Upon arrival, students will:
 - Turn off all personal electronic devices (e.g., cell phones, smartwatches)
 - Place the devices into the Yondr pouch and lock it in front of school staff.
- Locked pouches will be stored in students' backpacks, which will be placed in closets or on designated hooks provided by the school that are not accessible to students without staff permission during the school day.
- At dismissal, students will unlock their pouches in their classroom when given permission by school staff.
- Students will remove their devices and re-lock the empty pouch.
- Students must return the empty locked pouch to a designated bin in the classroom before leaving for the day. Pouches may not be taken home.
- Students with approved early dismissals will unlock their pouch in the front office under the supervision of school staff.
- Students participating in after-school programs must continue to keep their personal devices turned off and stored in their backpacks for the duration of the program.

Lost or Damaged Pouches:

- In the event a pouch is lost or damaged, the school will require a \$15 replacement fee.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Ms. Misreen Awawdeh the school secretary in the main office at (347) 991-7047 to reach their child.
- In case of an emergency or exigent circumstances, students may access the school phone line in the main office to reach their parents or guardians.
- In the event of an emergency or urgent situation, the school will use the DOE's automated messaging system GAMA to communicate important information to parents and guardians.
- Families will be asked to ensure their contact information is up to date in their NYC Schools Account ([NYCSA](#)) and will be provided with directions to sign up for and update their account.

3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Saher Said, Principal at (347) 991-7047 or ssaid@schools.nyc.gov if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is approved for language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within seven school days.

4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS [Discipline Code](#), the school's policy, Chancellor's Regulation A-413, and/or the NYCPS [Internet Acceptable Use and Safety Policy](#) ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store

devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

5. **OTHER: If lost or stolen**

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Saher Said, Principal at (347) 991-7047.

****School trips and dismissal are considered school time; the policy above will remain in effect during school trips and at dismissal until all students leave the school premises.***

List of supports for student achievement and well-being

We offer a range of supports tailored to address students' diverse needs and promote their overall growth and development. Some of the key supports available to students include:

- **Academic Intervention Services (AIS):** Targeted academic support provided to students who require additional assistance to meet academic standards.
- **Small Group Instruction:** Tailored instruction in small groups to address individual learning needs, provide remediation, and offer enrichment opportunities.
- **Multi-Tiered System of Supports (MTSS):** A framework that provides different levels of support to address students' academic, behavioral, and social-emotional needs. MTSS ensures that all students receive the appropriate level of intervention and support to succeed in school.
- **Response to Intervention (RTI):** Strategies and interventions implemented to identify and support students who are struggling academically or behaviorally.
- **Individualized Education Plans (IEPs) and 504 Plans:** Personalized plans developed for students with disabilities to outline specific goals, accommodations, and support services. These plans ensure that students with disabilities receive the necessary accommodations and support to access the curriculum and succeed in school.
- **Counseling Services:** Access to school counselors or mental health professionals who provide individual or group counseling to support students' social-emotional well-being.
- **Social-Emotional Learning (SEL):** Curriculum and activities designed to promote students' social-emotional skills, such as self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

- **Parent Education Workshops:** Workshops and resources provided to parents to support their understanding of academic expectations, effective parenting strategies, and ways to support their child's learning at home.
- **Family Engagement Initiatives:** Opportunities for families to actively participate in their child's education, such as parent-teacher conferences, family events, and workshops on parenting skills, academic support, and navigating the school system.
- **Support for Multilingual Learners (MLLs):** Specialized instruction and resources to support students whose first language is not English, ensuring they develop proficiency in English while maintaining their native language skills.



We look forward to strengthening our partnership with families and continuing to grow together as a community. Through open, honest, and respectful communication, we can navigate challenges, explore solutions, and make thoughtful decisions with our students at the center. By listening to one another, valuing different perspectives, and working collaboratively, we continue to build a culture of trust, shared responsibility, and mutual respect. Together, we can create a community where every child feels supported, reaches their full potential, and develops into a lifelong learner.

We look forward to another successful school year together!