

Achieve NYC



A Complete Guide to New York City Public Schools

NYC
Department of
Education

Bill de Blasio
Mayor

Richard A. Carranza
Chancellor

PK-12

2018-2019

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QUICK CONTACTS

Student Enrollment

Visit: schools.nyc.gov **Call:** (718) 935-3500

Family Welcome Centers

Hours: Mon.–Thurs., 8 a.m.–5 p.m. Fri., 8 a.m.–3 p.m.

Brooklyn

- ▶ 1780 Ocean Avenue, Floor 3, Brooklyn, NY 11230
Districts Served: 17, 18, 22
- ▶ 1665 St. Mark's Avenue, Room 116, Brooklyn, NY 11233
Districts Served: 19, 23, 32
- ▶ 415 89 Street, Floor 5, Brooklyn, NY 11209
Districts Served: 20, 21
- ▶ 29 Fort Greene Place, Brooklyn, NY 11217
Districts Served: 13, 14, 15, 16

Bronx

- ▶ 1 Fordham Plaza, Floor 7, Bronx, NY 10458
Districts Served: 7, 9, 10
- ▶ 1230 Zerega Avenue, Room 24, Bronx, NY 10462
Districts Served: 8, 11, 12

Manhattan

- ▶ 333 Seventh Avenue, Floor 12, Room 1211, New York, NY 10001
Districts Served: 1, 2, 4
- ▶ 388 West 125 Street, Floor 7; Room 713, New York, NY 10027
Districts Served: 3, 5, 6

Queens

- ▶ 28-11 Queens Plaza North, Floor 3, Long Island City, NY 11101
Districts Served: 24, 30
- ▶ 30-48 Linden Place, Floor 2, Flushing, NY 11354
Districts Served: 25, 26
- ▶ 90-27 Sutphin Boulevard, Floor 1, Jamaica, NY 11435
Districts Served: 27, 28, 29

Staten Island

- ▶ 715 Ocean Terrace, Building A, Staten Island, NY 10301
Districts Served: 31

Special Education

Contact: Your child's school **Call:** (718) 935-2007 or 311

Email: specialeducation@schools.nyc.gov

Visit: schools.nyc.gov/specialeducation

Families of students with disabilities who attend charter or nonpublic schools, visit: schools.nyc.gov/special-education/help/cpse-cse.

Transportation

Visit: optnyc.org **Call:** (718) 392-8855

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.

Report Bullying/Harassment

Email: RespectForAll@schools.nyc.gov **Call:** 311

Request for Official Transcript

Contact: Current or last NYC public school attended
Current NYC public school students, former students, and guardians of current students under age 18 can request an official academic transcript by making a written request.

Visit: schools.nyc.gov/school-life/learning/students-records-and-transcripts.

English Language Learners Support

Visit: schools.nyc.gov/ell **Call:** (212) 323-9559

Email: ellfamilies@schools.nyc.gov

Translation and Interpretation Services

Contact: Your school's parent coordinator or principal

Call: (718) 935-2013 **Email:** hello@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

Report Child Abuse

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

All pedagogical and non-pedagogical school personnel are mandated reporters. Learn more at: schools.nyc.gov/school-life/special-situations/child-abuse.

Stay Connected

Email

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

311 and SMS (Text Message)

- ▶ Call 311, if you have additional school-related questions.
- ▶ Text* "nycschools" to 877-877 to receive updates.
*Message and data rates may apply.

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.

The Morning Bell

The DOE has an official blog! Bookmark us at morningbellnyc.com, and keep coming back to learn more about City schools, internships, calendar updates, and the students and staff members who make our schools "ring"!



SCHOOL CALENDAR 2018–2019

Sept 5	First Day of School Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.
Sept 6	First Full Day for Non-District 75 Kindergarten Students Partial school time for pre-kindergarten public school students.
Sept 10–11	Rosh Hashanah (schools closed)
Sept 13	Parent Teacher Conferences:* Elementary School—Evening
Sept 19	Yom Kippur (schools closed)
Sept 20	Parent Teacher Conferences:* Middle School—Evening
Sept 26	Parent Teacher Conferences:* High School—Evening
Oct 8	Columbus Day Observed (schools closed)
Nov 6	Election Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Nov 12	Veterans Day Observed (schools closed)
Nov 14–15	Parent Teacher Conferences:* Elementary School
Nov 19–20	Parent Teacher Conferences:* District 75 School Programs
Nov 22–23	Thanksgiving Recess (schools closed)
Nov 27–28	Parent Teacher Conferences:* Middle School
Nov 29–30	Parent Teacher Conferences:* High School
Dec 24–Jan 1	Winter Recess (schools closed)
Jan 2	School Resumes

Jan 21	Dr. Martin Luther King Jr. Day (schools closed)
Jan 28	Chancellor's Conference Day for High Schools High School students do not attend school, except those enrolled at D75 school programs.
Jan 29	Spring Term Begins for High School Students
Feb 5	Lunar New Year (schools closed)
Feb 18–22	Midwinter Recess (schools closed)
Mar 4–5	Parent Teacher Conferences:* District 75 School Programs
Mar 7–8	Parent Teacher Conferences:* High School
Mar 13–14	Parent Teacher Conferences:* Elementary School
Mar 26–27	Parent Teacher Conferences:* Middle School
Apr 19–26	Spring Recess (schools closed)
May 9	Parent Teacher Conferences:* High School—Evening
May 15	Parent Teacher Conferences:* Elementary School—Evening
May 16	Parent Teacher Conferences:* Middle School—Evening
May 27	Memorial Day (schools closed)
Jun 4	Eid al-Fitr (schools closed)
Jun 6	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jun 11	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
Jun 26	Last Day For All Students Early Dismissal.

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

Dear Parents:

It is my pleasure to welcome you to the new school year and to this edition of *Achieve NYC*.

It is also my honor to serve as your new Chancellor. I have only been on the job for five months, but I have already visited dozens of classrooms—and seen firsthand the power of a strong public education. I have also met hundreds of parents like you and heard your hopes for your children and our schools.



Most of you do not yet know me, so I want to say a few words about my life and career. I grew up in Tucson, Arizona, the son of a sheet metal worker and a hairdresser. My grandparents were Mexican immigrants, and my family only spoke Spanish at home—growing up, my twin brother and I did not learn English until we started kindergarten. My parents did not attend college, but, like thousands of New York City parents, they knew that the path forward for their children had to include an education. I started my teaching career nearly 30 years ago in the same public high school that prepared me for college. Over the course of my career, I have served as a bilingual high school teacher and principal in Tucson; a regional superintendent in Las Vegas; and a superintendent in San Francisco and Houston. I have devoted my life to public education; it is both the greatest gift I have ever received and the best gift I can give.

As Chancellor, I promise to build on the great work our students and schools are already doing. Under Mayor Bill de Blasio's leadership, more City students than ever are graduating from high school, and record numbers are attending college. In addition, our students' scores on New York State's standardized exams continued to rise through 2017, and the **Equity and Excellence for All** agenda that the City introduced in 2015 is building on these gains. Our schools are also working to strengthen bonds with families. Thanks to our schools' efforts, more City parents are attending **parent teacher conferences**, participating in school-based events, and running for **Citywide and Community Education Councils**. Parents also have better ways to learn about their children's classes, schools, and activities thanks to **NYC Schools Accounts, School Quality Snapshots/Guides, School Performance Dashboards**, and the **NYC School Finder** tool. And our Facebook, Twitter, and Instagram accounts, and our blog, **The Morning Bell**, provide families with even more ways to stay up-to-date on their children's education.

Perhaps the best tool families have to learn about City schools is the one you are holding right now. Through *Achieve NYC*, you can learn about DOE policies, school calendars, resources, services, programs, academic expectations, admissions procedures, graduation requirements, financial aid for college, and more.

As I kick off my first full school year in New York City, I look forward to meeting and working with many of you. On behalf of the DOE, I wish you and your children a wonderful and successful school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Richard A. Carranza". The signature is fluid and cursive.

Richard A. Carranza
NYC Schools Chancellor

With about 1,800 schools and 140,000 employees serving over 1.1 million students, the **New York City Department of Education (DOE)** is the largest school system in the United States. The DOE is led by the **Chancellor**, who is appointed by the Mayor of New York City to help determine and guide citywide education policies. The Chancellor, along with his/her leadership team, is responsible for the performance and progress of all City public schools, grades pre-k through 12. The **Panel for Educational Policy (PEP)** is also part of DOE's governing structure. Major educational policies, contracts, regulations, and school utilization changes must be presented to and approved by the PEP.



74.3%
HIGHEST EVER
GRADUATION RATE

5.8 percentage point increase since 2014

NYC Schools: Better Than Ever

Five years ago, Mayor Bill de Blasio and former Chancellor, Carmen Fariña, outlined a new vision for New York City public schools: create a school system that prepares all students to achieve their greatest potential, regardless of who they are, where they live, and what language(s) they speak.

Today, as the DOE gets closer to fulfilling the Mayor and the former Chancellor's initial vision, City students and their families are starting to see and experience the fruits of the DOE's collective efforts. By practically every measure, City schools are more successful than ever. High school graduation rates are now the highest they have ever been, dropout rates are at all-time lows, more City students are going to college, and a new generation of New Yorkers is growing up in a city where early childhood education is becoming the norm.

These are exciting times for City schools and students, and the DOE will continue to provide every family in every neighborhood with access to high-quality public schools.



Equity and Excellence for All

In fall 2015, Mayor de Blasio and Chancellor Fariña introduced the City's **Equity and Excellence for All** agenda with a set of ambitious goals for City students—by 2026, 80 percent of City students will graduate from high school on time, and two-thirds of City graduates will be prepared for the rigors of college. To reach these goals, the DOE and the Mayor outlined and implemented the following initiatives:

3-K/Pre-K for All

In fall 2014, New York set the national standard for early childhood education by introducing free, full-day **pre-kindergarten (pre-k)** for every City four-year-old through its **Pre-K for All** initiative. Thanks to Pre-K for All, over 100,000 of the City's current K–5 students are better prepared for success, now and in the future.

With the success of Pre-K for All in mind, in fall 2017, the DOE launched the **3-K for All** initiative, a free, full-day, high-quality early childhood education program for City three-year-olds. Launched in two school districts, the program has since expanded and is now providing three-year-olds with stronger academic and social skills in six districts, with more to come in future school years.

By fall 2021, the City will support approximately 19,000 3-K seats across 12 school districts. To provide 3-K in all school districts, the DOE will need additional support from our partners at the State and federal levels.

➤ Learn more about 3-K at schools.nyc.gov/3k.



LOWEST DROPOUT
RATE **7.8%**

Decreased
1.8 percentage point decrease since 2014

Universal Literacy

Elementary schools in designated districts are receiving support from dedicated reading coaches who work to ensure that all students are reading on grade level by the end of second grade. Last school year, 242 **Universal Literacy** reading coaches supported 305 elementary schools across 14 school districts, including all districts in the Bronx. The DOE is targeting 100 percent literacy in second grade by 2026.

Algebra for All

All City students will successfully complete algebra no later than ninth grade; this will enable students to take more advanced math courses in high school, which will better prepare them for college. As of 2017, approximately 900 teachers across 357 elementary, middle, and high schools had received training to strengthen their math instruction.

AP for All

Advanced Placement (AP) courses provide students with opportunities to receive college-level instruction, assignments, and credits at an earlier age. By fall 2018, 75 percent of high school students will be offered at least five AP courses, and by fall 2021, all high school students will.

Computer Science for All

City public school students across all school levels will receive meaningful, high-quality computer science education by 2025. As of 2017, approximately 940 teachers in 524 elementary, middle, and high schools received computer science training.

► Learn more by searching for "**Computer Science for All**" at schools.nyc.gov.

Single Shepherd

This program pairs every student in grades 6–12 in Districts 7 and 23 with dedicated school counselors or social workers who provide support through graduation and college enrollment. Last year, 140 **Single Shepherds** served 15,000 students at 49 middle and high schools.

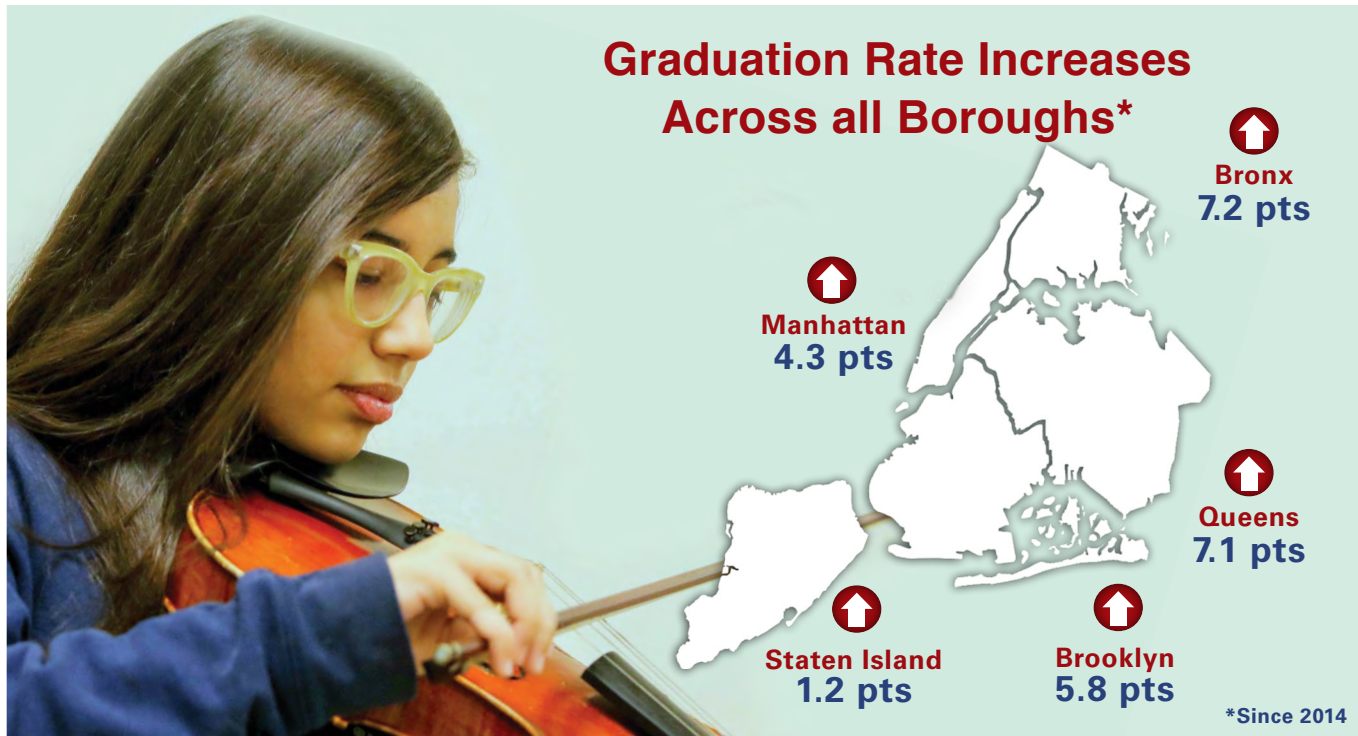
Graduation Rate Increases Across All Ethnic Groups Since 2014

Asian: **5.0 pts**

Black: **6.2 pts**

Latino: **6.9 pts**

White: **2.6 pts**



- Learn more by searching for "Single Shepherd" at schools.nyc.gov.

College Access for All—Middle School

By the end of the 2018–19 school year, every middle school student in the City will be exposed to a college-going culture and will have the opportunity to visit a college campus at least once in grades 6–8.

College Access for All—High School

By the end of the 2018–19 school year, all City public high school students will graduate from high school with an individualized college and career plan and have access to resources and guidance that will support their progress.

District-Charter Partnerships

District and charter schools are working together to foster stronger relationships and share best practices and resources. In 2017, over 120 district and charter schools collaborated with one another.

Community Schools

Community Schools integrate academics with health and wellness services, youth development, mentoring and tutoring, expanded learning opportunities, family/community engagement, and adult education programs. In 2017, 227 Community

Schools provided their students with support inside and outside the classroom.

- Learn more about Community Schools at schools.nyc.gov/communityschools.

Renewal/Rise School Program

The **Renewal School Program** provides the City's struggling schools with differentiated supports that place student and family needs at the heart of each school's improvement efforts. Schools chosen for the Renewal School Program are transformed into Community Schools so that they may best serve students and their families.

Beginning in the 2018–19 school year, 21 Renewal Schools that have seen some gains across multiple measures, including graduation rates, college readiness, State test scores, and attendance are graduating into the **Rise School Program**. Rise Schools will remain Community Schools and continue to receive support as part of the Community Schools program, but will receive further resources to strengthen instruction and improve outcomes for all students.

- Learn more about Renewal Schools at schools.nyc.gov/renewalschools.

Enrolling into NYC Schools: Students living in NYC have access to great schools across all five boroughs. Whether you are looking to place your child into a 3-K or pre-k program, elementary school, middle school, or high school, there are many outstanding options citywide.

Students who need to enroll can contact their zoned school directly to register, if they have one; otherwise, they can visit a **Family Welcome Center** to discuss options. All high school-aged students must visit a Family Welcome Center to enroll in high school.

For a list of Family Welcome Center locations, refer to the “Quick Contacts” section inside *Achieve’s* cover.



3-K

3-K for All provides free, full-day, high-quality education to the City’s three-year-old children. Currently available in six districts, 3-K programs provide the City’s youngest learners with strong foundations that will help them grow, learn, and explore their world.

3-K is available in the following districts:

- ▶ District 4 (East Harlem)
- ▶ District 5 (Harlem)
- ▶ District 7 (South Bronx)
- ▶ District 16 (Bedford-Stuyvesant)
- ▶ District 23 (Brownsville, East New York, Ocean Hill)
- ▶ District 27 (Broad Channel, Howard Beach, Ozone Park, Rockaways)

Over the next two school years, we will be expanding 3-K to:

- ▶ District 6 (Washington Heights, Inwood)
- ▶ District 9 (Grand Concourse, Highbridge, Morrisania)
- ▶ District 19 (East New York)
- ▶ District 31 (Staten Island)

2020–21

- ▶ District 12 (Central Bronx)
- ▶ District 29 (Cambria Heights, Hollis, Laurelton, Queens Village)

We expect the 3-K application period to open in the winter. To learn more about 3-K, visit our website, review our **3-K Program Lists**, and use our **3-K Finder** to research 3-K programs in your area: schools.nyc.gov/3k.

Pre-Kindergarten

Children who attend **pre-kindergarten (pre-k)** learn to problem solve, ask questions, and work together. Studies show that early childhood education improves performance throughout a child’s school experience.

Pre-K Admissions Timeline

February–March

- ✓ Visit our website, review the **Pre-K Directory**, and use the **Pre-K Finder** to research pre-k programs in your area: schools.nyc.gov/prek.
- ✓ Attend open houses for programs of interest. Dates and locations will be posted on the DOE’s pre-k webpage.
- ✓ Complete the Main Round application before the deadline.

April–May

- ✓ Submit a Late Application if necessary. (Families who submit Late Applications will not receive offer letters in May.)
- ✓ Families who submitted Main Round applications will receive offer letters. To accept an offer, visit the school that made the offer and pre-register in person by the deadline listed in your offer letter. If you have been waitlisted for your preferred pre-k programs, you can still pre-register for any of the other programs listed on your offer letter.

May–October

- ✓ Contact pre-k programs directly to get on waitlists if you missed the Main Round and Late Application periods.
- ✓ Waitlist offers are made as seats become available.
- ✓ Additional programs may become available.
- ✓ Pre-register if you receive an offer and wish to accept it.



Elementary School (Grades K–5)

Children are eligible to attend elementary school beginning with kindergarten in the year they turn five. Each winter, kindergarten applications are accepted for the coming school year, and every eligible applicant is guaranteed a seat.

Parents looking to place children new to City schools into an elementary school for grades K–5 should start by identifying their zoned schools with the **School Search** tool on the DOE's website: schools.nyc.gov/find-a-school.

Kindergarten Admissions Timeline

September–November

- ✓ Find your zoned school with the School Search tool or by calling 311.
- ✓ Review the **Kindergarten Directory**.
- ✓ Attend an elementary school information session.
- ✓ Contact schools for open houses and tour dates.

December–January

- ✓ Go online for important dates and admissions information: schools.nyc.gov/kindergarten.
- ✓ Submit your kindergarten application.

March–September

- ✓ Receive a kindergarten placement (March).
- ✓ Pre-register by the designated deadline.
- ✓ Waitlist offers are made as seats become available.

Gifted & Talented Programs

Gifted & Talented (G&T) programs provide exceptional elementary school students with accelerated, rigorous, and specialized instruction. Students entering grades K–3 are eligible to participate in the G&T admissions process, which includes an assessment.

- Learn more by searching for "Gifted and Talented" at schools.nyc.gov.

Middle School (Grades 6–8)

Students in fifth grade at K–5 elementary schools will need to apply for middle schools to continue into grade six the following year. Students in sixth grade at K–6 schools will also need to complete a middle school application.

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

Middle School Admissions Timeline

September–October

- ✓ Review the **Middle School Directory** at schools.nyc.gov/middle or at a City elementary school.
- ✓ Meet with a school counselor to discuss middle school options and the Request for Testing (RFT).
- ✓ Contact schools directly to find out about open houses or information sessions; attend District Middle School Fairs and other events.

November–December

- ✓ Receive a personalized middle school application from your child's school counselor.
- ✓ Submit your middle school application.

December–February

- ✓ Complete any admissions requirements for schools, including auditions, interviews, assessments, or portfolios.

March–April

- ✓ Apply for new middle school programs (if applicable).
- ✓ Receive your middle school match (April).
- ✓ If you want to appeal your match, complete an appeal application.

May–June

- ✓ Receive your appeal application decision.

High School (Grades 9–12)

During the eighth grade, students will need to apply for admission to the high schools they would like to attend. Students are eligible to apply for admission to almost any of the 400+ high schools in the City. Many schools have screened programs that evaluate applicants based on one or more of the following: course grades, **New York State English Language Arts (ELA) and Mathematics** exams, attendance, writing samples, interviews, group activities, academic portfolios, auditions, and/or online activities. Some programs require auditions, and others may have geographic priorities based on students' place of residence or where they attend school.



High School Admissions Timeline

September–October

- ✓ Read the DOE's **High School Directory** and **Specialized High Schools Student Handbook** available at middle schools or on our website (schools.nyc.gov/high). Students can identify up to 12 schools that they would like to attend and verify any screened or audition program requirements.
- ✓ Use the DOE's online tool, **NYC School Finder** (schoolfinder.nyc.gov), to sort schools by interest, geography, distance, and admissions method. Links to maps allow families to check travel time from home to school.
- ✓ Meet with a school counselor to learn about the high school application process as well as the specialized high schools process. NYC has nine specialized high schools; students can audition for up to six studios at Fiorello H. LaGuardia High School, and/or take the **Specialized High School Admissions Test (SHSAT)**, which is used for admission to the other eight specialized high schools.
- ✓ Contact schools directly to find out about special events, open houses, or student-guided tours. Attend Citywide and Borough High School Fairs and other events.

October–December

- ✓ Students receive Round 1 high school applications in October. During this time,

students should complete any admissions requirements for their desired schools, including assessments, auditions, interviews, portfolios, and/or attend open houses. Students should submit Round 1 applications to their school counselors by early December.

March

- ✓ Round 1 decisions—including SHSAT scores and LaGuardia H.S. audition results—are released to students and families. 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 lose their Round 1 offer.
- ✓ Round 2 of the admissions process begins. Students who are not satisfied with their Round 1 matches should attend the Round 2 Fair and submit a Round 2 application by the designated deadline.

May–June

- ✓ Families receive Round 2 results (May).
- ✓ During this time, students may submit an appeal form, if desired.
- ✓ Appeal decisions are distributed (June).

➤ Learn more about the high school admissions process at schools.nyc.gov/high.

Changes to SHSAT in 2018

While the overall test design, including the types of test questions, remains the same as in 2017, two updates to the ELA section will take effect beginning fall 2018. Both of these updates are intended to strengthen the alignment of the SHSAT to the New York State learning standards that guide curricula and instruction in City schools:

- ▶ The number of revising/editing questions will be reduced, and the number of reading comprehension questions will be increased.
- ▶ Reading comprehension texts will consist of informational texts, literary prose texts, and a poem. Some of these texts may contain supporting visual and/or quantitative graphics. Texts will include any of the subgenres that NYC students should have had experience with in their middle schools.

▶ Learn more by searching for "SHSAT" at schools.nyc.gov.

Charter Schools

Charter Schools are K–12 independent public schools that operate under a contract, or “charter” of up to five years. Any student who is eligible for admission to a City public school is eligible for admission to City charter schools.

While each of our current 238 charter schools is independent, they all:

- ▶ Do not charge tuition
- ▶ Commit to meeting or exceeding specific academic goals
- ▶ Are governed by non-profit boards of trustees
- ▶ Are reviewed regularly by their charter authorizers

Because charter schools have the freedom to innovate in their classroom structures, curricula, policies, and teaching philosophies, it is difficult to generalize about their admissions criteria and academic expectations. Every charter school has its own admissions application and lottery, and City families have the right to apply to as many charter schools as they want.

Families interested in applying for any of the City’s charter schools should review the **Charter School Directory** on our website. Use the directory to identify the schools that best fit your child, and contact each school individually to learn more about its curricula and admissions procedures.

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





Who's Who in Your School: City schools personnel work together to support students' academic, emotional, and social growth. There are some school staff members with whom families should talk regularly—but many others also play important roles in each child's education. Learn more about some of these important people at your school and understand when to seek their support.

Assistant Principal: Helps the principal oversee school programs, academics, student support, and discipline. Large schools may have multiple assistant principals.

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

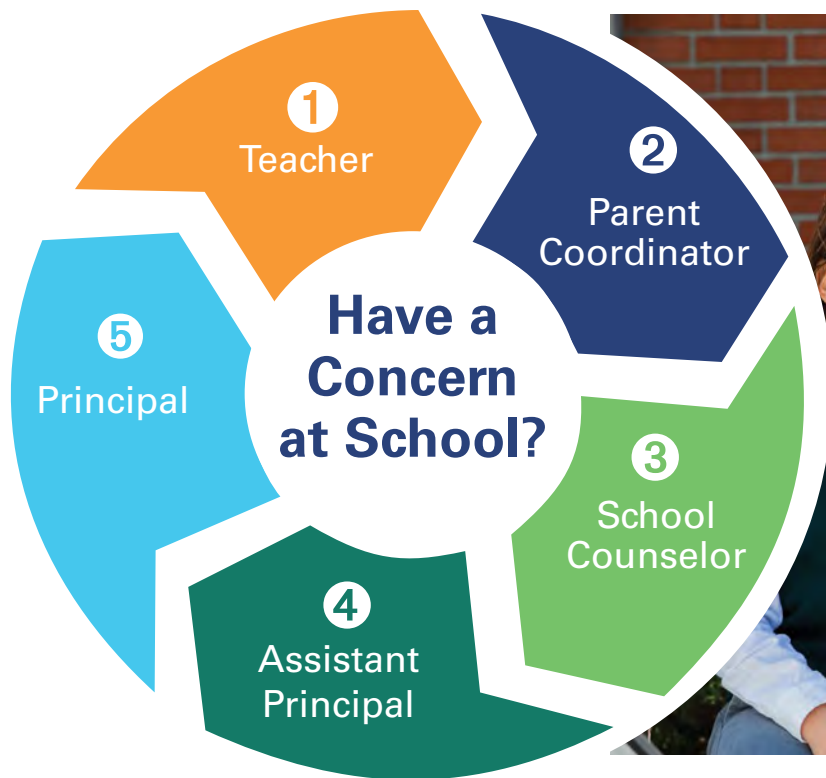
School-Based Personnel

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

Parent Coordinator: Provides information to families about school services and programs and helps answer questions and concerns. Families should contact parent coordinators to learn more about parent-based activities and opportunities.

School Counselor: Provides students with social and emotional support as well as academic guidance. Speak with school counselors for questions regarding high school admissions, academic scheduling, grades, and college/career planning.





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

Safety Agent: Provides safety and security for students, staff members, and visitors in NYC public schools. Safety agents are members of the New York Police Department.

District-Based Personnel

Family Support Coordinator: Serves as the primary point of contact for family concerns in each school district. These staff members work across the system to address and resolve issues and concerns by providing family outreach and community engagement support. If you have a concern that cannot be resolved at the school level, contact your district's family support coordinator.

Family Leadership Coordinator: Supports school and district parent leadership structures, including PA/PTAs, School Leadership Teams, District Leadership Teams, Title I Committees, Community Education Councils, and the District Presidents' Council. Contact your district's family leadership coordinator if you have questions or concerns about the parent leadership opportunities in a school or district.

Superintendent: Community superintendents, including District 75 (Special Education) and District 79 (Alternative Programs), support and oversee K–8 schools, while high school superintendents support and oversee schools with grades 9–12.

➤ To find your district's family support coordinator, family leadership coordinator, or superintendent, visit schools.nyc.gov/about-us/leadership/superintendents.



Supporting Student Learning both at home and at school can have a positive effect on a child's education. When families get involved, students are more likely to earn higher grades, hold higher opinions of themselves and their abilities, graduate, and seek postsecondary education. Thankfully, there are many easy ways to support a child's learning.

Talk to Your Children

Children are never too young or too old for their families to be a part of their education. Parents/guardians should have conversations about school with their children every day. Start conversations with specific questions that require more detailed answers, such as:

- ▶ What was the best thing that happened at school today?
- ▶ What was the most difficult thing for you to understand in class today?
- ▶ Who did you sit next to during lunch, and what did you discuss?
- ▶ Would you describe what you learned today?
- ▶ Can you see everything your teachers write on chalkboards/dry-erase boards/projectors?
- ▶ Do you feel safe in school?

Talking with children and sharing stories and experiences shows you care. Talking also helps you better understand whether your children are doing well or struggling in school.

Encourage Daily Reading

Take time to read to children and discuss the books they read at home and at school. This helps demonstrate the importance of literacy. Choose books that match a child's interests, but do not be afraid to introduce a new topic or genre. Mix and match books that are short and light with those that are longer and deal with heavier topics.

- ▶ For age-appropriate reading lists, visit schools.nyc.gov/nycreads365.

Work with Teachers

Teachers work with students every day and observe learning styles and behaviors. Parents and teachers need to work together to meet children's needs both inside and outside of school.



Attend Parent Teacher Conferences

Parent teacher conferences are held four times a year. These conferences give families a chance to sit down with teachers and learn about their child's progress and academic expectations. Before attending a conference, parents should consider writing down questions ahead of time. Here are a few to consider:

- ▶ What does my child do well, and what does my child struggle with?
- ▶ How do you challenge my child?
- ▶ How do you support a child who needs extra help?
- ▶ What books would you recommend that my child reads at home?
- ▶ How does my child get along with classmates and adults?
- ▶ How many days of school has my child missed or arrived late?

- ▶ Learn more about parent teacher conferences at schools.nyc.gov/ptc.

Speak to Your Parent Coordinator

Parent coordinators are great resources who can help answer many questions. Get to know your parent coordinator, and get in touch for guidance and information about school programs, resources, trainings, events, and ways to get involved.

Participate in School Events, Meetings, and Decisions

Schools hold various events, including student work showcases, family workshops, and informational sessions. These events provide families with opportunities to stay connected

with their children's schools throughout the school year. Regardless of your schedule, there are various opportunities for you to participate in City schools. Speak with your parent coordinator about upcoming events and activities.

Be Active Members of PA/PTAs

Families can make a difference in their children's education and school community by being active members of the **Parent Association (PA)** or **Parent Teacher Association (PTA)**. Parents are already PA/PTA members. Through PA/PTAs, they can network, exchange ideas, solve school concerns, and affect school policy and budget decisions with teachers, school leaders, and other parents.

Ask your parent coordinator about your school's next scheduled PA/PTA meeting. Likewise, seek out others who are active PA/PTA members to learn more about serving your children's schools.

Run for Parent Leadership Positions

Parents can also serve their school communities by running for elected positions at the local, district, and citywide levels. Elected positions are available within PA/PTAs, **School Leadership Teams**, **Citywide and Community Education Councils (CCEC/CECs)**, and **Presidents' Councils**. The next elections for CCECs and CECs will be held later this school year.

- Your voice matters. Consider raising your hand and running for an elected position. Learn more at schools.nyc.gov/parentleader.

Understand the Promotion Policy

Teachers measure student learning through in-class questions, homework assignments, writing exercises, tests, quizzes, and projects. Throughout the year, teachers and principals regularly review these measures of student performance to identify students who may be at risk of not meeting promotion standards—or academic benchmarks—at their grade level. While New York State test scores can be considered, they may not be the sole, primary, or major factor in determining student readiness for the next grade.

In the middle of the school year, schools notify parents in writing if a child is at risk of not meeting promotion standards and of being retained in the same grade level for the upcoming school year. Parents are encouraged to meet with their child's teacher, guidance counselor, or principal to discuss additional supports to help their child succeed. Promotion standards differ by grade level, by criteria specified on Individualized Education Programs (IEPs) (see pg. 16), and/or by English language learner status (see pg. 17).

DID YOU KNOW?

Teachers set aside 40 minutes per week to contact, meet, or engage with parents.

- Learn more about DOE promotion requirements by talking to your child's teachers or visiting schools.nyc.gov/school-life/policies-for-all/promotion-policy.



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's worth of instruction.



Keep Track of Student Progress

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

Update Your Contact Information

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

Use Free Software

Students can continue working on school work from home if their classroom is using Microsoft Office or Google G-Suite for Education. Additionally, families of City students across all five boroughs can use the following digital products free of charge:

- ▶ Google G-Suite for Education (if in use in your child's school);
- ▶ Office 365 ProPlus on Windows;
- ▶ Microsoft Office for Mac Professional 2016;
- ▶ Microsoft Office for iPad, iPhone, Android; and
- ▶ Microsoft Cloud services.

You can download Microsoft software on up to five family computers and five family tablets, smartphones, and other mobile devices on Microsoft's website: studentoffice.net.

Attendance Matters

Every day of school is vital for a child's development; each school day, students are learning or doing something new. Missing school means missing instruction.

Attendance is a part of a student's official record, and absences may impact 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's staff members for information about the attendance policy.

Ideas to Support Daily Attendance

- ▶ Emphasize the importance of school;
- ▶ Set regular bedtimes and morning routines;
- ▶ Make a plan for getting your child to school on time;
- ▶ Avoid making appointments or planning trips during school;
- ▶ Discuss any concerns your child may have about going to school;
- ▶ View lateness as unacceptable;
- ▶ Reward your child for maintaining good attendance;
- ▶ Ask the school counselor to set up a "contract" for your child with attendance goals that include rewards and consequences;
- ▶ Ask the parent coordinator or guidance counselor to show you your child's daily and class attendance often; and
- ▶ Ask about counseling services for your child, or an attendance mentor to maintain positive attendance habits, if needed.

- ▶ Learn more at schools.nyc.gov/school-life/rules-for-students/attendance



Apply for Afterschool Programs

Afterschool programs enhance student education by exposing children to experiences outside the classroom. These programs give students opportunities to discover new passions and explore interests. Most schools offer unique programming, often in collaboration with a community-based organization (CBO). For more information ask your parent coordinator, school counselor, or principal.

Citywide programs are available as well. Learn about these citywide options at schools.nyc.gov/afterschool.

In addition, the City's Department of Youth & Community Development (DYCD) supports hundreds of afterschool programs. These extracurricular programs operate three hours each day, five days per week, and offer students activities like soccer, tennis, fashion design, cooking, dance, computer science, flag football, and much more. To help locate a DYCD-supported afterschool program near you, visit DYCD's websites: dycdportal.nyc/discoverdycd.

Communicate with School Counselors and Social Workers

The counseling and support programs available in City schools focus on the whole student. City school counselors and social workers assist students with their progress in the classroom, relationships with others, personal and social-emotional development, and college and career planning.

School counselors and social workers are available to provide City families with ongoing academic guidance, short-term crisis intervention, information about community resources, and to deliver counseling services as needed.

Check with your principal or parent coordinator to learn more about the counseling support professionals available in your school.

Prepare for College and Career

Regardless of a student's age, families can help children stay on track for college and beyond. Make sure students:

- ▶ Attend school every day;
- ▶ Aim for good grades and behavior;
- ▶ Take more challenging classes whenever possible;
- ▶ Join clubs and programs before, during, and after school hours; and
- ▶ Enroll in camps and participate in learning activities during summers.

For information about saving for college, please review our **Financial Aid** section beginning on page 32.

Get Children to Bed on Time

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 to achieve their full potential. To ensure that your child is getting enough sleep:

- ▶ Set a bedtime on school nights, and stick to it;
- ▶ Have children avoid TVs, computers, and mobile devices at least an hour before bedtime;
- ▶ Prepare children's bedrooms for a good night's rest—keep rooms dark, cool, quiet, and free of electronic devices;
- ▶ Make sure children avoid beverages with caffeine, such as soda, coffee, and tea close to bedtime; and
- ▶ Encourage daily exercise.

▶ Learn more at sleepfoundation.org, sleepforkids.org, and cdc.gov/sleep/about_sleep/how_much_sleep.html.

Age	Recommended Amount of Daily Sleep*
3–5 years	10–13 hours a day
6–13 years	9–11 hours a day
14–17 years	8–10 hours a day
*Includes naps. Source: National Sleep Foundation	

Supports and Services such as health care, transportation, meals, and translation all help meet 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.

Accessibility

The DOE works to ensure that programs, services, and activities are accessible to staff members, community partners, students, and family members with disabilities. In addition, all DOE buildings are evaluated on a regular basis to determine whether they are accessible to individuals with disabilities.

- Learn more about accessibility at schools.nyc.gov/buildings/building-accessibility.

Immunization Requirements

All students in grades pre-k–12 must have documented immunization against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, Hepatitis B, Haemophilus influenzae type B (Hib), and meningococcus (men-ACWY) (first grade or older, only).

- Learn more about these requirements at schools.nyc.gov/school-life/health-and-wellness/immunizations.

Physical Examinations

All new students in grades pre-k–12 must have a complete physical examination. This comprehensive medical examination must be documented by a doctor. Students whose families do not provide this documentation will be evaluated by a DOE doctor.

Special Accommodations

Schools can provide care, services, and accommodations for students who have special health needs. These may include epinephrine, glucose monitoring, insulin pump maintenance,



DID YOU KNOW?

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

asthma pumps, medically-prescribed treatments, or other accommodations. If a child requires special services, parents will need to complete a health form and submit it to their school. Health forms are available at schools.nyc.gov/school-life/health-and-wellness.

Vision Screening

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, and 5, as well as students referred for special education evaluations, must be screened.

- Learn more by searching for "Vision Screenings" at schools.nyc.gov.

Health and Mental Health

Students across the five boroughs have access to comprehensive physical and mental health services, including counseling, therapy, and specialty care services for emotional and behavioral difficulties. Many schools have **School-Based Health Centers (SBHCs)** and **School-Based Mental Health Programs (SBMHPs)**, which provide free comprehensive medical services and mental health resources, respectively.

- Learn more by searching for "SBHC" and "SBMHP" at schools.nyc.gov.



Special Education

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

The Referral Process

When a child is struggling in the classroom, schools have supports they can provide to students in general education settings. These supports can include tutoring or working in small groups with teachers.

If you feel that your child needs additional support beyond what is available in general education settings, you may refer your child for a special education evaluation, or an "initial referral." The special education evaluation process includes a series of assessments designed to determine if your child has a disability. To request an initial referral, you should write to your child's public school, and ask for a special education evaluation.

City families of students with disabilities who attend charter or nonpublic schools can get help from a **Committee on Preschool Special Education (age 3-5)** or a **Committee on Special Education (ages 5 and up)**. Learn more at schools.nyc.gov/special-education/help/cpse-cse.

DID YOU KNOW?

Before your child is evaluated, you will be asked to provide your written, informed consent. Your child will not be evaluated until your written consent is received.

Once your child's evaluation is completed, you will be invited to participate in a meeting as a member of your child's IEP team. At this meeting, you will meet with staff members from your child's school to review evaluation results and determine whether your child is eligible for special education services. If your child is eligible, you will work with staff members to develop your child's IEP, which outlines the special education programs and/or services that your child will receive.

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



**DID
YOU
KNOW?**

About 147,000 City students are English language learners.

Source: Bilingual Education
Student Information Survey

English Language Learners

An **English language learner**, or ELL, is a student whose home language is not English and who needs support to learn English. Schools work to ensure that ELLs are able to read, write, speak, and listen to English at a high level to succeed in all core subjects.

Identifying Language Needs

Schools are responsible for working with families to identify ELLs. Families of new students complete the **Home Language Identification Survey (HLIS)**, which informs school staff members about languages that are spoken at home. If the language spoken at home is not English, the student may be required to take the **New York State Identification Test for English Language Learners (NYSITELL)** to determine whether English language support services are needed.

If a child needs English language support services, school staff members will meet with the family to explain the different programs for ELLs in NYC. This meeting is conducted in the parent's preferred language. At a minimum, all ELLs must receive **English as a New Language (ENL)**. Should an ELL family want their child to participate in a bilingual program when none are available in their school, they have the right to seek a transfer to another school that offers the program.

Types of Programs

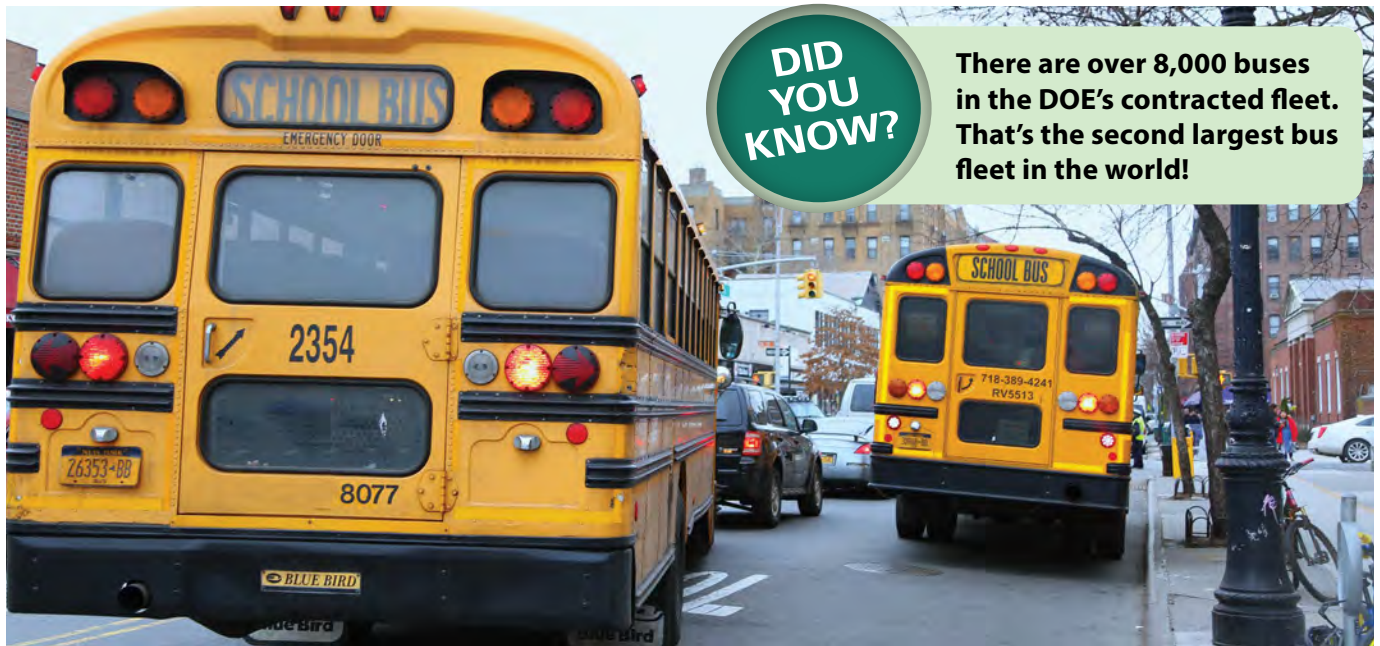
English language learners have three options to support academic and language needs:

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

Transitional Bilingual Education programs provide instruction in English and students' home languages. Every student in these classes speaks the same home language. As students' use of English improves, time spent learning in English increases and instruction in home languages decreases.

English as a New Language programs provide instruction in English with support in students' home languages. 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 ELL programs at schools.nyc.gov/ell.



Translation and Interpretation

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

Sign Language

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

Transportation to City Schools

City students may be eligible for either **Yellow Bus Service** (where available) or a half-fare/full-fare **MetroCard**. Eligibility is based on grade level and travel distance between home and school.

Homeless students or students living in temporary housing are entitled to transportation to and from school. Please refer to the "Homeless Students and Students in Temporary Housing" section on page 19 to learn more.

Yellow Bus Service Qualifications

Grades K–2 students must live $\frac{1}{2}$ mile or more from their school.

Grades 3–6 students must live 1 mile or more from their school.

Grades 7–12 students are not eligible for Yellow Bus Service.

Students who need to travel across multiple boroughs are not eligible for Yellow Bus Service at any age.

Students with special needs can get Yellow Bus Service if their IEPs require it.

MetroCards

There are two kinds of MetroCards available to qualified City students, grades K–12:

Full-fare: A MetroCard that can be used on MTA subways and buses for transportation to and from school, free of cost.

Half-fare: A MetroCard that can be used only on MTA buses. Students must cover half the cost of a full fare bus ride each way.

Students receive MetroCards 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

Grades 3–6

- ▶ Live less than $\frac{1}{2}$ mile from school—Not eligible for a MetroCard
- ▶ 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 for a MetroCard
 - ▶ Live at least $\frac{1}{2}$ mile and less than $1\frac{1}{2}$ miles from school—Half-fare
 - ▶ Live $1\frac{1}{2}$ miles or more from school—Full-fare
- ▶ For questions about transportation, visit optnyc.org or call (718) 392-8855.

Summer in the City

Summer in the City (SITC) is New York City's approach to summer learning. Through SITC, students learn from reading and math curricula, visit cultural institutions across the City, and receive free and healthy breakfast and lunch.

SITC offers two types of summer learning:

- ▶ **Summer School:** for students who do not meet grade level promotion standards; and
- ▶ **Summer Academy:** full-day programming with free breakfast and lunch, hands-on STEM (science, technology, engineering, and math) activities, enriching math and reading instruction, and field trips to museums, parks, and other cultural sites. Summer Academy is for students who have not been recommended for Summer School.

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

Supporting Immigrant Families

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

We want you to know that the DOE:

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

To help ensure that all of our students continue



to learn in safe and nurturing environments, the DOE has provided schools with guidelines concerning immigration-related inquiries, investigations, and/or detentions. For more information, including family resources and answers to frequently asked questions, visit schools.nyc.gov/supportingallstudents.

Homeless Students and Students in Temporary Housing

Federal law and the DOE's Chancellor's Regulations require students who are homeless or residing in temporary housing to have access to the same education and services, including special education services, as students in permanent housing.

Students in temporary housing are entitled to free transportation services to and from City schools as follows:

- ▶ K–6 students will be provided with yellow bus service, if available. If not available, they are eligible for student MetroCards;
- ▶ Parents/guardians of students in grades pre-k–6 who receive student MetroCards are eligible for MetroCards, as well; and
- ▶ Students in grades 7–12 are eligible for student MetroCards.

- ▶ Learn more at schools.nyc.gov/sth.

DID YOU KNOW?

The DOE serves about 850,000 meals to City students every school day.

School Meals

The DOE proudly offers free breakfast and lunch to all students. All school meals 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, fresh fruit, and at some schools, salad bars.

All school menus are posted online at schoolfoodnyc.org, and include vegetarian options. You can also stay informed about school meals by using the DOE's official SchoolFood mobile app: schoolfoodnyc.org/MediaCenter/mobileapp.

Free Breakfast

Every City student can get free breakfast at school, either in the cafeteria before school starts or in the classroom via the **Breakfast in the Classroom** (BIC) program. BIC is available in all elementary schools.

Dietary Needs for Students

The DOE recognizes the importance of ensuring that all students have the same opportunity to enjoy school meals. Every month, the DOE publishes breakfast and lunch menus to accommodate students with special dietary needs. Speak with your school nurse to create a dietary plan that is medically-approved and appropriate for your child.

Free Lunch for All

All City students in public schools now eat lunch free of charge. All parents, regardless of income, must still complete a **School Meals Form** so that our schools continue to receive federal funding for this program and others. Please request a paper form from your school or complete the form online at nyc.applyforlunch.com.

If you added money to your **MySchoolBucks** account for your child's lunches before the 2017–18 school year, or if you had a balance remaining from prior years, you should have received a full refund. If you have not, or if you have any questions about your refund, please email SFLunchRefunds@schools.nyc.gov.

Summer Meals

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



The Discipline Code (the Code) helps support safe school environments where students can grow socially and academically. All members of each school community must know and understand the DOE's standards of student behavior. The Code provides school personnel with guidance about how to address and respond to inappropriate conduct among students.

The Code applies to all students in grades K–12, with specific booklets for grades K–5 and grades 6–12. The Code is available at schools or online in 10 languages at schools.nyc.gov/school-life/rules-for-students/discipline-code.

Keeping Students Safe

We do everything in our power to ensure that our students learn in safe, secure environments. All schools have safety plans in place to protect students in the event of an emergency at the school. As part of the school safety plan, students and staff members take part in emergency drills and lessons throughout the school year. The lessons are designed for different grade levels to make sure that the information is delivered to students without causing alarm. Safety information is also sent home to parents to help guide conversations with their children about emergency readiness in schools. All schools also conduct at least three school bus safety drills each school year.

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

Social Media Guidelines

Students should use social media responsibly, inside and outside school. To talk to children about communicating online, families can use the following guidelines:

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

- Find the DOE's complete list of social media guidelines, including a parent guide, at schools.nyc.gov/school-life/rules-for-students/digital-citizens.

Cell Phone Policy

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

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

- Learn more about the DOE's cellphone policy at schools.nyc.gov/school-life/policies-for-all/chancellors-regulations.

Ensuring Respect for All

The DOE prioritizes the creation and maintenance of school environments that are inclusive, supportive, and respectful of students and staff members. Verbal and physical aggression, harassment, intimidation, bullying, and discrimination of any kind have no place in our schools.



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; and
- Off school premises when student behavior disrupts or has the potential to disrupt the education process or the school community.



It is the policy of the DOE to maintain school environments that are free from harassment, intimidation, and/or bullying, and free from discrimination on account of actual or perceived race, color, ethnicity, national origin, immigration/citizenship status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.

The DOE's **Respect for All** policy outlines the kinds of behaviors that are prohibited in our schools while also providing students, parents, and staff members with various ways to report any incident and promote safe and inclusive school environments.

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

Prevent Bullying

Bullying can take the form of intimidation, discrimination, or harassment, and it can be physical, social, verbal, or written. Families can play an important role in preventing bullying in the following 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 any changes (i.e., low self-esteem, difficulty sleeping, and avoidance of school or social situations);

- ▶ Monitor your child's use of technology. (Cyberbullying happens when kids bully each other through social media, cell phone text messages, and other electronic mediums); and
- ▶ Let your child know that it is important for kids to speak up when feeling threatened or bullied.

- ▶ Learn more about talking to your child about bullying and how to prevent it at stopbullying.gov.

Report Bullying

Bullying is not tolerated in any form. 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 report the behavior to the school's Respect for All liaison, (as listed on Respect for All posters placed around each school), or any school employee.

Anyone, including parents, can also report bullying by filling out the complaint form on schools.nyc.gov/respectforall, emailing RespectForAll@schools.nyc.edu, or calling (718) 935-2288 for assistance.

Staff-to-Student Harassment

Families should report staff-to-student bullying, harassment, or intimidation to the school principal or to the DOE's **Office of Special Investigations** (OSI).

Staff-to-student discrimination based on race, color, age, ethnicity, religion, creed, national origin, gender identity, gender expression, sexual orientation, immigration status, weight, or disability should be reported to a principal or to the DOE's **Office of Equal Opportunity** (OEO).

- ▶ To submit a complaint to OSI or OEO, visit: schools.nyc.gov/about-us/leadership/legal.

Safety Transfers

Parents who feel that their children are unsafe at school should meet with the school principal or their designee to discuss their concerns. If a safety transfer is necessary, schools will work with parents to gather documents relating to the safety issue. Schools must then submit the transfer request along with all supporting documentation to the appropriate Family Welcome Center.

- ▶ Learn more at nyc.gov/schools/transfers or call (718) 935-3500.

3-K

3-K programs provide three-year-olds with unique opportunities for learning that prepare them for future success in school and in life. Research shows that two years of high-quality early education provides children with stronger math, reading, language, and social-emotional skills going into elementary school. Currently available in six districts, each 3-K classroom is full of inquiry, discovery, learning, and joy. Ultimately, the City hopes to partner with State and federal leaders to provide 3-K citywide.

3-K Students Learn to:

- ▶ Develop language through positive interactions with adults and each other;
- ▶ Engage in hands-on learning through blocks, science/discovery, art, and dramatic play;
- ▶ Create daily classroom routines; and
- ▶ Express feelings and ideas.

Children born in 2016 who live in New York City are eligible for 3-K during the 2019–20 school year.

▶ Learn more at schools.nyc.gov/3k.

Pre-Kindergarten

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

Pre-K Students Learn to:

- ▶ Solve problems, identify numbers, recognize and write letters, ask questions, take turns, and share with classmates;
- ▶ Build vocabulary and language through books, rhymes, songs, and conversations with teachers and classmates;
- ▶ Express themselves creatively through drawing, painting, sculpture, and other art;
- ▶ Engage in fitness activities, adjust to routines, and develop positive and healthy habits; and
- ▶ Build knowledge about the world around them and learn how to apply it to math, science, social studies, and the arts.

All children born in 2015 who live in NYC are eligible for pre-k during the 2019–20 school year.

▶ Learn more at schools.nyc.gov/prek.

Pre-K Learning Beyond the School Day

Early childhood education begins well before a child enters elementary school. Studies show that 85 percent of a child's brain is developed before age five. Pre-K parents can help guide learning beyond the school day to expand what their children know and are able to do. Learn more and find resources at schools.nyc.gov/preklearn.



Elementary School (Grades K–5)

Elementary School develops children's ability to learn and retain new information. Elementary school students study a variety of subjects to develop their creativity and critical-thinking skills to meet the challenges of later grades. Grades K–5 set the foundation for reading, writing, listening, speaking, math, science, social studies, health, physical education, and the arts.

Kindergarten

Kindergarten is where the basic building blocks of literacy and arithmetic are formed. In this grade, students will:

- ▶ Learn the alphabet (including sounds of letters, words, pronunciations);
- ▶ Share ideas and feelings through speech, drawing, and writing;
- ▶ Explore music, movement, and playmaking;
- ▶ Identify numbers and count to 100;



- ▶ Add and subtract numbers up to 10;
- ▶ Learn about family, school, and community members; and
- ▶ Study plants and animals, and identify certain materials (e.g., metal and wood) and their characteristics.

First Grade

Students in first grade build upon their knowledge of words and math, and:

- ▶ Understand place values and whole numbers;
- ▶ Subtract numbers up to 20;
- ▶ Describe shapes;
- ▶ Tell time;
- ▶ Identify and compare animals of different shapes, sizes, and types;
- ▶ Recognize properties of solids, liquids, and gases;
- ▶ Understand the basics of weather and seasonal change; and
- ▶ Explore music and rhythm.

Second Grade

Second graders advance reading and writing skills through a variety of texts while further expanding math skills. Students begin to:

- ▶ Edit their own writing;
- ▶ Ask “who, what, where, when, why, and how” questions about what they read;
- ▶ Learn to solve math-based word problems;
- ▶ Add and subtract numbers up to 100;
- ▶ Work with fractions and units of measure, such as money;

- ▶ Study NYC history, geography, and local government; and
- ▶ Explore basic earth science.

Third Grade

In third grade, students learn how to express their ideas clearly while improving their mastery of math to include multiplication and division. Third grade students:

- ▶ Solve problems with multiplication and division of numbers up to 100;
- ▶ Learn about world communities and cultures for the first time;
- ▶ Gain a better understanding of sound and heat;
- ▶ Study how animals and plants live and adapt to their surrounding environments; and
- ▶ Take NY State Math/ELA exams for the first time.

Fourth Grade

When students reach fourth grade, they:

- ▶ Identify themes or main ideas of texts, take notes, research, and organize information;
- ▶ Solve multi-step, word-based math problems;
- ▶ Add, subtract, and multiply fractions;
- ▶ Measure angles, volume, mass, and time;
- ▶ Study NY State history and government; and
- ▶ Learn more about animals, plants, natural environments, electricity, magnetism, and the ways that water, land, and air interact with one another.

Fifth Grade

Students in fifth grade—the last grade before middle school—spend their time preparing for the curricula they will cover in grades 6–8. Throughout this academic year, fifth graders:

- ▶ Build vocabulary by reading more demanding books and learning new words;
- ▶ Understand and use figurative language;
- ▶ Explain and summarize texts while also sharing their own interpretations using evidence;
- ▶ Study the use of decimals to the hundredth place;
- ▶ Incorporate advanced fractions, geometry, measurements, and exponents;
- ▶ Study world geography, Western cultures, and early Western societies;
- ▶ Learn more about earth science, including ecosystems; and
- ▶ Review positive health and nutrition practices.

Middle School (Grades 6–8)

Middle School is a pivotal period in a child's academic and social-emotional growth. It is a time of transition that can present physical, emotional, and social changes. Children may have issues with self-esteem, confidence, and independence. It remains important for parents to stay involved during this time and to know what is going on in their children's lives. These years lay the foundation for high school and beyond as students begin exploring possibilities and preparing for college.

Sixth Grade

When students begin their middle school experience in sixth grade, they:

- ▶ Read a wide variety of literature, analyzing author styles, word choice, point of view, and structure;
- ▶ Write narratives and arguments while developing language, style, and tone;
- ▶ Learn algebra, statistics, ratios, and one-variable equations;
- ▶ Understand different forms of energy and life on Earth; and
- ▶ Explore the geography and history of the Eastern hemisphere, including Africa, Asia, Europe, and Australia.

Seventh Grade

In seventh grade, students:

- ▶ Write in a variety of genres and styles, including argumentative essays with multiple perspectives;
- ▶ Solve math problems using rate, ratios, proportions, and percentages;
- ▶ Expand their knowledge of geometry including area, surface, perimeter, and volume;
- ▶ Study the Earth's surface changes over time;
- ▶ Learn City, State, and U.S. history from Pre-Colonial times to the Civil War; and
- ▶ Explore visual arts, music, dance, or theater.



Start Getting Ready for High School

It is never too early for middle school students and their families to start preparing for high school.

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 DOE's *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. See page 7 for more information.

**First-time ninth grade students may also participate in the high school admissions process for tenth grade enrollment.*

Eighth Grade

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

- ▶ Interpret and analyze a range of texts that prepare them for high school-level demands;
- ▶ Study different writing techniques, including analogy, allusion, and irony;
- ▶ Evaluate the logic and reasoning of argumentative texts;
- ▶ Work with graphs to solve algebraic equations, use the Pythagorean Theorem, and analyze 2D and 3D figures;
- ▶ Identify how humans affect the environment;
- ▶ Study the laws of motion that explain the movement of objects on Earth and across the Solar System;
- ▶ Explore the Reconstruction, industrialization, global war, and modern eras of U.S. history; and
- ▶ Expand knowledge of visual arts, music, dance, or theater.



Academic Requirements for Grades 7 & 8

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	
Physical education	Half a year of instruction	Half a year of instruction
Health	Half a year of instruction total	
Arts	One full year, covering at least two of the following: visual arts, music, dance, or theater	
Technology	One full year total	
Library and information skills	One period per week	One period per week
Career development and occupational studies	Time determined by each school	
Home and career skills	Three quarters of a year total	
Bilingual education and/or ENL	Based on student need	

High School (Grades 9–12)

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

Academics

By the end of high school, students are required to pass certain courses and exams in various subject areas, including English, math, social studies, and science. Students earn credit by passing these courses. Specific course options may vary by school or program. Students must earn 44 credits in total, distributed across specific subject areas, and pass specific exams in order to graduate.

Requirements for a Diploma

In New York State, students can earn three types of diplomas: a **Regents diploma**, an **Advanced Regents diploma**, and a **local diploma**. An Advanced Regents diploma lets students show additional skills in math, science, and languages other than English. All students can earn a Regents or an Advanced Regents diploma. Only students who meet specific criteria can graduate with a local diploma. All of these diplomas are valid high school diplomas.

To earn a diploma, students must earn specific course credits and pass specific Regents exams. All students should be encouraged to meet the requirements for the most rigorous option possible. A parent who believes that a student is not on track to graduate should speak to the student's guidance counselor immediately.

- Learn more about the requirements for a local, Regents, and an Advanced Regents diploma, as well as college and career readiness, at schools.nyc.gov/school-life/rules-for-students/graduation-requirements.

College and Career Readiness

Students should complete the most challenging and rigorous course load possible and take advantage of advanced coursework, electives,



and extra help as needed. Students should be encouraged to work toward higher scores on required exams to demonstrate college and career readiness. Additional courses in math and science, beyond those required for graduation, may be necessary for a student to be truly ready for success in college or the workplace. Speak to a school counselor to learn more.

Career and Technical Education

Students entering high school also have the option of taking **career and technical education (CTE)** course sequences, during which students study science, technology, engineering, and math (STEM) as part of specific careers. Students learn on-the-job skills by working alongside industry professionals. Fields include information technology, health care, media and design, construction, engineering, transportation, culinary arts and hospitality, and business. The number of credits required for State-approved CTE sequences varies depending on the specific program of study, and students may be required to earn more than 44 total credits.

- Learn more about CTE at cte.nyc.gov.

Transition Planning for Students with IEPs

Planning for life after high school is an important process, especially for students with IEPs. Parents should contact their child's school to discuss the graduation pathways, transition resources, and opportunities that are best for their child. In addition, borough-based **Transition and College Access Centers** provide another way for parents to navigate their children's graduation and transition planning.

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

Regents and Advanced Regents Diploma Requirements

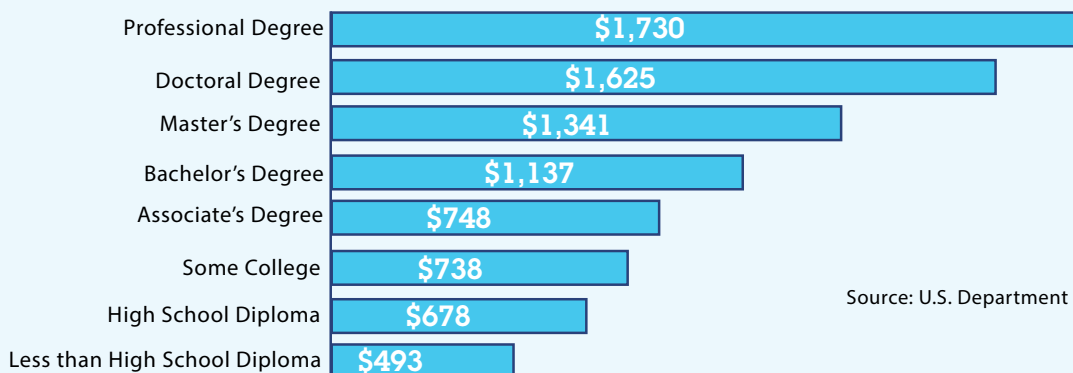
Regents Diploma Minimum Requirements		Subject	Advanced Regents Diploma Minimum Requirements	
NY Regents Exam (minimum score of 65)	Course Credits		NY Regents Exam (minimum score of 65)	Course Credits
1 exam ▶ English Language Arts	8 course credits	English Language Arts	Same as Regents diploma	Same as Regents diploma
1 exam ▶ Algebra I ▶ Geometry OR ▶ Algebra II	6 course credits Minimum 2 credits in advanced Math (e.g., Geometry or Algebra II)	Math	3 exams ▶ Algebra I ▶ Geometry AND ▶ Algebra II	Same as Regents diploma
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	Same as Regents diploma	Same as Regents diploma
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	Same as Regents diploma
None	2 course credits	Foreign Language	1 exam ▶ Languages Other Than English (LOTE)*	6 course credits
None	4 course credits Every year	Physical Education	Same as Regents diploma	Same as Regents diploma
None	1 course credit	Health	Same as Regents diploma	Same as Regents diploma
None	2 course credits	Visual Art, Music, Dance, or Theater	Same as Regents diploma	Same as Regents diploma
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

Some students with disabilities are eligible to graduate with certain flexibilities. Talk to your school to learn more about these flexibilities.

*Students only need two Language Other Than English (LOTE) credits if they are earning an arts or a CTE endorsement. Some students who have a disability that makes it challenging to learn a language can earn credits in other subjects instead of LOTE.

A Diploma Matters

People with more education are more likely to earn a higher salary.



Source: U.S. Department of Labor

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

Transfer Schools

Transfer high schools offer a range of academic opportunities for under-credited students to earn the credits and skills they need to move toward high school completion and college and career readiness. Students ages 16–21 who have completed at least one year of high school have the opportunity to attend a transfer school. Like other high schools, the admission requirements can vary. Transfer high schools have the same graduation requirements as other high schools and students must attend school full time during the day.

Young Adult Borough Centers

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

Diploma Alternatives

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

Pathways to Graduation Program

Pathways to Graduation (P2G) provides students ages 17–21 with the preparation and tools needed for a successful future by helping them

earn a High School Equivalency Diploma. P2G is a full-time free program and has locations citywide.

➤ Learn more at p2g.nyc.gov.

Adult and Continuing Education Programs

Adults 21 years 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 by searching for "Adult Education" at schools.nyc.gov.

Credentials for Students with Disabilities

Students with disabilities are encouraged to pursue the most rigorous diploma option appropriate. Students have the option of earning one or two exiting credentials in place of, or in addition to, a Regents-endorsed or local diploma: the **Career Development and Occupational Studies (CDOS)** commencement credential and the **Skills and Achievement** commencement credential.

These exiting credentials are not the same as a high school diploma. Students receiving one of these credentials are still able to continue attending school until they earn a high school diploma, or until the end of the full school year in which they turn 21 (whichever occurs first). These credentials may only be awarded after at least 12 years of education, not including kindergarten. Only students with severe cognitive disabilities who participate in the **New York State Alternate Assessment (NYSAA)** may be awarded the Skills and Achievement commencement credential.





Planning for College is vital for all of our students, and the sooner families begin to plan for college attendance, the smoother the road will be once students are ready to take that next step. There are many college options, and students and their parents should have regular conversations with school counselors to stay on top of opportunities, college applications, and admissions.

Building a Resume

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

Academics

Students should strive to take more challenging classes. Advanced classes can help students meet Advanced Regents diploma requirements and better prepare students for college and the work place. Speak with your school counselor to learn more about these advanced classes:

Advanced Placement (AP) courses are college-level classes 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. Classes 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.

Diploma Endorsements

Diploma endorsements show successful completion of more difficult work in a specific area. An arts endorsement, CTE endorsement, **Biliteracy Seal, 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 afterschool programs also extend classroom learning and help students make friends and build maturity. Students should speak with school staff members for more information, and visit nyc.gov/dycd.

DID YOU KNOW?

Many colleges require higher Regents exam scores than those required for a diploma. Without these higher exam scores, students may be denied admission or have to take remedial courses in college.



Internships and Work Experience

Career exposure and job experiences offer students a chance to build workplace skills, refine career goals, and make industry connections. They also help develop responsibility, maturity, and social skills. The summer months are a great time to take advantage of these opportunities. Many schools also offer internships and service-learning experiences throughout the school year. Students should speak with school counselors to learn more.

College Entrance Exams

Students may need to take at least one college entrance test such as the **Scholastic Aptitude Test (SAT)** or the **ACT** for admission into a four-year college. Colleges often use scores from these standardized national tests to judge how students might perform in college. Check with individual colleges to determine if either test is required. Additionally, students may still need to take placement exams after being accepted into college.

PSAT

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

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

SAT

The **SAT** is a multiple choice and essay exam that is designed to measure student reading, math, and writing skills. Generally, it is taken by students twice: once in grade 11 and grade 12. Colleges will usually consider a student's highest scores. Disability accommodations are available, if needed.

SAT School Day

Every spring, City high schools provide the SAT to grade 11 students and the PSAT to grade 10 students at no cost during the school day. To learn when SAT School Day is taking place in spring 2019, speak with a guidance counselor.

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

SAT Subject Tests

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

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

ACT

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

► Learn more about the ACT at act.org.

College Applications

Completing college applications and other tasks required for acceptance into college and career programs can be time-consuming.

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

► View a sample college application timeline at bigfuture.collegeboard.org/get-in/applying-101/timeline-12-grade.

Saving for College

It's never too early to start saving for a child's college education. New York 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.



DID YOU KNOW?

It is never too early to start saving for your child's college education.

Applying for Financial Aid

Financial aid helps students pay for college through grants, scholarships, work study, and loans. Financial aid can drastically reduce the cost of higher education, allowing almost every student to go to college.

Students and their families must submit the **Free Application for Federal Student Aid**, known as the **FAFSA**, to be eligible for many types of

College and Career Resources

- **College Planning Handbook:** www1.nyc.gov/assets/dhs/downloads/pdf/cpp/DOE-College-Handbook.pdf
- **College/Career Readiness for ELLs and Their Families:** schools.nyc.gov/ells/college-readiness-for-ells
- **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
- **Checklists for Academic and Financial Preparation:** studentaid.ed.gov/sa/sites/default/files/college-prep-checklist.pdf
- **Transition and College Access Centers:** schools.nyc.gov/specialeducation



financial aid for 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.

The FAFSA will be available online beginning October 1 at [FAFSA.ed.gov](https://fafsa.ed.gov), and families can use their income information from the most current tax returns (2017).

For help completing the FAFSA, speak to your school counselor, teacher, or administrator, or visit understandingfafsa.org for a detailed walkthrough and guide, available in 10 different languages.

Types of Financial Aid

By filling out the FAFSA, students are eligible for several types of financial aid:

Grants are 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.

➤ Learn more about transitioning from high school to college at schools.nyc.gov/school-life/learning/college-and-career-planning.

NY State Tuition Assistance Program (TAP):

is a grant toward certain New York colleges or universities. Only students who live in New York State are eligible for TAP. Find information on eligibility, how to apply, and FAQs at hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.

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

New York State's Excelsior Scholarship

provides free tuition to New Yorkers making up to \$125,000 per year to all SUNY and CUNY two- and four-year colleges.

➤ Learn more at ny.gov/programs/tuition-free-degree-program-excelsior-scholarship.

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

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

Understanding College Costs

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

- ▶ Room and Board (housing and meals)
- ▶ Books and Supplies
- ▶ Personal Expenses
- ▶ Transportation

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



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

College	CUNY	SUNY	Private College Near NYC
Tuition and Fees	\$7,005	\$8,310	\$39,460
Room and Board (housing, meals, utilities, parking expenses)	\$5,502	\$3,860	\$3,300
Books and Supplies	\$1,364	\$1,340	\$1,100
Transportation and Travel	\$1,088	\$1,900	\$1,000
Personal Expenses	\$1,788	\$1,630	\$1,100
TOTAL COST OF ATTENDANCE	\$16,747	\$17,040	\$45,960

*Based on the fall 2017 term

Financial Aid Resources

- ▶ **U.S. Department of Education's Federal Student Aid Website for FAFSA:** fafsa.ed.gov
- ▶ **U.S. Department of Education's Federal Student Aid Website for Students and Families:** studentaid.ed.gov
- ▶ **Financial Aid for Undocumented Students:** thedream.us/resources/education
- ▶ **Financial Aid for Undocumented Students:** iacac.org/undocumented/money
- ▶ **Understanding FAFSA: A How-To Guide for High School Students:** understandingfafsa.org
- ▶ **U.S. Department of Education College Value and Affordability Guide:** collegecost.ed.gov
- ▶ **NYC Department of Education Financial Aid webpage:** schools.nyc.gov/FinancialAid
- ▶ **Financial Aid Loan Calculator:** finaid.org/calculators/loanpayments.phtml
- ▶ **Seven Easy Steps to the FAFSA:** finaid.ucsb.edu/fafsasimplification
- ▶ **Research Local Financial Aid Events:** startheregetthere.org; collegegoalny.org

**DID
YOU
KNOW?**

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

Source: DOE FAFSA Completion Pilot Project



Learning outside the classroom can make a real difference. There are many resources and opportunities available to help parents provide children with key instruction outside school.

Participate in Sports

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.

Learn at Home

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

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

▶ **PBS Parents:** pbs.org/parents

▶ **Sesame Street's Site for Parents:** sesamestreet.org/parents

New York as Your Classroom

Each year, millions of people from across the globe visit our five boroughs to experience some of the world's greatest natural, architectural, historical, and cultural attractions.

Take advantage of all New York has to offer by visiting the City's libraries, parks, museums, zoos, theaters, and historical landmarks.

Learn more about the City's most popular attractions and venues, including events and activities, at the following sites:

- ▶ **New York Public Library's "Learn" Page:** nypl.org/learn
- ▶ **NYC Department of Parks & Recreation:** nycgovparks.org
- ▶ **Queens Public Library:** queenslibrary.org
- ▶ **Brooklyn Public Library:** bklynlibrary.org
- ▶ **New-York Historical Society's Children's History Museum:** nyhistory.org/childrens-museum
- ▶ **American Museum of Natural History:** amnh.org
- ▶ **The Bronx Zoo:** bronxzoo.com

Schedules, events, and attractions can change often, so check these sites regularly.



Apply for IDNYC

IDNYC is the City's free municipal ID card available to all NYC residents ages 14 and up. The IDNYC card is widely accepted as proof of identity and residency by City agencies, including DOE and NYPD. Cardholders get discounts for movie

tickets, live performances, and sports events, as well as free one-year memberships at 40 cultural institutions, including the Metropolitan Museum of Art, the American Museum of Natural History, the Bronx Zoo, and more. Residents may also use their IDNYC cards at any public library in the City.

➤ To learn more, visit nyc.gov/idnyc.

NYC Reads 365

Reading is an essential life skill; the more we read, the more knowledge we gain, and the more we exercise our brains.

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

➤ Learn more about NYC Reads 365, and get reading lists and tips at schools.nyc.gov/nycreads365.



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

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

Notice of Students' Right to Vote

Citizens in New York State are eligible to vote as long as they are 18 years or older. The DOE supports the ability of students to exercise the right to vote. Voter registration forms are available in the main office in all high schools, and schools are required to remind students that they may register to vote once they are 17 years old (as long as they will turn 18 before the next election). Voter registration forms are also provided to graduating high school seniors.

- ▶ To register to vote or to verify your voter registration status, visit vote.nyc.ny.us/html/voters/register.

Notice of Federal Privacy Rights

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

Among other things, you have the right to:

- ▶ Inspect and review your child's education records within 45 days after the DOE receives your request.



- ✓ Submit a written request that identifies the record(s) you wish to inspect. Your child's school will notify you of the time and place where you may inspect the records.
- ▶ Request changes to your child's education records when you believe they are inaccurate, misleading, or otherwise violate your child's privacy rights under FERPA.
 - ✓ Make requests to amend records in writing, and identify the content you want changed and the reason for doing so. If the DOE decides not to amend records as requested, you will be notified of the decision and of your right to a hearing and certain hearing procedures.
- ▶ Provide written consent before personally identifiable information in your child's education records is disclosed, except in certain cases where FERPA allows disclosure without consent. Cases permitting disclosure without consent include:
 - ✓ Disclosure to school officials* who need to review education records to fulfill their professional responsibilities.
 - ✓ When records are requested by officials of another school district in which your child seeks or plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.

- ✓ Subject to specific requirements and limitations, other cases include disclosures (1) to authorized representatives of certain government entities (including U.S. Department of Education and the NY State Education Department) for conducting audits or evaluations, or compliance or enforcement activities that relate to federal legal requirements for education programs; (2) in connection with financial aid for which your child has applied or which your child has received; (3) to organizations conducting studies for, or on behalf of, the DOE; (4) to accrediting organizations to carry out their accrediting functions; (5) to you, if your child is age 18 and over and remains your dependent for federal income tax purposes; (6) to comply with a judicial order or lawfully issued subpoena; (7) to appropriate officials in connection with a health or safety emergency; (8) of information that the DOE has designated as “directory information,” but only if you are first given the chance to opt out of the disclosure, and only in limited circumstances and/or to limited parties; (9) to representatives of child welfare agencies authorized to access your child’s case plan for foster care purposes; and (10) to authorized representatives of the U.S. Food and Nutrition Service for certain purposes connected to free and reduced price lunch.

***School officials include:**

DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members); and

People whom the DOE engages to perform services or functions for which it would otherwise use its employees. These include (a) contractors, (b) agents, (c) consultants, (d) employees of other government agencies providing DOE-related services or functions, (e) parents, students, or other volunteers assisting school officials in performing their tasks. Such people are required to be under the direct control of the DOE with respect to the use and maintenance of personally identifiable information from education records. Direct control is achieved in various ways, including but not limited to by written agreement.

- ▶ File a complaint with the USDOE if you believe the NYC DOE failed to comply with FERPA’s requirements. Complaints may be filed with the office administering FERPA:

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

- ▶ Forbid your child’s personally identifiable information from being sold or released for any commercial purpose.
- ▶ Have safeguards in place to protect your child’s personally identifiable data when it is stored or transferred. These safeguards must meet industry standards and best practices. Examples of such safeguards include encryption, firewalls, and password protection.
- ▶ Make complaints about possible breaches of student data and to have such complaints addressed.

Complaints to the New York State Education Department (NYSED) should be directed by email to CPO@mail.nysed.gov or in writing to:

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

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

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

- ▶ A complete list of all the types of student data that the NYSED collects is available at www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx.

You may also obtain a copy of this list by writing to:

**Office of Information & Reporting Services
New York State Education Department
Room 863 EBA
89 Washington Avenue
Albany, NY 12234**

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

Instructions

To obtain a library card, please complete this application and submit it with an acceptable ID to your local public library. Adults can show a current New York State drivers license, learners permit, or other photo identification. Young adults (ages 13-17) can show current working papers or school ID. Children (ages 12 and under) must have a parent or legal guardian sign this application; parents will be responsible for materials checked out on their child's card. Visit the website of the library in your borough for a complete list of acceptable identification forms and the location of a branch near you. For the Bronx, Manhattan, and Staten Island, go to nypl.org; for Brooklyn, go to 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
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<input type="checkbox"/> NEW	<input type="checkbox"/> LOST/REPL	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> PTYPE	Exp. Date	Complete: (Staff Initials)
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للحصول على نسخة من هذا
المستند باللغة العربية، نرجو الاتصال
بمُنسق شؤون الآباء بمدرستك.

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

如需本文件的中文版本，
請聯絡您子女學校的家
長專員。

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

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

이 문서의 한국어 번역본이
필요하시면, 학부모
코디네이터에게 문의하십시오.

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

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

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

Learn More

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

schools.nyc.gov.

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



Bill de Blasio
Mayor

Richard A. Carranza
Chancellor

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