



**Teachers College Community School  
Parent Handbook  
2016-2017**

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## PRINCIPAL'S MESSAGE

Welcome to our new, and returning, TCCS families! I hope your summer has been fun-filled with wonderful learning and social opportunities for your children. I am very excited about the 2016-17 academic school year. We have made tremendous gains but of course still have much to do!

At TCCS, we are dedicated to work together as a community to empower our students to take ownership of their learning process to perform their optimal best. We will continue to refine our Theory of Action to support differentiated instruction to meet each student's individual needs. We are a nurturing learning community that believes students learn best through positive framing, setting personalized goals and knowing what they need to do to achieve their goals. We value the essential ingredient of supporting the home-school connection by welcoming families to learn with and support their children through the learning process.

The Teachers College Community School, in partnership with the Department of Education and Teachers College, is a university-assisted, non-selective community school that applies state-of-the-art knowledge and best practices in teaching, learning, and child development. The educational program is designed to develop each student's knowledge and skills, love of learning, and individual strengths as the foundation for academic and life success.

Serving the whole child and the whole school community is essential work that I value. I will continue to support our teachers, parents and community members in nurturing our students' academic, social-emotional and physical development because all of these areas are interdependent. I am dedicated to continue to cultivate a learning environment that meets our students' needs through rigorous instruction, community building and using data to inform decisions that will excel TCCS in preparing our future, scientists, engineers, writers, artists and civic leaders. Through the cultivation of mind, body, and family well-being, as a community, we can nourish children's desire to be inquisitive, creative and critical thinkers. Our environment promotes our students to BELIEVE in themselves!

I look forward to us continuing to grow, learn, and support each other in this important work that we have all been charged to achieve in the name of our TCCS students.

Michelle Verdiner, M.S., CCC-SLP

## **A. SCHOOL OVERVIEW**

### **HISTORY AND RELATIONSHIP TO TEACHERS COLLEGE**

TCCS was established in 2011 through a partnership of Teachers College (TC), Columbia University and the New York City Department of Education. It is a non-selective, choice public elementary school that gives priority to families residing in Community School Districts 5 and 6. The school adds a grade level each year, and at full capacity TCCS will serve students in grades Pre-K through 8.

TC regards TCCS as central to its founding mission to bring educational opportunities to all members of society. TC's guiding principle in creating the school is to deliver exemplary, comprehensive educational opportunities to children in West Harlem, including best educational practices for teaching and learning, early childhood education so that children get a good start, out-of-school time learning opportunities such as after school programs, and social and health services that support children's ability to learn. The partners have been able to lay a solid foundation thanks to the commitment and hard work of the school's administration, instructional staff and parents, along with Teachers College faculty and students.

To ensure and sustain the school's success, TC provides a range of services, expertise and other resources:

- Assists in the development and evaluation of curriculum
- Provides professional development for teachers
- Places student teachers, tutors and interns in the school
- Provides academic enrichment in areas such as art, music, STEM (science, technology, engineering and mathematics) and nutrition
- Assists in the design and instruction for the after-school program
- Offers health, wellness and family support services
- Provides access to College facilities such as libraries, laboratories and auditoriums
- Participates in school governance, planning and operations
- Builds public and private partnerships and raises funds to support the school

TC's commitments to TCCS are managed by the Office of School and Community Partnerships, under the leadership of Associate Vice President, Dr. Nancy Streim. TC faculty and students are on site regularly, and their involvement is coordinated by Ms. Audrey Cox, the designated TCCS Liaison.

### **USEFUL WEBSITES**

- New York City Department of Education website: <http://schools.nyc.gov/default.htm>
- Official school website (public): <http://tccsps517.org>

We are currently working on a new digital platform for communication. More details will follow.

## **B. SCHOOL SCHEDULE & PROCEDURES**

**SCHOOL HOURS AND CALENDAR**

Regular school hours are as follows:

- 8:00–8:30 am: breakfast
- 8:35 am: students line up to go to their classrooms
- 8:40 am: first period begins
- 2:55 pm: last period ends

**ARRIVAL AND DISMISSAL PROCEDURES**

**Arrival**

The school day officially begins at 8:35 a.m. Breakfast service will take place in the cafeteria between 8:00am until 8:30 am for all students, except for Pre-K students, who have breakfast in their classroom. Students who are eating breakfast should enter the cafeteria directly through the playground.

Parents of students in Kindergarten - 5<sup>th</sup> grade, will use the playground entrance for drop-offs in the morning. Students will enter the building through the multipurpose room and wait in the class assigned line up area for their teachers to accompany them to their classrooms. Pre-K parents will use the main entrance for student arrivals. The Pre-K teacher will meet students in the vestibule and accompany them to their classroom.

Students are marked late if they arrive after 8:40 am. They must report to the main office to get a Late Pass before they can be admitted to class.

**Dismissal**

All families will dismiss via Exit E, which leads into the schoolyard. There will be no dismissal from the front/main door. Third through fifth grade teachers will escort their students into the schoolyard, where they will wait for parents to pick-up their children. Pre-K- second grade teachers will escort their students to the multipurpose room for dismissal. Parents will be allowed to enter the multipurpose room at this time to pick-up their children. Please complete the attached ‘Dismissal Request Form’ so the school staff knows who is authorized to pick-up your child.

**Arrival and Dismissal Procedures**

<b>Grade</b>	<b>Entrance &amp; Exit</b>	<b>Arrival Time</b>
Pre-K	Main entrance (127th St. & Morningside Ave.)	8:35 am Teacher will meet students
K - 5 <sup>th</sup> Grade	School playground adjacent to the multipurpose room	8:35 am Proceed to the multipurpose room in assigned class sections

**Dismissal Schedule:**

<b>Grade</b>	<b>Time</b>	<b>Exit</b>
Pre-K Kindergarten Grade 1 Grade 2	2:55 pm	Multipurpose room
Grade 3 Grade 4 Grade 5	2:55 pm	Schoolyard

**BREAKFAST**

Breakfast service will take place in the cafeteria between 8:00-8:30 am for all students, except for Pre-K students, who have breakfast in their classroom. Students who eat breakfast, should come into the cafeteria through the playground entrance. Breakfast entry will end at 8:25 am.

**TCCS Bell & Lunch Schedule**

<b>Period</b>	<b>Time</b>	<b>Lunch</b>
<b>Breakfast</b>	8:00 am – 8:30 am	
<b>Arrival</b>	8:35 am	
<b>1</b>	8:40 am – 9:25 am	
<b>2</b>	9:27 am – 10:12 am	
<b>3</b>	10:14 am – 10:59 am	
<b>4</b>	11:01 am – 11:46 am	10:55 am – 11:45 am <i>Grades 1, 3 &amp; 5 Lunch</i>
<b>5</b>	11:48 am – 12:33 pm	11:40 am – 12:30 pm <i>Grades K, 2, &amp; 4 Lunch</i>
<b>6</b>	12:35 pm – 1:20 pm	
<b>7</b>	1:22 pm – 2:07 pm	
<b>8</b>	2:09 pm – 2:55 pm	
<b>Dismissal</b>	2:55 pm	

*Please note the important calendar dates for the school year*

## SCHOOL CALENDAR 2016

<b>2016</b>	
September 8 Thursday	School Session Begins For All Students. Early dismissal for kindergarten students at 1:25 PM. *Partial school time for Pre-kindergarten public school students.
September 9 Friday	First full day for kindergarten students. Partial school time for Pre-Kindergarten public school students
September 12 Monday	Eid-al-Adha (schools closed)
September 23 Wednesday	Yom Kippur (schools closed)
October 3 & 4 Monday & Tuesday	Rosh Hashanah (schools closed)
October 10 Monday	Columbus Day Observed (schools closed)
November 8 Tuesday	Election Day. Students will not be in attendance.
November 11 Friday	Veterans Day observed (schools closed)
November 24 & 25 Thursday & Friday	Thanksgiving Recess (schools closed)
December 26 - January 2 Monday - Monday	Winter Recess (including Christmas and New Year's Day) (schools closed)
<b>2017</b>	
January 16 Monday	Dr. Martin Luther King, Jr. Day (schools closed)
February 20 - 24 Monday - Friday	Midwinter Recess (including Washington's Birthday and Lincoln's Birthday, observed) (schools closed)
April 10 - 18 Monday – Tuesday	Spring Recess (including Passover) (schools closed)
May 29 Monday	Memorial Day Observed (schools closed)
June 8 Thursday	Chancellor's Conference Day for staff development. In all five boroughs students will not be in attendance.
June 12 Tuesday	June Clerical Day students will not be in attendance.
June 26 Monday	Eid-al-Fitr (schools closed)
June 28 Wednesday	Last Day For All Students. Early dismissal of all students

\*Parents will receive notification of Pre-K dismissal times

## SCHOOL BUS TRANSPORTATION

School bus transportation is available for students who live a half mile or more from our school location. Detailed below are the identified bus stops for various routes in the community. When OPT (Office of Pupil Transportation) has finalized the routing process, parents can access individual student routing information at the OPT website: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>



Please see Ms. Harris, the Secretary, for any additional information regarding OPT.

**NEW/REACTIVATED STOPS WAITING TO BE ROUTED FOR SCHOOL 05517**

<b>BUS STOP</b>	<b>INTERSECTION</b>
0101	FRED DOUGLASS BLVD & W 155TH ST
0102	W 150 ST & FREDERICK DOUGLASS BLVD
0103	W 145 ST & ADAM C POWELL BLVD
0104	W 139 ST & 5TH AVE
0105	W 137 ST & ADAM C POWELL BLVD
0106	CONVENT AV & W 127TH ST
0107	W 124 ST & ADAM C POWELL BLVD
0109	W 124 ST. & 5 <sup>TH</sup> AVE

If your child(ren) qualify for transportation, please pick the most convenient bus stop number for your child and communicate it to the secretary, Ms. Harris. This information will then be entered into the pupil transportation database. Allow 2 to 3 days and then call the following number: 718-584-8855 to confirm your child’s bus placement. (You will need your child’s ID/OSIS# which you can obtain from Ms. Harris).

Please be advised at the beginning of the school year bus transportation initiation date can be delayed, therefore, you may have to make temporary arrangements during the transition.

**C. VISITORS AND BUILDING SECURITY**

**Building security is a priority.**

Parents/guardians are welcome at TCCS. To ensure student safety, building security, and uninterrupted instruction, please follow our protocol for visitors:

- Visitors must use the main entrance door on Morningside Avenue and sign in at the security desk.
- Please be prepared to show a photo ID upon arrival.
- Visits are by appointment only and will be managed by the office.
- All visitors, including parents and other adults, must stop in the office first in order to communicate the reason for your visit.

The secretarial staff will call the staff member you wish to meet and confirm your visit.

- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract the staff from instructional duties or student supervision.
- If a student arrives after the designated start times, the office staff will arrange to have the student escorted to their classroom.

**PLEASE NOTE:** Signing in and/or obtaining a pass does not allow for visits to any part of the building; please limit your visit to the prearranged appointment. Your cooperation in this regard is very much appreciated and helps us provide maximum uninterrupted instruction and security for the children.

## EMERGENCY EVACUATION NOTIFICATION

- In the event of an emergency evacuation, parents will be notified via e-mail and telephone numbers as per blue card emergency contact information as soon as possible.

**PLEASE NOTE:** In case of an emergency all phone numbers and contact information provided on Blue Emergency Cards will be utilized. Please ensure to update all contact information as needed to ensure that we can make contact with pertinent information in a timely fashion.

## D. PARENT ENGAGEMENT AND COMMUNICATION

### PARENT COORDINATOR AND TCCS LIAISON

Our parent coordinator is Ms. Leona Guerrido. Her role is to help you solve issues and concerns you may have related to the school. For parents who wish to contact the school for concerns or questions this year, you may e-mail Ms. Guerrido at [LGuerrido@schools.nyc.gov](mailto:LGuerrido@schools.nyc.gov) or call her cell at 347-325-0192. She will respond as quickly as possible.

If at any time you have a concern that requires the attention of an administrator, you may contact, Ms. Guerrido to set up an appointment to meet with Ms. Verdiner .

For issues related to Teachers College activities and support, please contact the TCCS Liaison, Ms. Audrey Cox. The TCCS Liaison is the supervisor for Teachers College specialty teachers, graduate student fellows, work-study students, and interns. The TCCS Liaison also co-manages the after-school program and supervises TC after school instructors.

### PARENT ENGAGEMENT

Parents are an integral part of the TCCS community. The following is a list of opportunities or ways in which parents can contribute to the development of TCCS. All parents are encouraged to play a role in the school's success.

### PARENT ASSOCIATION (PA)

The PA Board consists of four members: President, Vice President (or Co-President), Secretary, and Treasurer. Terms are for one academic year. Elections are held in May each year. The current board membership is as follows:

- Ayishah Irving - Co-President
- Laurie Kindred - Co-President
- Magdala Fabre-Mathieu – Vice President
- Jiyoun Lee- Co-Secretary
- Marianne Soho Co-Secretary
- Chimene Lewis - Treasurer

## SCHOOL LEADERSHIP TEAM (SLT)

The School Leadership Team consists of the following individuals:

- Principal- Michelle Verdiner
- Teachers College representative - Nancy Streim
- Community Board 9 member - Joel Mentor
- United Federations of Teacher (UFT) representative - Marie Sarabia
- Three teachers – Alexandra Espinosa, Margaret Maldonado, Carissa Sinanan
- PA President or Co-President - Ayishah Irving
- Four parents - Diane Tinsely, Jennifer Silverman, Michelle Kelly, Kim Kefgen

The parent members of the SLT are elected for two-year terms. Elections are held in May on alternate years. The next scheduled election is May 2017. If a parent member leaves the SLT, a special election will be held.

## CLASS PARENTS

Each class is expected to have two Class Parents. The role of the Class Parent is to support and build community within the classroom and serve as liaisons between classroom parents and the Parent Association (PA Board). Class parents assist with special events such as celebrations (publicize, coordinate food, decorate, solicit volunteers, etc.), are involved in (publicize and assist) grade-specific projects; replenish class supplies; and coordinate teacher-related activities.

## LUNCH/RECESS ASSISTANT(S)

Lunch and recess assistants help students with condiments, utensils and serving. Lunch and recess assistants encourage students to follow school cafeteria rules; circulate throughout the cafeteria to assist students; monitor bathroom usage during lunch/recess; assist staff with other activities as needed and indicated by school staff members. There is parent sign up sheet for lunch assistance. Parents will be able to select a specific area to assist to ensure that there is an equal distribution of adults to support our students during this time.

## FIELD TRIP CHAPERONE(S)

Each chaperone is assigned a small group of children. Each chaperone is responsible for the safety of all children assigned to his/her group at all times:

- On the bus:
  - Instruct the children to remain seated at all times.
  - Ensure that all children have working seat belts.
  - During the trip:
    - Inform the teacher of any emergencies (bathroom, illness, etc).
    - No child is to be un-escorted.
    - Chaperones must never leave their group unattended and must be willing to assist another parent with their group.
    - Remind students about appropriate behavior and language. If a student is having a challenging day with behavior and/or language, please inform the teacher in charge immediately.
- After the trip:

- Ensure that ALL students are off the bus.
- Line them up in an orderly fashion and escort them into the school building.

Other details about field trips:

- Purpose: all field trips will have an educational purpose or support learning outcomes.
- Frequency: there is no required number of trips per school per year. The number of trips taking place in a given year is at the Principal's discretion.
- Lunch during field trips: students will be notified of the appropriate lunch to bring.
- Transportation: the Department of Education requires that all students Pre-K through 2nd grade use a yellow school bus for all trips that are not within walking distance.

## PARENTS AS LEARNING PARTNERS

Parents as Learning Partners (PLP) is an opportunity provided to every TCCS parent. Our objective is to allow parents to interact with their child(ren) during classroom instruction. During visitation, following morning line-up, parents are invited to join the class until to work with their child on the morning's lesson (reading, writing, math games, etc). Please note the protocol below for participating in this opportunity:

- The first class visit is scheduled for Friday, October 28, 2016. Subsequent dates will be the last Friday of the month unless otherwise noted.
  - November 18th
  - December 23rd
  - January 27th
  - February 17th \*100 Day
  - March 24th
  - April 28th
  - May 26th
- On your visitation day, parents will visit classrooms immediately after arrival at 8:45 a.m. Parents of students having breakfast can meet their child at 8:35 in the multipurpose room.
- Parents will participate in a culminating event: Publishing party, poetry reading, or investigation aligned to the unit of study to afford parents the opportunity to learn in collaboration with their child which will end at 9:25 a.m.
- At the end of the activity, parents will be invited to have a coffee social with Ms. Verdiner in the Library.

## ADDRESSING CONCERNS

If you should have a concern regarding your child's performance or a specific event which occurred at school:

1. Make an appointment with your child's teacher, as s/he has the most direct contact with your child. Beginning this year, Tuesday mornings is the designated day/time parents are able to meet with and/or contact classroom teachers. Teachers will be available from 7:55am until 8:30am, by appointment only.
2. If your concern is not resolved with the teacher, make an appointment with the parent coordinator to speak with the principal.
3. If you have a question or concern related to the role of Teachers College, please contact the TCCS liaison, Audrey Cox.
4. If you have a question or concern related to school or district policies, please call the school office and ask to speak with Cynthia Barr (212)-316-8080 ext. 3031 or email her at CBarr2@schools.nyc.gov

## E. SCHOOL CULTURE AND BEHAVIOR

All TCCS students, staff and parents are expected to display appropriate behavior both inside the school building and during outside activities organized by the school. As partners, we must be consistent in our efforts to create a positive school culture that will empower all TCCS students and families.

As a NYC public school, we also have to adhere to the *Citywide Standards of Intervention and Discipline Measures*. You will receive a copy of this document during the fall semester. You may access the 2015 draft at:

<http://schools.nyc.gov/NR/rdonlyres/CD69C859-524C-43E1-AF25-C49543974BBF/0/DiscCodebookletApril2015FINAL.pdf>

### STUDENT RECOGNITION AND CELEBRATIONS

#### BIRTHDAYS

- Your child's birthday is an exciting day. Small classroom celebrations with snacks are permitted, provided you let your child's teacher know and schedule a time to celebrate a week in advance.
- To avoid hurt feelings, please refrain from distributing birthday or party invitations at school unless the entire class is invited.
- Please limit the classroom snack time celebration to small food items. Donuts, cupcakes, healthy snacks and juice boxes are acceptable.\*
- Celebrations will occur during 8th period from 2:30 p.m.- 2:45 p.m.

**\*DUE TO STUDENT ALLERGIES, please ensure that all foods are PEANUT FREE so that all students in the class may enjoy them.**

## F. ACADEMIC ACHIEVEMENT

The school is committed to excellence in teaching and learning and to the belief that all students can reach their highest potential in an environment that fosters their well-being while challenging their minds. TCCS applies state-of-the-art knowledge and best practices in teaching, learning and child development. The educational program is designed to develop each student's knowledge and skills, love of learning and individual strengths as the foundation for academic and life success. The school's vision also integrates delivery of services for children and families that help students optimize educational opportunities such as early childhood programming, family literacy, after school programming as well as social and health services.

### TCCS CURRICULUM OVERVIEW

#### ENGLISH LANGUAGE ARTS

The Teachers College Community School uses the research-based approach of Balanced Literacy utilizing the curriculum framework of the Teachers College Reading & Writing Project. Balanced Literacy stresses the essential dimensions of reading through teaching of phonics, phonemic awareness, fluency and expressiveness, vocabulary, and comprehension. Daily read-alouds, independent reading time, reading workshop, writing workshop, and systematic word study instruction are key features of

the approach. Teachers demonstrate the habits and strategies of effective reading and writing through a variety of structures: read-aloud, guided reading, shared reading, interactive writing, and mini-lessons in reading and writing. By coaching students in individual or small-group conferences, teachers allow students to successfully and independently apply those strategies to their own reading and writing.

Classroom libraries are the centerpiece of Balanced Literacy. These libraries allow teachers to organize instruction around authentic literature. Extensive use of classroom libraries encourages students to read and write about a variety of topics they know and like. The libraries are designed so that each grade will have a common core of books that span a range of reading levels and cover all kinds of literature from picture books, chapter books, and novels to poetry and nonfiction.

## MATHEMATICS

The Teachers College Community School mathematics program also takes a balanced approach, focusing on what students need to know, and the processes and skills necessary to reason, solve problems, and think critically. TCCS uses the *Investigations* curriculum, complemented by *Context for Learning*.

The core mathematics program is supplemented by research based curricular materials based on Common Core Math standards. Enrichment materials designed at Teachers College. Teachers College is also a primary source of information and professional development for school staff on educational research, the collection and dissemination of best practices, and the effective implementation of instructional tools.

## SCIENCE

The Teachers College Community School's science curriculum is based on the New York State Common Core Curriculum in Science and Next Generation Science standards using a variety of materials among other tools. We focus on two major strands in kindergarten—the Physical Setting and the Living Environment. Science instruction provides students with opportunities to interact directly with the natural world and gives them the skills they need to explain the world that surrounds them. Our approach allows students to practice problem-solving skills, develop positive science attitudes, learn new science content, and increase their scientific literacy.

Our elementary science program emphasizes a hands-on, inquiry-based approach to learning. Younger students learn effectively when they are actively engaged in the discovery process. Children's natural curiosity leads them to explore the natural world. We encourage our teachers to provide opportunities for their students to have direct experience with common objects, materials, and living things in their environments.

## SOCIAL STUDIES

The Teachers College Community School's social studies program has as its foundation the New York State Social Studies Core Curriculum. Through explorations of history, geography, economics, government, and civics, students learn about the people, places, eras, and events near and far that shaped our world. TCCS will follow the DOE's [Social Studies Scope and Sequence](#). We have also opted to utilize the trade book program and supplement these materials with primary source kits, maps, atlases, and

realia.

In kindergarten, students will begin to develop awareness about self, family, neighborhoods, and communities large and small. Within our elementary program, students will be introduced to the diversity of world communities, the historic development of New York State, and the similarities and differences among the nations.

### ARTS

It is the goal of the Teachers College Community School to provide high-quality arts education so that TCCS students can develop lifelong enjoyment and wonder inherent in dance, music, theater, and visual arts. The arts support our school's goals for the healthy development of students, both intellectually and socially. For this year, visual arts and music are provided by Teachers College to all students beginning in Pre-K with additional support from community-based organizations.

### SPECIALS - ENRICHMENT

Students will participate in specialty classrooms daily. Specialty classes are as follows:

Library/Technology - All Grades

Physical/Health Education - All Grades

### ENRICHMENT - TC SPECIALTY STAFF

Music - All Grades

Science Lab- Grades 2-5

Violin - Grade 3

Choir - Grade 4

Water Proofing - Grade 2, - *Provided by Asphalt Green*

Cultural Music & Dance Education – Grade 3- *Provided by 92 Street Y*

Composition - Grade 5

STEAM Programming- Grades 4 & 5 - *Provided by Salvadori Center*

Please check with your child's teacher or refer to the classroom schedule for the exact times of these specials.

### PROMOTION CRITERIA

Per DOE regulations, students must meet three promotion criteria to advance to the next grade:

- Attendance - students must achieve 90% or higher attendance rate throughout the academic year.
- Class work - students must be able to complete tasks that are aligned to the Common Core Learning Standards.
- Assessment - students will be assessed periodically to monitor academic growth and deficiencies.

### HOMEWORK POLICY

Homework is given to students on Fridays in the form of a weekly packet and collected the following Friday. The homework of students is not graded, but it is highly recommended that students complete it. Homework is a reinforcement of what the students will have learned during the school day and is a great opportunity for parents to engage in what your child is learning and extend that learning at home. We encourage you to enrich the concepts at home through discussions and activities that support instruction. For

example, discussing measurement while preparing meals or connecting family outings to topics students are studying in school. (ie., museum, neighborhood walks, vacations, etc.)

## **G. MEALS**

Some students are eligible for free meals (breakfast, lunch & snack/supper). A completed *School Meals Application* enables eligible students to eat meals for free. Students who do not return an application and/or are not eligible for a free meal will pay \$1.75 to eat meals provided by DOE Food Services.

Households can apply online for free and reduced-price meals for all children living in the household attending Pre-K to high school. Parents and guardians can return a completed paper application to their child's school or they can apply online at [nyc.applyforlunch.com](http://nyc.applyforlunch.com) or [nyc.gov/accessnyc](http://nyc.gov/accessnyc) using any computer or smartphone with an internet connection.

### **CARRYOVER OF PREVIOUS YEAR'S ELIGIBILITY**

The DOE Food Services Division must carry over the eligibility status from the previous year for: (1) children from households with approved applications on file from the previous year; (2) new children in the NYCDOE from households with children who were approved for benefits the previous year; and (3) previously approved children who transfer from one school to another under the jurisdiction of the NYCDOE. The eligibility carryover period is for up to 30 operating days of the school year which begins on the first day of the current school year. However, once determined, the new eligibility determination supersedes the carryover eligibility.

**All applications should be submitted by September 30, 2016.**

If you have questions regarding the 2015-2016 Application for Free Meals contact School Food's Help Desk at (877) 363-6325 or send an email to [foodcompliance@schools.nyc.gov](mailto:foodcompliance@schools.nyc.gov).

### **MEAL ACCOUNTABILITY**

- Meal accountability status is used to determine our Title I status. If 60% of our student population is designated free or reduced lunch, we receive additional funding from the state and/or federal government. That is why it is extremely important that all families complete the meal application form.
- If parents fail to pay for their child(ren)'s meals during the school year, the DOE will penalize TCCS by deducting the funds from our school budget the following school year. This reduces the amount available for instructional supplies and other educational expenses.
- Lunch fees are \$1.75 per day. That's \$35 per month or \$175 per semester or \$350 for the year. Parents are encouraged to pay in advance.
- Students are allowed to bring their own lunch regardless of accountability status. However, if a child takes a lunch tray, s/he will be charged. Milk is the only item that can be charged a la carte. The cost is \$0.50.
- We encourage parents to send healthy choices for lunch and/or snack. Please see the attached guidelines developed by the TCCS PA Nutrition Committee.
- Meal payment includes: breakfast, lunch, after school snack and/or supper



**Please note the TCCS lunch and recess schedule for this school year:**

<p style="text-align: center;"><b>Pre-K</b> 11:30am – 12:30pm (lunch and nap time occur inside the Pre-K classroom)</p>
<p style="text-align: center;"><b>Grades 1, 3, 5</b> 10:55 am – 11:45 am (Period 4)</p>
<p style="text-align: center;"><b>Grades K, 2, 4</b> 11:40 am – 12:30 pm (Period 5)</p>

## RECESS

Recess takes place directly before or after students eat lunch. Depending on weather conditions, recess takes place on the TCCS playground or in the multipurpose room.

## H. DRESS CODE

### UNIFORMS

In compliance with the Chancellor’s Regulation, TCCS expects each student to wear a uniform.

The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; foster self-esteem; eliminate label competition; simplify dressing and minimize cost to the parents; teach children appropriate dress and decorum in their “work” place; and help to ensure positive student conduct.

Our definition of a uniform is:

- A navy/light blue polo/oxford shirt and khaki pants or skirt for regular school days.
- A white polo/oxford shirt and khaki pants or skirt for formal occasions such as assemblies.
- Navy blue bottoms are an acceptable alternative to khaki in the winter.
- Shirts can be short or long sleeved with a collar.
- All uniform clothing can be purchased at a store that supplies uniforms or at any store of your choice. Every effort should be made to select clothing that is durable and easy to care for.
  - Uniforms may not consist of clothing that might cause health or safety hazards such as very long slender skirts that cause difficulty going up and down steps especially at times of swift movement, like fire drills or very short skirts that may be disruptive to the educational process.
  - Uniforms are required every school day. For health reasons, the school cannot provide loaner uniforms for children who fail to report in uniform.

### PHYSICAL EDUCATION CLASS ATTIRE

- Students are to wear comfortable clothes that are appropriate for the activities planned for physical education.
- Sweatpants, knee-length shorts, pants and t-shirts are acceptable.

- Footwear-athletic type footwear (sneakers) with a flat sole.

## VALUABLES

Students should not bring jewelry, radios, MP3 players, iPods, cell phones, any kind of toys, cameras, live animals or similar delicate or expensive materials to school.

Money for school trips should be put in a sealed envelope with the child's name clearly marked.

We highly encourage you to label your child's items in the event that it is lost. The Lost and Found is in the multipurpose room. Due to the limited space and hygienic reasons, lost and found items will be disposed of every Friday.

Children's eyeglasses are very expensive. We recommend that you select eyeglasses with great care and in consideration of the treatment children typically give them. Scratch-resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses, and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them; please discuss this with your child as well.

## I. AFTER-SCHOOL PROGRAMS

TCCS, in collaboration with Teachers College and Roads to Success (RTS) offers several after school program options for children in Kindergarten and above. The goal of the TCCS after-school program is to provide a safe, productive and creative environment to enhance student learning, extend the curriculum, and promote areas of learning and self-expression. Three themes permeate the program: wellness/physical activity, STEM and arts.

The after-school program starts on Monday, September 26, 2016 and runs through Friday, June 23, 2016.

TC Clubs: September 26th to December 21st and January 18th to May 19th 2:55 pm - 5 pm

Road to Success: September 26th through June 23, 2016 2:55 pm - 6 pm

Students may participate in either or both of these programs, which will be administered separately and run in parallel to one another. More details about the after-school courses and schedule will be provided to parents. Please do not hesitate to contact [tccsafterschool@gmail.com](mailto:tccsafterschool@gmail.com) if you have questions regarding TC Clubs. Questions regarding the Roads to Success program should be directed to [tccs@roadstosuccess.org](mailto:tccs@roadstosuccess.org).

PLEASE NOTE: After school programming will not take place on the following days:

- School closings due to inclement weather or holidays, determined by the Chancellor's office
- November 2nd and 3rd-Parent Teacher Conference Days
- November 23 - Day before Thanksgiving Recess
- December 23 - Day before Christmas Recess
- March 8 and March 9 - Parent Teacher Conference Days

## J. SIBLING ADMISSION POLICIES

Admission into Teachers College Community School is by lottery. While the lottery is open to all children in New York City, families residing in Manhattan Community School districts 5 and 6 receive priority for admission. Families apply for admission through the NYC Department of Education online application process. Children with an older sibling already enrolled at TCCS have priority for admission to Pre-K or Kindergarten. Siblings of TCCS students wishing to enter in grades other than Pre-K or Kindergarten do not receive priority but can be placed on existing waiting lists. Questions about enrollment and admissions policies should be directed to Ms. Harris in the main office at 212-316-8080 ext. 1081

## K. CELL PHONE POLICY

### TEACHERS COLLEGE COMMUNITY SCHOOL POLICY FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.**

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

**B. Cell phones may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).**

During the school day:

- Cell phones may not be turned on or used while on school property.
- Cell phones may not be used in areas where swimming pools are located.
- Cell phones may not be turned on or used during instructional time.
- Cell phones may not be turned on or used during after-school, school-sponsored programs or activities.

**C. Computing devices may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).**

During the school day:

- Computing devices may not be used in areas where swimming pools are located.

- Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Computing systems may be turned on and used only during instructional time for instructional and educational purposes.

**D. Portable music and entertainment systems may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).**

During the school day:

- Portable music and entertainment systems may not be used in areas where swimming pools are located.
- Portable music devices and entertainment systems may not be turned on or used while on school property.
- Portable music devices and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Portable music devices and entertainment systems may not be turned on or used during During after-school, school-sponsored activities:

**E. Confiscation and return of electronic items**

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Such measures may include, but are not limited to:

- one warning
- confiscation of item and return at end of school day, after parent is contacted
- confiscation of item and return following parent conference
- confiscation of item and return following student entering into behavioral contract
- revocation of privilege to bring item to school.

**F. Discipline**

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.



## DISMISSAL REQUEST FORM

Safety is and always will be one of our most important concerns for the children at TCCS. This is true at dismissal time as well as school hours. We stress the importance of punctuality in picking up your children at the designated dismissal time. It is your obligation to pick up your child at 2:55 pm, 5pm or 6pm, promptly. Adequate supervision of children is often compromised when we do not have total cooperation. To this end, we are requesting that all information below be returned to your child's classroom teacher, thus allowing us to provide for safe dismissal.

Please sign next to the statement(s) that apply to you and your child:

Child's Name	Class	Date
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Signature	I, the parent/guardian will pick up my child at 2:55 pm, 5 pm, or 6 pm.
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Signature	I permit (write in name above) to pick up my child at 2:55 pm, 5 pm, or 6 pm
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Signature	My child will walk home with (write in name above) from TCCS without my supervision.
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Signature	My child will travel by school bus to and from school.
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**\*Note:**

Parents/guardians will call the school at (212) 316-8080 before 2:15pm should an emergency arise that prevents timely pick-up or any changes to the directives listed above.

Educationally yours,

Michelle Verdiner, M.S., CCC-SLP  
Principal

cc: All Classroom Teacher  
Parent Coordinator  
School Secretary

## TCCS Suggested Snack Guidelines

In keeping with the TCCS focus on health and nutrition and the national agenda to encourage healthy choices for our children, we are introducing new **Suggested Snack Guidelines**. We hope you will find this helpful when choosing snacks for your child.

*The Big Picture: On average, a quarter of kids' calories are coming from unhealthy snacks. Snacks count! Help make snack time healthy at school and at home!*

### "ALWAYS" CHOICES

*SEND OFTEN – TOP PICKS*

#### FRUIT

grapes  
apples or pears  
pineapple  
melons: cantaloupe,  
honeydew, watermelon  
berries or cherries  
dried fruit: raisins  
apricots, etc.  
fruit salad  
clementines or oranges  
mangoes  
bananas

#### VEGETABLES

baby carrots  
snap peas  
bell peppers  
grape tomatoes  
edamame  
cucumbers  
string beans  
celery

#### WHOLE GRAINS

rice cakes  
whole grain crackers  
whole grain bread  
whole wheat pita bread  
whole grain dry cereal:  
ex. Cheerios,  
Cascadian Farm Multi  
Grain Squares

#### OTHER FOODS

nuts or nut  
butters (\*if  
appropriate for  
your classroom,  
please check  
with your  
teacher first).  
hummus, salsa  
or guacamole  
as healthy dips  
for veggies or  
whole grain pita  
bread/ crackers

#### GREAT DRINKS

send your child  
to school with a  
reusable water  
bottle so he or  
she can have  
water to stay  
hydrated all day  
long; reusable  
bottles also  
reduce waste;  
milk is provided  
at school meals.

### "SOMETIMES" CHOICES

*SEND OCCASIONALLY*

100% juice, applesauce-unsweetened, canned fruit or fruit cups (in fruit juice, not syrup), crackers, graham crackers, animal crackers, pretzels, plain baked chips, bagels or homemade bread or muffins (suggestions - add fruit or veggies like zucchini, carrots, blueberries, etc. to muffins), yogurt, cheese sticks, granola bars with less than 8 grams of sugar per 100 calories (Examples: Nature Valley Crunchy Granola Bars, Quaker 25% Less Sugar Chewy Granola Bars, Earth's Best Organic Fruit Bars)

### "RARELY" CHOICES

*PLEASE TRY NOT TO SEND THESE*

candy, donuts, fried chips, store bought/pre-packaged brownies/muffins/sweets