

# A.C.E. ACADEMY FOR SCHOLARS

## 2021 - 2022 Family Handbook

Philosophy, Policy and Procedures



Accountability. Courage. Excellence.

*"We believe we can do all things and become anything we dream.  
We are responsible for ourselves and our actions.  
We have compassion for others and we will create a better world.  
If we believe and work hard, we will achieve."*

~ A.C.E. Academy's Creed - Theory of Action

# Table of Content

## Section 1: School Information

Principal's Welcome	4
Mission and Vision	5
Instructional Philosophy	5
PS 290 Core Values	5
Creed	5
What Makes Us Special?	5
The ABC's of PS 290	6
School Calendar	7-8

## Section 2: Attendance and Policies

School Hours and Arrival Times	9
School Dismissal	9
Scholar Tardiness	9
Scholar Absences	9
Doctor Appointments	9
Anticipated Absences	9
Early Pick Up	9
School Closings/Delays	10
Change of Address	10

## Section 3: Scholar Procedures

Dress Code	10
Cellular Phones and Electronic Devices	10
Telephone Use	10
Lost and Found	10
Homework	10
Breakfast	10
Lunch	11
Hallway Expectations	11
Bathroom Use	11
Field Trips	11
Busing	11
Afterschool	12
Library	12

#### **Section 4: The Home – School Connection**

Parent Association	12
Meetings with School Faculty	12
Volunteering at P.S. 290	13
Parent Teacher Conferences	13
Translation and Interpretation	13
Scholar Records and Face to Face Letters	13
Celebrations, Performances and Projects	13
Communication	13-14

#### **Section 5: Scholar Health and Safety**

Emergency Contact Information	14
Immunization Status	14
Scholar Medication	14
Scholar Illness at School	14
Special Education	15
504 Accommodations	15
English Language Learners	15
Fire Drill Procedures	15

#### **Section 6: Academic Disciplines**

Mathematics	15-16
Literacy	16-17
STEAM	17
Global Connections	17-18
Health & Physical Education	18
Performing Arts	18-19
Responsive Classrooms	19

#### **Section 7: Academic and Disciplinary Policies**

Response to Intervention	19
Parent Conference	19-20
Removal from Class	20
Suspension	20

#### **Section 8: Community Resources for Families**

New York City Department of Education Resources	21
Faculty	22

# *Principal's Welcome*

It is with great enthusiasm and excitement that I welcome all families, faculty, staff members and community partners to a new and exciting school year at A.C.E. Academy for Scholars. I am honored and humbled to continue to build on P.S. 290's strong foundation and vision. P.S. 290 is a school where scholar needs, interests, and voices are honored and valued and where families, faculty, and staff members collaborate and come together as a community. It is because of these values that the path to excellence has been paved and together our school community will continue to thrive and enhance the wonderful practices and programs to positively impact every scholar's academic performance and school experience.

As Principal, I am excited to journey with all of you to ensure that our scholars receive a holistic educational experience and become life-long learners. As we usher in a new school-year, we look forward to continuing to foster our scholars' curiosity, passion for learning, through our academic, arts, and social-emotional programs. With each new year, we welcome new experiences, foster relationships, and work together to make our community grow and flourish.

As educators, we believe our scholars will achieve and create opportunities for learning, both in the classroom and beyond. I eagerly await the opportunity to meet all of you personally and begin our journey together into the 2021-2022 school-year!

Warmly,

*Jose Luis Jimenez*

## **Mission**

Our school creates real-world connections using a cross-disciplinary approach through project-based learning to foster our scholars' independence, perseverance, and self-expression. Scholars will learn to trust in their own capacity and competence through trial and error. They will embody personal accountability, courage, and excellence. We will give our scholars the tools and assist them in developing skills to adapt and keep up with today's technological world. We create an inclusive community where scholars use their reasoning and empathy. Scholars will use what they have learned to become advocates for progress in their local communities and in the world at large.

## **Vision**

We have a common goal to develop the whole child in order to promote deeper learning through critical and collaborative thinking. Through unique and equitable learning experiences, scholars will acquire knowledge and develop skills to help them think logically, creatively, and productively. Scholars will understand that their mindsets, words, and actions have an impact on the world around them.

## **Instructional Philosophy**

### **Core Values:**

*Accountability* - Be Accountable

*Courage* - Be A Courageous Learner:

*Excellence* - Always Do Your Best.

### **P.S. 290 Creed**

"We believe we can do all things and become anything we dream. We are responsible for ourselves and our actions. We have compassion for others and we will create a better world. If we believe and work hard, we will achieve."

## **What Makes Us Special?**

P.S. 290 is dedicated to the highest levels of scholar achievement. Our scholars perform with distinction because of our innovative approach to teaching and learning. Our balanced literacy program includes a comprehensive phonemic awareness and comprehension component. We expect our scholars to compete at an international level. At P.S. 290, scholars study Global Connections, which emphasizes the link between the classroom and the international culture around us. Our school is a college readiness school; as a result, our Arts and Sciences course provides scholars with a liberal arts college education approach, where they create, discover, explore, and express their thoughts and ideas, preparing them for elementary school and beyond.

In addition to our rigorous academic programs, P.S. 290 distinguishes itself by its commitment to developing the character of each scholar. Starting at the Kindergarten level, scholars meet in small groups that offer a personalized focus on social development and civic service. By living our core values of accountability, courage, and excellence, P.S. 290 exemplifies a harmonious community that strives for excellence academically and socially.

P.S. 290 nurtures and develops each scholars' achievement through a collaborative approach. Our teachers meet regularly during common planning preparation periods, using classroom data to drive personalized instruction. Our partners support our work, making generous donations of time and treasure. Finally, our parent involvement is of paramount importance and helps to ensure our scholars' success.



**A**lways be accountable

**B**e courageous

**C**itizenship

**D**edication to excellence

**E**ffort = Success

**F**riendship

**G**o Green!

**H**elp others

**I**magine

**J**ourney to college

**K**ind to others

**L**isten carefully

**M**ind your manners

**N**eat and organized

**O**ne mic

**P**repared to learn

**Q**uestion

**R**espect

**S**tudy

**T**ake initiative

**U**niform

**V**olunteer

**W**onder

**X**enial

**Y**es you can!

**Z**est for learning



# NYC Department of Education School Year Calendar

2021–2022

This is the 2021–22 school year calendar for all K–12 NYCDOE public schools. If your child attends a private, parochial, or charter school, please contact your child’s school for information about their calendar. Please note the following reminders:

- November 2, Election Day, will be a fully remote, asynchronous instructional day for all students.
- On “Snow days” or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.
- Parent-teacher conference dates are the citywide defaults; individual school dates might differ from those below. Your child’s teacher will work with you to schedule your conference.

DATE	WEEKDAY	EVENT
September 13	Monday	First day of school for students
September 16	Thursday	Yom Kippur, schools closed
October 11	Monday	Italian Heritage Day/Indigenous Peoples’ Day, schools closed
November 2	Tuesday	Election Day, fully remote, asynchronous instructional day
November 3	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.
November 4	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
November 10	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
November 11	Thursday	Veterans Day, schools closed
November 12	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 17	Wednesday	Evening parent-teacher conferences for middle schools and District 75 school programs.
November 18	Thursday	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 25–26	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–31	Friday–Friday	Winter Recess, schools closed
January 17	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 25–28	Tuesday–Friday	Regents Administration



DATE	WEEKDAY	EVENT
January 31	Monday	Professional Development day for 9–12 and 6–12 schools, students in these schools do not attend
February 1	Tuesday	Lunar New Year, schools closed
February 2	Wednesday	Spring Term begins for semester-based schools
February 21–25	Monday–Friday	Midwinter Recess, schools closed
March 2	Wednesday	Evening parent-teacher conferences for elementary schools and K–8 schools.
March 3	Thursday	Afternoon parent-teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
March 9	Wednesday	Evening parent-teacher conferences for middle schools and district 75 schools and programs.
March 10	Thursday	Afternoon parent-teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 16	Wednesday	Evening parent-teacher conferences for high schools, K–12, and 6–12 schools.
March 18	Friday	Afternoon parent-teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
March 29–31	Tuesday–Thursday	3–8 ELA Assessment administration
April 15–22	Friday–Friday	Spring Recess (includes Good Friday and Passover), schools closed
April 26–28	Tuesday–Thursday	3–8 Math Assessment administration
May 2	Monday	Eid al-Fitr, schools closed
May 30	Monday	Memorial Day, schools closed
June 7	Tuesday	Clerical Day, K–5, K–6, 6–8, and K–12 schools and D75 programs, students in these schools do not attend
June 9	Thursday	Anniversary Day, Chancellor’s Conference Day for staff development, students do not attend
June 15–24	Wednesday–Friday	Regents Administration
June 20	Monday	Juneteenth (observed), schools closed
June 27	Monday	Last day of school for students

NYCDOE School Year Calendar 2021–22

### STATE TESTING DATES

**MAR 29 – 31** | New York State English Language Arts State Test

**April 19 – June 9** | New York State English as a Second Language Test (NYSESLAT) - Speaking portion

**APR 26 – 28** | New York State Mathematics State Test

**MAY 17 – June 9** | New York State English as a Second Language Test (NYSESLAT) Reading, Writing, Listening

**June 7 – 9** | New York State Science Performance Test

**JUN 1 – 9** | New York State Science Written Section

## **SECTION 2: Attendance and Policies**

### **School Hours, Office Hours and Arrival Times**

The school day begins at 8:00am every day and ends at 2:20pm every day. Breakfast in the Classrooms from 8:00am to 8:30am. Arrival for Pre-K scholars is between 8:00am to 8:15am and will have breakfast in their classroom family style upon arrival. 1st -2nd grade scholars will enter the building through the main entrance and 3<sup>rd</sup> – 5<sup>th</sup> grade scholars will enter through the basketball court entrance. Pre-K and Kindergarten scholars will enter the building through the Tonsor Street entrance. Once scholars enter the building in the morning they may not leave, unless a parent or guardian comes to the school to pick them up. Scholars picked up before dismissal must be signed out in the main office. Parents/guardians must pick up their child promptly at 2:20pm unless their child takes the bus, is in our after school program, or in an enrichment group.

After they exit, scholars are only allowed back in the building if there is unforeseen circumstances. Office hours are from 8:00am-3:00pm.

### **Scholar Tardiness**

Scholar attendance is mandatory under New York State Law. Being on time is an important part of preparation for school and demonstrates a commitment to academic success. Scholars who arrive after 8:10am are considered late. Scholars will be marked late and then they will head to their classroom.

### **Scholar Absences**

One of the most important factors of scholar success is attendance in school. Families are expected to call or email the school to explain their child's absence from school. A note from a doctor or health-care professional should be provided in cases of extended or frequent absence due to illness. If scholars have been

absent from school for reasons other than illness, documentation of the reason for the absence is to be presented to the school. Excessive absences can result in major gaps in the instructional experience and may negatively affect your child's academic achievement. As a result, please bring your child to school every day to maximize their educational experience and academic outcomes

### **Doctor Appointments**

We understand that quality, frequent health care is important for our scholars. We also do not want that care to interrupt their school day. Please do not keep your child home all day because of a medical appointment and try to make appointments after school so scholars can participate in all school activities. We thank you in advance.

### **Anticipated Absences**

Please plan your vacations with the school calendar in mind. In rare cases, scholars may know ahead of time that they will be out of school for more than one day. It is critical that you submit documentation to the school two weeks in advance, and notify your child's homeroom teacher. This will allow time for scholar work to be prepared. While we will do our best to provide scholar work, there is simply no replacement for scholar daily attendance.

### **Early Pick-Up**

If a scholar is ill or is getting picked up early for another reason, the parent or family member age 18 or older must go directly to the Main Office to sign the child out. The school staff will assist the family member with contacting the child and helping them get his or her belongings to leave. Parents/guardians may wait in main office until the child is ready.

If you are picking up your scholar for any other reason than an illness, they must be picked up by 1:45pm. This is to ensure scholars are sent to their appropriate area for dismissal.

NOTE: Scholars picked up after 12pm will be marked with a partial absence.

### **School Closings/Delays**

Decisions to delay or close school due to inclement weather are made by the Chancellor. Local news outlets, as well as the New York City Department of Education webpage, <http://schools.nyc.gov> will broadcast information regarding school closings.

### **Change of Address**

If you move, your telephone number or e-mail address changes, please notify the school main office immediately. We need the correct information in case of emergencies and new BLUE cards will need to be completed.

## **SECTION 3: Scholar Procedures**

### **Dress Code**

Children at PS 290 are encouraged to wear a school uniform. We are first and foremost concerned for your child's safety. Uniforms allow us to identify our scholars and to make sure we can see them at all times such as in the play yard and on field trips. Uniforms are also a sign of professionalism. All of the teaching faculty dress professionally, and we expect the same of our scholars.

The PS 290 suggested uniform consists of the following:

- Hunter green collared shirt or blouse or PS 290 t-shirt.
- Khaki pants, jumpers, or shorts (appropriate length)
- Shoes should be sneakers or any style that is comfortable and durable
- Sweaters and jackets may be any color.

Scholars are encouraged to be in uniform every day.

### **Cellular Phones and Electronic Devices**

In accordance with the Mayor and Chancellor, there are no electronic devices permitted in school at any time during the day, including lunch, physical education, and recess. Cellular phones, iPhone watches, MP3 players, digital cameras, and video game systems are strictly prohibited. They are a distraction to learning and can be targets of unnecessary theft. If a faculty member sees a scholar with one of these devices, they will be confiscated. The scholar will receive a letter stating that the item has been taken and a parent must come to school to claim the item. The school is not responsible for the theft of any prohibited electronic devices. A separate cellular policy will be sent out to all families.

### **Telephone Use**

If a scholar needs to contact a family member in an urgent situation, then he/she should notify his/her teacher immediately. The teacher will be able to direct the scholar to an appropriate phone.

### **Lost and Found**

Lost and found bins can be found in the PTA Room, C20, and basement level. Items that are turned over to the lost and found are kept for three months. After three months, unclaimed items are donated to local charities or disposed. Please label all scholar items and clothing to easily identify and return missing items.

### **Homework**

Homework is a necessary part of practicing academic skills. Scholars are expected to complete and submit all homework assignments in on time.

### **Breakfast**

School breakfast is available to all scholars at no cost during the school year. Breakfast menus are updated monthly by the Office of School

Food at [www.opt-osfns.org/osfns/](http://www.opt-osfns.org/osfns/). Breakfast is provided in classrooms daily. Scholars are responsible for cleaning up their own area, recycling items, and remain seated during breakfast.

## **Lunch**

Lunch is available to all scholars at no cost. Lunch menus are updated monthly by the Office of School Food at: [www.schools.nyc.gov/school-life/food/menus](http://www.schools.nyc.gov/school-life/food/menus). Lunchtime procedures include the following:

1. Scholar will line up at the appropriate door one behind the other in an orderly manner.
2. Scholars will receive a tray and select from the available food for that day.
3. They will be courteous to the lunchroom staff.
4. Scholars will remain seated at all times, unless they are disposing of their food.
5. Scholars must clean up after themselves, recycle their trays and follow all directions of the school staff.
6. Scholars who are permitted to go to the gymnasium or schoolyard are not permitted to bring any food outside of the cafeteria.
7. At no time are any electronic devices allowed.
8. Scholars may not bring any toys to the cafeteria or schoolyard.

Scholars who fail to follow these procedures will be given a warning for their behavior. Subsequent infractions will result in other disciplinary measures.

## **Hallway Expectations**

Scholars must be with an adult, their class, or one of their classmates at all times in the hallway. Scholars are expected to move quickly and quietly through the hallway.

## **Bathroom Use**

Scholars are expected to use good judgment when they need to use the bathroom. The best times to use the bathroom are during lunch or during the morning or afternoon bathroom breaks. If a scholar has a medical condition that requires frequent bathroom use, please bring this to the attention of the child's teacher immediately with supporting documentation from the doctor.

## **Field Trips**

Out of classroom learning is a critical piece of an overall academic program. PS 290 sponsors many field trips during the course of the year in all academic areas. The goal of these trips is to provide a learning experience outside of the classroom to enhance the curriculum. Scholars are expected to attend all academic trips in order to receive the most comprehensive academic experience. Before a trip takes place, scholars will receive a permission slip from the school with information about the trip, including the trip coordinator. Please provide an emergency contact number on that form, as well as a signature and any medical or physical restrictions. Parents and family members are necessary to chaperone school trips. Please contact your child's teacher if you would like to chaperone a trip.

## **Busing**

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment. If your family lives in District 24, and is farther than ½ mile but less than 5 miles away, then you may qualify for yellow bus service. In addition to the distance requirement, routes are only created when a minimum of 11 scholars can be served. Please contact the main office if you would like to inquire about this service for your child or contact Office of Pupil Transportation directly at Tel. No. (718) 392-8855 or go to: [www.schools.nyc.gov/school-life/transportation/transportation/bus-eligibility](http://www.schools.nyc.gov/school-life/transportation/transportation/bus-eligibility)

## **After School**

Maspeth Town Hall runs a fee based After School Program at P.S.290. The After School Program will begin on Monday, September 20, 2021 for Pre---Kindergarten to 5<sup>th</sup> grades. Applications are available on our website, [www.ps290q.com](http://www.ps290q.com) or in the main office. For more information please contact Maspeth Town Hall directly at Tel. No. (718) 335-9284 or visit their website, [www.maspethtownhall.org/ps290feebased](http://www.maspethtownhall.org/ps290feebased).

In addition, P.S. 290 offers 2 cycles of enrichment programs that are once a week for approximately 8 weeks. Enrichment notices and offerings are backpacked before each cycle begins.

## **Library**

Scholars have the opportunity to utilize the school library during the school day with their class at their designated scheduled time. The following are the general library guidelines:

### Borrowing Books

- Scholars may borrow a total of 3 books at a time.
- Borrowed books must be maintained with the utmost care.

### Returning Books

- Scholars should return books during first period.
- Books must be returned or renewed by the due date (2 weeks from checkout date).
- Books must be returned in the condition they were borrowed.

### Overdue Books

- Scholars who have overdue books will not be permitted to borrow more books until the overdue books are returned.

- A notice will be sent to advice of overdue books.
- If overdue books are not returned after 3 notices have been sent, books will be considered “lost”.

### Lost or Damaged Books

- The replacement price will be charged for lost or damaged books up to a maximum of \$15/book. Normal wear and tear on library books is expected, as books are used by many scholars. However, when the book is deemed too soiled for circulation (stains, odors, writing, etc.) or pages and/or covers have been ripped, broken, or water damaged, then the library may bill the borrower as if it were lost.

## **SECTION 4: The Home – School Connection**

### **Parent Teacher Association (PTA)**

If you are looking for an excellent way to get involved at PS 290, then you may want to consider volunteering for a Parent Teacher Association (PTA) committee, activity or event. The Parent Teacher Association is dedicated to supporting our school and our scholars through fundraising activities, events and workshops. The PTA can be reached via email at [ps290qpta@gmail.com](mailto:ps290qpta@gmail.com).

### **Meetings with School Faculty**

PS 290 welcomes parental input and involvement. If you would like to meet with your child’s teacher or any other faculty members, please schedule an appointment to ensure everyone’s availability. In addition, every Tuesday from 2:20pm – 2:50 pm is Parent Engagement. Parents/guardians may also use this time to meet with their scholar’s teacher.

## **Volunteering at PS 290**

PS 290 is a service-oriented school, so we love parent volunteers! You can donate your time, talents, or treasures. Please contact the Parent Coordinator at

*jguevaralawson@schools.nyc.gov* to arrange a time to come in and discuss what you would like to do to help. Your help and support is greatly appreciated.

## **Parent Teacher Conferences**

There are specific times during the year where PS 290 hosts Parent Teacher Conferences. A parent teacher conference is a short meeting between you and your scholar's teacher to talk about your scholar's academic performance and experience at school. This year, the first sessions will be a Meet the Teacher Night which will take place on Thursday, September 30, 2021. Our three Parent-Teacher Conferences will be held on Thursday, November 4, 2021, Wednesday, and March 3th, 2022. These meetings help you understand what your child is experiencing and learning at school, and what you can do to support them. If your child is having trouble, parent teacher conferences also give you and the teacher time to plan how you can both help them best.

## **Make the Most of Your Parent Teacher Conference**

- Talk to your child before going to the conference. Ask them if they would like you to speak about anything particular with the teacher.
- Ask your child what their strongest and weakest subjects are, and which ones they like most and least.
- Review your child's academic progress, test scores, and attendance on your NYC Schools Account (Contact Parent Coordinator for access).
- Make a list of questions you have and topics that you want to discuss with the

teacher. Include things that might help them understand your child's challenges, strengths, and interests. Describe what you see as your child's strengths and explain where you think your child needs more help.

## **Translation and Interpretation Services**

Translation and interpretation services are available at parent teacher conferences and throughout the year. Contact your school's parent coordinator for more information.

## **Scholar Records and Verification Letters**

Families have the right to receive scholar records or letters to verify scholar enrollment in our school. In order to receive any documentation, please make a written request to our school secretary. In order to receive any personal information, a parent or guardian must come to the school to pick up the requested information and sign for it; information will not be given directly to scholars.

## **Celebrations, Performances and Projects**

PS 290 understands the importance of recognizing scholar achievement. Our school conducts frequent celebrations, including: Academic Fairs, Arts and Science Fairs, Publishing Parties, Theater Performances, Unit Celebrations, Service Projects and more.

Families are also welcome to visit during Open Schools Week which occurs twice a year. This is an opportunity for families to observe their scholars class during a particular subject or participate in an activity with their scholar. Notices will be sent out a calendar of all celebrations, performance events.

## **Communication**

In an effort to "Go Green", reduce the use of paper communication and provide up-to-date information please visit our website, [www.ps290q.com](http://www.ps290q.com). In addition we will be using the messaging app, "remind" as our main

communication tool for school announcements, information and updates.



To download on a desktop computer, tablet, iPhone and/or Android phones open your web browser and go to the following link **rmd.at/ps290q** and follow the instructions to sign up for Remind. You can also download the app in the Google Play Store or Apple Store and follow sign up instructions and select ps290q.

We encourage you to also stay connected via the following P.S. 290q social media sites:



**Facebook**  
**@ps290Q**



**Twitter**  
**@ps290q**



**Instagram**  
**@ps290q**

## **SECTION 5: Scholar Health and Safety**

### **Emergency Contact Information**

Scholar safety is a priority at PS 290. With this in mind, we must have an emergency information card, also known as a “blue card” within the first week that your child attends PS 290. Please take a moment to write down the relevant information in the event that we need to contact you. In case of emergency, we need to follow the information on that card. If there is any family member who may not pick up your child because of a court order, we also need to know that to better assist you. Again, please also notify us if the contact information changes, as we want to have the most updated information for your family. Please be sure to indicate on the BLUE cards if your scholar has any existing allergies.

### **Immunization Status**

New York City requires that all scholars receive the required immunization to attend school. Please provide the school secretary in the main

office with the most updated immunization record you have for your child so that we can update our records. You will receive notification if your child is missing required immunizations. After a set date by the Department of Health, scholars who do not have the required immunizations may not attend classes until they have been immunized. For more information visit:  
*[www.schools.nyc.gov/school-life/health-and-wellness/immunizations](http://www.schools.nyc.gov/school-life/health-and-wellness/immunizations)*

### **Scholar Medication**

Some scholars require daily medication or periodic medication to assist them during the school day for conditions including diabetes, allergies, asthma, and other reasons. If necessary, medical equipment and prescription drugs can be kept at the school and administered or supervised by a member of the medical office staff, NOT by our classroom teachers and/or the main office. Please visit the school with the prescription and complete the Medication Administration Form with a physician’s signature to provide your child with these services. Controlled substances may not be carried on a child’s person for the purpose of use during the school day. These forms must be updated every year for scholars.

### **Scholar Illness at School**

Scholars occasionally develop illnesses during the school day. When this happens, school staff will do their best to comfort your child and give them water, ice, or band aids to help them feel better. If school staff cannot assist the scholar, they may be referred to the medical office for treatment. The school medical office will generally contact the parent if they determine that the scholar should return to class. In the event that a scholar’s family member cannot be reached, the best accommodations will be made for your child. No child can leave the school on his/her own. If a true emergency is determined by the school staff and the principal, scholars will be transported to the hospital with a member

of the school staff until the family can be reached.

### **Special Education**

If you feel your child needs special education services such as an Individualized Education Plan (IEP), Occupational Therapy (OT), Physical Therapy (PT) or Speech Therapy speak with your child's teacher, principal, counselor, or parent coordinator. You may also contact our IEP coordinator, Mrs. Banilower at [GBanilower@schools.nyc.gov](mailto:GBanilower@schools.nyc.gov). For additional information visit the DOE Special Education page at: [www.schools.nyc.gov/special-education/preschool-to-age-21/special-education-in-nyc](http://www.schools.nyc.gov/special-education/preschool-to-age-21/special-education-in-nyc)

### **504 Accommodations**

Occasionally, scholars may need some additional academic attention because of a permanent or temporary condition. Under the Rehabilitation Act of 1973, parents and physicians have the right to request specific educational accommodations or services. To request for specific accommodations parents should submit a request in writing to the school main office. For more information contact the Assistant Principal, Mrs. Bruno, [jbruno@schools.nyc.gov](mailto:jbruno@schools.nyc.gov).

### **English Language Learners**

All parents and guardians of newly enrolled students must complete a Home Language Identification Survey to let school staff know which language your child speaks at home. If your responses show that your child speaks a language other than English at home, the school may give your child the New York State Identification Test for English Language Learners. This test measures your child's knowledge of English and shows whether your child needs support programs and services. If the test shows that your child needs support learning English, your child will be identified as an English language learner.

At P.S. 290 we provide English as a New Language (ELN) program with a dedicated ELN teacher. It provides instruction in English with support in the students' home language so that they can learn to read, write, and speak English. Students from many different language backgrounds are taught together, and English may be the only common language among them. The goal of the program is to provide instruction in English with supports in the student's home language until they become English proficient. For inquires you may contact Ms. Nelson, [TNelson@schools.nyc.gov](mailto:TNelson@schools.nyc.gov) or [www.schools.nyc.gov/multilingual-learners/process/english-language-learners](http://www.schools.nyc.gov/multilingual-learners/process/english-language-learners).

### **Fire Drill Procedures**

Fire drills are a critical procedure for the safety of each child in school. Fire drills are conducted eight times a year in accordance with the law. Some fire drills are announced and some are not. The goal is to move scholars safely and silently out of the building. Fire drill procedures are posted in each classroom along with a designated stairwell to use in case of a fire. Scholars are expected to move silently out of the building, to remain with their class and to follow the instructions of all school personnel. Failure to follow these procedures can result in loss of privileges, or suspension.

## **SECTION 6: Academic Disciplines**

### **Mathematics**

#### **Class Overview**

We expect our scholars to have a conceptual understanding of mathematical concepts as well as become curious as to how math lives in everyday life. As such, we take a pedagogical approach to teaching mathematics where we flip the script on the workshop model and have scholars first investigate, then have an opportunity to review their problem-solving with peer and teacher feedback, and then attempt to synthesize new knowledge to apply to similar

concepts. Scholars at PS 290 are highly encouraged to think logically, creatively, and use their critical thinking to understand mathematics.

In addition, we use Math in Focus to teach conceptual knowledge and give scholars time to practice the basic skills needed for automaticity. As a result, P.S. 290 creates mathematicians who understand the “why” and “how,” which makes scholars excellent problem solvers. By building mastery at the foundational level, we believe scholars will experience more success in algebra, geometry, and beyond.

Each of the classes spends 90 minutes daily studying math. Scholars are given opportunities to investigate, discover, explore, and apply. They learn to use numbers to make connections in real life situations. Key competencies are developed through the sequence of number and measurement topics. Activities and tasks allow for review, enrichment, and challenge, according to the needs of the individual scholar. A significant portion of the year spends time developing foundational concepts like counting, sorting, and number sense. As the year progresses scholars dive deeper into concepts like basic facts, place value, mental math, and geometry concepts.

### **Parent Participation**

Class observation and participation by parents is welcomed. Parents are also encouraged to spend time with their child on homework and projects. We also invite parents to attend regular curriculum nights so they can familiarize themselves with the upcoming content and instructional strategies.

### **Mathematics Class:**

Each of the classes spends 90 minutes daily studying math. Scholars are given opportunities to investigate, discover, explore, and apply. They learn to use numbers to make connections in real life situations. Key competencies are developed through the sequence of number and measurement topics. Activities and tasks allow

for review, enrichment, and challenge, according to the needs of the individual scholar. A significant portion of the year spends time developing foundational concepts like counting, sorting, and number sense. As the year progresses scholars dive deeper into concepts like basic facts, place value, mental math, and geometry concepts.

### **Assessment**

Teachers assess scholar understanding through ongoing and formal assessments. Scholars show daily understanding through mastery checks, math talk, and specific lesson “check” questions. Teachers formally assess scholars through written assessments, as well as interview assessments. Scholars also engage in projects that help demonstrate understanding.

### **Literacy**

#### **Class Overview:**

At P.S. 290 we use a comprehensive Balanced Literacy program, which focuses on our scholars' phonemic awareness, fluency, writing, and comprehension. We realize literacy is embedded in all of the other subjects and the world around us. As a result, scholar mastery of the English language is of the utmost importance. Our literacy program equips scholars with the tools they need to be literate, orators and to develop higher order thinking skills.

Every lesson includes phonemic awareness, phonics, high-frequency word study, vocabulary development, comprehension, fluency, grammar, and writing. In addition, the projects and activities we explore each day enable our scholars to develop their research, media, listening, and speaking skills. All of the aforementioned topics, skills, and strategies enable scholars to develop into excellent readers and writers!

In addition to our Balanced Literacy program, we use a program three times a week called Wilson's FUNdations, which is a sequential

program with an emphasis on word structures, phonics, and spelling. Balanced Literacy and Wilsons FUNdations complement each other and work together to ensure we meet the needs of all learners by using a personalized approach.

### **Parent Participation**

Parents are encouraged to participate in their child's learning in school and at home. There are many ways you can be involved such as participating in Read alouds in your child's class and attending our regular curriculum nights to Familiarize yourself with the upcoming content and instructional strategies.

### **Reading and Writing Class**

Each of the classes spends 90-130 minutes daily on literacy. Scholars engage in read alouds to build their listening and comprehension skills, shared reading and writing, guided reading with teacher support, and independent reading. In addition, scholars participate in the writing process where they learn how to prewrite (brainstorm ideas), write, share, re-write (revise), edit, evaluate their work, and publish (share) to celebrate their final product. As the year progresses scholars develop the skills required to engage in the writing process independently facilitated by teachers, rather than led by teachers. Building scholar independence is a huge tenet to their success in the short and long term.

### **Assessment**

Teachers and scholars will assess scholar mastery of skills learned through various means, including formal and informal assessment and the use of qualitative and quantitative data.

### **STEAM (Science, Technology, Engineering, Arts, and Mathematics)**

#### **Class Overview**

We linked the common process and inquiry skills of multiple disciplines and developed a course that allows scholars to create, discover,

explore, and express. The STEAM course at PS 290 is supported by the Amplify Science curriculum, which is aligned with the New York Next Generation Learning Standards and provides progressions from the Common Core. The Blueprint for Visual Arts, created by the New York City Department of Education, drives the Arts component. Our scholars' learning will be enhanced by field trips, interdisciplinary projects, service learning activities, and professional experiences with STEAM.

### **Grade Level Gallery Shows and Science Fairs**

Frequent presentations of scholars' projects establish a culture that values and celebrates the Arts and Sciences. In addition, gallery shows and science fairs encourage sophisticated dialogue about the Arts and Sciences. The presentations create a space for scholars to safely express themselves while educating them about the diverse feelings and ideas of their classmates.

### **Parent Participation**

Class observation and participation by parents is welcomed. Parent volunteer help is encouraged in a variety of ways, such as setting up Gallery Shows or presenting professional knowledge in the field. Please contact us if you are interested in volunteering.

### **STEAM Class:**

Each of the classes meets for 90-135 minutes weekly to study STEAM. This weekly course gives scholars the opportunity to be courageous learners, who experiment with a wide range of materials and challenge themselves to think differently. Scholars are held accountable for their learning through curriculum-aligned quantitative and qualitative assessments. Through rigorous classroom expectations and personalized instruction, scholars will perform with distinction.

### **Global Connections - Social Studies**

**Class Overview:**

P.S. 290 delivers instruction that supports our scholars' college readiness and global competitiveness. As a result, through a cross-disciplinary approach, we teach social studies to extend to the global sphere and prepare our scholars for celebrating and studying our diverse cultural backgrounds.

Global Connections is a project-based course, where scholars inquire and explore in order to gain a deeper understanding of the world. Units of study begin with an opening activity, like a field trip, in order to peak scholars' interest. Teachers and scholars then develop learning centers and activities based on predetermined topics and class brainstorms. In the end, scholars create personalized projects that reflect their understanding and knowledge of the unit.

**Parent Participation:**

Class observation and participation by parents are welcomed. Parent volunteer help is encouraged in a variety of ways, such as chaperoning class field trips and presenting professional knowledge in the field. Please contact us if you are interested in volunteering.

**Global Connections Class:**

Each class spends 90-135 minutes each week engaging in discovery centers related to the Global Connections inquiry project. In addition to discovery centers, Global Connections also gives scholars and teachers the flexibility to spend time working at developmental centers. Throughout the year, Global Connections balances critical thinking activities with fundamental skills for learning.

**Assessment:**

As a project-based class, Global Connections uses teacher and scholar created rubrics to assess understanding. Teachers also periodically assess scholars' developmental skills using formal,

informal, qualitative, and quantitative assessments, demonstrate understanding.

**Health and Physical Education****Class Overview:**

P.S. 290 Elementary School offers Physical Education & Health to scholars on a weekly basis. Scholars learn about a healthy diet, different ways to stay active and fit, and develop an understanding of how our bodies need to stay healthy in order to achieve balance, well-being, and health.

**Assessment:**

Scholars at different grade levels are assessed formally and informally to differentiate the instruction. Scholars participate in NYC Fitness Gram and assessments to determine different measures of physical activity and health.

**Performing Arts (Music, Theater & Dance)****Class Overview**

Performing Arts at P.S. 290 Elementary School offers scholars the opportunity to learn about the different elements of the performing arts. Scholars engage in recitals, dance and movement, and musical theater. Scholars learn the ways in which artists rehearse, practice and develop their talents both on stage and behind the scenes. Scholars engage in grade-wide and school-wide productions of various curriculum topics.

**Music**

At P.S. 290, we strive to create as many opportunities as possible for our scholars to express themselves and gain an appreciation and love of the arts. At the early childhood level, scholars will learn how to read music and play the keyboard. Scholars will also receive an introduction to music history and theory, based on the New York City Blueprint for Arts Education standards.

## Theater

At P.S. 290, one of the exciting ways that we enrich the academic and social experience of our scholars is through our theater program. Scholars engage in playmaking, performing, language development and theater history.

## Dance

We are excited to partner with *Notes in Motion*, an in school dance residency, where scholars are physically active throughout class, developing dance skills, working in groups and creating original dance performances.

## Visual Arts

P.S. 290 Elementary School offers scholars the opportunity to learn about the different elements of the visual arts. Scholars engage in group and individual projects and develop the conceptual understandings behind drawing, sketching, illustrating, and painting. Scholars used mixed formats to create dynamic pieces of artwork informed by the Blueprint for the Arts standards at different grade levels. Scholars learn about technique, form, and style to ignite imagination and curiosity.

## Responsive Classroom

At P.S. 290, we recognize the importance of developing the whole scholar therefore we use the Responsive Classroom approach. Responsive Classroom is an evidence-based approach to teaching and discipline that focuses on:

- 1) *Engaging Academics* - Learner-centered lessons that are participatory, appropriately challenging, fun, and relevant and promote curiosity, wonder, and interest
- 2) *Positive Community* - A safe, predictable, joyful, and inclusive environment where all students have a sense of belonging and significance.
- 3) *Effective Management* - A calm and orderly learning environment that

promotes autonomy, responsibility, and high engagement in learning.

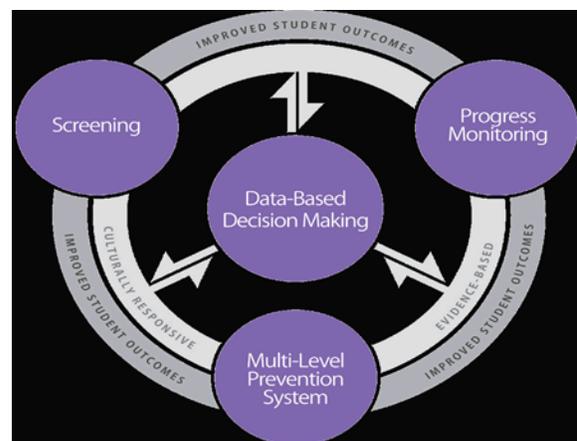
- 4) *Developmental Awareness* - Basing all decisions for teaching and discipline upon research and knowledge of students' social, emotional, physical, and cognitive development.

The Responsive Classroom approach helps create safe, joyful, and engaging classrooms and school communities where scholars develop strong social and academic skills and where every scholar can thrive.

## SECTION 7: Academic and Disciplinary Policies

### Response to Intervention

We use Response to Intervention (RTI) to create plans to support scholars academically and/or behaviorally. RTI integrates assessment and intervention within a multi-level prevention system to maximize scholar achievement and to reduce behavioral problems. We use data to identify scholars at risk for poor learning outcomes, monitor scholar progress, provide evidence-based interventions and adjust the intensity and nature of those interventions. Please see the diagram below, which displays what is mentioned above.



### Parent Conference

A parent conference will take place in order to ensure that we have a full understanding of why the child is acting out in class. With the support of our families, we can ensure that each scholar has the best plan for his/her needs.

### **Removal from Class**

If a scholar has exhausted their in class consequences or greatly disrupted the educational process, he/she may be removed by the classroom teacher. The teacher must document the incident, including what occurred before, during, and after the incident. In order to return to class, the scholar must show that he/she is prepared to return to the learning environment. The scholar will be required to make up the time he/she missed with the teacher to ensure that he/she doesn't fall behind in his/her class work. Multiple removals from class can lead to a parent conference, loss of privileges and/or suspension.

### **Suspension**

If a particular scholar's choice is unacceptable or there is a pattern of poor choices, it may be necessary to suspend a scholar from class, or school. With every suspension there is a conference with the school to outline what occurred and for the family to ask questions or clarify the situation. Families are provided with a letter outlining the infraction and the conference date. A principal's suspension occurs at the school level where the child is provided with class work they are responsible to return to the teacher. A superintendent's suspension occurs at an alternative site for the duration of the suspension. Scholars are expected to complete assigned work and to make up missing assignments upon returning to their classroom. All suspensions are entered onto an online reporting system that can be accessed by school personnel when making admissions decisions.

Tel. No. 718.361.3560 ext. 1092  
Email [CEC24@schools.nyc.g](mailto:CEC24@schools.nyc.g)

## **SECTION 8: School and District Contacts**

### **School Level:**

*Principal:* Jose Luis Jimenez

Tel. 718.571.6900

Email: jjimenez5@schools.nyc.gov

*Assistant Principal:* Jackie Bruno

Tel. No. 718.571.6900

Email: jbruno@schools.nyc.gov

*Parent Coordinator:* JoAnn Lawson

Tel. 718.571.6900 ext. 2163

Email: jguevaralawosn@schools.nyc.gov

### **District Level:**

*District 24 Superintendent:* Madeline Chan

Tel. No. 718.592.3357

Email: MChan2@schools.nyc.gov

*District 24 Family Advocate:* Eleanor McNamee

Tel. No. 718. 592.3357

Email: EMcNamee@schools.nyc.gov

*District 24 Family Support Coordinator:* Susana  
Santacruz

Tel. No. 718. 592.3357

Email: ssantacruz@schools.nyc.gov

## FACULTY

### Principal

Mr. Jimenez

### Assist. Principal

Mrs. Bruno

### Secretaries

Mrs. Chiodi

Mrs. Miller

Mrs. Silva

### School Counselor

Ms. Gore

### Social Worker

Ms. Rodriguez

### Parent Coordinator

Mrs. Lawson

### Pre-K Teachers

Mrs. Hojas

Ms. Rosa

### Kindergarten Teachers

Mrs. Adams

Mrs. Blondo

Mrs. Mallin

Mrs. Meade

Ms. Pine

### First Grade Teachers

Ms. Allison

Mrs. Emmanuel

Ms. Moore

Ms. Ocera

Mrs. Zaug

### Second Grade Teachers

Mrs. Gravino

Mrs. Parissi

Mrs. Mewlud

Mrs. Torrisi

Ms. Srzedzinska

### Third Grade Teachers

Mr. Zappala

Mrs. Jimenez

Ms. Galvez

Mrs. Matos-Santiago

### Fourth Grade Teachers

Mrs. Auricchio

Ms. Carl

Ms. D'Alto

Mrs. Forero

### Fifth Grade Teachers

Mrs. Banilower

Mr. Borst

Ms. Giuffre

Mrs. Radosti

Ms. Cristina

### STEAM Teacher

Mrs. Baker-Smith

### Performing Arts Teacher

Mrs. Hoffman

### Visual Arts Teacher

Mrs. Heit

### Physical Education & Health Teachers

Mr. Pipia

### ENL Teacher

Ms. Nelson

### Nurse:

Ms. Anita

### Paraprofessionals

Ms. Ahmed

Ms. Brath

Ms. Hosny

Ms. Haq

Ms. Melgar

Ms. Remache

Ms. Rolek

Mrs. Ruckdeschel

Mrs. Toussaint

### Speech and Language Teachers

Mrs. Mananedakis

Mrs. Canales

### School Psychologist

Dr. Rossen

### Occupational Therapists

Mr. McDonald

Ms. Chu

### Support Staff

Mrs. Faulisi

Mrs. Ferlito

Ms. Remache

Mrs. Rivera