PUBLIC SCHOOL 41, BRONX
THE GUN HILL SCHOOL
3352 OLINVILLE AVENUE BRONX, NEW YORK 10467
TEL (718) 652-3461 FAX (718) 231-2668



P.S. 41

PARENT AND STUDENT HANDBOOK

2026-2027

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Dear Parents,

Welcome to P.S. 41 (The Gun Hill Rd School) home of the Bulldogs. We provide rich educational programs for approximately 600 students in grades K-5. Teachers, support staff, and parents work cooperatively to provide students with exceptional instructional experiences in a safe and positive environment. I plan to spend much of my time in classrooms supporting student learning. The talents of each student and staff member alike are fostered so that learning is maximized. We plan to focus on academic success and ensure that your child will be provided an appropriate, culturally responsive, and rich education. We invite you to use this handbook to learn more about our school policies and procedures.

Respectfully,

Michelle Maynard
Principal

Principal to Parent Communication Email:
Please feel free to email me at
mmaynard6@schools.nyc.gov

Please note: I respond to emails between 7:00 a.m. - 8:00 a.m. & 2:30 p.m. - 6:00 p.m. **I will be focusing on instruction and academic success between 8:00 a.m. - 2:20 p.m.**

Call the Main Office:
Please use 718-652-3461 to contact me
Monday-Friday between 8:00 a.m. - 3:00 p.m.

Important INFORMATION

P.S. 41 General – (718) 652-3461

P.S. 41 Fax – (718) 231-2668

MMCC – (917) 423-5721

School Address – 3352 Olinville Ave
Bronx, NY 10467

School Website - www.ps41gunhillroad.org

Coffee with the Principal	1st Wednesdays of the month from 8:00am-9:00am
Monthly PTA Meetings	4th Tuesdays of the months from 2:30pm-3:30pm
Monthly SLT Meetings	4th Thursdays of the month from 2:30pm - 3:30pm
Students Assemblies	Last Friday of each month from 8:30am - 10:30am
D11 Parent Sessions	Every Wednesday from 6:00pm-7:30pm via zoom
Parent Learning Opportunities	3rd Thursdays of the month from 8:15am-9:15am

First Things First

Main Office Staff for Registration, Family Empowerment Room, Setting up Appointments, etc.

Ms. Evelyn Collazo- Parent Coordinator

PTA Executive Committee

Ms. Guishnah Cadet –Secretary

Ms. Neith-Aisha Strother-Secretary

Ms. Grace Guzzi- Attendance Point

School Hours

Class Begins - 8:00 am
Students are late after 8:06 am
Dismissal- 2:20 pm

Lunch Periods

Period 4 10:40 am- 11:30 am (4 & 5)
Period 5 11:35 am- 12:30 pm (K & 1)
Period 6 12:30 pm - 1:30 pm (2 & 3)

MISSION

(Why we exist)

At P.S. 41, we improve achievement for all students through serving, nurturing, and reimagining the student experience.

VISION

(What must our school become to accomplish our purpose)

As a family, *we will make an IMPACT on academics, character, and engagement.*
As a family, *we will continue to have high expectations that will increase the number of students performing on or above grade level.*
As a family, *we will Advance Equity Now.*
As a family, *we will challenge the status quo to motivate all our students to enjoy learning.*
As a family, *we will develop healthy relationships that will increase family engagement.*

VALUES

(How must we behave to achieve our vision)

★ Supporting and Empowering Families.
★ Celebration is Everyone's Responsibility.
★ Be Honest, Communicate.
★ Lead and Learn.
★ Be Intentional.
★ Relationship Managers.
★ Champions for Children.
★ Live, Love, Learn, Light.

PS 41 SCHOOL GOALS

(HOW WILL WE MARK OUR PROGRESS?)

Priority 1: **All students learn to read well.**	
Priority 2: **All students are physically & emotionally safe.**	
Priority 3: **All students have high quality academic experience.**	
Priority 4: **All students graduate college and career ready and have a strong plan and pathway to economic security.**	
Priority 5: **Redesign the system to be more inclusive and responsive for parents and families**	
Chronic Absenteeism	

Stay Connected with Class Dojo & PBIS Rewards

The PBIS Rewards Family App only allows access to student information specific to the QR code scanned. This information includes:

- Points balance
- Points details, including comments if applicable
- Receive and send messages with school staff
- Check-In/Check-Out Information
- Referrals – Date, Time, Staff, and Cause
    - Major Referrals
    - Minor Referrals
- Purchases
- Upcoming events
- Registered events
- Teacher List

https://youtu.be/6gO5c9KGZjE?si=LEMur0wRRdW5LU5d

P.S. 41 Parent Communication and Participation

Contacting Staff, Teachers or an Administrator

If you wish to speak with a teacher, please reach out to the teachers using class dojo. If you are unable to reach the teacher you should call 718-652-3461. Ask for the parent coordinator, Ms. Collazo. Parents must communicate with Ms. Collazo first and make an appointment if the issue is not resolved from the teacher/staff level.

Teachers host 55 minutes of family engagement. If you would like to speak to your child's teacher, reach out to your child's teacher to schedule an appointment. Please note this is a Virtual Parent Engagement Time.

For in depth conversations, please make an appointment with your child's teacher in person or virtual calls on Zoom or Google Meets.

Parent Communication and Updates

Visit the P.S. 41 website (http://www.ps41gunhillroad.org/) for more information on monthly activities, field trips, individual teacher websites, forms, and documents.

Follow us on all social media platforms.

Check Us Out...

School Website: www.ps41gunhillroad.org
Instagram: https://www.instagram.com/ps41x
Facebook: https://www.facebook.com/ps41x/

Visitor Procedures

The **School Safety Agent** works under the auspices of the NYC Police Department and is responsible to ensure the safety of all individuals who enter the building. The school safety officer is released for a half hour lunch by a school aide who also is responsible for following the same protocol of receiving visitors to the building. School Safety Agents cannot leave their post, at the front desk, outside the main office unless the post at the front desk is covered by a staff member. No one is allowed to congregate at the safety agent desk.

All visitors must enter through the main entrance, be buzzed in, present a valid photo ID to the School Safety Agent. Visitors must arrive at the time of their scheduled appointment time, sign in, and wear a visitor pass while in the building. Visitors will wait in Room 105 until escorted to their appointment. **All visitors must be accompanied at all times while inside the building.**

All visitors must maintain positive and respectful interactions, using appropriate volume, tone and language with staff, administrators and fellow parents. **The use of profanity, racial slurs, threatening or intimidating language or aggressive behavior is strictly prohibited, as it can be harmful and traumatizing to our scholars. Visitors who engage in such behavior will be restricted from attending school events including award ceremonies, graduations, honor roll breakfasts, class parties, and class trips.**

P.S. 41 Parent Expectations

The safety and well-being of every child at PS 41 remains our highest priority. To this end, we are sending you this notice pertaining to the safety of our students. It has been brought to our attention that there are quite a few students going to the park and store, before and after school. The students are unsupervised and engaging in inappropriate conduct. We need your support to ensure that your children are arriving to and from school safely. The doors open at 7:30am for breakfast and students are dismissed between 2:15pm -2:20pm. Please discuss with your children the importance of coming straight to school and straight home from school. If students are given permission to go to the store before and after school, please discuss the importance of going to the store before school opens and be respectful. If your children do not have money, they should refrain from going to the store. We have learned that a few students have taken items without paying. Please know we have met with individual parents/guardians of students and will continue to conduct parent conferences with families when necessary. The School Environment Team has visited each classroom to review walking to and from school safety strategies as well as store etiquette. We will continue to address safety issues as they are brought to our attention. To be proactive we will have implemented the safety measures listed below.

Please discuss with your children the importance of avoiding strangers. Please review safety measures with them so that they know what to do in the event that a stranger approaches them. Advise your child not to go near any vehicle that stops and not to respond to a stranger asking a question or offering them anything. Also, make sure your child knows to report any such attempt to an adult at school.

Whenever possible, try to have your child travel to school with another student, and be sure your child arrives on time. Our children are safer when everyone is well informed and we will continue to provide a safe environment for all students at PS 41

Cell Phone Policy

Governor Kathy Hochul has introduced and secured passage of a statewide “Distraction-Free Schools” policy as part of the FY2026 budget. **This law establishes a “bell-to-bell” restriction on the use of smartphones and other internet-enabled personal devices in all K–12 public schools across New York State.**
The expectation is that all cell phones are collected by the teacher at 8:00 am and stored until 2:20pm. Students who refrain from turning their cell phone in will be disciplined following progressive discipline.

PS 41 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 school 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 9/2/2025 and ends at 6/26/26 Students will be able to use school/NYCPS-issued devices during the school day.

1. **COLLECTION/STORAGE**

- Upon arrival, students must power off their devices.
- If the school **collects** devices…
    - A designated collection point, supervised by staff members, will be set up in each classroom, between times 8:00am and 8:45am
    - At the end of the school day, devices will be distributed by school staff in locations 2:00pm between times 2:15pm.
    - Students who had their device confiscated will have to pick up their device from the AP that supervises that grades office.

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2. **EMERGENCY COMMUNICATIONS**

- In case of emergency or exigent circumstances, parents or guardians can call Ms. Collazo, Parent Coordinator at 718-652-3461 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in their classrooms to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA and Class Dojo to communicate information to parents or guardians.

a. Here is how parents/guardians can access the automated messaging system: -directions for setting up NYCSA account to access GAMA

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 make an appointment with AP Brock, if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved 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 7 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 Ms. Evelyn Collazo at 718-652-3461.

P.S. 41 ATTENDANCE POLICY

Attendance Goal: "By June 2027, PS 41 will have 95% Year to Date attendance rate."

Regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. By having students stay home only when absolutely necessary, parents can help their youngsters develop good attendance patterns.

A student whose attendance falls below 90% is considered to have Chronic Attendance Issues.

Parent Contact protocol regarding attendance is as follows:

- Phone calls home daily to students who are absent and late.
- After 5 days absent (sporadic or consecutive) a letter will be sent home.
- After 10 days absent (sporadic or consecutive) a parent conference will be scheduled.
- If after an administrative meeting there is no improvement in attendance further action may be necessary.

Absence Protocol

If your child will not be attending school for any reason please call 718-652-3461 and leave a message on the day your child will be absent. Please include: your name, child's name, grade, teacher, number of days absent and the reason for the absence. The office personnel will inform your child's teacher. We recommend that you notify your child's teacher through class dojo.

Each absence requires a note stating the dates and the exact reason for the absence signed by a parent or guardian. Excuse notes should be brought to school on your child's first day back from the absence.

Every day of your child's academic year is carefully planned to be part of the full educational experience. For this reason, please read the school and district calendars carefully. Please plan vacations when the schools are closed, and try to schedule non-emergency medical and dental appointments outside the school day. Please know that if you plan additional vacations for your children, such absences are considered unexcused.

Illness

In the event your child gets sick while at school, parents will be notified and asked to pick him/her up. Please keep the office up to date with any telephone, address, or work changes in case your child is ill or there is an emergency.

- Children with diarrhea must stay home until the diarrhea has stopped.
- Anyone with a fever should stay home until 24 hours after being fever free (or until their doctor says it is okay to go back to school or daycare).
- COVID positive
- Vomiting

Tardiness

Tardiness is another form of poor attendance. Regular tardiness is a bad habit. Please keep in mind that tardiness not only affects the tardy child, but also the class due to the interruption of the late arrival. After we receive the attendance reports from each classroom, we will call the homes of every student who was marked late. Please help your child be responsible by helping him or her get to school on time. School begins promptly at 8:00am and attendance is taken immediately. ***Students arriving after 8:06am are marked late.***

Excused Absences

P.S. 41, the Gun Hill Road School accepts illnesses supported with doctors' notes as excused absences. **Only medically documented absences are considered "excused absences"**. *Be advised that although these days are deemed excused, they are still counted as absences on your child's attendance record.*

Retrieving Assignments for Absent Students

Parents may obtain assignments for students absent for more than a day by contacting the classroom teacher. Please also refer to your child's google classroom stream and assignments to retrieve assignments.

Extended Absences (Family Vacations)

Students are expected to be in school each day school is in session. Families should refrain from taking vacations during school days. If there is an emergency and your child will be absent for several days, parents should notify the staff and provide supporting documentation for the emergency.

***** Excellent student attendance is celebrated monthly through various activities such as class popcorn parties, student certificates, and recognition on the Attendance Bulletin Board. *****

Discharging Students

Parents wishing to remove their students from P.S. 41 should note the following instructions:

Moving Out-of-State or to non-DOE School (including Westchester) - Provide proof of new out-of-state residence (i.e. new lease, electric bill but not a phone bill), name of new school and complete a Discharge form.

Moving to another DOE school (within 5 boroughs) – Notify PS 41, visit your new zoned school, and register your child there. Your child will automatically be taken out of our system.

Attendance Trip Criteria

- Students with 100% attendance
- Students with most improved attendance (identified by the attendance teacher)
- Model students who have less than 3 incidents recorded in the incident reporting system

Keeping Our Kids Healthy

As we enter a new school year where colds and other illnesses tend to increase, we want to work together to ensure the health and well-being of all students. Here are some important health tips to help keep your children—and others—safe and healthy.

1. Frequent Handwashing
Encourage your child to wash their hands regularly with soap and water for at least 20 seconds, especially before eating and after using the restroom. Good hand hygiene is one of the most effective ways to prevent the spread of germs.

2. Covering Coughs and Sneezes
Teach your child to cough or sneeze into a tissue or their elbow, rather than their hands. This helps reduce the spread of germs through the air and on surfaces.

3. Avoiding Face Touching

Remind your child to avoid touching their face, especially their eyes, nose, and mouth, which are entry points for germs.

4. Healthy Eating and Hydration
A balanced diet full of fruits and vegetables, along with plenty of water, helps boost the immune system. Encourage your child to eat a variety of healthy foods and stay hydrated throughout the day.

5. Proper Rest
Sleep is essential for maintaining a strong immune system. Ensure your child gets enough rest each night to help their body fight off potential illnesses.

6. Staying Home When Sick
If your child is feeling unwell, please keep them home until they are symptom-free for at least 24 hours. This helps prevent the spread of illness to other students and staff.

7. Up-to-Date Vaccinations
Make sure your child's vaccinations, including flu shots, are up to date. This is a key step in preventing illnesses from spreading in our school community.

8. Encouraging Physical Activity
Regular physical activity is another way to support your child's health. Encourage outdoor play or other activities that keep them moving, which boosts both physical and mental well-being.

By working together, we can minimize the spread of illness and keep our school environment safe and healthy for all. If you have any concerns or need additional health resources, please don't hesitate to reach out to us.

Things to Know

Next Generation Learning Standards
Next Generation Learning Standards are set forth by the New York State Education Department. The Standards set the learning expectations for students at every grade level. Staff, parents, and students are responsible for ensuring that students meet these Standards. For more details please visit https://www.engageny.org/next-generation-learning-standards.

Positive Behavioral Interventions and Supports (PBIS)
The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject. The school will focus on three to five behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what *not* to do, the school will focus on the preferred behaviors. Families play an important part in their child's education and social development. For some ideas on how you could encourage positive behaviors at home – please visit https://www.pbis.org/family.

PBIS REWARDS

The PBIS Rewards Family App only allows access to student information specific to the QR code scanned. This information includes:

- Points balance
- Points details, including comments if applicable
- Receive and send messages with school staff
- Check-In/Check-Out Information
- Referrals – Date, Time, Staff, and Cause
    - Major Referrals
    - Minor Referrals
- Purchases
- Upcoming events
- Registered events
- Teacher List

CLASS DOJO
Class Dojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages– please visit https://www.classdojo.com/about/.

School App
In Progress…

RULER
RULER is an acronym that stands for the five skills of emotional intelligence: **R**ecognizing, **U**nderstanding, **L**abeling, **E**xpressing, and **R**egulating emotions. RULER is an approach to social and emotional learning that supports positive emotional climates and the development of these skills in both students and the adults in their lives. RULER is designed to create a positive

learning climate and develop emotional skills of all adults and students within our school. Staff and students engage in learning units throughout the year.

Parent Meetings:
Parent orientations and conferences are held to increase the collective partnership among scholars,parents, and teachers. Afternoon and evening conferences are held during the Fall and Spring terms.

Parent-Teacher Conferences are November 6, 2026, March 5, 2026 12:20 pm to 2:20 pm and 4:00 pm to 7:00 pm & May 7, 2026 4:00 pm to 7:00 pm scholar-led conferences (Grade Orientations). Meet the teacher will take place on September 17, 2026.



Celebrating Achievement: Honor Roll & Award Ceremonies
At our school, we believe in recognizing and celebrating student achievement as a strong sense of community. Honor roll and award ceremonies highlight students' hard work, perseverance, and commitment to learning. These events not only motivate students to strive for their best but also allow families and educators to come together in support of their success. By honoring accomplishments, we foster a culture of pride, encouragement, and continuous improvement.

Paper Emergency Cards:
Emergency Cards are sent out the first week of school. We must have an emergency home

contact card for every child in the school which includes important information such as:

- Valid (and current) telephone numbers and e-mail addresses
- Names of contacts (other than parents) who can pick their child up
- Media Consent
- Allergy Information

Scholar Lunch Periods

Period 4 | 10:40 am - 11:30 am (4 & 5)
Period 5 | 11:35 am - 12:30 pm (K & 1)
Period 6 | 12:35 pm - 1:30 pm (2 & 3)

Lunch Procedures:

- Scholars will eat in the cafeteria during each lunch period and will be supervised by School Aides, Clusters and Coaches
- Scholars must only play and eat lunch with the scholars in their class

Student Supports and Additional Services

Academic Intervention Specialist (AIS)
Targeted intervention for students in various academic subjects to help students move toward meeting grade level expectations. Targeted areas are determined by classroom teachers, specialists, administration, and parents.

English as New Language (ENL)
Mandatory for all students who do not have English as their first language. Students are chosen by test results.

Special Education Teacher Support Services (SETSS)
SETSS students with special needs are given academic attention that helps them reach their individual IEP goals. This service is mandated by the student's IEP.

Social Workers

Work closely with the children and staff to support the social-emotional and behavioral expectations of students. They teach lessons and use positive reinforcements as a means to correct inappropriate behavior.

Speech and Language Pathologist (SLP)
Students identified as having difficulties in the areas of speech, language, voice, hearing, and/or fluency that affect their educational performance are referred to our qualified SLP. The student may receive assessments, consultation and/or remediation for these needs.

Guidance Counselors
P.S. 41 is served by three school counselors who work with students on an individual basis. The counselors also work with parents to help them better understand the school environment, the way their children function, and provide referrals to parents who request further support.

School Psychologist
We are fortunate to have the services of a full time school psychologist. Psychologists work cooperatively with the counselor, principal, teachers, and parents in understanding student learning and social problems.

SATURDAY ACADEMY

ACADEMIC ACADEMY

P.S. 41 Breakfast Program

New York City Public Schools Offers free breakfast and lunch to all NYC public school students during the school year. Any student can pick up a Grab-and-go breakfast upon arrival. Exit 9 doors open at 7:40am for hot breakfast in the cafeteria. **students who have arrived after 8:06am must enter the building through the main doors.

Morning Greetings And Drop-Off Locations

- **Kindergarteners & First Grade-** Students' 1ST TWO DAYS PARENTS WILL DROP STUDENTS OFF IN THE BIG YARD

  After the first two days,
- **Kindergarteners & 1st Graders:** Students will enter through the **Auditorium doors** and be greeted by their teachers at their **classroom door.**
- **2nd & 3rd Graders:** Students enter through the Gym doors and will walk to their classroom
- **4th & 5th Graders:** Students will enter through the Magenta doors and line up in the gym with their teacher

Please note: All arrival doors close promptly at 8:06 am sharp!

Afternoon Send-offs And Pick-Up

Please note: Students will be dismissed promptly at 2:20 pm. Please be on time to pick up your child. No early pick-up will be accommodated after 1:45 pm. You will be required to wait until dismissal. It is recommended that you make routine doctor's appointments after school hours. Please see below for grade specific dismissal procedures. To ensure students' safety we strongly discourage early pick up during your child's lunch period. Please ensure all early pickups are communicated to the classroom teacher in writing or via Class Dojo.

- **Kindergarteners:** Students will be dismissed from the Auditorium doors (Exit 1)
- **1st Graders:** Students will be dismissed from the Auditorium doors (Exit 1)
- **2nd Graders:** Students will be dismissed from the Gym doors (Exit 2)

- **3rd Graders:** Students will exit through the Gym doors (Exit 2)
- **4th Graders:** Students will be dismissed from the Magenta doors (Exit 9)
- **5th Graders:** Students will be dismissed from the Magenta doors (Exit 9)

Important Update:
Change in Dismissal Procedure to Outdoor

Dear P.S. 41 Parents and Guardians,

I hope this message finds you well. We want to inform you of a necessary change in our dismissal procedure.

Due to the general response protocol, shelter-in, that had to be implemented on February 15, 2024, we are transitioning from indoor dismissal to an outdoor procedure regardless of the weather. This adjustment aims to enhance the safety and efficiency of our dismissal process.

When you arrive for dismissal, please proceed to the designated outdoor dismissal area.

· **Kindergarten** will be dismissed from Exit 1 (auditorium doors).
· **First & Second grade** will continue to be dismissed from Exit 3 (big yard).
· **Third Grade** Students of Class 201 and 203 will exit through the Magenta doors (Exit 9). Students of Class 202, 205, 206A, 206B, will dismiss through the Auditorium doors (Exit 1).
· **Fourth & Fifth Grade** will continue to be dismissed from Exit 9 (Magenta Avenue).

Our staff will be present to ensure a smooth transition and assist in directing students to their respective pick-up points.

We understand that change can be an adjustment, and we appreciate your cooperation and understanding as we prioritize the safety and well-being of our students. In preparation for inclement weather days, we encourage that you send students to school with the raincoats and umbrellas we have provided. If you have any questions or concerns, feel free to join our PTA meetings on the 4th Tuesdays of each month at 2:30pm or call 718-652-3461 to schedule an appointment.

Thank you for your continued support in making PS 41 a safe and thriving learning environment.

Importance of Adhering to Safety Protocols

As part of our commitment to creating a safe and secure learning environment, it is crucial that all members of our school community adhere to the established safety protocols. These protocols are in place to protect the well-being of every student, staff member, and parent on our premises.

It has come to our attention that there have been instances where safety protocols were not followed. We want to emphasize the importance of everyone's cooperation in maintaining a safe environment. In the event that safety protocols are breached, the following actions may be taken:

1. **Verbal Reminder:**
For minor infractions or unintentional lapses, a staff member may provide a verbal reminder about the specific safety protocol that needs to be followed.

2. **Temporary Restriction of Access:**
For persistent non-compliance, there may be a temporary restriction of access to certain areas or events to ensure the safety of all individuals involved. A mailed and/or backpacked limited access letter will be given to the parent/guardian. This letter will introduce new safety procedures the parent/guardian must adhere to.

3. **Further Consequences:**
In extreme cases where safety continues to be compromised, additional consequences may be implemented, including but not limited to police involvement, modified dismissal/arrival procedures, harassment charges or other appropriate measures.

Our goal is to maintain a secure environment for everyone, and your cooperation in following safety protocols is crucial. We appreciate your commitment to the well-being of our school community and thank you for your understanding.

Code of Behavior

In an effort to maintain a high quality educational environment at P.S. 41, there are certain guidelines, rules, and expectations that must be followed by the students who attend. The State Education Department of New York and the New York City Department of Education have set forth standards of behavior that must be met to ensure a successful school year for each student. Please review the *Citywide Standards of Discipline and Intervention Measures* on the P.S. 41 website. It details all the rights and responsibilities each student has, as well as, rule infractions and possible guidance/discipline responses to them. As you know, a strong and supportive home school connection is critical. We believe in providing a school environment where students feel safe, comfortable and challenged to reach high academic standards. The PS 41 PBIS and BRAVE Student Conduct will be reviewed with all children at the beginning of each school day and a copy will be sent home so you may also discuss it with your child.

IMPORTANT:

- Your child is expected to log into google accounts every day to complete daily assignments.
- Your child must be dressed appropriately. **We highly recommend that students wear their school uniform. Uniform colors are BURGUNDY and GRAY.** Students who wear their uniforms will be rewarded with Class Dojo points.
- Your child must complete daily assignments.
- If you or family members need to come to the building for any reason, please call ahead and make an appointment.

Parent Responsibilities

- Please review, in detail, the Code of Behavior for P.S. 41.
- After careful review of the Code of Behavior, please have a discussion with your child/children with regard to the content and expectations of P.S. 41.
- Develop a sense of responsibility within your child/children with regard to his/her behavior and the possible consequences for both positive and counterproductive choices.

- Attend parent meetings, town halls, PTA meetings, workshops, and schedule to meet with your child's teacher at least once a month.
- Update Blue Cards when phone numbers and addresses have changed. This can be done through NYC School Accounts

Student Responsibilities

Three factors that are the most influential to a student's success and behavior are Self, Others, and Environment. While all rule infractions are detailed in the *Citywide Standards of Discipline and Intervention Measures,* the following are basic rules of P.S. 41 and should be noted.

Moderate Violations (can lead to lunch detentions, after-school detention, and parent meetings)

- Hats, doo-rags, and other non-religious headwear are not to be worn in the building.
- Candy and soda are not permitted during breakfast.
- **Gum is not permitted.**
- Please leave all toys at home. PS 41 is not responsible for those items.
- Please do not send any food or drinks in glass containers.

Serious Violations (can lead to after-school detention, principal's suspension, superintendent's suspension, parent meeting)

- Weapons (i.e. knives, guns, lasers, etc.) are not permitted in school. In addition, any object that is used to threaten or cause harm to another person will be considered a weapon.
- Incendiary devices (i.e. matches, lighters, smoke or stink bombs, poppers, caps, etc.) are not permitted.
- Illegal substances are not permitted.
- Leaving the school building or play yard without permission is a serious safety issue and is not permitted at any time.
- Cap guns or any imitation weapon is not permitted at any time.
- Inappropriate physical contact (i.e. touching, pushing, slapping, etc.) is not permitted.
- Bullying, fighting or causing harm to any student or staff member is not permitted.
- Verbally aggressive language or verbal threats toward any student or staff member is not permitted.
- Taking property that belongs to another student or staff member is not permitted.

Consequences

Please be aware that the violations of the above-mentioned items can result in a variety of disciplinary guidance actions. These may include, but not limited to, a warning, parental phone call, lunch or after-school detention, classroom removal (three classroom removals result in a principal's suspension) or principal's (in-house) or superintendent's (off-site) suspension. Also, parents may be mandated to conference with the school to address the violations.

The education and safety of the children of Public School 41 are top priorities. Our goal is to encourage and instill a sense of responsibility within all students at P.S. 41.

Maintaining Student and Staff Security

Our goal, in cooperation with the NYCDOE and Borough Safety team, is to maintain student and staff security through improved facilities, revised procedures, and the reduction of school visitors to the school during operational hours. Please consider the importance of your visit prior to your arrival. In order to ensure the availability of staff, parents are encouraged to schedule appointments for meetings in advance. For safety reasons, meetings will not be conducted during morning arrival and dismissal.

1. Visitors must enter the building through the main entrance (Exit 10). If you are unable to use the main staircase, ring the bell at the handicap accessible entrance (Exit 2).

2. Upon entry visitors must stop at the safety agents desk, show a picture ID and sign in at the main desk with the safety agent/designee. Safety Agent/designee must sign the parents in.

3. Visitors must wait in the family engagement room until escorted to other parts of the building. Visitors will be escorted to location and escorted to the main entrance.

4. Parents/guardians must first speak to the parent coordinator, Ms. Collazo. Visitors for students must first speak to the pupil accounting secretary. Visitors for staff must first speak to If either one of the first points of contact are unavailable one of the other office staff members will substitute as first point of contact.

5. Visitors, including parents/guardians must have an appointment. Visitors with appointments should arrive approximately 5 minutes before their scheduled appointment. If you are unable to make the appointment on time please call the school and the main

office staff will notify the staff member. There will be a grace period of 15 minutes. If you do not arrive 15 minutes after the scheduled appointment time you will need to reschedule.

6. If your reason for visiting Ms. Collazo needs the attention of another staff member Ms. Collazo will check with the staff member if they are available. If they are unavailable an appointment with the staff member will be scheduled at a later date within 72 hours to confirm staff members availability.

7. Visitors (parents & family members) must refrain from addressing or interacting with students who are not their child.

8. All visitors must exit the building using the main entrance and must sign out prior to exiting. Please do not exit out of any other door. This will set off the alarm.

Failure to adhere to the visitor protocols may require a general response protocol (i.e. lockdown, hold, or shelter-in), police response,and/or a limited access letter to ensure all students and staff are safe.

Safety Guidelines for Dog

As part of our commitment to ensuring the safety and well-being of all students, we would like to remind you of the importance of adhering to safety expectations when walking dogs to and from school.

While we recognize the benefits of incorporating dogs into daily routines, we also want to ensure that their presence does not compromise the safety of our students or the community. Therefore, we kindly request your cooperation in following these safety guidelines:

1. **Leash and Harness:** It is imperative that all dogs brought to school are properly restrained on a leash and harness at all times. This helps to ensure that the dog remains under control and minimizes the risk of incidents or accidents.
2. **Supervision:** Children walking dogs to and from school should be accompanied by a responsible adult who can effectively manage the dog's behavior and ensure the safety of both the dog and the students.
3. **Crossing Streets Safely:** When crossing streets or intersections, always use designated crosswalks and obey traffic signals. Teach children to stop, look both ways, and listen for oncoming traffic before crossing the street.

4. **Respect for Others:** Encourage children to be mindful of their surroundings and respectful of other pedestrians, cyclists, and motorists. Remind them to keep a safe distance from others and to promptly clean up after their dog if it relieves itself.
5. **Emergency Preparedness:** In the event of an emergency or unexpected situation, it is important to remain calm and composed. Teach children how to handle various scenarios, such as encountering aggressive dogs or getting separated from the group.
6. **Communication:** Maintain open communication with your child about the responsibilities and expectations associated with walking dogs to and from school. Encourage them to report any concerns or incidents to a trusted adult immediately.

By adhering to these safety expectations, we can ensure that the experience of walking dogs to and from school remains enjoyable and positive for everyone involved. We appreciate your cooperation and support in promoting a safe and nurturing environment for our students.

Cell Phone Policy

SCHOOL-BASED POLICY OF P.S FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY.

Students are permitted to bring the following electronic items to school:1) Cell phones; 2) Laptops tablets, iPads, and other similar devices; and 3) Portable music and entertainment systems.

A. The use of cell phones, computing devices, and portable and music and entertainment systems at school is subjected to the restriction below:

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test, or examination except where such use has been explicitly authorized by the school or is contained in an individualized Education Program (IEP) or Section 504 Accommodation Plan.

2. Use of cell phones, computing devices during the administration state standardized examination is governed by State Education Department rules.

3. Cell phones, computer devices, portable music and entertainment may not be turned on or used during school fire drills or other emergency preparedness exercises.

4. Cell phones, computing devices, portable music and entertainment systems may not be used in the lunchroom or bathroom.

B. Cell phones may be used as set forth below:

During the school day cell phones must be powered off and given to the classroom teacher upon arrival.

C. Computing devices may be used as set forth below:

During the school day computer devices must be powered off, except where teachers authorize..

D. Portable music and entertainment systems may be use as set forth below:

During the school day portable music and entertainment systems must be powered off and given to the classroom teacher upon arrival.

E. During after-school & school sponsored activities

F. During after-school & school sponsored activities cell phones, computing devices, portable music and entertainment systems must be powered off and put away, except where teachers are authorized.

G. Confiscation and return of electronic items

If a cell phone, computing device, or portable music and entertainment system is confiscated; the student's parent or guardian will be notified and will be required to pick up the device at the end of the school day.

If a student's portable music and entertainment system, computing device, or cell phone is confiscated, a second time, the parent or guardian will be required to pick up the confiscated item at the end of the school day and the student will be required to enter in a behavior contract.

If a student's portable music and entertainment system, computing device, or cell phone is confiscated a third time, the privilege of bringing the item to school will be revoked.

H. Discipline

Student who uses cell phone, computing device or portable music and entertainment system is violation of any provision of the DOE (Department of Education) Discipline Code and the school's policy of Chancellor's Regulation A-413, and or the DOE's Internet Acceptable Use and

Safety Policy, (ISUSP) will be subject to discipline in accordance with guidance intervention and disciplinary response set forth in the discipline code.

I HAVE READ THE NEW SCHOOL BASED POLICY OF P.S. 41 FOR THE USE OF CELL PHONES, COMPUTING DEVICES AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY. I UNDERSTAND THAT MY CHILD MUST ADHERE TO SCHOOL POLICY.

_____	_____
Child's Name	Child's Class
_____	_____
Parent Name (Print)	Parent Signature

General Information

PTA - pta@41gunhillroad.org

Communications

- **DOE Messenger**
  - **If you miss the call, check your voicemail.**
- **Class Dojo**
- **School Website**
- **Google Classroom Streams/ Chats**
- **Email Address**

PARENTS AS PARTNERS, VOLUNTEERS

Research confirms that families who are involved in their children's education promote greater academic success for their children. Parent support of educational programs also positively impacts all of the students in the school. There are many ways parents are involved at PS 41.

- ✔ Make school an important priority
- ✔ Promote habits that ensure a happy, healthy child who is eager to learn
- ✔ Provide ongoing encouragement and positive reinforcement for learning
- ✔ Reading with children daily

✔ Support completion of homework and projects
✔ Attend parent-teacher conferences and school events
✔ Volunteer to help at special events or one of our many PTA programs
✔ Serve on the School Leadership Team
✔ Attend monthly Assemblies and Family Nights
✔ Attend any parent workshops on the instructional program that are offered by the school.

If you are interested in participating in any of these events or becoming a volunteer, please speak with our parent coordinator, Ms. Evelyn Collazo or any of the PTA Executive board members.

CURRICULUM

PS 41's curriculum is aligned with the New York State Standards, New York City Standards and Next Generation Learning Standards. Our K-5 students receive Language Arts instruction through the Expeditionary Learning and Grades K-5 Guided Reading instruction. All students in grades K-5 receive Math instruction using IM Math/Envision Math. All grades use Amplify Science and Passport to Social Studies.

Our teachers will review the curriculum for parents during the first Tuesday Parent Engagement, which is scheduled every Tuesday from 2:20 pm-3:15 pm. Your child's teacher will provide you with the information to participate remotely. Please do not hesitate to speak with your child's teacher if you have any questions about the curriculum.

PS 41 has a homework "practice" policy that applies to all elementary school children. You may also pick up a hard copy in the main office. In addition:

- It is expected that every student will either read or be read to for a **minimum of 30 minutes** every night. Students must log their reading in their reading logs. Classroom teachers will set guidelines for their students and parents.
- Practice (formerly known as "Homework) serves two purposes: practice and responsibility. Keeping that in mind, please take note of the amount practice time your child should be engaged in daily at home:

    ♦ Kindergarten- 20 minutes
    ♦ Grade 1 - 25 minutes
    ♦ Grade 2 - 25 minutes
    ♦ Grade 3 - 30 minutes
    ♦ Grade 4 - 40 minutes

♦ Grade 5 - 45 minutes

Suggestions for parents about homework:

1. Be interested in what your child is doing in school.
2. Set aside a consistent time and place for homework. Provide age appropriate reference and creative materials.
3. Communicate an understanding that homework is important.
4. Be available for support, but do not "do" the homework. Homework is an important tool for the teacher to use to assess the students' learning and plan future instruction. If your child is struggling, ask students to try their best and contact your child's teacher via email.
5. Check to see that Practice "homework" is neat and complete.
6. Model positive habits – let your child see you reading, and discuss current events with him/her. Research tells us that children who eat daily meals (breakfast or dinner) with their families, and have time to communicate and discuss the lessons of the day, can often experience greater success in school.

Practice "homework" is important and integral to the instructional program. The homework policy supports meaningful and appropriate homework, holds students accountable for their assignments, and has expectations for parental involvement. It is also a valuable way to extend or enrich knowledge, particularly through reading or written assignments which foster verbal, written, visual and listening literacy.

Learning Expectations

- Students are expected to attend school every day
- Students are expected to participate in academic activities posted by the teacher
- Complete daily assignments
- Participate in class discussions
- Practice active listening
- Be respectful and school-appropriate at all times

Getting Tech Ready

- Download Zoom & Google Classroom on all devices
- Create a parent email address Google Email Link
- NYC School Accounts:

Your NYC Schools Account is your gateway to family-facing technology to support and track your children's progress through public school education at the NYC Department of Education. Open an account today to apply to schools, track your children's progress from Pre-K through high school graduation, and get access to other digital content for New York City families exclusively available to NYC Schools Account holders!

Opening a NYC Schools Account is the first step towards becoming more involved in your student's education. Receive updates via text messages or email about school closures, emergencies, and upcoming events. Link your students and start monitoring things like grades, test scores, attendance.

With this account you can:

1. Track student progress
2. Reporting Bullying
3. Take free courses

Digital Devices

- Contact Tech Support- **techsupport@41gunhillroad.org** for technology support
- Call 718-935-5100 for support with Doe Devices
- Review **Student Device Agreement**
- PS 41, keep device for the 2020-2021 school year

The DOE Help Desk is receiving an enormous volume of calls. This is increasing wait times (an hour or more) and delaying service. Therefore, we need your help. To ensure you get support quickly with your DOE device, you can do the following:

1. Submit a ticket online.
All technical support requests can be made at the following locations:

- Support for families

Calling the Help Desk does not guarantee that you will receive faster service. Please encourage all your staff or colleagues, and students and families to submit a ticket online before calling the Help Desk.

2. Visit the following DOE web pages for up-to-date guidance and information:

- iPads and Devices
- Technology at the DOE
- DOE Student Accounts

Digital Books

- Students will receive books from their teacher
- Assignments will be given via Google Classroom and other website platforms
- Students will receive their own book certain subject areas
- Assignments will be checked by scanning, in person for blended students , and marked in google classroom

Learning Supplies

To ensure we keep the school community safe and healthy, students will be required to bring their own supplies for in person learning.

Supply List

All families will receive a list of supplies necessary to begin the school year from their child's classroom teacher.

Students should read everyday after school to practice what reading strategies they have learned in school. See the list below to learn how many minutes your child should read and how it should progress over the year.

GRADE LEVEL	SEPTEMBER	OCTOBER	NOVEMBER-DECEMBER	JANUARY-FEBRUARY
K	15-30 minutes	15-30 minutes	30-45 minutes	30-45 minutes
1	15-30 minutes	15-30 minutes	30-45 minutes	30-45 minutes
2	30-45 minutes	30-45 minutes	30-45 minutes	45-60 minutes
3-5	30-45 minutes	45-60 minutes	45-60 minutes	60 minutes or more

SAMPLE INSTRUCTIONAL SCHEDULE

8:30am-8:45am	**Social Emotional (Mood Meter, PBIS, RULER, Sanford Harmony)** **(Synchronous Learning)**
8:45am- 9:45am	**ELA/Social Studies** **8:45am-9:00am- Direct Instruction (Synchronous Learning)** **9:00am-9:25am- Group Work/Partner Work** **9:25am-9:45am- Independent work, conferencing, small group instruction and feedback**
9:45am-10:30am	**The Arts**
10:30 am-12:00	**Math** **10:30am-11:00am- Problem Solving** **11:00am-11:15am- Direct Instruction** **11:15am-11:40am- Group Work** **11:40am-12:00pm- Independent work, conferencing, small group instruction and feedback**
12:00- 12:45	**Science**
12:45-1:15	**Small Group Instruction/Independent Work**
1:15-2:00	**Physical Education**

EXAMPLE LEARNING SCHEDULE

Start Time	End Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30AM	8:45AM	Social Emotional	Social Emotional	Social Emotional	Social Emotional	Social Emotional
8:45AM	9:45AM	ELA/ S.S	ELA/ S.S	ELA/ S.S	ELA/ S.S	ELA/ S.S
9:45AM	10:30AM	The Arts	The Arts	The Arts	The Arts	The Arts
10:30 AM	12:00PM	Math	Math	Math	Math	Math
12:00PM	12:45 PM	Science	Science	Science	Science	Science
12:45 PM	1:15 PM	Science	Science	Science	Science	Science
1:15 PM	2:00PM	Physical Education	Physical Education	Physical Education	Physical Education	Physical Education

NYCDOE School Year Calendar

(click above to access the calendar)

P.S. 41 Grading Policy 2026-2027

Our goal is to be flexible and responsive to the needs of our students but also continue to hold them to rigorous standards.

1. Students social-emotional wellness and academic achievement are our #1 priority.
2. Advance "equity" now and every day
3. Know students and families well
4. Increase student achievement, attendance, and engagement
5. Communication with parents/guardians happens prior to students receiving report cards during parent engagement time. Parents shouldn't learn about their child's academic status for the first time during PTC
6. If you have any concerns regarding your child's grades, meet with your child's teacher and communicate your concerns.

Teacher Expectations	• Use New Vision Portal • Know the students and families well • Celebrate student success • Assess student work • Provide meaningful feedback **(5 pieces of written feedback per student)** • Review student work holistically to inform student grades • Support students in catching up on their learning • Students will be given one opportunity to review and re-test any learning target • Give clearly defined due dates and expectations for submission of assignments and adjust when necessary • Communicate with Parents; keep a log of parent communication using ILOG • Think about Culturally Responsive Assessments (for example, FlipGrid to replace writing) • Communicate with families when students are below grade level • Communicate PID for all students well below grade level
Grading Policy Flexibilities **	• **Attendance may not count toward grades**: Attending school, participating in class, and demonstrating understanding are all essential components of student learning, and school communities must make every effort to ensure that students attend school, with a goal of every student, every day. Students' grades must reflect the extent to which they have met the

	learning outcomes for their courses. When students attend remote and blended learning consistently, they have the greatest opportunity to make progress, receive support from their teachers, and demonstrate their learning. Schools should use Insight to monitor attendance trends and guide continuous improvement strategies.

GRADING SCALES

Core Subject(s) Report Card Grading Scale	Definition	DOE Grading Policy
4	Exceeds Standards, 85 and above, Level 4	
3	Meeting Standards,75-84, Level 3	
2	Approaching Standards, 65-74, Level 2	
1	Below Standards, 64 and below, Level 1	
Comment Code 3202	Give students an opportunity to make up the work. Due dates must be clearly documented for students.	3202 must be used in cases where there is insufficient information to determine whether a student has met standards.
NL**	Give New Admits students an opportunity to make up the work. Due dates must be clearly documented for students.	'NL' must be used in cases where there is insufficient information to determine whether a student has met standards.

GRADING SYSTEM

Academic & Personal Behaviors Report Card Grading Scale	Definition
E	Excellent
G	Good
N	Needs Improvement
S	Satisfactory
U	Unsatisfactory

Visual Arts, Theater, Dance, & Music Report Card Grading Scale	Definition
P	Pass
F	Fail

Category	Weight
Summative Assessments	**30%**
Projects	**20%**
Classroom tasks	**20%**
Participation	**20%**

(verbal or written, aligned to speaking standards)	
SEL (Social Emotional Learning)	**10%**

SOURCES OF GRADE

Kindergarten - 2nd Grade		
Subject	**Mandated Assessments** *This indicates that these assessments are not weighed and should not be used towards students' grades.	**Optional Assignments**
ELA	Google Classroom Individualized Assignments Acadience Benchmark Assessment * EL Assignments EL Mid-Unit and End of Unit Assessments High Frequency Words Assessments (Fundations) Weekly point check on the virtual classroom	Projects Standardized Comprehension Passages Near Pod Other Website Platforms
Math	Google Classroom Individualized Assignments MAPS Benchmark Assessment * Illustrative Math Chapter Tests Illustrative Math Assignments	Summative Quizzes Problem of the Week Projects Near Pod Other Website Platforms
Science/ S.S	Google Classroom Assignments BOY & EOY Science Assessments* Science Chapter Tests Weekly Projects/ Assignments Weekly Experiments	Projects Flip Grid Near Pod Jam Board Other Website Platforms
PE	Weekly Projects/ Assignments	Physical Participation Asynchronous Assignments Other Website Platforms
Art/ Music	Interdisciplinary	Projects Performances

3rd Grade – 5th Grade		
Subject	**Mandated Assessments** *This indicates that these assessments are not weighed and should not be used towards students' grades.	**Optional Assignments**
ELA	Google Classroom Individualized Assignments MAPS Benchmark Assessment * EL Assignments EL Mid-Unit & End of Unit Assessments	Projects Standardized Comprehension Passages Near Pod Other Website Platforms
Math	Google Classroom Individualized Assignments MAPS Benchmark Assessment * Illustrative Math Chapter Tests Illustrative Math Assignments Weekly point check on the virtual classroom	Summative quizzes Problem of the Week Projects Daily Sprints/Exit Tickets Flip Grid/ NearPod/ Jam Board Other Website Platforms

Science/S.S.	Google Classroom Assignments BOY & EOY Science Assessments * Science Chapter Tests Weekly Projects	Projects Flip Grid/ NearPod/ Jam Board Other Website Platforms
PE	Weekly Projects/ Assignments	Physical Participation Projects
Art/Music	Interdisciplinary	Projects Performances

1st Marking Period Report Grades will consist of these Assessments	
Subject	**Mandated Assessments**
ELA	• 1 End of Unit Assessment • 2 Mid Unit Assessments • 1 Published Writing Piece
Math	• 2 Chapter Tests • 1 Problem Solving
Science	• 1 Chapter Test • 1 Quizzes • 1 Experiment/Lab
Social Studies	• 1 Project • 2 Quizzes

2nd Marking Period Report Grades will consist of these Assessments	
Subject	**Mandated Assessments**
ELA	• 2 End of Unit Assessment • 2 Mid Unit Assessments • 1 Project • 2 Published Writing Piece
Math	• 3 Chapter Tests • 3 Problem Solving • 1 Project
Science	• 2 Chapter Test • 2 Quizzes • 1 Experiment/Lab
Social Studies	• 1 Project • 1 Chapter Test • 2 Quizzes

Final Marking Period Report Grades will consist of these Assessments	
Subject	**Mandated Assessments**
ELA	• 3 End of Unit Assessment • 3 Mid Unit Assessments • 1 Project
Math	• MAP Math • 4 Chapter Tests

	• 2 Problem Solving
Science	• 3 Chapter Test • 2 Quizzes • 2 Experiment/Lab
Social Studies	• 1 Project • 1 Chapter Test • 2 Quizzes
Reading	• Acadience Reading (K-2) • MAP Reading (3-5)

HONOR ROLL Criteria

Standards-based Report Card Performance:

Students must have a combined 3.4 Grade Point Average (G.P.A.) or above in five academic areas: Reading, Mathematics, Writing, Social Studies, and Science in order to meet the requirements for any academic recognition. The specific requirements for each honor roll category are:

Principal's Honor Roll	Students receiving a rating of "4" in all five areas receive a G.P.A. of 4.0
High Honor Roll	Students receiving a rating of "4" in three areas and a rating of "3" in two areas receive a 3.6 G.P.A.
Honor Roll	Students receiving a rating of "4" in two areas and a rating of "3" in three areas receive a 3.4 G.P.A.

Frequently Asked Questions

1. Student Promotion and Retention

How does the school determine whether a student is promoted or retained? *Student Promotion or rendition is determined by a review of multiple measures,including academic performance, progress toward grade, attendance,teacher observation, assessment results, and any intervention services provided.*

Is retention based on one test score? No, a student should not be retained based on a single score alone.

What data points are considered? *Academic Performance, Progress toward grade level,Attendance, Teacher Observations, Assessment results.*

Can attendance impact promotion decisions? *Yes, attendance is one of the multiple measures considered when determining student promotion or retention at P.S 41*

What is the appeal process if a parent disagrees with the decision?

What supports are available for a retained student? *Academic supports, Social- Emotional supports, Family supports, Special Education and Related Services, Attendances and Engagement Supports*

The communication regarding a student's retention referenced attendance, literacy benchmarks, and MAP Math scores as factors in the decision, suggesting parents may benefit from a clear explanation of academic expectations and retention criteria.

2. Summer School and Academic Support

• ***Is my child eligible for summer school?*** *Whether your child is eligible for summer school depends on the school's promotion decision and academic progress.*

• ***How are summer school placements determined?***

Summer school placement in NYC Public Schools are determined based on a student's promotion status and academic performance during the school year.

• ***What academic supports are available during the summer?***

During summer learning students received targeted academic support designed to help them build the skills needed for the next grade.

• ***Who should I contact about summer learning opportunities****? For information about summer learning opportunities your first point of contact should be your child's Teacher, Guidance Counselor, School Principal.*

3. Transportation and School Bus Concerns

Transportation appears to generate repeated questions and concerns.

• ***What should I do if my child's bus is late?*** *If your child's bus is late, Please contact the bus company or your child's school as soon as possible. The school can help verify the bus status.*

• ***How do I report a transportation concern or complaint?*** *If you have a transportation concern or complaint, please contact your child's school first. The school can help address issues related to buses.*

• ***Who do I contact regarding bus safety?*** *Families should report bus safety concerns as soon as possible so they can be reviewed and addressed promptly.*

• ***What happens when there is a student incident on the bus?*** *The bus driver or bus attendant will report the incident to the appropriate transportation school personnel.*

• ***How and when are parents notified about transportation incidents?*** *Parents are notified as soon as possible*

• ***What are the expectations for parent interactions at bus stops?*** *Parents and guardians are expected to help maintain a safe, respectful and orderly environment at the bus stop.*

4. OMNY Cards and Transportation Assistance

• ***Is my child eligible for transportation assistance?*** *Transportation eligibility is determined by NYC Public Schools based on the distance between home and school.*

• ***How do parents/guardians request OMNY cards?*** *Parents and guardians can request an OMNY card through their child's school.*

• ***Who qualifies for parent OMNY cards?*** *Eligibility is generally determined by the Board of Education*

• ***How does the OMNY card system work?*** *Up to four rides per day. Unlimited ride cards.Students tap the card on the OMNY reader when entering a bus or subway station the fare is automatically deducted.*

5. Attendance Expectations

A recurring issue connected to academic concerns is attendance.

• *How many absences are considered excessive?*

• ***How do absences affect academic progress?*** *Absence can have a significant impact on a student's academic progress, even when the absences are excused. Missed instructions, Lower grades, Difficulty keeping up.*

• ***What documentation should I provide when my child is absent?*** *When your child is absent, you should provide documentation to the school as soon as possible, Dr notes, hospital discharge papers, court legal papers.*

• ***What should I do if my child has a chronic medical condition?*** *If your child has a chronic medical condition, It's important to work closely with the school to ensure your child receives appropriate support while maintaining attendance as much as possible, Submit medical documentation , Discuss Accommodations, Keep school update, Request academic support during absences.*

• ***How important is arriving to school on time?*** *Arriving at school on time is very important because learning begins as soon as the school day starts.Students don,t miss instruction, Better academic performance, Smoother transitions, Confidence and social connections.*

6. Parent Communication Protocols

Several communications suggest the need for clearer guidance on school-home communication.

• ***What is the best way to contact a teacher?*** *The best way to contact teachers is usually through Emails, Dojo, Parent teacher conferences, Phone calls*

• ***When should I contact the teacher versus administration?*** *Contact teachers when the issue is classroom-related, Academic*

progress.Homework or class assignments, Classroom behavior, Attendance make up work.

Contact administrator when the issue involves School wide or serious concerns. Safety concerns, School policies, Bullying that has not been resolved. Formal complaints.

How quickly should I expect a response? *Same day to 24 hours common for Teachers and school staff during business day,*

1 to 3 business days typical for administrative requests.

• ***How do I schedule a meeting with school staff?*** *Call the school office,Email the staff member,Use the school Communication platform dojo.*

• ***What is the process for escalating a concern?*** If you're asking about escalation a concern within a school setting, a standard process is.

Discuss the concern with the person directly involved, Parent Coordinator, Teacher, Staff member, Service provider.

contact the next level of supervision, Assistant Principal, Guidance Counselor, Share the concern in writing.

7. Student Safety and Incident Reporting

Parents often want transparency around safety matters.

• ***How are parents informed when an incident occurs?*** *Immediate phone call for incidents involving injury, illness safety concern, or any emergency*

• ***What happens when students are involved in a conflict?*** *When students are involved in a conflict, schools generally follow a process*

designed to ensure safety,understand what happened, and help students resolve the situation appropriately

• ***How does the school investigate safety concerns?*** *When a safety concern is reported, the school takes prompt action to protect students and thoroughly review the situation. Assess Immediate Safety, Gather Information, Document the incident, Notify parents or Guardians*

• ***How are student confidentiality and privacy protected?*** *The school is committed to protecting the confidentiality of all students and families.*

• ***Who should I contact regarding a safety concern?*** *If you have a safety concern, you should contact the appropriate school staff member as soon as possible.*

8. Support for English Learners and Family Learning Resources

Parent training and family resources suggest interest in academic support at home.

• ***What support is available for English Learners?*** *The school is committed to supporting English Learners in developing English language proficiency while ensuring access to grade level academic instruction.*

• ***How can families help students practice at home?*** *Families play an important role in supporting student learning and helping children build strong academic habits. Read together, Encourage students to read independently, Homework and study routine.*

• ***How do I access online learning programs?*** *Students can access online learning programs using the login credentials and instructions provided by the schools.*

• ***Are parent workshops available throughout the year?*** *Yes, Schools often offer parent and family workshops throughout the school year to help families support students' success and stay informed about the workshops.*

"Top Parent Handbook FAQs"

If you're creating a concise handbook, I'd prioritize:

1. ***What time does school start and end?*** *School day begins at 8:00am and ends at 2:20pm Students should arrive in time and be prepared for learning.*

2. ***How do I report an absence?*** *Parents or guardians should notify the schools as soon as possible when a student will be absent.Upon returning to school summit a required dr notes .*

3. ***How do attendance and lateness affect my child's progress?*** *Regular attendance and punctuality are essential for academic success. Students who attend school consistently and arrive on time are better able to participate in instruction, complete assignments, build relationships with peers and teachers, and stay on track with learning goals.*

4. ***How do I contact my child's teacher?*** *Families are encouraged to maintain regular communication with their child's teacher to support student success and address any question or concerns.You can email or use parent communication in the dojo platform.*

5. ***How are promotion and retention decisions made****?Are based on a student's overall academic performance, progress toward*

grade-level standards, and readiness for the next grade. Schools use multiple sources of information rather than relying on a single test or assignment.

6. ***What academic interventions are available?*** *The school provides a range of academic intervention to support students who need additional assistance in meeting grade-level expectations and achieving academic success.*

7. ***How does transportation work, and who do I contact with concerns?***