

NYC Public School Guidebook

2019-2020

NYC[™]
Department of
Education

Quick Contacts

Student Enrollment

Resources for enrollment at every grade level.

Visit: schools.nyc.gov/enrollment

Call: (718) 935-3500

Families who are new to NYC Public Schools should visit: schools.nyc.gov/newstudents

Family Welcome Centers

Get in-person assistance with enrollment and admissions.

Visit: schools.nyc.gov/welcomecenters

Brooklyn

1780 Ocean Avenue, Floor 3
Brooklyn, NY 11230

Districts Served: 17, 18, 22

415 89 Street, Floor 5
Brooklyn, NY 11209

Districts Served: 20, 21

1665 St. Mark's Avenue, Room 116
Brooklyn, NY 11233

Districts Served: 19, 23, 32

29 Fort Greene Place, Basement (BS12)
Brooklyn, NY 11217

Districts Served: 13, 14, 15, 16

Bronx

1 Fordham Plaza, Floor 7
Bronx, NY 10458

Districts Served: 7, 9, 10

1230 Zerega Avenue, Room 24
Bronx, NY 10462

Districts Served: 8, 11, 12

Manhattan

333 Seventh Avenue, Floor 12, Room 1211
New York, NY 10001

Districts Served: 1, 2, 4

388 West 125 Street, Floor 7, Room 713
New York, NY 10027

Districts Served: 3, 5, 6

Queens

28-11 Queens Plaza North, Floor 3
Long Island City, NY 11101

Districts Served: 24, 30

30-48 Linden Place, Floor 2
Flushing, NY 11354

Districts Served: 25, 26

90-27 Sutphin Boulevard, Floor 1
Jamaica, NY 11435

Districts Served: 27, 28, 29

Staten Island

715 Ocean Terrace, Building A
Staten Island, NY 10301

Districts Served: 31

Special Education

Learn more about special education services and programs.

Contact: Your child's school

Visit: schools.nyc.gov/specialeducation

Email: specialeducation@schools.nyc.gov

Call: (718) 935-2007 or 311

Families of students with disabilities who attend charter or nonpublic schools should visit schools.nyc.gov/CSE

English Language Learners/ Multilingual Learners Support

Learn more about programs and services for students learning English.

Visit: schools.nyc.gov/multilingual-learners

Email: dml@schools.nyc.gov

Call: (212) 323-9559

Translation and Interpretation Services

Get information translated into your language.

Contact: Your school's parent coordinator or principal

Email: hello@schools.nyc.gov

Call: (718) 935-2013

Transportation

Learn more about getting to and from school.

Visit: schools.nyc.gov/transportation

Email: pupiltransportationteam@schools.nyc.gov

Call: (718) 392-8855

Check Grades and Attendance

Stay up-to-date with your child's academic progress.

Contact: Your child's teacher

Visit: mystudent.nyc to log in to your NYC Schools Account*

*Your school can help you set up an account

Report Student-to-Student Bullying/Harassment

A safe and confidential way to report bullying.

Contact: A staff member or Respect for All Liaison at your school

Visit: nycenet.edu/bullyingreporting

Email: RespectforAll@schools.nyc.gov

Call: 718-935-2288

Report Child Abuse

A safe and confidential way to report abuse.

Visit: nyc.gov/acs

Call: NY State Central Register (SCR) Child Abuse & Maltreatment Hotline for the General Public at 800-342-3720

Stay Connected



Email Sign up

for regular email alerts about news, enrollment deadlines, events, and weather-related schedule changes at schools.nyc.gov/connect.



311 and SMS

(Text Message) If

you have additional school-related questions, call 311. **Text** "nycschools" to 877-877 to receive updates*

*Message and data rates may apply.



Social Media

For news about NYC public schools, including school closings, important dates, events, and deadlines, Like "NYCSchools" on Facebook, and follow @NYCSchools on Twitter and Instagram.

/nycschools

A Message from the Mayor and the Chancellor

Dear Families: Welcome to the 2019–20 school year, and this year's edition of the *NYC Public School Guidebook*.

We believe knowledge is power and that your child deserves an excellent education, no matter the zip code you live in. Here you will find information about important school contacts, programs, policies, and other useful resources available to you and your family. This guide will empower you to make the best decisions for your child's education. To learn more, flip to the grade-appropriate section for your child.

On behalf of the City of New York and the Department of Education, we wish you and all of our students an exciting and successful school year.

In unity,

Bill de Blasio
NYC Mayor

Richard A. Carranza
NYC Schools Chancellor



School Calendar 2019–20

Sept 5	FIRST DAY OF SCHOOL FOR ALL STUDENTS (Partial school day for pre-kindergarten public school students)
Sept 12	Parent Teacher Conferences* Elementary School and K–8 Schools (Evening)
Sept 19	Parent Teacher Conferences* Middle School (Evening)
Sept 26	Parent Teacher Conferences* High School (Evening)
Sept 30–Oct 1	Rosh Hashanah (Schools closed)
Oct 9	Yom Kippur (Schools closed)
Oct 14	Columbus Day (Schools closed)
Nov 5	Election Day: Students do not attend school.
Nov 6–7	Parent Teacher Conferences* Middle School and D75 Programs
Nov 11	Veterans Day observed (Schools closed)
Nov 13–14	Parent Teacher Conferences* Elementary School and K–8 Schools
Nov 21–22	Parent Teacher Conferences* High Schools, K–12, and 6–12 Schools
Nov 28–29	Thanksgiving Recess (Schools closed)
Dec 23–Jan 1	Winter Recess (Schools closed)
Jan 2	School Resumes
Jan 20	Dr. Martin Luther King Jr. Day (Schools closed)
Jan 27	Clerical Day for Upper Grades Only (High School students and students attending 6-12 schools do not attend school, unless enrolled in D75 school programs)
Feb 17–21	Midwinter Recess (Schools closed)
Mar 4–5	Parent Teacher Conferences* Elementary School and K–8 Schools
Mar 12–13	Parent Teacher Conferences* Middle School and D75 Programs
Mar 19–20	Parent Teacher Conferences* High Schools, K–12, and 6–12 Schools
Apr 9–17	Spring Recess (Schools closed)
May 7	Parent Teacher Conferences* Elementary School and K–8 Schools (Evening)
May 14	Parent Teacher Conferences* Middle School (Evening)

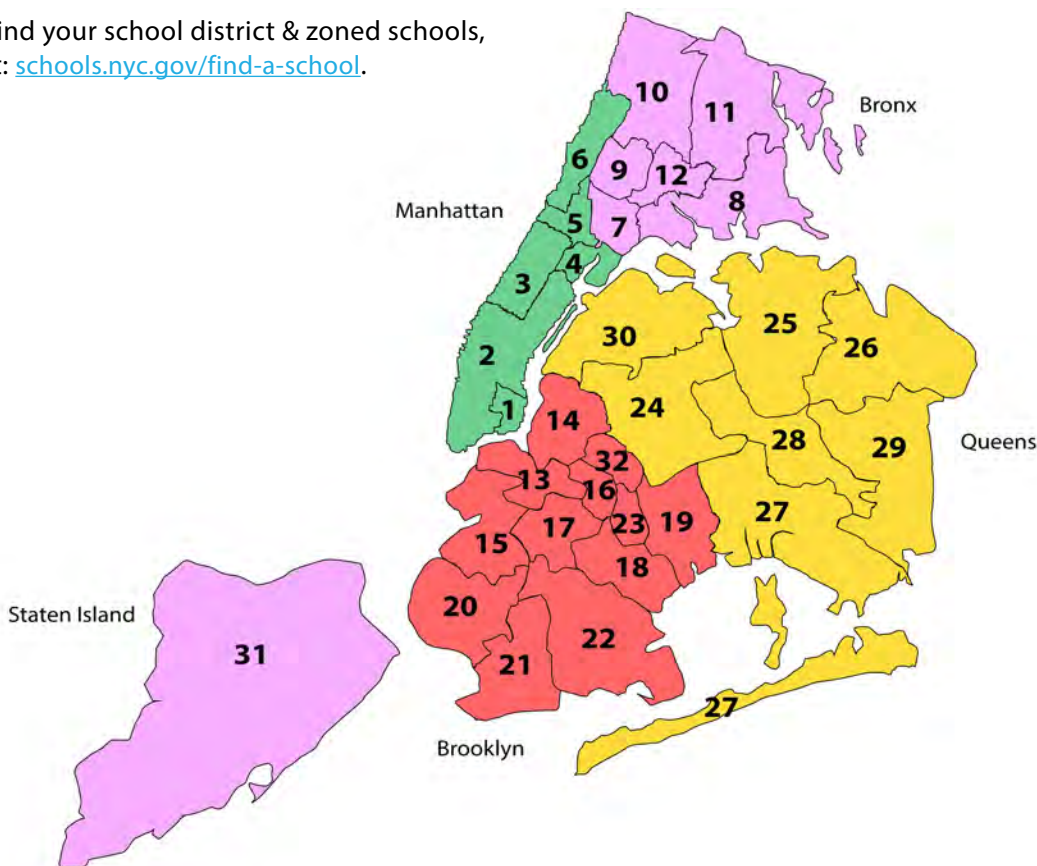
May 21	Parent Teacher Conferences* High Schools, K–12, and 6–12 Schools (Evening)
May 25	Memorial Day (Schools closed)
Jun 4	Anniversary Day: Students do not attend school.
Jun 9	Clerical Day for Lower Grades Only (Elementary school, middle school, and D75 students do not attend school)
Jun 26	LAST DAY OF SCHOOL FOR ALL STUDENTS (Early dismissal)

Most school graduations are held in late June. Schools set their own dates. Please contact your child’s school for details.

**Parent Teacher conference dates are citywide. However, schools may decide to hold conferences on alternative dates. Please check with your school for specific schedules. For testing dates and other events, visit schools.nyc.gov/calendar.*

School Districts Map

To find your school district & zoned schools, visit: schools.nyc.gov/find-a-school.



In This Guide

TABLE OF CONTENTS

P. 4 SCHOOL CALENDAR 2019–20

P. 5 DISTRICT MAP

P. 7 NYC SCHOOLS: EQUITY AND EXCELLENCE FOR ALL

P. 8 EARLY CHILDHOOD LEARNING

- Infant and Toddler Care Programs
- 3-K
- Pre-K
- Applying to 3-K and Pre-K Programs

P. 10 ENROLLING IN NYC SCHOOLS

- Elementary School (Grades K–5)
- Charter Schools
- Gifted & Talented Programs
- Middle School (Grades 6–8)
- High School (Grades 9–12)

P. 18 PLANNING FOR COLLEGE

- Academics
- College Entrance Exams
- College Applications
- College and Career Resources
- Paying for College

P. 21 SUPPORTING STUDENT LEARNING

- Special Education
- English Language Learners/
Multilingual Learners
- Translation and Interpretation
- Student Progress &
Promotion
- Learning Outside the
Classroom

P. 25 PARENT EMPOWERMENT

- Working with Teachers
- Parent Teacher Conferences
- Participating in School Events,
Meetings, and Decisions
- Parent Leadership Positions

P. 27 INFORMATION FOR ALL

- Who Should I Talk To?
- Transportation to City Schools
- Health and Wellbeing
- School Meals
- Discipline and Safety

P. 32 KNOW YOUR RIGHTS

- Protecting All Our Students
- Notice of Students' Right to
Vote
- Notice of Federal Privacy Rights

P. 34 INDEX

NYC Schools: Equity and Excellence for All

New York City's public schools aim to prepare all students to achieve their greatest potential, regardless of who they are, where they live, and what language(s) they speak.

In fall 2015, Mayor Bill de Blasio introduced the City's **Equity and Excellence for All** agenda with a set of ambitious goals for City students—by 2026, 80 percent of City students will graduate from high school on time, and two-thirds of City graduates will be prepared for the rigors of college.

To reach these goals, New York City and the Department of Education implemented the following initiatives:

3-K/Pre-K for All

Five years ago, New York set the national standard for early childhood education by introducing free, full-day, high-quality **Pre-Kindergarten (Pre-K)** for every City four-year-old through its **Pre-K for All** program.

Building on that success, in fall 2017, the DOE launched the **3-K for All** initiative to provide free, full-day early childhood education programs to City three-year-olds. 3-K for All is currently available in select districts and continues to expand.

AP for All

By fall 2021, all City high school students will have access to at least five **Advanced Placement (AP)** courses.

Computer Science for All

Through a public-private partnership with NYC Foundation for Computer Science Education (CSNYC) and Robin Hood, by 2025,



all New York City public school students will be receiving high quality **Computer Science (CS)** education at each school level.

- Learn more about Computer Science for All at cs4all.nyc.

College Access for All

As of the 2019–20 school year, every middle school student in the City will have the opportunity to visit a college campus at least once in grades 6–8. Additionally, every City public high school graduate will now leave high school equipped with an individualized college and career plan, and have access to resources and guidance to support their progress.

- Learn more about New York City's Equity & Excellence for All mission and initiatives at schools.nyc.gov/equityandexcellence.

NYC Schools Overview:



140,000
Employees



1.1 Million
Students



80,000
Teachers

Early Childhood Learning

Infant and Toddler Care Programs

These programs serve children between the ages of six weeks and two years old from families who meet income and other eligibility requirements. Families can choose from programs located in homes or centers. Programs operate year-round, including the summer. Some programs, including Head Start, offer rolling enrollment, meaning that your child can enter a program at any time during the year.

- To learn about enrollment for infant and toddler care programs, please visit schools.nyc.gov/earlylearn.



3-K

3-K programs provide three-year-olds with unique opportunities for learning that prepare them for future success in school and in life. High-quality preschool improves a child's educational performance in kindergarten and beyond.

New York City children born in 2017 will be

eligible to attend 3-K programs during the 2020–21 school year. 3-K is currently available in the following districts*, but families throughout NYC are welcome to apply:

- District 4 (East Harlem)
- District 5 (Harlem)
- District 6 (Washington Heights and Inwood)
- District 7 (South Bronx)
- District 8 (Throgs Neck, Country Club, Pelham Bay, Castle Hill, Soundview, Hunts Point)
- District 9 (Grand Concourse, Highbridge, Morrisania)
- District 16 (Bedford-Stuyvesant)
- District 19 (East New York)
- District 23 (Brownsville, East New York, Ocean Hill)
- District 27 (Broad Channel, Howard Beach, Ozone Park, Rockaways)
- District 31 (Staten Island)
- District 32 (Bushwick)

*as of fall 2019

- Learn more at nyc.gov/3k.

Pre-K

Pre-K teaches children to solve problems, ask questions, develop language skills, and work together. Every four-year-old in New York City can attend free, full-day, high-quality Pre-K. Programs are available in every neighborhood at district schools, Pre-K Centers, and New York City Early Education Centers (NYCEECs).

- Learn more at nyc.gov/prek.



Tips for Applying to 3-K and Pre-K Programs

Visit the DOE’s Pre-K (nyc.gov/prek) and 3-K (nyc.gov/3k) websites often for the latest info, events, and deadlines.

Fall 2019:

- ❑ Set up a **MySchools** account (myschools.nyc) to search, explore, and apply for programs in your area.
- ❑ Attend an Elementary Admissions Event to learn about Pre-K and 3-K admissions. Find event dates at schools.nyc.gov/calendar.

January 2020:

- ❑ Read the **Pre-K Admissions Guide** available on the DOE’s Pre-K website and in Family Welcome Centers across the City to learn about Pre-K and 3-K admissions.
- ❑ Attend open houses for programs of interest. Dates and locations will be posted on the DOE’s 3-K and Pre-K websites.

February 2020:

- ❑ When the Pre-K and 3-K admissions processes begin, add up to 12 programs

to your child’s application in MySchools. You may also apply in person at a Family Welcome Center or over the phone at (718) 935-2009.

- ❑ Have questions about Pre-K/3-K admissions? Request a call from the Outreach Team at schools.nyc.gov/enrollment, speak with staff members at your local Family Welcome Center, or call (718) 935-2009.

DID YOU KNOW?



The DOE issues Quality Snapshots, Guides, and Performance Dashboards for all City schools. Learn more about your school’s practices, environment, and performance at schools.nyc.gov/schoolqualityreports.

Elementary School (Grades K–5)

Elementary school develops children’s ability to learn and retain new information and cultivates their creativity and critical-thinking to help them meet the challenges of later grades. Grades K–5 build students’ foundational skills in reading, writing, listening, speaking, math, science, social studies, health, physical education, and the arts.

All New York City children are eligible to enter elementary school in kindergarten during the calendar year they turn five years old. Each winter, we accept kindergarten applications for the coming school year, and every eligible applicant is guaranteed a seat. Even if your child is a current Pre-K student, you must submit a kindergarten application.

Charter Schools (K–12)

NYC families may also apply to **charter schools**, which are independent public schools that operate under a contract, or “charter” of up to five years, and may serve elementary, middle, and/or high school grades, including Pre-K. In New York, any student eligible for admission to a public school is also eligible for admission to a charter school.

Because charter schools individually determine their curricula and policies, specific admissions information and academic expectations may vary by school. Every charter school has its own admissions application and lottery, and students may apply to as many charter schools as they want.

Families interested in applying for charter schools in the City should use the **Find a School** tool on our website to identify the schools that best fit your child. Contact each school individually to learn more about their curriculum and admissions procedures.

- Learn more about the City’s charter schools at schools.nyc.gov/charters.



Tips for Applying to Elementary School

Visit the DOE’s elementary admissions website (schools.nyc.gov/enrollment) for the latest admissions info, events, and deadlines.

September 2019:

- ❑ Create a **MySchools** account (myschools.nyc) and add your child to your dashboard. Then find out if you have a zoned school and explore your options.

October 2019:

- ❑ Get a copy of the new **Kindergarten and Gifted & Talented Admissions Guide** from a Family Welcome Center or nearby school.
- ❑ Attend an Elementary School Admissions event. Find event dates at schools.nyc.gov/calendar.
- ❑ Contact schools directly for information on open houses and tour dates, or find open house dates on our website.

November 2019: The kindergarten application period opens. Apply to up to 12 programs online in MySchools, in person at a Family Welcome Center, or over the phone at (718) 935-2009 by the final application deadline in January.

Kindergarten

Kindergarten is where the basic building blocks of literacy and arithmetic are formed. Lessons include:



- Learning the alphabet (including sounds of letters, words, pronunciations);
- Sharing ideas and feelings through speech, drawing, and writing;
- Exploring music, movement, and playmaking;
- Identifying numbers and counting to 100; and
- Adding and subtracting numbers up to 10.

First Grade

Students in first grade build upon their knowledge of words, math, and the world around them with lessons that include:

- Understanding place values and whole numbers;
- Addition and subtraction of numbers up to 20;
- Telling time; and
- Studying the structures and behaviors of living things.

Second Grade

Second graders develop reading and writing

skills through a variety of texts and further expand their math skills. Second grade students learn to:

- Edit their own writing;
- Ask “who, what, where, when, why, and how” questions about what they read;
- Solve math-based word problems;
- Use standard units of measurement; and
- Explore basic Earth science.

Third Grade

In third grade, students study the world around them, learn how to express their ideas clearly, and improve their mastery of math.

Third grade students:

- Solve problems with multiplication and division of numbers up to 100;
- Develop an understanding of fractions;
- Learn about world communities and cultures;
- Study how plants and animals live in and adapt to their environments; and
- Are expected to take NY State Math/ELA exams (Grades 3–8) for the first time.



Fourth Grade

When students reach fourth grade, they will learn to:

- Identify themes or main ideas of texts, take notes, research, and organize information;
- Add, subtract, and multiply fractions;
- Measure angles, mass, and time;
- Investigate the properties of energy, motion, electricity, and magnetism; and
- Study organisms and ecosystems, and the ways in which water, land, and air interact.

Fifth Grade

Students in the fifth grade—the last grade before middle school—spend their time preparing for the material they will study in grades 6–8. Some of what fifth graders learn includes:

- The use of figurative language;

- Studying the use of decimals to the hundredth place;
- Developing an understanding of volume and geometry;
- Exploring the use of advanced fractions, measurements, and exponents; and
- Studying world geography, Western cultures, and early Western societies.

Gifted & Talented Programs (Grades K–5)

Gifted & Talented (G&T) programs are one high-quality elementary school option, providing students with accelerated, rigorous, and specialized instruction. Students entering grades K–3 are eligible to participate in the G&T admissions process, which includes a G&T assessment.

- Learn more at schools.nyc.gov/gt.

Middle School (Grades 6–8)

Middle school is a pivotal period in a child’s academic and social-emotional growth. It is a time of transition that brings many physical, emotional, and social changes. As students begin to explore their independence and lay the foundation for high school and beyond, it is important for parents to stay involved and know what’s going on in their children’s lives.

Students who are currently in fifth grade at a K–5, K–8, or K–12 school need to apply for middle school in the fall of their fifth grade year, even if they have a guaranteed offer. Students at K–6 schools will apply during the fall of their sixth grade year. Some middle schools have programs that evaluate applicants based on grades, test scores, and/or other criteria, or prioritize admissions based on where students live or go to school.

- Learn more about middle school enrollment at schools.nyc.gov/middle.



Tips for Applying to Middle School

Visit the DOE’s middle school admissions website (schools.nyc.gov/middle) for the latest admissions info, events, and deadlines.

September 2019:

- ❑ Create a **MySchools** account (myschools.nyc) and add your child to your dashboard.

October 2019:

- ❑ Browse the DOE’s **Middle School Admissions Guide**, available at elementary schools and Family Welcome Centers in fall 2019.
- ❑ Meet with a guidance counselor to discuss middle school options.
- ❑ Contact schools directly to find out about open houses or information sessions, and attend Middle School Fairs and other events.

November 2019:

- ❑ Access your child’s middle school application in MySchools or through your school counselor. Add up to 12 programs to your child’s application, placing them in your true order of preference.
- ❑ Be ready to complete any additional admissions requirements for schools, including auditions, interviews, and/or assessments.

Sixth Grade

When students begin middle school in sixth grade, some of their lessons require them to:



- Write narratives and arguments while developing language, style, and tone;
- Expand their knowledge of geometry including area, surface, perimeter, and volume;
- Study algebra, statistics, and ratios;
- Deepen their understanding of Earth's ecosystems; and
- Explore the geography and history of the Eastern hemisphere, including Africa, Asia, Europe, and Australia.

Seventh Grade

In seventh grade, students are:

- Writing in a variety of genres and styles, including argumentative essays with multiple perspectives;
- Solving math problems using rate, ratios, proportions, and percentages;
- Constructing geometric figures;
- Studying geology and engineering;

- Learning City, New York State, and U.S. history from pre-colonial times to the Civil War; and
- Exploring visual arts, music, dance, or theater.

Eighth Grade

With one full school year left before starting high school, eighth graders:

- Interpret and analyze a range of texts that prepare them for high school-level work;
- Study different writing techniques, including analogy, allusion, and irony;
- Evaluate the logic and reasoning of argumentative texts;
- Work with graphs to solve algebraic equations, use the Pythagorean Theorem, and analyze two- and three-dimensional shapes; and
- Study genetics and evolutionary biology.

High School (Grades 9–12)

High school is an exciting time; students have more options—and more responsibility. Students work towards mastering various subject areas, exploring college and career opportunities, and completing requirements towards graduation. Grades, coursework, extracurricular activities, internships, and volunteer experience are very important. Your child may need help prioritizing their responsibilities and staying on track.

New York City students must apply to high school during their eighth grade year. There are more than 700 programs available, and students can apply to up to 12 programs on their high school application. Some schools evaluate applicants based on course grades, **New York State English Language Arts (ELA) and Mathematics** exams, attendance, auditions, and/or other criteria, or prioritize admissions based on where students live.

- Learn more about high school admissions at schools.nyc.gov/high.

Interested students can also audition for up to six studios at LaGuardia High School, and/or take the **Specialized High School Admissions Test (SHSAT)**, which is used for admission to eight **Specialized High Schools**.

- Learn more about specialized high schools admissions at schools.nyc.gov/shs.
- Learn more about preparing for the SHSAT through the DREAM program at schools.nyc.gov/dreamprogram.

Tips for Applying to High School

Stay up-to-date with the latest high school admissions info, events, and deadlines by visiting the DOE's high school admissions website (schools.nyc.gov/high).

Create a **MySchools** account (myschools.nyc) and add your child to your dashboard. Use MySchools to learn more about NYC's high school options, including courses, available sports, and more.

October 2019:

- ❑ Read the new **High School Admissions Guide**, available at schools and Family Welcome Centers in fall 2019.

Interested in applying to NYC's Specialized High Schools?

- ❑ Read the latest **Specialized High Schools Student Handbook**, available fall 2019 at schools.nyc.gov/shs, and schedule your child's test and/or auditions in MySchools.
- ❑ Check the High School Admissions Guide's "Know Your Chances" section for any screened or audition program requirements.
- ❑ Attend High School Fairs to learn more about high school admissions.
- ❑ Contact schools directly to find out about special events, open houses, or student-guided tours.

November 2019:

- ❑ When the application process opens, add up to 12 programs to your child's application, placing them in your true order of preference.
- ❑ Complete any required assessments, auditions, interviews, or other requirements for the programs on your application.
- ❑ Apply in MySchools or through your child's school counselor by the application deadline in December 2019.

March 2020: Students receive high school offers, including from Specialized High Schools. At this point, students will have the option of accepting one of their offers or participating in the Round 2 admissions process. A Round 2 offer replaces a Round 1 offer; students cannot choose between them. Round 2 offers will be made in May 2020.



Academics

By the end of high school, students are required to pass certain courses and exams in various subject areas, including English, math, social studies, and science. Students must earn 44 credits in total, distributed across specific subject areas, and pass specific exams in order to graduate.

Schools should ensure that all students have plans for transitioning from high school to college or careers.

Requirements for a Diploma

In New York State, students can earn three types of diplomas: a **local diploma**, a **Regents diploma**, or an **Advanced Regents diploma**. All students should be encouraged to meet the requirements for the most rigorous diploma option possible. If a parent believes that their child is not on track to graduate, they should speak to the student's guidance counselor immediately.

- Learn more about the requirements for a local, Regents, and Advanced Regents diploma, as well as college and career readiness, at schools.nyc.gov/graduationrequirements.

Students should complete the most challenging course load possible and take advantage of advanced coursework, electives, and extra help as needed.

Students entering high school also have the option of taking **career and technical education (CTE)** course sequences, during which students study science, technology, engineering, and math (STEM) as part of specific careers and learn on-the-job skills by working alongside industry professionals. Fields include information technology, health care, media and design, construction, engineering, transportation, culinary arts and hospitality, and business.

- Learn more at cte.nyc.

Other Ways to Graduate

There are additional programs to help eligible over-aged or under-credited students earn high school diplomas and prepare for life after high school.

Transfer Schools

Students aged 16–21 who have completed at least one year of high school may attend

a transfer school. Transfer high schools have the same graduation requirements as other high schools, and students must attend school full-time during the day. Transfer high schools offer a variety of opportunities for students to earn the credits and skills they need to move toward high school completion and college and career readiness.

Young Adult Borough Centers

Students between the ages of 17 and 21 who have attended four years of high school and earned at least 17 credits are eligible to attend a **Young Adult Borough Center (YABC)**. YABCs are non-diploma granting evening programs designed for high school students who are behind in credits, are at risk for dropping out, or have adult responsibilities during the day that prevent them from attending school.

Diploma Alternatives

City residents and students who are not on track to earn a City high school diploma may earn other certifications and credentials that will help expand their post-high school career options:

Pathways to Graduation Program

Pathways to Graduation (P2G) provides students with the preparation and tools needed for a successful future by helping them earn a **High School Equivalency Diploma**.

A free, full-time program with locations citywide, P2G is open to students aged 17–21.

➤ Learn more at p2g.nyc.

Adult and Continuing Education Programs

Adults aged 21 and over can enroll in classes in Adult Basic Education, High School Equivalency, English for Speakers of Other Languages, and Career and Technical Education. Classes are located in all five boroughs and are offered during the day, evening, and weekends.

➤ Learn more about Adult Ed at schools.nyc.gov/adulted.

Commencement Credentials

Students can earn two types of commencement credentials, which are not diplomas: the CDOS commencement credential and the Skills and Achievement commencement credential.

All students who have attended school for at least twelve years, including kindergarten, can earn a **Career Development & Occupational Studies Credential (CDOS)**, which recognizes students' preparation for entry-level work through mastery of the CDOS learning standards. Students complete a career plan, employability profile, and 216 hours of career preparation experiences, including at least 54 hours of school-supported work-based learning.

The **Skills & Achievement Commencement Credential** recognizes students' skills and achievements in academic, career development, and other foundations needed for post-school living, learning, and working. This credential may only be awarded to students with severe cognitive disabilities who participate in the **New York State Alternate Assessment (NYSAA)**.



Planning for College

The sooner families begin to plan for college attendance, the smoother the road will be when students are ready to take that next step. Whether the plan is to attend a four-year college or a two-year college, or enter the workforce or a job training program, students and their parents should have regular conversations with guidance counselors to stay on top of opportunities, applications, and admissions.

Academics

More challenging classes can help students meet Advanced Regents diploma requirements and better prepare them for college and the workplace. These advanced classes may include:

Advanced Placement (AP) courses, which are college-level classes offered in various subjects such as foreign languages, art, English, history, government, math, and science;

College Now and CUNY Early College courses, which are free to high school students, and count toward a CUNY college degree; or

International Baccalaureate (IB) courses, which are college preparatory classes offered individually or as part of an IB curriculum. Course subjects include English, foreign language, social studies, science, computer science, and others.

College Entrance Exams

Students may need to take at least one college entrance test such as the **SAT** or the **ACT** for admission into a four-year college. Check with individual colleges to determine if either test is preferred.

PSAT

The **Preliminary SAT (PSAT)** is excellent practice for the SAT. Scores may indicate how a student will do on the SAT test and can also qualify students for potential scholarships.

Students typically take the PSAT in grade 10 or grade 11.

- Learn more about the PSAT at collegeboard.org/student/testing/psat.

SAT

The **SAT** is a multiple choice test with an optional essay, designed to measure students' reading, math, and writing skills. Generally, it is taken by students twice: once in grade 11, and once in grade 12. Colleges will usually consider a student's highest scores when making their decisions. Contact your school to request testing accommodations, if needed.

SAT School Day

Every spring, City high schools administer the SAT to grade 11 students and the PSAT to grade 10 students during the school day at no cost to students or families. To learn when SAT School Day will take place, speak with a guidance counselor.

- Learn how students can prepare for the SAT at khanacademy.org/test-prep/sat.

SAT Subject Tests

Typically required by more selective four-year colleges, these tests measure knowledge of a specific subject. Students should take SAT Subject Tests immediately after finishing the relevant course in high school. Fee waivers and disability accommodations are available, if needed.

- Learn more about the SAT and SAT Subject Tests at sat.collegeboard.org.

ACT

An alternative to the SAT, the **ACT** covers English, math, reading, and science. It is offered with or without a writing section. The writing section complements the English section, and more selective colleges typically require it. Students should check testing requirements for the colleges to which they might apply. Fee waivers and disability accommodations are available, if needed.

- Learn more about the ACT at act.org.

College Applications

Students and parents should work with an advisor, guidance counselor, or teacher to make a plan for researching, preparing, and submitting applications on time. Applications often require letters of recommendation from teachers, essays or writing samples, high school transcripts, and college entrance exam scores.

- View college application guides, timelines, FAQ and more at bigfuture.collegeboard.org/get-in/applying.

College and Career Resources

- **College and Career Planning:** schools.nyc.gov/collegeandcareerplanning.
- **College Planning for English Language Learners/Multilingual Learners:** schools.nyc.gov/ml/collegereadiness.
- **New York State Higher Education Services Corporation:** hesc.ny.gov.
- **Career Zone:** careerzone.ny.gov.
- **Checklists for Academic and Financial Preparation:** studentaid.ed.gov/prepare-for-college/checklists.

Transition Planning for Students with IEPs

Planning for life after high school is an important process, especially for students with IEPs. Parents should contact their child's school to discuss the graduation pathways, transition resources, and opportunities that are most appropriate for their child. In addition, borough-based **Transition and College Access Centers** provide resources and support for families in transition planning. Once your child is 15 or older, you will have the opportunity to discuss transition goals and services during your child's IEP review meetings. You will also have the opportunity to complete a vocational assessment where you can describe your child's strengths, interests, and challenges.

- Learn more about transition planning for students with IEPs at schools.nyc.gov/IEPtransition.

Paying for College

Understanding College Costs

Money concerns should not stop families and students from exploring all options—but it is important to understand how much college costs. The biggest college expense is usually tuition, or the price that colleges charge for classes. There are four additional categories of expenses that together with tuition make up the total cost of attendance:

- Room and Board (housing and meals)
 - Books and Supplies
 - Personal Expenses
 - Transportation
- Visit collegecost.ed.gov to estimate the cost of a particular college.

Saving for College

It's never too early to start saving for a child's college education. NY State's **529 College Savings Program** offers significant tax benefits to families saving for college. Any relative or friend can set up an account for a future college student.

- Visit nysaves.org for more information.

Applying for Financial Aid

Financial aid helps students pay for college through grants, scholarships, work study, and loans. Financial aid can drastically reduce the cost of college for students and families.

Students and their families must submit the **Free Application for Federal Student Aid**, known as the **FAFSA**, to be eligible for many types of financial aid for college. The FAFSA is available online beginning on October 1 at fafsa.ed.gov, and families should use their income information from their most current tax returns (2018).

For help completing the FAFSA, speak to your school guidance counselor, teacher, or

administrator, or visit understandingfafsa.org for a detailed walk-through and guide, available in 10 different languages.

Through filling out the FAFSA, students become eligible for several types of financial aid:

Grants are provided by federal and state governments, as well as colleges. Grants are based on financial need and do not need to be paid back.

NY State Tuition Assistance Program:

Students who live in New York State may be eligible for the Tuition Assistance Program (TAP), a grant toward certain New York colleges or universities.

- Find information on eligibility, how to apply, and FAQs at hesc.ny.gov/pay-for-college.

Scholarships are usually awarded to students based on academics, athletics, volunteer work, interest, ethnicity, or religion. Check with individual colleges for specific criteria. Scholarships do not need to be paid back.

New York State’s Excelsior

Scholarship provides free tuition to all SUNY and CUNY two- and four-year colleges to qualified New Yorkers whose families earn up to \$125,000 per year.

- Learn more at hesc.ny.gov/pay-for-college.

Work Study allows students to work part-time on campus or in community jobs to earn money toward college expenses.

Loans are money for college that must be paid back by students and their families. The federal government offers low-interest loans to students who demonstrate financial need.

Cost per year for NYC students attending a four-year college and living at home*

College	CUNY	SUNY	Private College
Tuition and Fees	\$7,000	\$8,310	\$39,460
Room and Board (housing, meals, utilities, parking expenses)	\$5,502	\$3,860	\$3,300
Books and Supplies	\$1,364	\$1,340	\$1,100
Transportation and Travel	\$1,054	\$1,900	\$1,000
Personal Expenses	\$1,788	\$1,630	\$1,100
TOTAL COST OF ATTENDANCE	\$16,747	\$17,040	\$45,960

* based on the Fall 2017 term

Financial Aid Resources

U.S. Department of Education’s Federal Student Aid Website for FAFSA: fafsa.ed.gov

U.S. Department of Education’s Federal Student Aid Website for Students and Families: studentaid.ed.gov

Financial Aid for Undocumented Students: thedream.us/resources/education/

Understanding FAFSA: A How-To Guide for High School Students: understandingfafsa.org

U.S. Department of Education College Value and Affordability Guide: collegecost.ed.gov

NYC Department of Education Financial Aid website: schools.nyc.gov/financialaid

Financial Aid Loan Calculator: finaid.org/calculators/loanpayments.phtml

Seven Easy Steps to the FAFSA: finaid.ucsb.edu/fafsasimplification

Generation NYC Paying for College: growingupnyc.cityofnewyork.us/generationnyc/topics/paying-for-school/

Supporting Student Learning

Supporting student learning at home and school can have a positive effect on a child's education. When families get involved, students are more likely to earn higher grades, hold higher opinions of themselves and their abilities, graduate, and seek postsecondary education. Students receiving appropriate supports in school are able to thrive and succeed in the classroom. If a child is facing added challenges, educational supports and services exist to help meet their needs.

Special Education

Special education refers to services, programs, and instruction designed to promote individual academic growth for students with disabilities. An **Individualized Education Program (IEP)** is developed for students who are eligible for special education services. The IEP contains information about a student's goals, interests, strengths, needs, and recommended programs and services. The purpose of an IEP is to provide students with disabilities with services that address their individual needs in the least restrictive environment possible.

When a child is struggling in the classroom, schools can provide students with additional supports in general education settings. If you feel that your child needs additional support, then you may refer your child for a special education evaluation, or an "initial referral," by writing to your child's public school and asking for a special education evaluation.

Once your child's evaluation process is completed, you will be invited to participate in a meeting as a member of your child's IEP team to determine whether your child is eligible for special education services and develop an IEP.

- To learn more about special education and the referral process, please visit schools.nyc.gov/specialeducation.

English Language Learners/ Multilingual Learners

An **English Language Learner/Multilingual Learner (ELL/MLL)** is a student whose primary or home language is not English and who needs support to learn English. Schools work to ensure that ELLs/MLLs are able to read, write, and speak English at a high level to succeed in all core subjects.

Identifying Language Needs

All newly enrolled students are required to complete a **Home Language Questionnaire (HLQ)** and participate in an informal interview conducted by a qualified teacher or staff member. If the HLQ and interview indicate that a language other than English is used at home, your child must take the **New York State Identification Test for English Language Learners (NYSITELL)**. The results of the NYSITELL will indicate whether your child is identified as an English Language Learner/Multilingual Learner.

If your child needs English language support services, school staff members will meet with your family to explain the different programs available (see below). This meeting is conducted in the parent's preferred language.

Types of Programs

English Language Learners/Multilingual Learners have three options to support their academic and language needs:

Dual Language programs provide students instruction in two languages: English and another language, such as Spanish, Chinese, French, or Bengali. Through this program, students learn to read, write, and speak both English and another language. Classes are made up of both English proficient students and English language learners who share the same primary or home language.

Transitional Bilingual Education programs provide instruction in English and students'

home languages. Every student in these classes shares the same primary or home language.

English as a New Language programs provide instruction in English using specific strategies. Students in this program come from many different language backgrounds.

- Learn more about ELL/MLL programs at schools.nyc.gov/multilingual-learners. For additional assistance, email dml@schools.nyc.gov or call our ELL/MLL Parent Hotline at (212) 323-9559.

Translation and Interpretation

The DOE speaks your language! Ask your parent coordinator or principal if you need help in your language. Translation is available in Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu, the nine most commonly spoken languages in our schools other than English. Translated documents in these nine languages are also available on our website. Interpretation services are available in 200 languages. If you have questions or feedback about the language services at your school, call (718) 935-2013 or email hello@schools.nyc.gov.

Sign Language

For sign language interpretation services, please contact your parent coordinator or the Office of Sign Language Interpreting Services at (212) 802-1500, ext. 7181, or email OSLIS@schools.nyc.gov.

Student Progress & Promotion

Teachers measure student learning through in-class questions, homework assignments, writing exercises, tests, quizzes, and projects. While New York State test scores may be considered, they may not be the sole, primary, or major factor in determining student readiness for the next grade.

In the middle of the school year, schools notify parents in writing if a child is at risk of not advancing to the next grade level for the upcoming school year. Parents

are encouraged to meet with their child's teacher, guidance counselor, or principal to discuss supports to help their child succeed.

- Learn more about DOE promotion requirements by talking to your child's school or visiting schools.nyc.gov/promotionpolicy.

Attendance Matters

Each school day students are learning or doing something new. Missing school means missing instruction.

Important things to know about attendance in New York City schools:

- A student who is not in school for at least one class period must be marked absent, even if the absence is excused.
- Every absence counts. Excused absences are still absences. Schools may excuse absences when a student misses school for religious, medical or emergency reasons, but an excused absence is still a part of the student's record.
- Schools must tell families when students are absent or late. Does your school have the right information to contact you?

- Learn more at schools.nyc.gov/schoolattendance.

Track Student Progress with NYC Schools Account

You can easily access information about your child's progress in school, including grades and attendance, with the **NYC Schools Account** online tool. Create or log into your NYC Schools Account by visiting mystudent.nyc from a computer, smartphone, tablet, or any internet-ready device. For help setting up an account, contact your school's parent coordinator. If you need access to a computer, visit your local public library.

Summer School

In **Summer School**, students who did not meet grade level promotion standards

receive additional instruction and take part in enrichment activities to prepare them for the next school year.

Your student's school will notify you if they are recommended for Summer School. Once a student has completed Summer School, the school will review their work and assessments from Summer School and the regular school year to determine if they are ready to move up to the next grade in September.

- For more information, visit schools.nyc.gov/summerschool.

Summer School is but one of the DOE's **Summer in the City** enrichment programs for students. Learn more at schools.nyc.gov/summer.

Learning Outside the Classroom

Apply for Afterschool Programs

Afterschool programs can enhance student education by providing children with opportunities to discover new passions, develop social and emotional skills, and explore interests outside of the classroom. Ask your parent coordinator, guidance counselor, or principal for more information about community-based programs at your school.

Citywide programs are available as well. Learn more at schools.nyc.gov/afterschool.

The City's Department of Youth & Community Development (DYCD) also supports hundreds of afterschool programs offering activities like soccer, dance, computer science, tennis, fashion design, and much more. Learn more at: dycdportal.nyc/discoverdycd.

Summer in the City

Summer in the City (SITC) is New York City's approach to summer learning. Through SITC, participating City students receive math and reading instruction, visit cultural institutions across the City, and are provided with free and healthy breakfast and lunch all summer long.

SITC offers City students the following learning opportunities:

Summer School:

This program is for students who do not meet grade level promotion standards by the end of the regular school year.

Summer Academy:

Summer Academy programs provide students with full-day, hands-on STEM (science, technology, engineering, and math) activities and instruction, as well as field trips to museums, parks, and other cultural sites. Summer Academy programs include:

First and Second Grade Summer Academy:

For students in grades 1–2 who want to explore and get a jumpstart on their next grade level.

Multilingual Learners:

For students in grades 1–8 who want to strengthen their academic and language skills through fun and engaging lessons.

STEM SITC:

A five-week program for students in grades 2–10 who want to learn more about STEM subjects, including programming robots, writing computer code, and designing games.

STEM Matters NYC:

A program that offers students in grades K–11 project-based learning in subjects such as aerospace, animal science, marine biology, ecology, and engineering.

DREAM-SHSI:

DREAM's Specialized High School Institute helps prepare eligible middle school students for the Specialized High School Admissions Test (SHSAT) in the summer, and also on Saturdays throughout the year.

- Learn more at schools.nyc.gov/dream-program.

- Additional programming information as well as specific enrollment & location details for each Summer Academy program can be found at: schools.nyc.gov/summer.

Additional Summer Enrichment Opportunities

- NYC Department of Youth and Community Development Programs: nyc.gov/dycd.
- NYC Department of Parks and Recreation: nycgovparks.org.
- Free and reduced-cost opportunities with IDNYC identification card: nyc.gov/idnyc.

NYC Reads 365

Reading is an essential life skill; the more we read, the more knowledge we gain, and the more agile our minds become.

NYC Reads 365 is a DOE initiative that challenges New Yorkers of all ages to read every single day. With the help of our age-appropriate reading lists, parents across the City can encourage children to read for pleasure, knowledge, entertainment, exploration, and inspiration.

- Learn more about NYC Reads 365 at schools.nyc.gov/nycreads365.

Use Free Software

Your child can continue their work on school projects at home. Families of City students in all five boroughs can use Google G-Suite for Education* free of charge, and download select Microsoft software on up to five family computers and five family tablets, smartphones, or other mobile devices.

- Visit edu.google.com and studentoffice.net to learn more.

*If in use in your child's classroom

Apply for IDNYC

Explore your city with **IDNYC**, the City's

free municipal ID card available to all NYC residents ages 14 and up. The IDNYC card is widely accepted as proof of identity and residency by City agencies, including the DOE and NYPD. Cardholders receive discounts on movie tickets, live performances, and sports events, in addition to free one-year memberships at 40 cultural institutions, including the Metropolitan Museum of Art, the American Museum of Natural History, and the Bronx Zoo. Residents may also use their IDNYC cards at any public library in the City.

- To learn more, visit nyc.gov/idnyc.

Additional Resources

The following websites contain valuable guidance and resources that students and parents can use to support classroom instruction at home:

- The National PTA Parents' Guide to Student Success: pta.org/4446.htm
- Parenting Resources at the U.S. Dept. of Education: ed.gov/parents
- The U.S. Library of Congress's reading website: read.gov
- The Math Forum's "Ask Dr. Math" webpage: mathforum.org/dr.math
- National Geographic Kids: kids.nationalgeographic.com
- Smithsonian Science Education Center: ssec.si.edu
- PBS Parents: pbs.org/parents/
- Sesame Street's Site for Parents: sesamestreet.org/parents

Parent Empowerment

Learn More about School Quality

The DOE issues School Quality Snapshots, Guides, and Performance Dashboards for all City schools. Learn more about your school's practices, environment, and performance at schools.nyc.gov/schoolqualityreports.

Work with Teachers

Teachers work with students every day, observing individual learning styles and behaviors. Parents and teachers can work together to address children's needs both inside and outside of school.

Attend Parent Teacher Conferences

Parent Teacher conferences are held four times a year, and it is important for families to attend, as this is your chance to meet with teachers and ask questions about your child's progress. It can be helpful to write down questions ahead of time, such as:

- What does my child do well, and what does my child struggle with?
 - How do you challenge my child?
 - How do you support a child who needs extra help?
 - What books would you recommend my child read at home?
 - How does my child get along with classmates and adults?
 - How many days of school has my child missed or been tardy?
- Learn more about Parent Teacher conferences at schools.nyc.gov/ptc.



Take the NYC School Survey

Your voice matters! Each year, parents/guardians, teachers, and students in grades 6–12 take the **NYC School Survey**. The survey is confidential for parents and the results are shared with school leaders so that they can make improvements based on your feedback. Ask for more information about the NYC School Survey in your school's main office or visit nycschoolssurvey.org to take your survey online.

UPDATE YOUR CONTACT INFORMATION

Parents should make sure that their emergency contact information is complete and up-to-date (home address, cell number, email, etc.). Speak with your school's main office to verify and/or update your information.





Speak to Your Parent Coordinator

Parent coordinators are here to help! Get to know the parent coordinator at your child’s school, and get in touch for guidance and information about school programs, resources, trainings, events, and ways to get involved.

Participate in School Events, Meetings, and Decisions

Schools hold various events—such as student work showcases, family workshops, and informational sessions—throughout the school year that provide opportunities to connect with your child’s school community. Whatever your schedule, there is a way for you to participate. Speak with your parent coordinator about upcoming events and activities.

Be Active Members of PA/PTAs

Parents/guardians can make a positive difference in their child’s education and school community by actively participating in the **Parent Association (PA)** or **Parent Teacher**

Association (PTA). Through PA/PTAs, parents can network, exchange ideas, work together to solve school concerns, and affect school policy and budget decisions.

Ask your parent coordinator about your school’s next scheduled PA/PTA meeting and reach out to participating parents to learn more about how you can help your child’s school.

Run for Parent Leadership Positions

Parents can also serve their school communities as elected parent leaders at the local, district, and citywide levels. Elected positions are available within PA/PTAs, **School Leadership Teams**, **Citywide and Community Education Councils (CCEC/CECs)**, and **Presidents’ Councils**. The next elections for CCECs and CECs will be held in the spring of 2021.

- For more information about elected positions for parents, visit our Parent Leader website schools.nyc.gov/parentleader.

Information for All

WHO SHOULD I TALK TO?

Teacher:

Answers questions about a child's academics and grades, as well as behavioral, social, and emotional growth. The teacher is a family's first and primary point of contact. Families should check in with their child's teachers regularly.

Parent Coordinator:

Provides information to families about school services and programs, and helps answer questions and concerns. Contact your school's parent coordinator to learn more about parent-based activities and opportunities.

School Counselor:

Provides students with social and emotional support as well as academic guidance. Speak with school counselors regarding any social or emotional issues your child may be experiencing, high school admissions, academic scheduling, grades, and college/career planning.

Assistant Principal:

Helps the principal oversee school programs, academics, student support, and discipline, and can answer questions and assist with issues in these areas.

Principal:

Leads and oversees all school staff members and students. Speak with the principal about concerns that cannot be resolved through a teacher, parent coordinator, or other school staff member.

District Family Support Coordinator:

Serves as the point of contact for family concerns in your school district. If you have a problem that cannot be resolved at the school level, contact your district's family support coordinator.

District Family Leadership Coordinator:

Supports school and district parent leadership structures, including PA/PTAs, School Leadership Teams, and more. Contact your district's family leadership coordinator regarding parent leadership opportunities available in your school or district.

Superintendent:

Community superintendents support and oversee schools serving grades K–8 while high school superintendents support and oversee schools serving grades 9–12. The District 75 Superintendent oversees special education programs citywide, and the District 79 Superintendent oversees alternative programs.

Your district's family support coordinator and family leadership coordinator are members of your superintendent's team. Their contact information can be found using schools.nyc.gov/superintendents.





Transportation to City Schools

NYC may assign students **Yellow Bus Service** or a full-fare Student MetroCard, based on eligibility. Students who have transportation as a related service on their IEP are eligible for specialized transportation.

Stop-to-School Yellow Bus Service

Stop-to-school bus service operates within the district for public schools, and within the city borough for non-public schools.

Eligibility is based on a student's grade level and walking distance between home and school.

- Grades K–2** student lives a ½ mile or more from their school
- Grades 3–6** student lives 1 mile or more from their school
- Grades 7–12** student is not eligible for Yellow Bus Service

Students in grades K–8 with IEPs that do not specify specialized transportation needs are eligible for stop-to-school transportation.

MetroCards

All students in grades K–12 who live more than ½ mile from school are eligible to receive a full-fare Student MetroCard.

Students who are Homeless or Temporarily Housed

Students who are homeless or temporarily housed are eligible for free transportation while they are homeless, through the end of the school year in which they become permanently housed, and for an additional school year if the student is in the final grade in their school.

The DOE provides transportation services to and from the student's school of origin or, alternatively, the student's new neighborhood school, and their current housing location. Transportation may be provided by yellow bus service or by providing the student, and where appropriate, the parent, with a MetroCard. In addition, homeless students residing in shelters in grades K–6 may be eligible for comparable, alternative modes of transportation, other than public transportation.

- For questions about transportation, visit schools.nyc.gov/transportation.

Health and Wellbeing

School Meals

The DOE proudly offers free breakfast and lunch to all public school students. All school food menus meet or exceed federal nutritional standards, and do not contain food additives such as artificial colors or flavors, or preservatives. Menus include whole grain breads, fresh fruit, and, at some schools, salad bars.

All school menus are posted online at schoolfoodnyc.org, and include vegetarian options. You can also download the DOE's official Feed Your Mind mobile app.

Summer Meals

Through the **Summer Meals Program**, all children aged 18 and under receive free meals at public schools, City parks and pools, NYC Housing Authority complexes, and non-profit organizations. Use the Feed Your Mind app or call 311 to find a location near you.

Health Services

Students who are healthy can learn and perform at their best. Schools provide many health and preventative services to ensure that all students are in good health.

Immunization Requirements

All students in grades Pre-K–12 must have documented immunization as required by NY State and local law. Specific vaccinations are required for students in certain grades. Immunization requirements can be found at schools.nyc.gov/immunization.

Physical Examinations

All new students in grades Pre-K-12 must have a complete physical examination. This comprehensive medical examination must be documented by a doctor via form **CH-205**, available on our website. Students whose parents/guardians do not provide this

documentation will be evaluated by a School Health doctor.

Vision Screening

While in school, your child will be screened to make sure that they can see properly to maximize learning.

- Learn more about vision screenings at schools.nyc.gov/schoolhealth.

Special Services

Schools can provide care, services, and accommodations for students who have special health needs. These may include medication administration, testing such as glucose monitoring, and other treatments. If a child requires special services, parents will need to submit a health form to their school. Forms are available at schools.nyc.gov/healthservices.

Health and Mental Health

Some DOE campuses have on-site state licensed **school-based health centers (SBHCs)** or **school mental health centers (SMHCs)**. These services are available at no out-of-pocket cost to families. At other campuses, School Health nurses and doctors provide medication administration, urgent care, and management of chronic illnesses, while a variety of professionals provide mental health consultation, services and counseling. To learn more and find out what supports are available at your school, visit schools.nyc.gov/mentalhealth.

Discipline and Safety

Respect for All

All students deserve learning environments that are inclusive, safe, supportive, and respectful. Verbal and physical aggression, harassment, intimidation, bullying, and discrimination of any kind have no place in our schools.

The DOE's **Respect for All** policy outlines prohibited behaviors and offers guidance on maintaining school environments that are free from harassment, intimidation,



and/or bullying, and free from discrimination on account of actual or perceived race, color, creed, ethnicity, national origin, immigration/citizenship status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.

Citywide Behavioral Expectations outlines the DOE's standards for student behavior and guides school personnel on how to respond and address inappropriate conduct among students. This information is available at schools or online at schools.nyc.gov/behavioralexpectations.

- Learn more about Respect for All at schools.nyc.gov/respectforall.

Reporting Bullying

Bullying is not tolerated in any form. Bullying can take the form of intimidation, discrimination, or harassment, and it can be physical, social, verbal, or written. This kind of behavior by anyone against students is prohibited.

Students who believe they have been the victim of bullying or intimidating behavior, harassment, or discrimination or student with knowledge of bullying should report the behavior to the school's Respect for All

liaison, as listed on Respect for All posters placed around each school, or any school employee.

Families should report staff-to-student bullying, harassment, or intimidation to the school principal or to the DOE's **Office of Equal Opportunity and Diversity Management**. Submit a complaint at nycenet.edu/oeo.

Anyone, including parents, can also report student-to-student bullying via email to RespectForAll@schools.nyc.gov, call (718) 935-2288, or submit an online report at nycenet.edu/bullyingreporting.

Safety Transfers

Parents who feel that their children are unsafe at school should meet with the school principal. Families can also request a safety transfer by visiting their Family Welcome Center, which will work with the school to obtain the necessary documents. In all cases, families are NOT required to produce a police report.

- Learn more at schools.nyc.gov/transfers or call 718-935-2009.

Keeping Students Safe

All schools have safety plans in place to protect students in the event of an emergency at the school. As part of the school safety plan, students and staff members take part in emergency drills and lessons throughout the school year. These drills and lessons are presented using language and methods appropriate to students' age and grade level. Information is also provided to parents to help guide conversations at home. All schools also conduct at least three school bus safety drills each school year.

- Learn more about the DOE's safety protocols at schools.nyc.gov/emergency-readiness.

Social Media Guidelines

Students should use social media responsibly, inside and outside school. Talk to your children about safe communication online, including discussing how activity online affects real life, protection against cyberbullying, and providing examples of how to use social media in positive ways.

- Find the DOE's complete social media guidelines, including a parent guide, at schools.nyc.gov/socialmedia.

Cell Phone Policy

All students may bring cell phones, computing devices, and portable music players to school. However, each school has its own policy on the use of cell phones and other electronic devices, and students must abide by the rules of that policy. Phones may be temporarily taken away from students who do not follow the school's cell phone policy.

Contact your school's parent coordinator or principal with any questions about the school's cell phone policy.

- Learn more about the Chancellor's Regulation regarding this policy at schools.nyc.gov/chancellorsregs.



Know Your Rights

Under State and federal law, you have certain rights as a parent or guardian. These include the right to:

- Get information about and attend public meetings as well as hearings of the Chancellor, City board (i.e., the Panel for Educational Policy), community superintendents, community education councils, and schools;
 - Appeal a school decision or file complaints with the DOE and/or other State or federal agencies about matters affecting your child's education; and
 - Access information about programs that allow your child to apply for admission, where appropriate, to schools outside your child's attendance zone.
- To learn more about the Parent Bill of Rights or learn how to file a complaint, visit schools.nyc.gov/parentrights or call 311.

Protecting All Our Students

The DOE is committed to protecting the right of every student to attend public school, regardless of immigration status, national origin, or religion. The U.S. Supreme Court has also recognized the importance of public education for all students, including undocumented students.

We want you to know that the DOE:

- Does not permit non-NYC law enforcement officers, including U.S. Immigration and Customs Enforcement agents, to enter schools except when absolutely required by law; and
- Does not track immigration status of students or family members, and will not release student information unless absolutely required to by law.

To ensure that all of our students continue to learn in safe and nurturing environments, the DOE has provided schools with

guidelines concerning immigration-related inquiries, investigations, and/or arrests.

- For more information, including family resources and answers to frequently asked questions, visit the DOE's Supporting All Students website: schools.nyc.gov/supportingallstudents.

Notice of Students' Right to Vote

The DOE supports students in exercising the right to vote. To vote in New York, a student must be a citizen and at least 18 years old. Students who are 17 years old may register to vote if they will turn 18 before the next election. Starting in 2020, 16-year-olds may pre-register to vote. Voter registration forms are available in the main offices of all DOE high schools.

Notice of Federal Privacy Rights

The **Family Educational Rights and Privacy Act (FERPA)** gives parents and students age 18 and older rights over student education records. The **Parents' Bill of Rights**, the **Parents' Bill of Rights for Data Privacy and Security**, and Chancellor's Regulation A-820 provide additional information, which you can read at schools.nyc.gov/chancellorsregs.

Among other things, you have the right to:

- Inspect and review your child's education records within 45 days after the DOE receives your request.
 - You should submit a written request that identifies the record(s) you wish to inspect.
 - Your child's school will notify you of the time and place where you may inspect the records.
- Request changes to your child's education records when you believe they are inaccurate, misleading, or violate your child's privacy rights under FERPA.

- You should make requests to amend records in writing, and identify what you want changed and the reason for doing so.
- If the DOE decides not to amend records as requested, you will be notified of the decision, and of your right to a hearing and certain hearing procedures.
- Provide written consent before personally identifiable information in your child's education records is disclosed. However, in certain cases, FERPA allows disclosure without consent. Cases permitting disclosure without consent include:
 - Disclosure to school officials who need to review education records to fulfill their professional responsibilities. School officials include:
 - DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members); and
 - People whom the DOE engages to perform services or functions for which it would otherwise use its employees. These include (a) contractors, (b) agents, (c) consultants, (d) employees of other government agencies providing DOE-related services or functions, such as attorneys in the NYC Law Department representing the DOE, and school nurses employed by the NYC Department of Health and Mental Hygiene, (e) parents, students, or other volunteers assisting other school officials in performing their tasks. Such people are required to be under the direct control of the DOE with respect to the use and maintenance of personally identifiable information from education records. Direct control is achieved in various ways, including by written agreement.
 - When records are requested by officials of another school, district or education institution in which your child seeks or

plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.

- You can learn about other cases where disclosure is permitted without consent in the Parents' Bill of Rights, mentioned above.
- File a complaint with the USDOE if you believe the NYC DOE failed to comply with FERPA's requirements. Complaints may be filed here:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-8520**

- Not have your child's personally identifiable information sold or released for any commercial purpose.
- Make complaints about possible data breaches and have such complaints addressed.
 - Complaints to the New York State Education Department should be directed in writing to:

**Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, NY 12234**

or by email to CPO@mail.nysed.gov. Complaints to the NYC DOE should be directed by email to data-security@schools.nyc.gov or in writing to:

**Office of the Chief Information Officer
Division of Instructional and
Information Technology
New York City Department of Education
335 Adams Street
Brooklyn, NY 11201**

You can learn about your additional rights in the Parents' Bill of Rights for Data Privacy and Security, mentioned above.

#	Page	#	Page
3-K	8, 9	I	
A		IDNYC.....	24
Adult and Continuing Education	17	Immigration Status.....	30, 32
Advanced Placement (AP)	7, 18	Individualized Education Program (IEP).....	19, 21, 28
Afterschool Programs	23	Infant and Toddler Care Programs.....	8
Attendance.....	3, 22	International Baccalaureate (IB).....	18
B		K	
Bullying	3, 30–31	Kindergarten.....	10–11
C		L	
Calendar.....	4–5	Learning Outside the Classroom.....	23–24
Career and Technical Education (CTE).....	16, 17	M	
Cell Phone Policy	31	Middle School (Grades 6–8).....	13–14
Charter Schools (K–12).....	2, 10	MySchools	9, 10, 13, 15
Citywide Behavioral Expectations	30	N	
College	7, 16, 17, 18–20, 27	New York State Identification Test for English	
– Applications.....	19	Language Learners (NYSITELL)	21
– Entrance Exams		NYC Reads 365.....	24
(PSAT, SAT, ACT).....	18	NYC Schools Account.....	3, 22
– Paying for	19–20	O	
– Planning for	7, 16, 17, 18–20	Office of Equal Opportunity & Diversity.....	30
Commencement Credentials	17	P	
Councils, Education (CCEC/CECs).....	26, 32	Parent Associations (PA/PTAs)	25–27
Councils, Presidents’.....	26	Parent Coordinators	26, 27
D		Parent Leadership Positions.....	26
Diploma (requirements, types, alternatives)...	16–18	Parent Teacher Conferences.....	4, 5, 25
Discrimination	30	Pre-K (Pre-Kindergarten).....	7, 8–9, 10
District Map	5	Privacy Rights, Federal (FERPA)	32–33
E		R	
Elementary School (Grades K–5).....	10–12	Respect for All	3, 30
English Language Arts (ELA) &		S	
Mathematics exams (NY State).....	11, 15	School Leadership Team (SLT)	26–27
English Language Learners/Multilingual		School Meals	29
Learners	2, 19, 21–22, 23	School Quality Snapshots & Guides	9, 25
Enrollment	2, 5, 8–9, 10, 13, 15, 27, 32	Sign Language Services	22
Equity & Excellence for All	7	Social Media Guidelines	31
F		Special Education	2, 19, 21
Family Leadership Coordinators	27	Specialized High School Admissions	
Family Support Coordinators.....	27	Test (SHSAT)	15, 23
Family Welcome Centers.....	2, 9, 10, 13, 15, 31	Student Progress & Promotion	3, 22–23
Free Application for Federal		Summer in the City (SITC)	23–24
Student Aid (FAFSA).....	19–20	– Summer Academy.....	23–24
G		– Summer School.....	22–23
Gifted & Talented Programs (Grades K–5).....	12	Summer Meals Program	29
H		Superintendents	27
Health Services.....	29–30	T	
– Immunization Requirements.....	29	Transfer Schools.....	16–17
– Mental Health.....	29–30	Transfers, Safety	31
– Physical Examinations.....	29	Translation & Interpretation.....	2, 22
– Special Services	29	Transportation.....	2, 28–29
High School (Grades 9–12)	7, 15–19	V	
– Specialized	15, 23	Voting, Rights & Registration.....	32
Home Language Questionnaire (HLQ).....	21	Y	
		Young Adult Borough Centers.....	17



There are more than 200 public libraries throughout New York City. Free library cards allow you to borrow books, DVDs, CDs, and other materials. Local branches also hold events ranging from picture book readings for children to film series, poetry readings, and computer classes for adults.

Instructions

To obtain a library card, please complete this application and submit it with an acceptable ID to your local public library. Adults can show a current New York State drivers license, learners permit, or other photo identification. Young adults (ages 13-17) can show current working papers or school ID. Children (ages 12 and under) must have a parent or legal guardian sign this application; parents will be responsible for materials checked out on their child's card. Visit the website of the library in your borough for a complete list of acceptable identification forms and the location of a branch near you. For the Bronx, Manhattan, and Staten Island, go to nypl.org; for Brooklyn, go to brooklynpublib.org; for Queens, go to queenslibrary.org. Adults and young adults may also apply for a library card online.

1. Check One Child (ages 12 and under) Young adult (ages 13-17) Adult (ages 18 and older)

2. Student/Library Cardholder Information

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)		
_____	_____	_____
Street Address		Apt. #
_____	_____	_____
Borough or City	State	Zip Code
_____	_____	
Home Phone	E-mail Address	

The use of patron information is governed by all three libraries' privacy policies (available at nypl.org, queenslibrary.org, and brooklynpublib.org).

3. Parent/Guardian (must be completed for students 12 and under)

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____	_____	_____
E-Mail Address	Phone	PIN

Check A or B:

A. My child may borrow adult as well as children's materials. B. My child may borrow children's materials only.

Parent/Guardian is responsible for materials checked out on child's card.



_____	_____
Parent/Guardian Signature	Date

This Section is for Staff Use Only

_____	_____
Photo ID #	Address Verification Proof Log
<input type="checkbox"/> NEW	<input type="checkbox"/> LOST/REPL
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> PTYPE
_____	_____
Exp. Date	Complete: (Staff Initials)

للحصول على نسخة من هذا
المستند باللغة العربية، يرجى الاتصال
بمُنسق شؤون الآباء بمدرستك.

বাংলায় এই নথির একটি সংস্করণ
পেতে হলে আপনার স্কুলের
প্যারেন্ট কোঅর্ডিনেটরের সাথে
যোগাযোগ করুন।

如需本文件的中文版本，
請聯絡您子女學校的家
長專員。

Pour obtenir une version de ce
document en français, veuillez
contacter le Coordinateur des
Parents de votre école.

Pou jwenn yon kopi dokiman sa
a an kreyòl ayisyen, tanpri
kontakte Kowòdonatè lekòl ou a.

이 문서의 한국어 번역본이
필요하시면, 학부모
코디네이터에게 문의하십시오.

За переводом этого документа
на русский язык обращайтесь
к координатору по работе с
родителями вашей школы

Para obtener la versión en español
de este documento, comuníquese
con el coordinador de padres
de su escuela.

اس دستاویز کا اردو میں ترجمہ
حاصل کرنے کے لیے، براہ مہربانی اپنے
اسکول کے والدین رابطہ کار سے
رابطہ کریں۔

Learn More: The NYC Department of Education offers additional information about your child's education and ideas on how you can support learning, at home and at your child's school. For more information, visit schools.nyc.gov.

You can also contact your school's parent coordinator or call **311**.