

## **Community Action School**

154 West 93<sup>rd</sup> street New York, NY 10025

## **General Information**

Principal - Andrew Sullivan

E-Mail: asulliv@schools.nyc.gov

Assistant Principal: Jill Sinnott

E-Mail: jsinnott2@schools.nyc.gov

Parent Coordinator: Karla Fittipaldi

E-Mail: kfittipaldi@schools.nyc.gov

**School Telephone**: (212)678-5888

**School Fax Number**: (212)531-7351

School Website: www.communityactionschool.org

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154 West 93 Street New York, NY 10025 Phone: 212-678-5888 Fax: 212-531-7351 Andrew Sullivan – Principal Jill Sinnott –Assistant Principal

## Community Action School

### School/Family Compact- 2019-2020 School Year:

#### **School's Responsibilities:**

We, the staff of the Community Action School, will support the success of all of our students in the following ways:

- 1. Providing high-quality curriculum and instruction for all students.
- 2. Maintaining a safe, orderly and supportive school environment.
- 3. Providing parents with frequent reports on their children's progress.
- 4. Providing parents with access to staff.
- 5. Informing parents of school activities, changes in school policy and other important matters related to their child's school life.

#### Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- 1. Making sure that my child comes to school on time, every day.
- 2. Making sure that homework is completed.
- 3. Monitoring the amount my child watches television and uses social media on school nights.
- 4. Attend all parent/teacher conferences.
- 5. Promoting positive and safe use of my child's extracurricular time.
- 6. Staying informed about my child's education.

| Andrew Sullivan, Principal   |                                       |   |
|------------------------------|---------------------------------------|---|
| Student Name (Please Print)  |                                       |   |
| Parent or Guardian Signature |                                       |   |
|                              |                                       |   |
| Building Leadership          | • • • • • • • • • • • • • • • • • • • | _ |

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# CAS Non-Negotiables

- Come to school every day on time and prepared.
- 2. Wear your uniform every day.
- 3. Use safe and respectful words to any person in the community.
- 4. Show respect and care for the school building and property.
- 5. Stay safe with words and actions.
- Be responsible and carry a pass when in the hallway.
- 7. Electronic devices are not permitted in classrooms at any time.
- Complete all assigned work on time and with integrity.

| Student Name (Please Print)  |
|------------------------------|
| Parent or Guardian Signature |

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#### Community Action School Parent Involvement Policy

To increase and improve parent involvement and school quality, our school will:

- actively involve and engage parents in the planning, review and evaluation of the
  effectiveness of the school's Title I program as outlined in the Comprehensive Educational
  Plan, including the implementation of the school's Title I Parent Involvement Policy and
  School-Parent Compact;
- engage parents in discussion and decisions regarding the required Title I set-aside funds, which are allocated directly to schools to promote parent involvement, including family literacy and parenting skills;
- ensure that the Title I funds allocated for parent involvement are utilized to implement activities and strategies as described in our Parent Involvement Policy and the School-Parent Compact;
- support school-level committees that include parents who are members of the School Leadership Team, the Parent Association (or Parent-Teacher Association) and Title I Parent Committee. This includes providing technical support and ongoing professional development, especially in developing leadership skills;
- maintain a Parent Coordinator (or a dedicated staff person) to serve as a liaison between the school and families. The Parent Coordinator or a dedicated staff person will provide parent workshops based on the assessed needs of the parents of children who attend our school and will work to ensure that our school environment is welcoming and inviting to all parents. The Parent Coordinator will also maintain a log of events and activities planned for parents each month and file a report with the central office.;
- conduct parent workshops with topics that may include: parenting skills, understanding educational accountability grade-level curriculum and assessment expectations; literacy, accessing community and support services; and technology training to build parents' capacity to help their children at home;
- provide opportunities for parents to help them understand the accountability system, e.g., NCLB/State accountability system, student proficiency levels, Annual School Report Card, Progress Report, Quality Review Report, Learning Environment Survey Report;
- host the required Annual Title I Parent Meeting on or before December 1<sup>st</sup> of each school year to advise parents of children participating in the Title I program about the school's Title I funded program(s), their right to be involved in the program and the parent involvement requirements under Title I, Part A, Section 1118 and other applicable sections under the No Child Left Behind Act;
- schedule additional parent meetings, e.g., quarterly meetings, with flexible times, such as
  meetings in the morning or evening, to share information about the school's educational
  program and other initiatives of the Chancellor and allow parents to provide suggestions;
- translate all critical school documents and provide interpretation during meetings and events as needed;

Our school will further encourage school-level parental involvement by:

· holding an annual Title I Parent Curriculum Conference;

 hosting educational family events/activities during Parent-Teacher Conferences and throughout the school year;

 encouraging meaningful parent participation on School Leadership Teams, Parent Association (or Parent-Teacher Association) and Title I Parent Committee;

 providing written and verbal progress reports that are periodically given to keep parents informed of their children's progress;

 developing and distributing a school newsletter or web publication designed to keep parents informed about school activities and student progress;

 providing school planners/folders for regular written communication between /teacher and the home in a format, and to the extent practicable in the languages that parents can understand;



## C. A. S. Parent Association

## Sign up as a volunteer to help our community!

| Name                           |                               | <u>.</u> |
|--------------------------------|-------------------------------|----------|
| Student's Name                 |                               |          |
| Home Phone                     | Cell Phone                    |          |
| Work Phone                     | E-mail                        |          |
| Best time to reach me          |                               |          |
| Best time for me to voluntee   |                               |          |
| I would be interested in help  | ing with (check all that ap   | ply)     |
| Pot luck dinnerBake Sa         | les (baking, setting-up, sell | ling)    |
| FundraisingTeacher             | appreciationSchool spir       | -it      |
| I have expertise and talent in | the following areas:          |          |
|                                |                               | , ,,     |
| Ideas you may have:            |                               |          |
| ·                              |                               |          |



#### Dear Parents,

Cookie's wants the students of **Community Action School (MS258M)** to dress for success! We know that Back to School season can be stressful for a lot of parents, and we are happy to make the process as simple as possible to purchase school uniforms. There are three ways to order your school uniform with the required logo.

#### Online

Order on our website 24 hours a day, 7 days a week.

- 1. Visit https://www.cookieskids.com/Default.aspx
- 2. Enter school's access code MS258ES inside the red search box.
- 3. Select your school name and the size range(s) you'd like and choose NEXT to begin your order.

#### Phone

Our dedicated customer service staff are located at Cookie's headquarters in Brooklyn, NY and are happy to help answer any questions Monday through Friday, 10AM to 6PM ET. Our representatives can help take your order and ensure that you get the correct items and logo. Call 877-942-6654 to place your order.

#### In-Store

Visit any Cookie's Department Store location to place your order. Our stores are conveniently located in the Bronx, Brooklyn and Queens, where our knowledgeable staff is waiting to assist you with any embroidery orders or uniform questions:

Please allow up to 3 weeks for your items to be embroidered or screen printed with your school logo. Please note there are no returns or exchanges on embroidered or screen printed items.

We look forward to serving you this school year and thank you for choosing Cookie's, the School Uniform Headquarters.

Please allow a minimum of 3 weeks to order uniforms. The Community Action School logo must be stitched on the polo shirt and (optional) sweater. Thank You

¡Cookie's quiere que los estudiantes de la escuela "Community Action School" se vistan para triunfar!

¡Puede realizar su pedido de uniformes escolares con el logo correspondiente los 7 días de la semana y los 365 días del año!

Hay tres formas de realizar su pedido:

1. Compre en nuestro sitio web: CookiesKids.com

(Instrucciones en el reverso del volante)

2. Compre por teléfono por el número 877-942-6654

10 a.m. - 6 p.m., de lunes a viernes

3. Visite unas de nuestra tiendas:

510 Fulton Street Brooklyn, NY 11201 (718) 797-3300

567 Melrose Avenue Bronx, NY 10455 (718) 585-0800

166-21 Jamaica Avenue Jamaica, NY 11432 (718) 291-7700

982 Flatbush Avenue Brooklyn, NY 11226 (718)287-2300

1534.Westchester Avenue Bronx, NY 10472 (718)991-9500

Por favor, prevea un período de hasta 3 semanas para que las prendas se borden o impriman con el logo de la escuela.

No se admiten devoluciones o cambios para logo bordadas o impresas.

¡El acceso a la tienda en línea de su-escuela está a-un clic de distancia!

Visítenos en Uniforms.CookiesKids.com-

Vaya al pie de la página y haga clic en «Enter School Source Code» para ingresar el código de su escuela.

Ingrese el código de su escuela: MS258ES

¡Simplemente haga clic en el enlace correspondiente, donde podrá acceder a la tienda en línea de su escuela!

Explore nuestra țienda:

Visite CookiesKids.com

O llámenos al

(877) 942-6654

Por favor deje un minimo de 3 semanas a los uniformes de la orden. El logo de la escuela Community Action debe ser cosido en la camisa de polo y suéter (opcional). Gracias.





#### **HOUSING QUESTIONNAIRE**

Parent/Guardian/Student:

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435, and must be completed for each student. The information you provide is confidential. Your child will not be discriminated against based upon the information provided.

Please complete the following questions regarding the student's housing in order to help determine services the student may be eligible to receive.

Note to Schools/Temporary Housing Liaisons: Please assist students and families in filling out this form. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet. The district cannot disclose housing status information without parental consent.

|        | Student Nan              | ne     |        |
|--------|--------------------------|--------|--------|
| Last   | First                    |        | Middle |
|        |                          |        |        |
| OSIS # | Date of Birth (MM/DD/YY) | Gender | School |

|           | dentify the student's current living arrangements. Please check <u>one</u> box:  | School Use<br>Only |
|-----------|--|--------------------|
| Check (√) | Housing Questionnaire Choice   | ATS Code           |
|           | Doubled Up  With another family or other person because of loss of housing or as a result of economic hardship   | D                  |
|           | Shelter Emergency or transitional shelter  | S                  |
|           | Hotel/Motel Living in what is NOT an emergency or transitional shelter and involves payment  | Н                  |
|           | Other Temporary Living Situation  Trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living space | Т                  |
|           | Permanent Housing Student who is living in a fixed, regular, and adequate housing situation  | Р                  |

| if the |  | housing, also indicate if the below applies: | School Use<br>Only |
|--------|--|--|--------------------|
|        | Unaccompanied Youth  |  | Enter "Y" if       |
|        | Youth who is not in the physical custody of a parent or guardian |  | applicable         |
|        |  |  |                    |
|        | Parent/Guardian (print)  | Parent/Guardian Signature                    | Date               |
| Please | e return this form to your child's school                        | as requested                                 |                    |

Note: The answer you give above will help determine what services you or your child may be eligible to receive under the McKinney-Vento Act. Students who are protected under the Act are entitled to immediate enrollment in school even if they do not have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. After the student has been enrolled, the new school must contact the last school attended to request the student's educational records, including immunization records, and Students in Temporary Housing (STH). Liaison(s) must help the student get any other necessary documents or immunizations. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services. Please refer to Chancellor's Regulation A-780.

This form is accompanied by a one-page attachment titled, "McKinney-Vento Homeless Assistance Act – Students in Temporary Housing Guide for Parents & Youth".



### MCKINNEY-VENTO HOMELESS ASSISTANCE ACT Students in Temporary Housing – Guide for Parents & Youth

| TOPIC  | IMPORTANT INFORMATION   |
|--|---|
| Children living in the collowing situations are considered homeless for the purpose of education lights tinder the section section of the purpose of education lights tinder the section of the section o | <ul> <li>In a shelter, transitional shelter, motel, campground, abandoned in a hospital, or awaiting foster care.</li> <li>In a car, park, public place, bus, train, or abandoned building.</li> <li>Doubled up with friends or relatives because you cannot find or afford housing.</li> </ul>   |
| inaccompanied Youth  | Youth who is not in the physical custody of a parent or guardian, and who meets the definition of homelessness set forth in the explanation above.  Unaccompanied homeless youth have the same rights as homeless students who reside with a parent or guardian.  |
| Students who fall under<br>the McKinney-Vento<br>Act's definition of<br>homeless have the<br>following rights:   | To a free public education. To immediate enrollment in the zoned school. To attend school no matter how long they have lived at their current location. To stay in their school of origin (school attended before becoming homeless or the last school attended) or choose to attend their new zoned school. To transportation services to and from school. To not be denied immediate school enrollment just because of their situation or because they lack enrollment documentation. To not be separated from the regular school program because they are homeless. To receive free school meals.  |
| knportant information:   | Each borough integrated Service Center (ISC) has at least one Students in Temporary Housing (STH) Content Expert who serves as the STH liaison and manages programs and services designed to help children who are homeless pursue their education. The STH Content Expert supervises a team of Family Assistants.     Each Children First Network (CFN) has a designated STH liaison available to assist children who are homeless with their educational needs.  Additionally District 75 and District 79 each have a designated STH liaison available to   |
|  | <ul> <li>Family Assistants are located at shelters and in some schools. They are responsible for assisting homeless parents and their children with their educational needs.</li> <li>Family Assistants are available to assist the child's parent/guardian with school enrollment, obtaining immunizations, school records, and arranging transportation to and from school. School staff should not hesitate to contact their STH liaison for individual questions, to arrange training, or to assist unaccompanied youth.</li> </ul>   |
| School Selection:  | Schools must allow parents/guardians to choose the child's school when their child is homeless. The parent/guardian may choose among the following:     a) The school the child attended when permanently housed (school of origin);     b) The school in which the student was last enrolled; or     c) Any school available to a permanently housed child residing in the area where the homeless student is currently residing.  |
| School Enrollment:<br>(Apply only if your child<br>is not currently enrolled<br>or you want to change<br>school)   | <ul> <li>Elementary School – register your child at your zoned school. If you are currently residing in a NYC Department of Homeless Services shelter, the family assistant at your shelter will be able to assist you, if needed. If there is no family assistant in your shelter or if you are not residing in a shelter, please contact your STH liaison for assistance.</li> <li>Middle School – same procedure as elementary school except where your district doe not have zoned middle schools, then you must report to the Borough Enrollment Center. For the location of your borough Enrollment Center, please call 311.</li> <li>High School – all high school students must register at the Borough Enrollment Center. For the location of the nearest Borough Enrollment Center, please call 311.</li> </ul> |
| Enrollment Disputes:   | If a dispute arises over the school selection or enrollment, your child must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.  The parent/guardian must be provided with a written explanation of the school decisio on the dispute, including the right to appeal, and referred to the STH Family Assistant or STH liaison for assistance.  |
| Transportation .   | <ul> <li>Students who are defined as homeless by the McKinney-Vento Act are entitled to transportation to and from school, if necessary.</li> <li>If available, busses will be provided to students in grades K-6; if not available, they are eligible for a student MetroCard.</li> <li>For students in grades Pre-K-6 who are eligible for transportation and receive a stude MetroCard, their parents/guardians are eligible for public transportation assistance (MetroCard) to accompany the child.</li> <li>Students in grades 7-12 are eligible for student MetroCard.</li> </ul>  |

For more information, please contact your borough Integrated Service Center or your Children First Network to speak to a STH liaison or call 311.



#### **CUESTIONARIO DE LA VIVIENDA**

#### Padre/tutor/estudiante:

Este cuestionario tiene el objetivo de abordar la Ley McKinney-Vento 42 U.S.C. 11435, y lo deben responder todos los estudiantes. La información que da es confidencial. Su hijo no será discriminado en base a la información proporcionada.

Por favor responda las siguientes preguntas acerca de la vivienda del estudiante para que ayude a determinar los servicios a los que el alumno puede tener derecho.

Aviso a las escuelas y a las personas de enlace de vivienda temporal: Por favor ayuden a los estudiantes y a las familias a llenar este formulario. No incluyan simplemente este formulario en el paquete de inscripción, porque si el estudiante cumple con los requisitos como residente de una vivienda temporaria, no es necesario que envíe un comprobante de domicilio ni otros documentos obligatorios que puedan llegar a ser parte del paquete de inscripción.

|  | Nombre d                           | lel alumno      |                                  |                                      |    |
|--|------------------------------------|-----------------|----------------------------------|--------------------------------------|----|
| Apellido   | Nombr                              | e               | Segundo non                      | nbre                                 |    |
| Nº OSIS  | Fecha de nacimiento<br>Mes/Dia/Año | Sexo            | Escu                             | ela                                  |    |
| Por favor identifique la condición actual de vivi  | enda del estudiante. Po            | r favor marqu   | le <u>una</u> casilla.           | Para el uso exclusi<br>de la escuela | VO |
| Marque<br>(√)  | Condiciones de                     | vivienda        |                                  | ATS Cod                              | le |
| Doubled-Up Vive con otra familia o persona debido  | a pérdida de hogar o cor           | no resultado d  | e problemas económicos           | D                                    |    |
| Albergue Vive en un albergue o refugio temporal  |                                    |                 |                                  | s                                    |    |
| En espera de hogar de crianza  |                                    |                 |                                  | . A                                  |    |
| Hotel / Motel Vive en un lugar que NO es un albergu  | e o refugio temporal <b>y</b> qu   | ıe implica pago | os.                              | н                                    |    |
| Otra situación de vivienda temporal<br>Vive en una zona de casas móviles, ca<br>cualquier otro lugar inadecuado. | mpamento, automóvil, pa            | arque, lugar pú | blico, edificio abandonado, call | ео т                                 |    |
| Vivienda permanente<br>Vive en condiciones de vivienda fijas, r  | ormales y adecuadas                |                 |                                  | P                                    |    |
| Si el estudiante NO vive en una vivienda pern  | nanente, también indiqu            | ıe si lo siguie | nte se aplica:                   | Para el uso exclusivo<br>la escuela  | de |
| Menor sin acompañante<br>Jóvenes que no se encuentran bajo la  | custodia de un padre o tu          | tor.            |                                  | Unac You<br>Enter "Y"<br>applicable  | if |
| lombre y apellido del padre/madre/tutor (en letra d<br>intregue este formulario en la escuela de su hij          | •                                  | irma del padre  | /madre/tutor                     | Fecha                                |    |

Nota: La respuesta que dé arriba ayudará a determinar qué servicios podrían recibir usted o su hijo de conformidad con la Ley McKinney-Vento. Los estudiantes que están protegidos por la Ley tienen derecho a inscribirse de forma inmediata en la escuela, incluso si no tienen los documentos que normalmente se necesitan, tales como comprobantes de domicilio, expediente escolar, certificado de vacunación o certificado de nacimiento. Después de que el alumno se haya inscrito, la nueva escuela debe comunicarse con él o con el establecimiento en el que estudió para pedir el expediente educativo, el cual incluye el certificado de vacunación, y las personas de enlace para estudiantes en vivienda temporaria (STH) deben ayudar al estudiante a obtener los documentos o vacunas que falten. Los estudiantes que están protegidos por la Ley McKinney-Vento también pueden tener derecho a transporte gratuito y a otros servicios. Por favor remitase a la Disposición del Canciller A-780.

Este formulario tiene un documento adjunto de una página titulado "Ley McKinney-Vento de Asistencia a Indigentes: Guía de padres y estudiantes en vivienda temporal".

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### Verification Needed for Address Change

#### Need Two of the following containing the address of residence:

- Proof of address which may be verified by any two of the following containing the address of residence.
- A lease agreement. Deed or mortgage statement for the residence.
- A residential utility bill (gas or electric) in the residents name issued by a utility company (eg, National Grid or Con Edison), must be dated within the past 60 days.
- Documentation or letter on letterhead from a federal, State, or local government agency, including the IRS. The City Housing Authority. Human Resources Administration, the Administration for Children's Services (ACS), or an (ACS) subcontractor or the federal Office of Refugee Settlement. Indicating the resident-s name and address, must be dated within the past 60 days.
- Current property tax bill far the residence.
- A water bill for the residence dated within the past 90 days.
- Rent receipt which includes the address of the residence, must be dated within the past 60 days.
- State, city. Or other government issued identification; which has not expired and includes the address of residence.
- Income tax form for the last calendar year.
- Official NYS Drivers' License or Learners permit which has not expired.
- Official payroll documentation from an employer, such as a pay stub, a
  form submitted for tax withholding purposes, or payroll receipt (a
  letter on the employer's letter head is not adequate), which must
  include the home address and be dated within the past 60 days.
- Evidence or custody of the child, including but not limited to judicial custody orders or guardianship papers documents issued within the past 60 days with name of the child and address of residence.
- If you are not the leaseholder of your residence, you must submit a Residency Affidavit.

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# Office of Communications and Media Relations 52 Chambers Street, New York, NY 10007 Tel: 212.374.5141 Fax: 212.374.5584

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| Student Name:                         | school: MS 258 Community Actions |                  |               |               |              |          |            |
|---------------------------------------|----------------------------------|------------------|---------------|---------------|--------------|----------|------------|
|                                       |                                  |                  |               |               |              | ,        |            |
| I hereby consent to the participation | in interviews, the               | use of quotes, a | and the takin | g of photog   | raphs, mov   | ies or v | ideo tape  |
| of the Student named above by         |                                  |                  |               |               | Tar .        |          |            |
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| profit purposes including use in prir | ıt, on the internet,             | and all other fo | orms of med   | iia. I also l | ereby rele   | ase the  | New Yor    |
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| connection with the above.            |                                  |                  |               |               |              | •        |            |
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|                                       |                                  |                  |               | ,             |              |          | •          |
| Signature of Parent/Guardian (if Stud | dent is under 18):               | •                |               | D             | rte:         |          |            |
| Address of Parent/Guardian:           |                                  |                  |               |               |              |          |            |
|                                       |                                  |                  |               |               |              |          |            |
| OR                                    |                                  |                  |               |               | •            |          | -          |
| C                                     |                                  |                  | •             | Data          | •            |          | -          |
| Signature of Student (if 18 or over): | <u> </u>                         |                  |               | Date:         |              |          |            |
| Address of Student                    |                                  |                  |               |               |              |          |            |



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(POR EJEMPLO: PARA FINES EDUCATIVOS, LA ADMINISTRACIÓN PÚBLICA O LA CONCIENTIZACIÓN SOBRE LA SALUD)

| Nombre completo del estudiante:                                 | escuela: MS 258 -Cammunity Acti                             |  |  |  |  |
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| Por medio de la presente, autorizo a/al                         | la participación en   |  |  |  |  |
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| entrevistas, el uso de citas y la toma de fotografías, película | s o audiovisuales dei estudiante mencionado previamente.    |  |  |  |  |
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| Firma de uno de los padres o tutores (si el estudiante es menor | de 18 años): Fecha:   |  |  |  |  |
| Dirección de uno de los padres o tutores:                       |   |  |  |  |  |
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| Firma del estudiante (si tiene o es mayor de 18 años):          | Fecha:  |  |  |  |  |
| Dirección del estudiante:                                       |   |  |  |  |  |
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New York, NY 10025
Phone: 212 678-5888
Fax: 212 531-7351
Andrew Sullivan-Principal
Jill Sinnott- Assistant Principal



## **Community Action School**

### **INFORMATION SHEET ON SCHOOL EMERGENCY PROCEDURES**

In their continuing efforts to ensure the safety and security of all students and staff, the Department of Education has established a comprehensive program to be followed by all schools in the event of an emergency. These procedures will be coordinated with the NYC Police Department and the Mayor's Office of Emergency Management.

The following measures have been implemented and are outlined in the building's safety plan:

- Every school in NYC has a Comprehensive Safety Plan that is reviewed, updated, and certified by the
  Department of Education and the NYPD annually. Our plan is up to date and located in the school
  office. The plan provides specific and detailed procedures for responding to a range emergencies.
  The plan is over 50 pages long.
- All schools have an internal communication system to relay information to staff and students in the
  event of the implementation of emergency procedures. In the building CB radios are available for
  use in case of an emergency. We have a full-time nurse in the building as well as three safety officers
  who have the appropriate means to communicate with their supervisors and respond as required.
- Specific written evacuation procedures identifying primary and alternate exits for each room in the school building are in place. These procedures are practiced by students and staff at a minimum of twelve times a year in order to ensure a smooth and efficient process for evacuation in case of an emergency.
- In case of an evacuation from the building, the school staff has specific procedures to follow. Students and staff will be evacuated to a designated location which provide shelter, as well as have access to the City's Emergency Communications/Command Center. In the case of CAS, our staff and students will go to PS 84, on 92<sup>nd</sup> Street between Columbus and Central Park West and/or to PS 75, on 96<sup>th</sup> Street between West End Avenue and the West Side Highway. If students need to take shelter in the building they will be brought to the basement gym and/or cafeteria.

 Lockdown Drill Protocols: During a LOCKDOWN DRILL everyone stays in the building and moves to a safety zone.

#### The Following steps will be taken:

- 1. At the signal, (announcement over the loud speaker) teachers/staff will lead the students into their classrooms.
- 2. Teachers/staff CLOSE AND LOCK the classroom doors.
  - 3. Students and teachers/staff move into a Safety Zone within their classrooms (away from doors and windows).
  - 4. Teachers/staff will maintain order and make sure that students are calm.
  - 5. Students will remain quiet during the drill.
  - 6. When the "all clear" announcement is given, the flow of the day resumes.

I will send out a text to all parents in the event of a real emergency.

If you have any questions, please don't hesitate to call me or email me at asulliv@schools.nyc.gov

Sincerely,

Andrew Sullivan

Principal

## School Calendar 2019-2020

| SEPT 5        | FIRST DAY OF SCHOOL FOR ALL STUDENTS (Partial school day for pre-kindergarten public school   |
|---------------|---|
| SEPT 12       | students) Parent Teacher Conferences for Elementary Schools and K—8 Schools (Evening)*  |
| SEPT 19       | Parent Teacher Conferences for Middle Schools (Evening)*  |
| SEPT 26       | Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening)*  |
| SEPT 30-OCT 1 | Rosh Hashanah (Schools closed)  |
| ОСТ 9         | Yom Kippur (Schools closed)   |
| OCT 14        | Columbus Day (Schools closed)   |
| NOV 5         |   |
| 1404 5        | Election Day/Chancellor's Conference Day for Staff Development (Students do not attend school)  |
| NOV 6-7       | Parent Teacher Conferences for Middle Schools and District 75 Programs (Evening and Afternoon)*                                       |
| NOV 11        | Veterans Day Observed (Schools closed)  |
| NOV 13-14     | Parent Teacher Conferences for Elementary Schools and K–8 Schools (Evening and Afternoon)*  |
| NOV 21–22     | Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening and  |
| NOV / 00 00   | Afternoon)*   |
| NOV 28-29     | Thanksgiving Recess (Schools closed)  |
| DEC 24-JAN 1  | Winter Recess (Schools closed)  |
| JAN 20        | Dr. Martin Luther King Jr. Day (Schools closed)   |
| JAN 27        | January Clerical Day for Upper Grades Only (High school/6–12 school students do not attend, unless enrolled in a District 75 program) |
| JAN 28        | Spring Term Begins (For students in semester-model schools)   |
| FEB 17-21     | Midwinter Recess (Schools closed)   |
| MAR 4-5       | Parent Teacher Conferences for Elementary Schools and K—8 Schools (Evening and Afternoon)*  |
| MAR 12-13     | Parent Teacher Conferences for Middle Schools and District 75 Programs (Evening and Afternoon)*                                       |
| MAR 19-20     | Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening and Afternoon)*  |
| APR 9-17      | Spring Recess (Schools closed)  |
| MAY 7         | Parent Teacher Conferences for Elementary Schools and K—8 Schools (Evening)*  |
| MAY 14        | Parent Teacher Conferences for Middle Schools (Evening)*  |
| MAY 21        | Parent Teacher Conferences for High Schools, K–12, and 6–12 Schools (Evening)*  |
| MAY 25        | Memorial Day (Schools closed)   |
| JUN 4         | Anniversary Day/Chancellor's Conference Day for Staff Development   |
|               | (Students do not attend school)   |
| JUN 9         | June Clerical Day for Lower Grades Only (Elementary school/middle school/District 75 students do not                                  |
| JUN 26        | LAST DAY OF SCHOOL FOR ALL STUDENTS (Early dismissal)   |

<sup>\*</sup>These parent teacher conference dates are citywide. However, schools may decide to hold conferences on alternative dates, with approval. Please check with your school for details. For testing dates and other events, visit <a href="mailto:schools.nyc.gov/calendar.">schools.nyc.gov/calendar.</a>

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