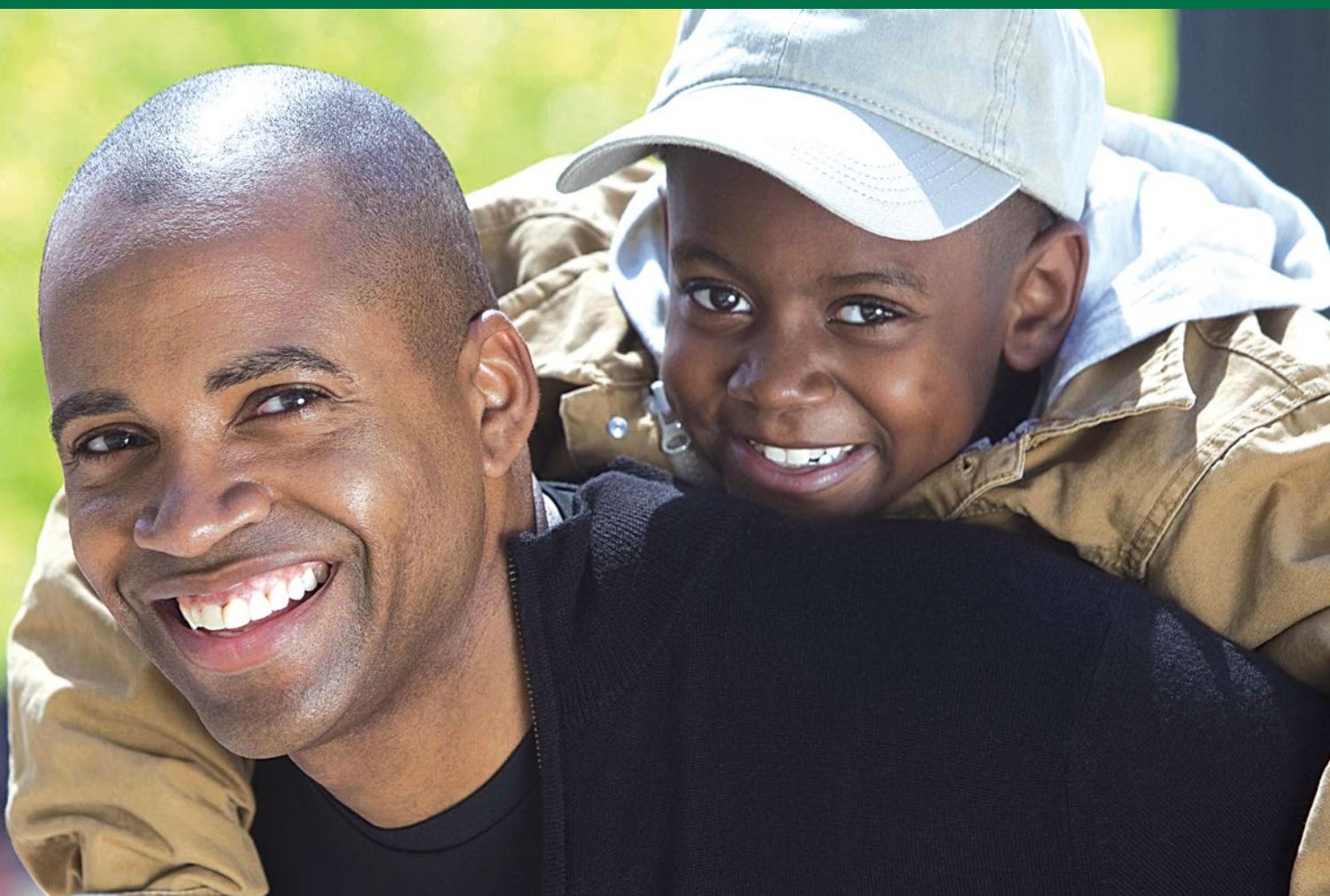


Achieve NYC



A Complete Guide to New York City Public Schools

PK-12
2015-2016

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QUICK CONTACTS

Student Enrollment

Visit: schools.nyc.gov/enrollment **Call:** (718) 935-3500 **Contact:** A Family Welcome Center

Family Welcome Centers

Brooklyn

- ▶ 1780 Ocean Avenue, 3rd Fl
Brooklyn, NY 11230
- ▶ 1665 St. Mark's Avenue, Rm 116
Brooklyn, NY 11233
- ▶ 415 89th Street, 5th Fl
Brooklyn, NY 11209
- ▶ 29 Fort Greene Place
Brooklyn, NY 11217

Bronx

- ▶ 1 Fordham Plaza, 7th Fl
Bronx, NY 10458
- ▶ 1230 Zerega Avenue, Rm 24
Bronx, NY 10462

Manhattan

- ▶ 333 Seventh Avenue, 12th Fl; Rm 1211
New York, NY 10001
- ▶ 388 West 125th Street, 7th Fl; Rm 713
New York, NY 10027

Queens

- ▶ 28-11 Queens Plaza North, 3rd Fl
Long Island City, NY 11101
- ▶ 30-48 Linden Place, 2nd Fl
Flushing, NY 11354
- ▶ 90-27 Sutphin Boulevard, 1st Fl
Jamaica, NY 11435

Staten Island

- ▶ 715 Ocean Terrace, Building A
Staten Island, NY 10301

Special Education

Contact: Your school or Committee on Special Education
Call: 311
Email: specialeducationreform@schools.nyc.gov
Visit: schools.nyc.gov/specialeducation

Transportation

Visit: schools.nyc.gov/offices/transportation
Call: (718) 392-8855

Report Child Abuse

Call: NY State Hotline 1-800-342-3720
Visit: nyc.gov/acs

Check Grades and Attendance

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 and log in

English Language Learners Support

Visit: schools.nyc.gov/academics/ell
Call: (212) 323-9559
Email: ellfamilies@schools.nyc.gov

Language and Translation Services

Contact: Your school's parent coordinator or principal
Call: (718) 935-2013
Email: translations@schools.nyc.gov

School Cancellations

For information about school cancellations due to weather or emergencies:
Visit: schools.nyc.gov
Twitter: twitter.com/nycschools
Facebook: facebook.com/nycschools
Call: 311

Know Your Rights

Under State and federal law, parents have certain rights to help ensure their child's success in school. Read about your rights as a parent or guardian: schools.nyc.gov/rulespolicies/parentbillofrights.

Stay Connected

Email
Sign up for regular email alerts about news, enrollment deadlines, events, and weather-related scheduling changes at schools.nyc.gov/subscribe.

Social Media

For real-time, up-to-the minute news about NYC public schools, including school closings, important dates, events, and deadlines, like us at facebook.com/nycschools and follow us at twitter.com/nycschools.



311 and Texting

- ▶ If you have additional school-related questions, call 311, where a trained operator can help you.
- ▶ Text* "nycschools" to 877-877 to receive updates.

*Message and data rates may apply.

SCHOOL CALENDAR 2015-2016

Sept 9	First Day of School Early dismissal for non-District 75 kindergarten students only Partial school time for pre-kindergarten public school students	Feb 1	Chancellor's Conference Day for staff development in all non-District 75 high schools only High School students do not attend school, except those enrolled at District 75 school programs
Sept 10	First full day for non-District 75 kindergarten students Partial school time for pre-kindergarten public school students	Feb 2	Spring Term begins for high school students
Sept 14-15	Rosh Hashanah (schools closed)	Feb 8	Lunar New Year (schools closed)
Sept 23	Yom Kippur (schools closed)	Feb 15-19	Midwinter Recess (schools closed)
Sept 24	Eid al-Adha (schools closed)	Mar 2-3	Elementary School: Parent-Teacher Conferences*
Oct 12	Columbus Day Observed (schools closed)	Mar 7-8	District 75 School Programs: Parent-Teacher Conferences*
Oct 22	Pre-kindergarten Non-Attendance Day	Mar 10-11	High School: Parent-Teacher Conferences*
Nov 3	Election Day. Students do not attend school. Chancellor's Conference Day for Staff Development	Mar 16-17	Middle School: Parent-Teacher Conferences*
Nov 4-5	Elementary School: Parent-Teacher Conferences*	Mar 25	Good Friday (schools closed)
Nov 9-10	District 75 School Programs: Parent-Teacher Conferences*	April 21	Pre-kindergarten Non-Attendance Day
Nov 11	Veterans Day Observed (schools closed)	April 25-29	Spring Recess (schools closed)
Nov 17-18	Middle School: Parent-Teacher Conferences*	May 30	Memorial Day (schools closed)
Nov 19-20	High School: Parent-Teacher Conferences*	Jun 9	Anniversary Day. Students do not attend school. Chancellor's Conference Day for Staff Development
Nov 26-27	Thanksgiving Recess (schools closed)	Jun 14	June Clerical Day
Dec 3	Pre-kindergarten Non-Attendance Day	Jun 14	Elementary and middle school students do not attend school
Dec 24-Jan 1	Winter Recess (schools closed)	Jun 23	Regents Rating Day
Jan 18	Dr. Martin Luther King Jr. Day (schools closed)	Jun 23	High School students do not attend school, except those enrolled at District 75 school programs
Jan 28	Pre-kindergarten Non-Attendance Day	Jun 28	Last Day For All Students. Early Dismissal.

*Parent-teacher conference dates are citywide. However, schools may decide to hold their conferences on alternative dates. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.

LETTER FROM THE CHANCELLOR



Dear Parents,

Welcome to the 2015-16 school year. This year, your child is taking an important step toward graduation, and everyone in your school community, including teachers, principals, counselors, and staff, is working hard to ensure that your child learns in a safe, vibrant community. This community of support is key to your child's success, but it extends beyond just the people who work in your school.

It all starts with you.

As a former teacher and principal, I know that parent involvement at school, no matter how small, can go a long way. When parents and families participate in education, children have better grades, better attendance, and more self-confidence. Your support helps your child grow not only academically, but socially and emotionally as well.

There are many ways to show your child that education is a priority. At home, talk with your child about school every day. Ask about classes, friends, and assignments. You know your child best, and if something is wrong, you may be the first to notice. The sooner teachers know, the faster they can help. At school, volunteer—just three hours of your time over the course of a school year can make a big difference. Offer to put books away in the library, hang posters, or read to a class. If you've been at the school for several years, show newer families around and answer questions; if you speak a language other than English, offer to interpret. If you're interested in volunteering, let your child's teacher or your school's parent coordinator or principal know. They will love the support.

With this copy of *Achieve NYC*, you are already involved. In these pages, we've selected the most important information you need to support your child's education, from pre-K enrollment to getting into college. This guide will provide answers to your questions or direct you to the resources you need. The New York City public school system is huge, but *Achieve NYC* will help you stay informed, so that you can make the best decisions for your child. I hope you find this guide useful. Please send us your comments at achievenyc@schools.nyc.gov.

Students learn best when they are supported by a caring and dedicated school community. Remember: that community includes you.

Here's to a wonderful year!

Sincerely,

A handwritten signature in black ink that reads "Carmen Farina".

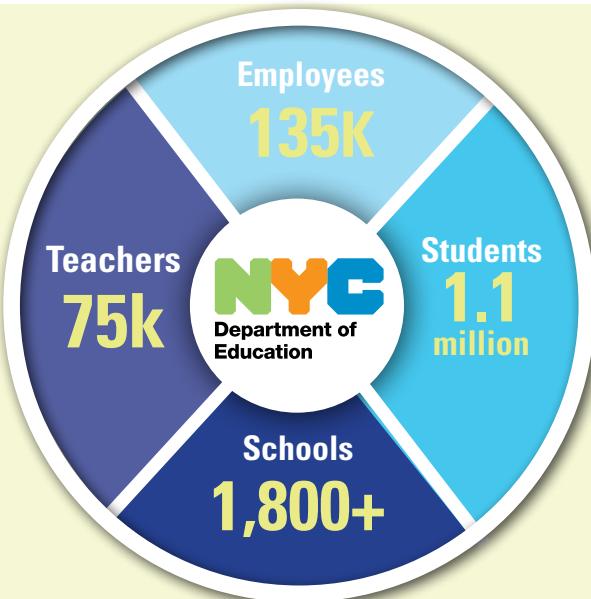
Chancellor Carmen Fariña

Overview

The New York City Department of Education is the largest school system in the nation, serving 1.1 million students in more than 1,800 schools. The public school system is led by a chancellor, who is appointed by the mayor of New York City. The chancellor and a leadership team help guide education decisions and policy, and are responsible for the performance and progress of all public schools, grades pre-K through 12. The Panel for Educational Policy is also part of the NYC Department of Education's governing structure. All major education proposals from the chancellor, such as new contracts, amended regulations, and changes to schools, must be presented to and approved by the Panel for Educational Policy. Learn more: schools.nyc.gov/aboutus.

Strong Schools, Strong Communities

Strong Schools, Strong Communities is the NYC Department of Education's model for supporting all public schools. Under this system, superintendents are



responsible for helping schools reach higher standards. All principals report directly to a superintendent, and parents and families can contact their superintendent's office with concerns about their school. Seven Borough Field Support Centers work directly with superintendents to give every school, principal, teacher, and student the resources for progress. Learn more: schools.nyc.gov/strongschools.

Initiatives to Support 'Strong'

Framework for Great Schools

The Framework for Great Schools is a research-based approach to help all students and schools improve. It is based on six elements: rigorous instruction, collaborative teachers, a supportive environment, strong family-community ties, effective leaders, and trust. This Framework enables families and schools to work together and ensures that all students receive the support they need to succeed. Learn more: schools.nyc.gov/framework.

School Quality Snapshots and Guides

The Snapshots and Guides are annual reports that detail the performance of each school. They are designed to help families and school leaders better understand how a school meets the needs of students. Learn more: schools.nyc.gov/accountability.

Community Schools

New York City launched 45 new Community Schools this fall. Community Schools are neighborhood hubs. They partner with organizations to provide a host of health, social, and academic services to students and the local community. Schools work with families to decide which services to provide. These services are intended to boost attendance, academic performance, and graduation rates. Learn more: schools.nyc.gov/communityschools.

School Renewal Program

The School Renewal Program works to rapidly improve struggling schools by transforming them into Community Schools. With support from the NYC Department of Education, local organizations, and business leaders, Renewal Schools will deliver the high-quality education



Mission Statement

The New York City Department of Education is committed to working collaboratively with parents, families, educators, and communities to improve student achievement, and ensure that every child graduates from high school prepared for college, a career, and a future as a productive adult.

Schools, Strong Communities'

that all students deserve, and ensure that they are on track for college and careers. Learn more: schools.nyc.gov/renewalschools.

Sharing to Learn

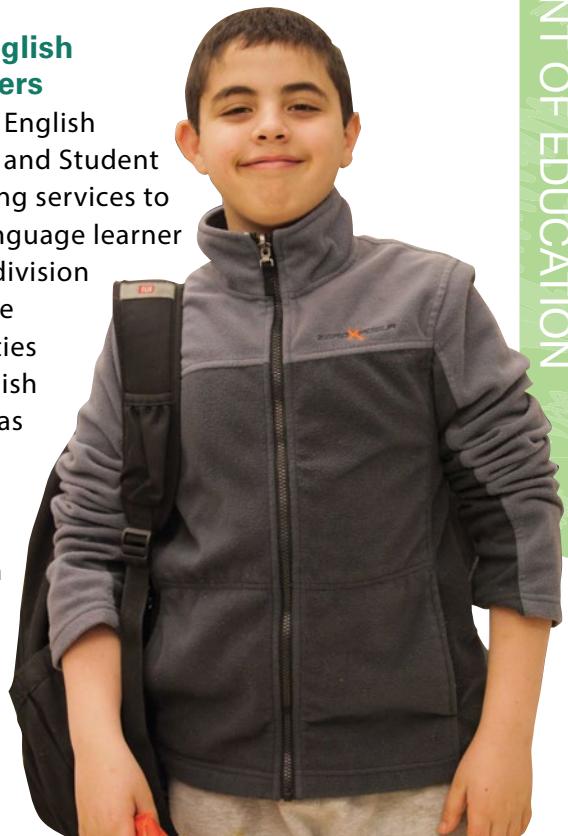
The Learning Partners and Showcase Schools programs help educators and schools across the system share strong practices and learn from one another. Learn more: schools.nyc.gov/interschoolcollaboration.

Pre-K for All

For the first time in New York City history, every four-year-old has access to free, high-quality, full-day, pre-kindergarten. Pre-K is an essential foundation; students learn skills that will benefit them for the rest of their education and lifetime. Learn more: schools.nyc.gov/prek.

Programs for English Language Learners

The Department of English Language Learners and Student Support is expanding services to improve English language learner achievement. This division has developed more training opportunities for teachers of English language learners, as well as additional dual language and transitional bilingual education programs, and support for unaccompanied child migrants.



WHO'S WHO AT YOUR SCHOOL

Who's Who at Your School: All the staff at your school work together to support your child's academic, emotional, and social growth. There are some school staff members who you may talk to regularly—but many others also play important roles in your child's education. Learn more about some of these important people at your school and when to seek their support.

School

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;* check in regularly to ensure your child's success in school.

Parent Coordinator: Provides information to families about school services and programs, helps answer families' questions and concerns, and arranges translation services. Speak with your parent coordinator if you cannot resolve a concern with your child's teacher.

Principal: Leads and oversees all school staff and students. Speak with your principal if you have concerns that cannot be resolved through your child's teacher, parent coordinator, or other school staff member.

Assistant Principal: Helps the principal oversee school programs, academics, student

support, and discipline. Larger schools may have multiple assistant principals.

Guidance Counselor: Provides students with social and emotional support and academic guidance. Speak with the guidance counselor about your child's academic schedule and classes, and college and career planning.

Paraprofessional: Works alongside educators or therapists to provide students with special education services and Section 504 plans (accommodations that support learning).

School Nurse: Responds to and cares for student medical needs at school. Speak with the nurse if your child requires medication or treatment during the school day.

Safety Agent: Ensures student and staff safety; monitors and signs in school visitors. The safety agent is a member of the NYPD.

I Have a Concern at My Child's School.

Who should I speak with?

Teacher

Parent Coordinator

Principal or Assistant Principal

District or Borough Family Advocate

Superintendent

District and Borough

District or Borough Family Advocate:

District Family Advocates support families with children in grades K-8. Borough Family Advocates support families with children in high school. Contact your family advocate if you have a concern that cannot be resolved at the school level. **Find your family advocate:** schools.nyc.gov/familyadvocates.

Superintendent:

District superintendents support and oversee grade K-8 schools. High school superintendents support and oversee grade 9-12 schools. Contact your superintendent if you cannot resolve a concern at school or with the family advocate. **Find your superintendent:** schools.nyc.gov/superintendents.

PARENTS MAKE A DIFFERENCE

Parents Make a Difference in their child's education. When parents are involved, they show their child that school, attendance, and good grades are important. There are many easy ways to support your child's learning.



Just Talk!

Children are never too young or too old for parents to be a part of their education. Have conversations every day with your child about school so you know what's going on—academically, socially, and emotionally. Ask specific questions that require detailed answers:

- ▶ What was the best thing that happened at school today?
- ▶ What did you learn in math today? Tell me about it.
- ▶ Who did you sit next to today at lunch? What did you talk about?
- ▶ What part of science class did you enjoy today?

Talking with your child and sharing stories and experiences shows that you care, and also helps you better understand whether your child is doing well or struggling in school.

Partner with Teachers

Teachers work with students every day and understand a child's learning styles and behaviors. Families and teachers need to work together to meet children's academic and social-emotional needs.

Parent-Teacher Conferences

Parent-teacher conferences are held four times a year. These conferences give families a chance to sit down with teachers and ask questions about how their child is doing. It's critical for parents to attend. To get the most out of each meeting, write down questions ahead of time.

Here are some questions to consider:

- ▶ What does my child do well or struggle with?
- ▶ How do you challenge my child?
- ▶ How do you support my child when extra help is needed?
- ▶ How does my child get along with classmates and adults?

40 Minutes for Parent Engagement

Every Tuesday during the school year, teachers set aside 40 minutes to engage with families and support student learning. Many teachers across the City have developed new and creative ways to interact with their students' families.

Contact your child's teacher to learn more about Tuesday's 40 minutes for parent engagement, or visit schools.nyc.gov/40minutes.

Parent Coordinators

Your school's parent coordinator is a great resource and can help answer many questions. Contact your parent coordinator for information about school programs, resources, events, and ways to get involved.

6 Reasons Why You Should Be Involved

Children are more likely to have...

- 1 Higher grades and standardized test scores
- 2 More challenging academic programs
- 3 Better attendance
- 4 Improved behavior at home
- 5 More classes with passing grades
- 6 Better social skills

Source: National Center for Family and Community Connections with Schools

Translation and Interpretation

We speak your language! Schools are able to provide families with free interpretation and translation services. Translation is available for the nine most commonly spoken languages in our schools other than English: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. Ask your parent coordinator or principal if you need help in one of these languages. There is also a Language Access Coordinator in every school

who can help. Translated documents in these nine languages are available at schools.nyc.gov/offices/translation. If you have questions or feedback about language services at your school, call (718) 935-2013.

Sign Language

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

Become a Parent Leader

There are many ways to serve your school, your school's district, and schools in your borough and citywide. Parent participation is welcome, needed, and appreciated.



Ways to Become a Parent Leader

AT YOUR SCHOOL

Parent or Parent-Teacher Association (PA/PTA)

Parents are automatically PA/PTA members. Learn what is going on at school, exchange ideas, solve problems, make budget decisions, and direct your school's future.

School Leadership Team (SLT)

Made up of school parents, teachers, and administrators, the SLT develops the plan for school improvement and aligns it to the school budget.

IN YOUR DISTRICT AND BOROUGH

Presidents' Council

Made up of PA/PTA presidents from schools in the district, this council works closely with the superintendent; members also serve on the Chancellor's Parent Advisory Council. See *Citywide* below.

Community Education Council

Made up of parents elected by PA/PTA officers from district schools, this council represents schools in the district, approves zoning lines, and evaluates superintendents and policy.

District Leadership Team (DLT)

Made up of the superintendent, principals, teachers, and parents, the DLT develops the education and parent engagement plan for all grade pre-K-12 schools in the district; guides district SLTs.

High School Presidents' Council

Made up of PA/PTA presidents from each high school in the borough, the Presidents' Council works with the borough high school superintendent to support PAs/PTAs. Members also serve on the Chancellor's Parent Advisory Council. See *Citywide* below.

CITYWIDE

Citywide Education Council

Each council represents one of four groups citywide: English language learners, students with disabilities, District 75 students, and high school students.

Chancellor's Parent Advisory Council (CPAC)

Made up of district and high school Presidents' Council members, CPAC represents all parents and advises the chancellor.

Learn more about how to get involved at schools.nyc.gov/offices/face/becomingaparentleader.

Achieving in the Classroom is about more than just good grades. Learn how the Common Core standards, daily attendance, after-school programs, guidance services, a good night's sleep, and learning at home all support student success at school and in the classroom.



Common Core Learning Standards

The New York State Common Core Learning Standards describe what all students need to know and do at every grade level—starting in pre-K—in order to graduate from high school prepared for college and a career. These standards are not a curriculum, but outline the knowledge and skills students need at each grade level in reading, writing, and math. The Common Core emphasizes thinking creatively, solving real-world problems, and arguing persuasively.

Literacy

Through the standards, students read more books about science, social studies, and the world. Books contain factual information, and are more challenging. Students are asked to write more essays, research reports, opinions, and arguments, and discuss and explain their views using new words.

Math

In math, the standards lay out a clear set of skills and concepts that help students apply math in their everyday lives. Students will

also be asked to explain or show how they arrive at solutions to problems.

Student Performance and Promotion Policy

Teachers measure student learning through in-class questions, homework, writing samples, tests, quizzes, and projects. Also, each year students in grades 3-8 take the New York State English Language Arts (ELA) and Mathematics exams, and students in grades 9-12 take the State Regents exams. Students in grades 4 and 8 also take New York State Science exams. These tests are one of the many ways to help assess student progress.

In grades 3-8, multiple measures of student learning, including report cards, writing samples, exams, and other work help decide whether students have successfully mastered the standards and are ready for promotion to the next grade. Students in grades K-2, high school students, and some English language learners and students with Individualized Education Programs (IEPs) have different promotion criteria. Talk to your child's school for more information.

Each February, schools notify families in writing if their child is at risk of not meeting promotion standards. This gives schools and families time to plan for supports to help students achieve promotion standards by June.

Learn more about the promotion policy:
schools.nyc.gov/summerschool.

WHY THE CORE?

The standards aim to prepare all students to meet the demands of the 21st-century workforce.

In 2013, the United States only ranked:

Source: oecd.org/pisa





NYC Schools Account

Families have a new online tool to access information about their child's progress in school, including grades and attendance. Families can create and log in to an NYC Schools Account by visiting mystudent.nyc from a computer, smart phone, tablet, or any internet-ready device. Ask your school for help setting up an account. If you need access to a computer, please visit your nearest public library.

Preparing for College and Careers

You can help your child stay on track for college and beyond. Students of all ages should attend school every day, aim for good grades and behavior, and take more challenging classes whenever possible. Help your child explore his or her interests early in elementary and middle school by joining clubs, activities, and programs before, during, and after school. Join camps and explore other learning activities during summers. Talk about different kinds of careers with your child and what he or she enjoys. Explore early—don't wait until high school.

Support Daily Attendance

Every day of school matters. Every day your child is learning or doing something new, and missing school means missing instruction. Attendance is a part of a student's official record, and absences

may impact a student's admission to other schools or special programs.

Schools are required to track and record student attendance daily and contact families when a student is absent. Each school sets specific policies about what to do if a child misses school and when an absence is considered excused. An excused absence is still recorded as an absence. Ask your school for information about the attendance policy.

What Can Parents Do?

- ▶ Emphasize the importance of school.
- ▶ Set a regular bedtime and morning routine.
- ▶ Make a plan for getting your child to school on time.
- ▶ Avoid making appointments or planning trips during school.
- ▶ If your child has concerns about going to school, encourage your child to share them with you.
- ▶ View lateness as unacceptable.
- ▶ Reward your child for maintaining good attendance.

Ask for Help

- ▶ Ask the school counselor to set up a "contract" for your child with goals for attendance that include rewards and consequences.

DID YOU KNOW?

Two absences each month may not sound like a lot, but by the end of the school year, a student will have missed an entire month.

- ▶ Ask your school's parent coordinator or counselor to show you your child's daily and period attendance each week.
- ▶ Ask about counseling services for your child, or an attendance mentor to help follow up.

Learn more: nyc.gov/schooleveryday.

After-School Programs

After-school programs build students' knowledge outside of the classroom, and offer opportunities to dig deeper into activities and interests. Most schools offer their own unique programs: ask your school parent coordinator or principal for more information. Citywide programs are available as well. Learn about these citywide options at schools.nyc.gov/studentsupport/afterschool.

COMPASS and SONYC: The Comprehensive After School System of NYC (COMPASS NYC) is a citywide program for students in grades K-12 through the NYC Department of Youth and Community Development. The program offers students activities like soccer, tennis, fashion design, cooking, dance, computer science, flag football, and much more. School's Out New York City (SONYC) is part of COMPASS, and gives students in grades 6-8 sports, clubs, and youth leadership opportunities. Programs are offered three hours each day, five days per week.

Learn more: nyc.gov/afterschool.

Guidance and Counseling

School counselors support the whole student, focusing on success in the classroom, relationships with others, personal development, emotions, and college and career planning. School counselors are involved primarily in three areas of a student's education:

Academic planning: Counselors help students plan their course of studies and support and review academic goals, performance, and interventions.

Personal and social development: Counselors support students' social and emotional learning and relationship building, connect students to activities and electives, and provide individual and group counseling.

Career and post-graduation planning:

Counselors help students understand strengths and talents and how these fit in with various college majors and careers. They also assist students with the college admissions process and with steps to secondary education.

Speak with your school's guidance counselor for more information.



LEARNING AT HOME

Helping your child learn outside of school hours—at home, at the park, or at the grocery store—can make a real difference. Encourage your child's reading every day. Tell stories and talk to your child about his or her experiences. Families have their own unique traditions and routines: cooking and eating together, singing, worshipping, taking walks, and going shopping can all serve as rich learning experiences.

Learning at Home Resources

- ▶ Common Core Library: schools.nyc.gov/academics/commoncorelibrary
- ▶ The National PTA's Parents' Guide to Student Success: pta.org/4446.htm
- ▶ New York State Department of Education's Engage NY: engageny.org/parent-family-library
- ▶ Parenting Resources at the U.S. Department of Education: ed.gov/parents/landing.jhtml



A Good Night's Sleep

Sleep is food for the brain, and it is especially important for children. Lack of sleep reduces a child's ability to concentrate, learn, and solve problems. Children need enough sleep to focus and achieve their full potential.

AGE	RECOMMENDED AMOUNT OF SLEEP*
Pre-K children	11–12 hours a day
School-aged children	At least 10 hours a day
Teens	9–10 hours a day

*Includes naps
Source: National Sleep Foundation

The earlier that parents establish good sleep habits for their child, the easier it will be to keep those habits during the teenage years. With the right amount of sleep, children can be alert and ready to learn every school day.

What Can Parents Do?

- ▶ Set a bedtime on school nights and make sure your child sticks to it.
- ▶ Have your child avoid the TV and computer at least an hour before bedtime, and keep these devices out of the bedroom.
- ▶ Make the bedroom ready for sleep—dark, cool, and quiet.
- ▶ Make sure your child avoids beverages with caffeine, such as soda, coffee, and tea.
- ▶ Encourage your child to exercise every day. This will help ensure a good night's sleep.

Learn more: sleepfoundation.org, sleepforkids.org, and cdc.gov/sleep/about_sleep/how_much_sleep.htm.

SUPPORTS AND SERVICES

Supports and Services such as health care, transportation, meals, and IDNYC help meet all the needs of students and families. Learn how students with disabilities, English language learners, and students in temporary housing are supported.

Health Services

Students who are healthy are more likely to learn and perform better. Schools provide many health and preventative services to ensure that all students are in strong physical health so that they can achieve.

Immunization Requirements

All students in grades pre-K–12 attending New York City public schools must have documented immunization against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, Hepatitis B, and Haemophilus influenzae type B (Hib).

Learn more: schools.nyc.gov/offices/health/immunizationinfo.

Physical Examinations

All new students in grades pre-K–12 attending New York City public schools must have a complete physical examination. This comprehensive medical examination must be documented by a doctor.



Health Accommodations

Schools can provide care, services, and accommodations for students who have special health needs. These accommodations may include epinephrine, medication, glucose monitoring, insulin pump maintenance, medically-prescribed treatment, or other accommodations. If your child requires special services, you will need to complete a health form and submit it to your school. Health forms are available at schools.nyc.gov/offices/health/schoolhealthforms.

Vision Screening

Staff from the NYC Department of Health and Mental Hygiene and NYC Department of Education are responsible for screening students to ensure that any child with serious vision problems receives evaluation and treatment. All new students regardless of grade level must be screened within six months of entering New York City public schools. In addition, students in pre-K, kindergarten, and grades 1, 3, 5, and students receiving special education services must be screened.

Learn more: schools.nyc.gov/offices/health/hearingvisionscreening.

School-Based Health and Mental Health Centers

School-Based Health Centers and Mental Health Centers across the five boroughs bring comprehensive medical services to schools, and provide counseling, therapy, and specialty care services to students who have emotional and behavioral difficulties.

Learn more and find program locations: schools.nyc.gov/offices/health.

If your child has a health need and requires special accommodations, please inform your school nurse or principal.

Special Education

Schools work to ensure that students have appropriate supports and learn in the least restrictive environment possible alongside general education students. Significant improvements are being made in the way services are delivered to students with disabilities.

You Know Your Child Best

Your input is very important in mapping out the best possible education for your child. Make sure to discuss any concerns about your child with your school, especially if your child is not making progress. Before requesting a referral for a special education

evaluation, ask about other general services, such as tutoring or additional academic support.

Student Evaluation Process

If general supports do not help student progress, or if you or a school staff member thinks that your child may have a disability, then your child should be referred for evaluation. This evaluation considers a child's skills, abilities, learning style, and areas of struggle. Some school staff members may refer a student for an evaluation, or parents may request an evaluation *in writing*.

Learn more about special education services:
schools.nyc.gov/specialeducation.

IF YOU ARE CONCERNED ABOUT YOUR CHILD'S PROGRESS, SPEAK WITH YOUR CHILD'S TEACHER.

- ▶ What have you noticed about how my child learns?
- ▶ Does my child get along well with other students?
- ▶ Does my child have any difficulty following directions?
- ▶ Are there any services during or after school that could help my child?

The 5 Steps of the Special Education Process



School Food

All school food menus meet or exceed federal nutritional standards, and do not contain food additives such as artificial colors or flavors, preservatives, or high fructose corn syrup. Menus include whole grain breads and grains, fresh fruit, and at some schools, salad bars.

Free Breakfast and Lunch

All students receive free breakfast at school. Paid lunch costs \$1.75; students who qualify may

DID
YOU
KNOW?

Every day, the NYC Department of Education serves almost 1 million breakfast, lunch, and after-school meals to students.

Individualized Education Program

If an evaluation indicates that a student has a disability, an Individualized Education Program (IEP) will be developed. An IEP describes the services that will help the student learn, the goals to focus on, and the supports to rely upon. Staff members at your school will discuss with you the services recommended for your child. Types of services may include counseling and occupational, physical, and speech services, among others. Generally, students will remain at their current school unless they require a highly specialized program.

DID YOU KNOW?

Special education is a service, not a place.

Committees on Special Education

If you believe your child is not receiving adequate support, you can get help. Committees on Preschool Special Education (CPSEs) coordinate evaluations and services for children ages 3-5. Committees on Special Education (CSEs) coordinate

evaluations and services for students age six and older who attend charter schools and private or parochial schools. Learn more: schools.nyc.gov/academics/specialeducation/contactresources.

Accessibility

The NYC Department of Education works to ensure that programs, services, and activities are accessible to students with physical limitations, such as those with wheelchairs or other aids. All buildings are evaluated on a regular basis to determine accessibility to students with disabilities. Learn more: schools.nyc.gov/offices/osp/accessibility.

THE GOALS OF SPECIAL EDUCATION

- ▶ Close the achievement gap between students with disabilities and peers without disabilities
- ▶ Increase access to the general education curriculum for students with disabilities
- ▶ Give all schools the flexibility to meet the diverse needs of students with disabilities

4 Arranging Special Education Services

5 Annual Review/Reevaluation

receive free lunch. To qualify for free lunch, families must complete a paper or online School Meals application. Request a paper application from your school, or complete an application at nyc.applyforlunch.com.

What's for Lunch?

All school menus are posted online at schoolfoodnyc.org by grade level, and include vegetarian options.

Summer Meals

Through the Summer Meals Program, all children ages 18 and under receive free meals at public schools, City parks and pools, NYC Housing Authority complexes, and non-profit organizations. Call 311 to find a location near you.

Homeless Students and Students in Temporary Housing

Federal law and the Chancellor's Regulations ensure that students who are homeless or in temporary housing have access to the same education and services as other students. Learn more: schools.nyc.gov/sth.

For enrollment assistance, contact a Family Welcome Center: schools.nyc.gov/newstudents.

ADDITIONAL RESOURCES

- ▶ NYC Department of Homeless Services: nyc.gov/dhs
- ▶ NYC DYCD Runaway: nyc.gov/html/dycd/html/runaway/runaway.shtml
- ▶ Covenant House New York: covenanthouse.org

English Language Learners

Students who speak another language and are learning English are referred to as English language learners. Schools work to ensure that English language learners are able to read, write, and speak English at a high level to achieve in all core subjects and meet the Common Core Learning Standards.

Identifying Language Needs

Schools are responsible for working with families to identify English language learners. Families of new students complete a survey that informs school staff what language is spoken at home. If the language spoken at home is not English, the student will take a test to decide if English language support services are needed.

If a child needs English language support services, the school will meet with the family to help them decide which type of English language learner program is best.

DID YOU KNOW?

About 147,000 New York City students are English language learners.

Source: Bilingual Education Student Information Survey

Types of Programs

English language learners have three options to support academic and language needs:

Dual Language programs provide students instruction in two languages: English and their home language, such as Spanish, Chinese, or French, among others. Through this program, students learn to read, write, and speak both English and their home language. The amount of instructional time dedicated to each language can vary by model and school.

Transitional Bilingual Education programs provide instruction in English and the student's home language. As the student's English improves, the time spent learning in English increases and home language instruction decreases.

English as a New Language (ENL) programs provide instruction in English with support in the student's home language. Students learn to read, write, and speak English. These programs may vary depending on grade level and language ability. Students in this program come from many different language backgrounds, and English is learned through subjects such as math, science, and social studies.

Learn more about these programs:
schools.nyc.gov/academics/ell.



Apply for an IDNYC Card

New York City residents can now sign up for IDNYC, a government-issued identification card that is available to all City residents ages 14 and older, regardless of immigration status. The IDNYC card is a secure document that gives residents access to City

services and City buildings, including public schools. By signing up for IDNYC, residents will have free membership to 33 of the City's museums, performing arts centers, gardens, zoos, and other cultural institutions. New York City residents may receive an IDNYC card free of charge until December 31, 2015. Apply by calling 311 or visiting nyc.gov/idnyc.



Transportation

There are two types of transportation that students may receive: full fare or half fare.

Full fare: Yellow bus transportation or a full-fare MTA MetroCard that can be used on subways and buses

Half fare: A MetroCard that can be used only on MTA buses

Grade level and distance to school determine whether a student is eligible for transportation.

Students Receive Full-Fare or Half-Fare Transportation as Follows:

Grades K-2

- Live less than $\frac{1}{2}$ mile from school – Half fare
- Live $\frac{1}{2}$ mile or more from school – Full fare

DID YOU KNOW?

There are over 7,000 buses in the NYC Department of Education school system. That's the second largest fleet in the world!

Grades 3-6

- Live less than $\frac{1}{2}$ mile from school – Not eligible
- Live at least $\frac{1}{2}$ mile and less than 1 mile from school – Half fare
- Live 1 mile or more from school – Full fare

Grades 7-12

- Live less than $\frac{1}{2}$ mile from school – Not eligible
- Live at least $\frac{1}{2}$ mile and less than 1.5 miles from school – Half fare
- Live 1.5 miles or more from school – Full fare

For questions about transportation, visit schools.nyc.gov/offices/transportation or call (718) 392-8855.

Discipline and Safety policies help ensure that school is a place where students feel comfortable, safe, and respected. Learn how to prevent and respond to bullying. Initiatives such as Respect for All, the new Discipline Code and cell phone policy, and the social media guidelines promote and support positive behavior from students, staff, and the entire school community.

Student Discipline Code

The Discipline Code helps support a safe school environment to ensure that students grow socially and academically. All members of the school community must know and understand the standards of student behavior and the consequences if the standards are not met. The Discipline Code provides schools with guidance options and responses that address inappropriate conduct and teach students positive social skills.

The Discipline Code applies to all students in grades K-12, with specific sections for grades K-5 and grades 6-12. Within each section, there are five levels of infractions, from uncooperative to violent behavior, and a range of guidance and disciplinary responses. Possible guidance interventions include counseling, mediation, and conferences. Disciplinary responses include parent conferences, detention, or suspensions.

Review and discuss with your child the full Discipline Code, which is available at your school or online at schools.nyc.gov/disciplinecode.

WHERE DOES THE DISCIPLINE CODE APPLY?

- At school—before, during, and after school-day hours
- While traveling on vehicles funded by the NYC Department of Education
- At school-sponsored events
- Off school premises when student behavior disrupts the education process or the school community

Social Media Guidelines

Students should use social media responsibly, inside and outside of school. Use the guidelines to talk to your child about communicating online. The social media guidelines:

- Offer ideas about how to create a smart digital footprint
- Explain what to do with dangerous postings or other hurtful information
- Suggest how to use social media in positive ways

Find the complete social media guidelines and a parent guide: schools.nyc.gov/socialmedia.





Student Cell Phone Policy

All students may now bring their cell phones, computing devices, and portable music players to school. Each school has its own school-based cell phone policy, and students who bring a cell phone to school must use it within the limitations of that policy. Phones may be taken away from students who do not follow the school cell phone policy.

Cell phones may not be turned on or used during any school quiz, test, or examination, or during school fire drills or emergency preparedness exercises. Devices may not be used in locker rooms or bathrooms. Remind your child about responsible

and safe cell phone use: children should avoid walking around with a cell phone visible in public.

Families should direct questions about their school's cell phone policy to the principal or parent coordinator.

Emergency Readiness and Response Protocols

Every school has emergency readiness procedures and a School Safety Plan. Schools must also conduct drills and other exercises to test the response plans. More information about these response protocols is available in multiple languages from your school.

Types of Emergency Drills

Every school prepares for emergencies through three types of responses: evacuation, shelter-in, and lockdown. Emergency readiness training takes place throughout the school year. Speak with your school for additional information.

Emergency Contact Card

Your school keeps an Emergency Contact Card on file to make sure you or a caretaker can be contacted in the event of an emergency. Please provide and update phone numbers and names of adults who can pick up your child in an emergency.

Parent versions of the School Safety Plan are available at your school.
Learn more: schools.nyc.gov/offices/osyd/emergencyreadiness.

Respect for All and Bullying

Each student and staff member brings to our public school communities the richness of New York City's cultural diversity and the desire for respect. Verbal and physical aggression have no place in our schools. The NYC Department of Education works to maintain a safe and supportive learning environment that is free from harassment, intimidation, bullying, and discrimination of any kind. Learn more: schools.nyc.gov/respectforall.

Prevent Bullying

Families play an important role in preventing bullying. Help your child in these ways:

- ▶ Talk to your child about what bullying is and how to stand up to it safely.
- ▶ Check in with your child often and listen.
- ▶ Ask about school, friends, and any concerns.
- ▶ Look for changes in your child, such as low self-esteem, difficulty sleeping, and avoidance of school or social situations.

Also, monitor your child's use of technology: cyberbullying happens when kids bully each other through the computer, text messages, social media, and other electronic devices.

Make sure your child knows that it is important to tell you when he or she feels threatened or bullied. Tell the school principal immediately. Learn more about talking to your child about bullying and how to prevent bullying at stopbullying.gov.

Report Bullying

Bullying is not tolerated in any form. Bullying can take the form of intimidation, discrimination, or harassment, and 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 by another student or by a staff member should report the incident immediately to an adult. Any student with knowledge of bullying should also report the behavior to a school employee or the school's Respect for All liaison, listed on posters throughout the school. Students can also report the behavior through email: respectforall@schools.nyc.gov.

Staff-to-Student Bullying

Report staff-to-student bullying, discrimination, harassment, or intimidation to the Office of Equal Opportunity. Submit a complaint at schools.nyc.gov/oeocomplaintform or call (877) 332-4845. Visit schools.nyc.gov/oeo for more information.

Safety Transfers

If you feel that your child is unsafe at school, meet with a staff member at your child's current school to discuss your concerns. If a safety transfer is necessary, work with your child's school to collect documents relating to the safety issue. The school must submit the request and all supporting documentation to the appropriate Family Welcome Center. Learn more at schools.nyc.gov/transfers or call (718) 935-3500.

PRE-KINDERGARTEN

Pre-Kindergarten teaches children to solve problems, read, ask questions, develop language, 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 schools and New York City Early Education Centers, or NYCEECs.

PRE-KINDERGARTEN ADMISSIONS TIMELINE



Learn more:
schools.nyc.gov/prek.



PRE-K FOR ALL

All children born in 2011 who live in New York City are eligible for pre-K during the 2015-16 school year. Visit schools.nyc.gov/prek for more information about pre-K programs in district schools and New York City Early Education Centers, or NYCEECs.

Why is Pre-K Important?

Pre-K lays the foundation for future success. In pre-K, children learn vocabulary, reading, math, and social-emotional skills to help them succeed in kindergarten, elementary school, and life. Studies show that early instruction leads to better academic performance in later grades.

What is My Child Learning?

Students learn to identify numbers, recognize and write letters, ask questions, take turns, and share with classmates. Students build vocabulary and language through books, rhymes, and songs, and conversations with teachers and classmates. They express themselves creatively through drawing, painting, sculpture, and other art. Students engage in make-believe play.

Five Areas of Learning in Pre-K

In pre-K, instruction and play builds students' abilities in five areas:

- 1. Approaches to Learning:** Students learn to solve problems, be creative and curious, and acquire knowledge.
- 2. Physical Development and Health:** Students learn coordination, health, physical health and safety, and engage in fitness activities.
- 3. Social and Emotional Growth:** Students form positive relationships, learn to express their emotions, and adjust to routines.
- 4. Communication, Language, and Literacy:** Students learn to ask questions; express their thoughts and ideas; and create, comprehend, and communicate meaning.
- 5. Understanding of the World:** Students build knowledge about the world around them and how to apply it in subjects like math, science, social studies, and the arts.

Learning Outside the Classroom

Early childhood education begins well before a child enters school. As a parent, you can help guide learning beyond the school day to expand what your child knows and is able to do. Learn more and find resources at schools.nyc.gov/preklearn.

Gifted & Talented

Gifted & Talented (G&T) programs support the needs of exceptional students. G&T programs aim to deliver accelerated, rigorous, and specialized instruction. Students entering grades K-3 are eligible to participate in admissions, which include a G&T assessment.

Learn more: schools.nyc.gov/giftedandtalented.

KINDERGARTEN ADMISSIONS TIMELINE

1 Find your zoned school by visiting schools.nyc.gov/schoolsearch or calling 311

2 Review the 2016 *Kindergarten Directory*

Fall

3 Contact schools about open house and tour dates

4 Attend a Gifted & Talented information session and submit a request for testing, if desired

1 Go online for important dates and admissions information: schools.nyc.gov/kindergarten

2 Attend a kindergarten information session

3 Submit your kindergarten application

4 If you submitted a request for Gifted & Talented testing, your child will be tested

1 Receive a kindergarten placement

Find out the results of your child's Gifted & Talented test and submit an application, if eligible

Spring

3 Receive Gifted & Talented placement results

Learn more: schools.nyc.gov/elementary.

Elementary School develops children's ability to master learning. In school, students study a variety of subjects to develop the creativity, critical-thinking skills, and problem-solving ability needed to meet the challenges of later grades. These early grades set the foundation for reading, writing, listening, and speaking, as well as math, science, social studies, the arts, and health and physical education.

Kindergarten

Learning to read is essential. Students learn the alphabet, the sounds of letters and words, and how to say them. Teachers read stories aloud to students often. Students share their ideas and feelings through speaking, drawing, and writing, and explore music, movement, and playmaking. In math, students learn about numbers: what they mean, how to count to 100, and how to add and subtract through 10. Students learn about people in their family, school, and community. Students study plants and animals, what things are made of, and how to describe and measure them.

First Grade

Stories and non-fiction texts build students' knowledge of words. In math, students will understand place value and whole numbers, subtract through 20, describe shapes, and tell time. Science includes comparing how animals are alike and different, the properties of solids, liquids and gases, and what causes the change in seasons. Students sing and explore rhythm.

Second Grade

Reading and writing skills continue to grow through a variety of texts; students edit their work and ask questions about what they read ("who, what, when, where, why, and how"). Math includes word problems, addition and subtraction through 100, fractions, and units of measure such as money. Students study New York City history and geography, as well as local government. In science, topics range from the Earth and its make-up to why and how objects move.

Third Grade

Students write to organize information and develop ideas fully. Students learn to solve problems with multiplication and division, and to multiply and divide numbers through 100. World communities and countries are introduced. In science, students describe and compare objects and learn about sound and heat, explore simple machines, and study how animals and plants live and adapt.



DID YOU KNOW?

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.

Helping your child get ready for school shows that school and learning are important.
It also shows your child that you are a real partner in the learning process.

Fourth Grade

Students identify the themes and main ideas of texts, take notes, do research, and organize information. Students solve multi-step word problems and add, subtract, and multiply fractions. The measurement of angles, volume, mass, and time is introduced. New York State history and government are studied in greater depth, as are animals, plants and natural environments. Science also includes electricity and magnetism, and ways that water, land, and air interact.

For more information, see *Student Performance and Promotion Policy* on page 7.

Fifth Grade

Students prepare for the demands of the middle school curriculum by reading more challenging literature, building vocabulary, and developing strategies to determine the meaning of new words. Students will understand figurative language and explain and summarize texts, while also sharing and supporting their own interpretations using evidence. In math, topics include decimals to the hundredth place, more advanced fractions, geometry, measurement, and exponents. The curriculum includes geography; Western cultures and early societies of the Western hemisphere; earth science and ecosystems; and health and nutrition.

Get Ready for Middle School

Prepare: Grade 4

Help your child achieve good grades; learn about middle school options. The middle school application process varies by district.

Apply: Grade 5

Attend open houses and school fairs, and learn about admissions requirements to find the right school for your child. Think about how your child's interests and goals match with the programs offered at the wide array of district and charter middle schools that are available.

MIDDLE SCHOOL ADMISSIONS TIMELINE

- 1 Review the middle school directory online at schools.nyc.gov/middle or through your school



- 2 Meet with your school's guidance counselor to discuss middle school options and the Request for Testing (RFT)

5th
grade
year

September - November

Learn About School Options and Admissions

- 3 Contact schools directly to find out if they have open houses or information sessions
- 4 Attend District Middle School Fairs and other events: schools.nyc.gov/middle.

November - December

Apply

- 1 Receive the middle school application
- 2 Check your child's travel time to schools
- 3 Submit an application to your guidance counselor:
 - ✓ Rank the schools
 - ✓ Sign the application
 - ✓ Make a copy of the application and ask for a receipt

Learning at Home

Help Your Child Expand Knowledge Outside the Classroom

AROUND NYC

- ▶ nycgovparks.org
- ▶ nypl.org
- ▶ bklynlibrary.org
- ▶ queenslibrary.org
- ▶ coolculture.org/parents/getting-started
- ▶ nyhistory.org/childrens-museum

MATH

- ▶ familymath.org
- ▶ mathforum.org

SCIENCE

- ▶ nsta.org/parents
- ▶ ssec.si.edu
- ▶ kids.nationalgeographic.com
- ▶ pbs.org/parents
- ▶ sesamestreet.org/parents

READING

- ▶ reading.org/informationfor/parents.aspx
- ▶ rtinetwork.org/parents-a-families
- ▶ guysread.com
- ▶ readingrockets.org/audience/parents
- ▶ read.gov/cfb



1
Complete any admissions requirements for schools, including auditions, interviews, assessments, or portfolios



January - February

Complete Admissions Requirements



March

Apply to New Middle Schools (optional)

Receive an application for new middle schools, and return it to your guidance counselor

1

May

Receive Application Results

If you want to appeal your match, notify your school and complete an appeal application

Learn more:
schools.nyc.gov/middle.

MIDDLE SCHOOL

Middle School is a pivotal period in a child's academic and social growth. These years lay the foundation for high school and beyond, as students begin exploring and preparing for college. Middle school is also a time of transition that can present physical, emotional, and social changes. Children may have issues with self-esteem, confidence, and independence. Stay involved and know what's going on in your child's life—your child needs your guidance.



DID YOU KNOW?

Middle schoolers tend to lose focus on academics. Speak with the school counselor or principal to keep your child on track.

Sixth Grade

School principals decide how much time students spend on subject areas, except physical education and health, which have specific requirements. Sixth graders read a wide variety of literature, analyzing style, word choice, point of view, and structure. Students write narratives and arguments, and pay close attention to using correct language and tone. In math, students learn algebra and statistics, ratios, and one-variable equations. Sixth graders learn about different forms of energy and the diversity of life on Earth. Social studies classes explore the geography and history of the Eastern hemisphere, the environment and geography of Africa, Asia, Europe, and Australia, and early civilizations.

Seventh Grade

Students write in a variety of genres, including argument writing with multiple perspectives. Students extend their understanding of rate and ratio to solve problems with proportions and percentages; in geometry, students study area, surface, perimeter, and volume. Seventh graders learn about the natural phenomena that have changed the surface of the Earth over time and how matter and energy behave. Students also examine the dynamic balance between humans and other living organisms. City, State, and national history, from the pre-colonial period through the Civil War, are explored. As well, students study visual arts, music, dance and theater.

DID YOU KNOW?

Seventh grade courses, grades, attendance, and State exam scores all impact high school admissions. Work with your guidance counselor or principal to help your child take coursework or classes that exceed the minimum requirements.

Eighth Grade

Eighth graders interpret and analyze a range of texts to prepare for the demands of high school. Students study different writing techniques such as analogies, allusions, and irony. Students also evaluate the logic and reasoning of argument texts. In math, students work with graphs to solve algebraic equations, solve problems using the Pythagorean Theorem, and learn to analyze two and three dimensional figures. Students learn how humans impact the environment and our own health, and how the laws of motion explain the movement of objects on Earth and throughout the Solar System. In social studies, students continue to explore Reconstruction, industrialization, reform movements, major global wars, and America in the modern age. Students also study visual arts, music, dance, and theater.

For more information, see *Student Performance and Promotion Policy* on page 7.



DID YOU KNOW?

Don't wait until high school to plan for college. Make sure your child is getting good grades and is involved in activities early.

7TH AND 8TH GRADE ACADEMIC REQUIREMENTS

Subject	Grade 7	Grade 8
English language arts (ELA)	Full year	Full year
Social studies	Full year	Full year
Math	Full year	Full year
Science	Full year	Full year
Languages Other than English (LOTE)	One full year by end of 8 th grade	
Physical education	Full year	Full year
Health	One semester	
Arts	Two semesters (full year), covering at least two of the following: visual arts, music, dance, or theater	
Technology	Full year	
Library and information skills	One period per week	One period per week
Career development and occupational studies	Duration of study determined by each school	
Home and career skills	Three quarters of a year in either grade	
Bilingual education and/or English as a Second Language (ESL)	Based on student need	

Get Ready for High School

8th
grade
year

Prepare: Grades 6 and 7

Research schools and programs that match your child's interests and learn about each program's admissions requirements through the *High School Directory*. There are over 400 high schools with more than 700 programs to choose from.

Apply: Grade 8*

Attend school fairs, information sessions, and open houses, and visit schools.nyc.gov/high for more information.

*First-time 9th grade students may also participate in the high school admissions process for 10th grade enrollment.

HIGH SCHOOL ADMISSIONS TIMELINE

September - November

Learn About School Options and Admissions

- 1 Read the *NYC High School Directory* and *Specialized High Schools Student Handbook* (2016 directory available at schools.nyc.gov/high or through your school)

Contact schools directly to find out about special events, open houses, or student-guided tours

3

- 2 Search for high schools based on academic interests, borough, size, and more at schools.nyc.gov/schoolsearch. Meet with your guidance counselor to learn about the Specialized High Schools Admissions Test (SHSAT) and auditions for arts programs

- 4 Attend the Citywide and Borough High School Fairs and other events: schools.nyc.gov/choicesenrollment/calendar

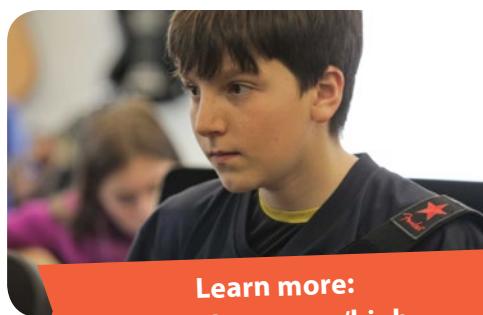
October - December

Apply for Round 1

- 1 Receive your Round 1 high school application

- 2 Complete any admissions requirements for schools, such as the SHSAT, auditions, interviews, portfolios, assessments, and open houses

- 3 Check your travel time to schools



Learn more:
schools.nyc.gov/high.

- 4 Submit a Round 1 high school application to your guidance counselor by December 1, 2015:
- ✓ List up to 12 different programs and schools
 - ✓ Check that each program code on the application is accurate
 - ✓ Make a copy of the application and ask your guidance counselor for a receipt

March

Receive Round 1 Results/Apply for Round 2

- 1 Receive Round 1 results, including the SHSAT test

- 2 Students who did not receive a Round 1 high school offer must apply in Round 2. Students interested in exploring other programs can also apply in Round 2. Students with a Round 1 offer who apply to Round 2 and receive a match will give up their Round 1 offer. Speak to your guidance counselor to learn more.

- 3 Attend the Round 2 Fair
- 4 Submit a Round 2 application to your guidance counselor by the end of March

High School is an exciting time: students have more options, but also more responsibility. Students focus on where to attend college and what kind of career to pursue. Academic grades and coursework, extracurricular activities, internships, and volunteer experience are very important. Your child will need help prioritizing responsibilities and meeting expectations.

Academics

In grades 9-12, students have more flexibility in their coursework. Students are still required to take classes in certain core subjects, but other course options and requirements vary by high school or program. While there are

guidelines for coursework by grade level, some classes may be taken in earlier or later grades, and students may also choose to take more advanced classes. Students should complete the most challenging and rigorous course load possible and take advantage of electives and opportunities for extra help as needed.

Requirements for Graduation with a Diploma

To graduate with a high school diploma, all students must successfully complete 44 course credits in English, math, social studies, science, a foreign language, physical education, health, and art. Students must also pass five New York State Regents exams (or other State-approved alternatives) that measure what students have learned.

To earn a Regents diploma, students must earn a score of 65 on five New York Regents exams (or State-approved alternatives). Students can also earn an Advanced Regents diploma to show greater academic skill. An Advanced Regents diploma requires students to meet all Regents diploma requirements, as well as pass four additional Regents or State-approved

DID YOU KNOW?

Some students, including students with disabilities, are eligible to graduate with a Local diploma.

The Local diploma allows students to pass the five exams with lower scores. Learn more on page 30.

exams (total of nine) and take additional foreign language courses.

Work with your child's guidance counselor to determine whether a Regents diploma or Advanced Regents diploma is a better fit for your child's plans after graduation. Know that without a diploma, options after graduation may be limited.



Diploma Options for High School Graduation

Regents Diploma Minimum Requirements		Subject	Advanced Regents Diploma Minimum Requirements	
NY Regents Exam (minimum score of 65)	Course Credits		NY Regents Exam (minimum score of 65)	Course Credits
1 exam ► English Language Arts	8 course credits	English Language Arts	1 exam ► English Language Arts	8 course credits
1 exam ► Algebra I ► Geometry OR ► Algebra II	6 course credits Minimum of 2 credits in advanced Math (e.g. Geometry or Algebra II)	Math	3 exams ► Algebra I ► Geometry AND ► Algebra II	6 course credits Minimum of 2 credits in advanced Math (e.g. Geometry or Algebra II)
1 exam ► Global History and Geography OR ► U.S. History and Government	8 course credits ► Global History: 4 credits ► U.S. History: 2 credits ► Economics: 1 credit ► Government: 1 credit	Social Studies	1 exam ► Global History and Geography OR ► U.S. History and Government	8 course credits ► Global History: 4 credits ► U.S. History: 2 credits ► Economics: 1 credit ► Government: 1 credit
1 exam ► Living Environment ► Chemistry ► Earth Science OR ► Physics	6 course credits ► Life Science: 2 credits ► Physical Science: 2 credits ► Life Science or Physical Science: 2 credits	Science	2 exams ► Living Environment AND ► Chemistry ► Earth Science OR ► Physics	6 course credits ► Life Science: 2 credits ► Physical Science: 2 credits ► Life Science or Physical Science: 2 credits
None	2 course credits	Foreign Language	1 exam ► Languages Other Than English (LOTE)	6 course credits
None	4 course credits Every year	Physical Education	None	4 course credits Every year
None	1 course credit	Health	None	1 course credit
None	2 course credits	Visual Art, Music, Dance, or Theater	None	2 course credits
1 exam ► Any Regents exam OR State-approved assessment of student's choice	7 course credits	Elective Courses and Other Requirements	1 exam ► Any Regents exam OR State-approved assessment of student's choice	3 course credits
5 EXAMS	44 COURSE CREDITS	TOTAL	9 EXAMS	44 COURSE CREDITS

Students who entered high school before 2014 may have different diploma requirements.
Find additional information at schools.nyc.gov/graduationrequirements.

Career and Technical Education (CTE)

Students entering high school have the option of attending a career and technical education (CTE) school. Students who attend CTE schools and schools with CTE programs focus on science, technology, engineering, and math courses aligned to specific careers, while also completing core subjects like English, social studies, and foreign language. Students learn on-the-job skills by working alongside industry professionals. Fields include information technology, health care, media and design, construction and sustainability, engineering, and business.

Learn more: schools.nyc.gov/cte.



Building a College and Career Resume

High school students should take advantage of all academic, extracurricular, and work opportunities to be as prepared as possible for independence after graduation. This is true whether students plan to attend a four-year or two-year college, or enter the workforce or a job training program.

Academics

Students should take more challenging classes to the best of their ability. In addition to meeting Advanced Regents diploma requirements, other types of classes can help students be more prepared for college and careers. Speak with your guidance counselor to learn more about these advanced classes, which may include:

Advanced Placement (AP) classes are college-level courses offered in various subjects like foreign languages, art, English, history, government, math, science, and others.

College Now and CUNY Early College courses are free to high school students, and count toward a CUNY college degree. Courses may be offered in the high school building at the start or end of the school day.

International Baccalaureate (IB) courses 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.

DID YOU KNOW?

Many colleges require students to earn Regents exam scores higher than those required for a diploma.

Diploma Endorsements

Diploma endorsements show successful completion of more difficult work in a specific area. An arts endorsement, CTE endorsement, Honors designation, Mastery in Math, and Mastery in Science are available.

Extracurricular Activities

Colleges and employers prefer students who have demonstrated an interest or skill in an activity or subject. Clubs, sports, and after-school programs also extend classroom learning and help students make friends and build maturity. Speak with your school for more information and visit nyc.gov/dycd.

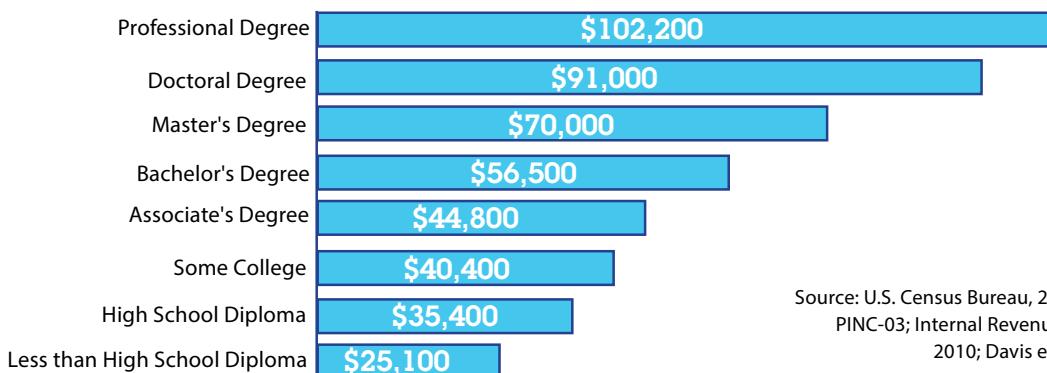
The Public Schools Athletic League (PSAL) provides students with organized athletic programs. PSAL coordinates interscholastic competition for all public high schools in 25 varsity sports. Visit psal.org for more information.

Internships and Work Experience

Job experience develops students' workplace skills, refines their career goals, and creates industry connections. It also helps build responsibility, maturity, and social skills. The summer months are a great time to take advantage of such opportunities. Many schools also offer internships and service-learning experiences throughout the school year. Speak with your school counselor to learn more.

A DIPLOMA MATTERS: THE CONNECTION BETWEEN EDUCATION AND SALARY

People with more education are more likely to earn a higher salary. This chart shows the relationship between education and annual salary.



Source: U.S. Census Bureau, 2012, Table PINC-03; Internal Revenue Service, 2010; Davis et al., 2013.

Additional Ways to Graduate, including the Local diploma and non-diploma credentials, offer students who qualify alternatives to the Regents and Advanced Regents diploma. Other programs help overage or under-credited students earn a diploma and prepare for life after high school.

Local Diploma

In addition to the Regents diploma and Advanced Regents diploma, some students who meet specific criteria can earn a Local diploma. The Local diploma requires the same 44 course credits as the Regents diploma (see chart on page 28), but allows students to pass five New York State Regents exams (or other State-approved alternatives) with lower scores. Speak to your school if you have questions about your child's eligibility for the Local diploma.



Additional Programs

Transfer Schools

Students ages 16 to 21 who have completed at least one year of high school can attend a transfer school. The number of credits required for entry varies by school. Students attend full time during the day, and have tutoring and other support to earn a diploma.

Pathways to Graduation Program

Pathways to Graduation offers programs to help students pass the high school equivalency diploma (formerly the GED®), and prepares them for college and careers. Pathways to Graduation has locations in every borough and offers instruction by State-certified teachers. To enroll, students must be 18 years old (17 under certain circumstances with parent approval).

Learn more about Pathways to Graduation programs: path2grad.org.

Young Adult Borough Centers

Students who have attended four years of high school and earned at least 17 credits are eligible to attend a Young Adult Borough Center. Students must be between ages 17* and 21. Students attend part time and in the evening to earn a high school diploma.

*Students must have completed the school year in which they turn 17. The school year begins July 1.

Adult and Continuing Ed Programs

Adults ages 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: schools.nyc.gov/community/adulted.

Non-Diploma Credentials

Some students with disabilities may earn other credentials in addition to or instead of a diploma. These credentials are not equivalent to a high school diploma, but allow students to show entry-level skills for the workforce:

- ▶ **The Career Development and Occupational Studies** credential allows students to demonstrate mastery of academic and personal behaviors often required in the workplace. This credential can be awarded in addition to a diploma or as a standalone credential.
- ▶ **The Skills and Achievement** credential allows students with severe cognitive limitations or disabilities to show academic achievement.

Learn more: schools.nyc.gov/graduationrequirements.

For a full list of graduation options and resources and program locations, visit tinyurl.com/going4me.

Planning For College means knowing what steps to take. There are many college options, and students and parents should have regular conversations with the school guidance counselor to stay on top of applications and admissions.



Getting Into College

Classes, exam scores, and academic grades are important factors for being admitted to college. Higher grades in challenging classes and a diploma with endorsements will improve a student's chances of being accepted.

Exams Required for College

Students usually need to take at least one college entrance test, such as the SAT or the ACT, for admission into college. Check with individual colleges to determine if either test is preferred. Colleges often use student scores from these standardized, national tests to judge potential

performance in college. Additionally, after college acceptance, your child may still need to take placement exams.

PSAT (Preliminary SAT)

The PSAT is excellent practice for the SAT, one of the college entrance exams. Students in 10th and 11th grade may take the PSAT once at no cost. Your child's score may be an indicator of how he or she will do on the SAT test and could qualify him or her for potential scholarships. The non-profit organization College Board administers this test.

Learn more: collegeboard.org/student/testing/psat

COLLEGE AND CAREER RESOURCES

- ▶ College Planning Handbook: tinyurl.com/collegeplanninghandbook
- ▶ Planning for Success: Supporting Transitions through High School to College and Career: schools.nyc.gov/offices/opsr/parent+guide
- ▶ New York State College Graduation Requirements: schools.nyc.gov/graduationrequirements
- ▶ New York State Higher Education Services Corporation: hesc.ny.gov
- ▶ Career Zone: careerzone.ny.gov
- ▶ Big Future by the College Board: bigfuture.collegeboard.org/college-search
- ▶ NYC College Line: nyc-collegeline.org
- ▶ Checklists for Academic and Financial Preparation: studentaid.ed.gov/prepare-for-college/checklists
- ▶ College Planning Handbook for English Language Learners and their Families: schools.nyc.gov/academics/ell/familyresources/hs+college+handbook

SAT

The SAT is a multiple choice and essay exam, designed to measure reading, math, and writing skills. It is generally taken by students twice: once in both 11th and 12th grade. Colleges will usually consider a student's highest scores when making admissions decisions. Fee waivers and disability accommodations are available, if needed. The College Board administers this test.

SAT Subject Tests

Typically required by more selective colleges, these tests measure knowledge of a specific subject. Your child should take SAT Subject Tests immediately after finishing the relevant course in high school. Fee waivers and disability accommodations are available, if needed. The College Board administers these tests.

Learn more about these tests:

sat.collegeboard.org/home.

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. Please check testing requirements for the colleges to which your child will apply. Fee waivers and disability accommodations are available, if needed. For more information, visit act.org.

College Applications

Completing college applications and other tasks required for acceptance into college and career programs can be time consuming. Work with an advisor, counselor, or teacher at your child's school to make a plan for researching, preparing, and submitting applications on time. Applications often require letters of recommendation from teachers, transcripts and college entrance exam scores, and essays or writing samples.

Learn more: bigfuture.collegeboard.org/get-in.

The SAT exam will change in 2016: in spring 2016, the new, redesigned SAT will be administered. The test will be scored on a 400 to 1600 point scale, and the essay will be optional. For a full description of changes, visit collegereadiness.collegeboard.org.

College Application Timeline

There is a college for every type of student. Help your child consider how his or her interests and goals match with the programs at different schools, and work with your school during the college planning and application process. Before applying, take time to visit schools so that your child can get a feel for the campus and culture. Use the timeline below as a guide, but contact your school directly and ask whether this timeline is the one that best fits your child.



- | | |
|--------|---|
| Fall | <ul style="list-style-type: none">▶ Get involved in clubs and sports teams and seek out volunteer experiences.▶ Sign up for a formal email address that includes only your child's full name. Students will need this for their résumé.▶ Build relationships with teachers: they may later write recommendations for your child for college, jobs, and internships. |
| Spring | <ul style="list-style-type: none">▶ Emphasize good grades. An overall grade point average (GPA) of 80 or above will offer your child the most opportunities. |

10th Grade

Fall

- ▶ Register for a free collegeboard.org account to get information about college admissions exams, colleges, financial aid, and much more.
- ▶ Take the PSAT in October.
- ▶ Review your child's PSAT scores with the college advisor, counselor, or teacher.

Spring

- ▶ Sign up for SAT subject tests (in June) for subjects in which your child earned at least an 80.
- ▶ Help your child write a résumé and practice interview skills for jobs and colleges.

11th Grade

Fall

- ▶ Review SAT scores and transcripts, and begin to research colleges. Have your child meet with the school guidance counselor to learn about types of colleges.
- ▶ Make a college list that includes a handful of schools your child is more and less likely to get into. Review the list with the guidance counselor.
- ▶ Visit as many schools on the list as possible.
- ▶ Encourage your child to begin working on college essays. Check with individual colleges for essay requirements.

Spring

- ▶ Sign up for an SAT prep course and register for the actual SAT (offered at least seven times per year).
- ▶ Help your child choose teachers to ask for recommendations at the end of the school year.
- ▶ Look into New York State Opportunity Programs, which help students gain admission to two-year and four-year colleges and provide academic support, financial aid, and individual counseling. Eligibility depends on the college or university. Contact college admissions offices for more information.

12th Grade

Fall

- ▶ Take the SAT for a second time in the fall.
- ▶ Finalize a list of colleges.
- ▶ Remind your child to request teacher recommendations from two teachers.
- ▶ Help your child organize important dates for all of the colleges on the list.
October: Submit City University of New York (CUNY) applications, including a request to send SAT/ACT scores.
November: Submit State University of New York (SUNY) applications, including additional materials and SAT/ACT scores.
December: Submit private school applications, including essays and SAT/ACT scores.

Spring

- ▶ Review college decision letters and financial aid packages with the school counselor, and decide where to enroll.
- ▶ Complete all necessary registration, housing, and medical forms, and submit any required deposit to secure your child's admission.

Summer

- ▶ Remind your child to check mail and email for updated information from the college about enrolling in classes, orientation, and any test requirements. Review all the letters with your child's counselor.
- ▶ Encourage your child to stay in touch with his or her high school after graduation. Your child might be able to help mentor younger students through the college application process.

Financial Aid can help almost every student and family afford college. Learn about the FAFSA application, the types of aid available, and the average cost of attending college.

What is Financial Aid?

Financial aid helps students pay for college through grants, scholarships, work study, and loans. Financial aid allows almost every student to afford college, and can drastically reduce college costs.

Applying for Financial Aid

Students and their families must submit the Free Application for Federal Student Aid (FAFSA) to be eligible for many types of financial aid toward college. The FAFSA walks students and parents through a series of basic questions about family income. Families must submit the FAFSA for every year that a child attends college, as well as file taxes annually.

Complete the FAFSA online, for free, at fafsa.ed.gov. For help completing the FAFSA, speak to your school guidance counselor, teacher, or principal, or visit understandingfafsa.org for a detailed walkthrough and guide, available in English and Spanish.

DID YOU KNOW?

Students who complete the FAFSA are more than twice as likely to enroll in college.

Source: NYC Department of Education
FAFSA Completion Pilot Project

Types of Financial Aid

By filling out the FAFSA, students are eligible for:

Grants: Provided by federal and state governments, as well as colleges. Grants are based on student and family need, and do not need to be paid back.

Scholarships: 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.

Work Study: Allows students to earn money toward college expenses through part-time work on campus or at community jobs.

Loans: Provides students and families money for college that must be paid back. The federal government offers low-interest loans to students with financial need.

NY State Tuition Assistance Program: Offered to eligible students who live in New York State. The Tuition Assistance Program is a grant toward certain New York colleges or universities. Find information on eligibility, how to apply, and FAQs at hesc.ny.gov.



► Visit collegecost.ed.gov/scorecard to estimate the price for a particular college.

College Costs

Money concerns should not prevent families and students from exploring all options—but it is important to understand the cost of college. The biggest college expense is usually tuition, or the price colleges charge for classes. There are four other categories of expenses included in the total cost of attendance:

- ▶ Room and Board (housing, meals, utilities, parking expenses)
- ▶ Books and Supplies
- ▶ Personal Expenses
- ▶ Transportation and Travel

Whether a college is affordable for you will depend on your personal financial aid package for a specific school. Expenses vary for every student. Below is the average cost of attendance, or "sticker price," per year for students who attend a four-year college and live at home. This cost is measured *before* any financial aid is considered. Thanks to financial aid, most students do not pay this cost of attendance.



COST PER YEAR FOR STUDENT ATTENDING A FOUR-YEAR SCHOOL AND LIVING AT HOME*

College	CUNY	SUNY	Private College Near NYC
Tuition and Fees	\$6,480	\$7,582	\$38,800
Room and Board (housing, meals, utilities, parking expenses)	\$3,066	\$3,860	\$4,513
Books and Supplies	\$1,304	\$1,270	\$1,100
Transportation and Travel	\$1,020	\$1,890	\$1,000
Personal Expenses	\$1,798	\$1,530	\$1,100
TOTAL COST OF ATTENDANCE	\$13,668	\$16,132	\$46,513

*Based on the spring 2015 term

Private colleges and universities are often more expensive than public ones, but can sometimes offer more financial aid and scholarships.

Financial Aid Resources

- ▶ Seven Easy Steps to the FAFSA: finaid.ucsb.edu/fafsasimplification
- ▶ Understanding FAFSA: A How-To Guide for High School Students: understandingfafsa.org
- ▶ U.S. Department of Education FAFSA Tips: ed.gov/blog/2015/01/parents-tips-to-help-your-child-complete-the-fafsa

- ▶ U.S. Department of Education College Value and Affordability Guide: collegecost.ed.gov
- ▶ NYC Department of Education: schools.nyc.gov/offices/opsr/financialaid
- ▶ Financial Aid Loan Calculator: finaid.org/calculators/loanpayments.phtml
- ▶ Financial Aid for Undocumented Students: iacac.org/undocumented/admission-policies

NOTES



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 driver's license, learner's 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 brooklynpubliclibrary.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
Date of Birth (Month/Day/Year)	<input type="checkbox"/> Male <input type="checkbox"/> Female	
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 brooklynpubliclibrary.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 باللغة العربية من هذه الوثيقة، نرجو الاتصال بمنسق شؤون الأباء بمدرستك، أو زيارة الموقع الإلكتروني أدناه.

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如果您需要本資訊的中文版本，請向您子女學校的家長專員詢問，或者到下面的網址查看。

Pour consulter une version française de ce document, contactez le coordinateur des parents de l'établissement scolaire de votre fils(fille), ou visitez le site Internet indiqué ci-dessous.

Pou jwenn yon vèsyon dokiman sa a an Kreyòl Ayisyen, kontakte koödonatè paran nan lekòl ou a, oswa ale nan sitwèb pi ba a.

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Para obtener la versión en español de este documento, comuníquese con el Coordinador de Padres de su escuela o ingrese al sitio web que figura más abajo.

اس دستاویز کی اردو اشاعت کے لیے اپنے اسکول کے والدین ربط دیندہ سے رجوع کریں یا ذیلی ویب سائٹ دیکھیں:

Learn More

The NYC Department of Education offers additional information about your child's education and ideas on how you can support learning, both 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**.



It is the policy of the Department of Education of the City of New York not to discriminate on the basis of race, color, religion, national origin, citizenship/immigration status, age, disability, marital status, sex, sexual orientation, or gender identity/expression in its educational programs and activities, and to maintain an environment free of sexual harassment, as required by law.