



Parent/Student Handbook 2021-2022

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“Together We Aspire ~ Together We Achieve”

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Mission Statement

The Cynthia Jenkins School is committed to inspire and nurture students to become lifelong learners and productive members of our community!

We offer a quality educational experience where students learn to expand their knowledge and develop the habits of inquiry, expression, critical thinking, problem solving, research and presentation. We ensure this through providing an environment where students feel safe, take risks, revise decisions, critique the reasoning of others, and persevere in every task.

Additionally, we seek to know every student well and guarantee adequate time and support when needed. This is all made possible by a solid partnership with our parents, teachers, staff and community.

Expected Behavior

In order to have a positive learning environment, we must all collaborate to ensure that all students S.O.A.R. (Show Respect, On Task, Appropriate, Responsible) which is our school Positive Behavior Intervention and Support (PBIS) program. Students are also required to follow the DOE code of discipline which is available online at

<https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

In order to encourage students to display behaviors that will prepare them for college and career, our PBIS program will continue to celebrate students who demonstrate those behaviors during student award assemblies, PBIS assemblies, special PBIS events, Student of the Month, weekly CJ Shopping, etc...).

Parental support is essential to their child's success. Please review the code of discipline and the school expectations with your child. It is also important to collaborate with your child's teacher if needed to ensure that your child is following school rules.

Electronics & Games:

Students are not permitted to possess gaming devices, toys or anything else that is disruptive to the learning environment without authorization from a teacher. Any unauthorized item will be confiscated and returned only to a parent or guardian.

Champions S.O.A.R!				
	CAFETERIA	HALLWAY	BATHROOM	AUDITORIUM
S SHOW RESPECT	1. Follow Adult Directions 2. Use kind words 3. Include others	1. Follow Adult Directions 2. Stay in your spot on line	1. Follow Adult Directions 2. Mind your own stall	1. Follow Adult Directions 2. Remain seated at all times
O ON TASK	1. Take your drink, food, utensils and condiments before you sit down. 2. Stay seated	1. Go directly to your intended location 2. Stay to the right side	1. Wash your hands 2. Take care of your business and get back to class	1. Follow the speaker with your eyes 2. Take notes when applicable
A APPROPRIATE	1. Use your inside voice 2. Keep food on your tray and off tables and floors	1. Use your inside voice 2. Walk, Walk, Walk	1. Keep eyes, hands, and feet in your own stall 2. Wait your turn	1. Sit up straight 2. Ask relevant and on topic questions
R RESPONSIBLE	1. Clean up after yourself 2. Discard liquids, trash and recycling in the proper receptacle	1. Keep your travel space clean 2. Keep your pass visible at all times	1. Clean up after yourself and always flush 2. Throw used paper towel in the garbage	1. Take everything you brought into the auditorium out with you 2. Keep your hands to yourself

Champion of the Month...

Required Documents

All required documents must be submitted to your child's classroom teacher and/or school secretary. Please keep originals and copies at home as well.

Emergency Blue Card

An updated emergency blue card is required for each student every year. Please complete emergency blue cards to provide the school with the required information. Documentation for all restrictions (medical/safety/legal) must be submitted to your child's teacher or the main office. In addition, make your child's teacher aware of any restrictions at the beginning of the school year using the Beginning of year packet.

Parents/guardians must update contact information as soon as it changes by submitting an updated blue card. In addition, all individual include daycare provider who will pick up your child must be listed on the blue card.

You may also do so using our online form: <https://www.schools.nyc.gov/docs/default-source/default-document-library/2020-emergencny-contact-card-20200701-english-accessible>

Health Requirements/ Immunizations

All students entering a NYC School or child care facility for the first time must have a complete physical examination and all required immunizations.

Medication

School staff is prohibited from providing or administering any medication, including aspirin, to any student. However, if medication must be given at school, a completed 504 form must be submitted to the nurse.

If medical accommodations are needed, a completed 504 form must also be provided to the nurse. After a medical procedure, a medical clearance from the doctor must be submitted to the nurse when your child returns to school.

School Bus

Parents/guardians are required to submit an application for school bus services. If your child qualifies, parents/guardians will be notified in writing. A note must be sent to inform your child's teacher when to start putting him/her on the bus.

Students will not be sent home on the bus on the first day of school unless parents send them to school with a written request which includes the bus route information.



Once a child is assigned to go home by bus, parents/guardians have to ensure that he/she is picked up at the drop off location.

Office of Pupil Transportation can be contacted at (718) 392-8855 with any bus questions or concerns.

Parents/guardians must know the bus route number and bus company contact information.

School Schedule: 8:30am – 2:50pm

Arrival Time: 8:20-8:30AM

Pre-Kindergarten students enter through Main Entrance on Belknap Street

K-2 students will enter through Exit 3 on 136th Avenue (Near Auditorium)

Grades 3-5 will enter through Exit 2 on Belknap Street (Closest to 137th Avenue)

****Late students who arrive after 8:35 AM must use the main entrance and take a late pass to class.**

Dismissal: 2:50PM

Students must be picked up from their assigned dismissal area at 2:50PM.

Pre-Kindergarten-classroom dismissal parents will enter Main entrance on Belknap Street between 2:40-2:50pm

K-2 students will be dismissed at Exit 3 (Near Auditorium)

Grades 3-5 will be dismissed Exit 2 on Belknap Street (Near 137th Ave)

Please make arrangements to safely pick up your child by 2:50PM from his or her teacher. Students not picked up on time must be signed out by an individual listed on their emergency blue card.

Absences, Lateness and Early Pick Up

Schools are required to keep accurate records of students' attendance. Please send a note to your child's teacher to inform the school of his/her absence, lateness or if your child will be picked up early.

In order to ensure a safe dismissal for all, early pick up can only be accommodated before 2:30PM. After 2:30PM, making arrangements for early pick up can cause delays for entire classes and lead to safety concerns.

NYJTL – ACES After-School Program

The Cynthia Jenkins School, P.S. 37Q has partnered with the New York Junior Tennis and Learning program to provide a quality after-school program, Monday – Friday from 2:50PM – 6:00PM. For more information or to sign-up please call 718.528.5399 ext. 1103 or email howens@nyjtl.org or asd-ps037q@nyjtl.org.

Our Teachers

Class	Room	Teacher/Para	Gr/Sub	Ext.
001	103	Sequirera, Julie	PK	1030
001	103	Mack, Carlotta	PK/EA	1030
002	101	Blisko, Carole	PK	1010
002	101	Pena, Lorena	PK/EA	1010
031	209	Bristol, Ann	K	2090
031	209	Huntley, Comfort	K/SE	2090
101	11W	Robinson, Dorrie	1	1011
131	13W	Rhoades, Lavern	1	1013
131	13W	Jean-Walker, Sabine	1/SE	1013
131	13W	Potter, Marlene	1/EA	1013
191	205	Chait, Jennifer	2	2050
191	205	Reape, Edna	2/EA	2050
231	14W	Destio, Jennifer	2	1014
201	19W	Abraham, Wendy	2	1019
231	14W	Joseph, Natasha	2/SE	1019
301	215	Timmons, Jacqueline	3/Math	2150
302	217	McKenzie-Cameron, P.	3/ELA	2170
401	313	Nixon, Eloise	4/ELA	3130
431	319	Dua, Devorah	4/SE	3190

Class	Room	Teacher/Para	Gr/Sub	Ext.
431	319	Nicholas, Antonette	4/Math	3190
491	219	Pinckney, Samantha	4/SE	2190
501	301	Conroy, Karen	5/ELA	3010
531	303	Patterson, Elaine	5/Math	3030
531	305	Gordon-Rose, Kalifa	5/SE	3050
591	307	Pedicini, Melanie	5/SE	3070
591	307	General, Keisha	5/EA	3070
-	202	Gahn, Kim	ENL	2020
-	117	Murphy, Kenneth	Music	1170
-	Gym	Pierre-Louis, Yvan	PE	1070
-	-	Smith, Nannetta	SS	1070

Student Performance and Evaluation

Our most important goal is to ensure that your child is learning every day. Teachers are assessing your child's progress daily and will keep you updated on his/her progress as well as his/her academic and social emotional goals. Report cards will be sent home at the end of the 3 marking periods (November 2021, March 2022, June 2022). In addition, 3 progress reports (Oct. 2021, Jan. 2022, May 2022) will be sent home to provide information on how students are doing before report cards go home. Below is the current grading policy that will be used to determine grades for all subjects.

Teacher will assess all students in reading using a reading assessment (TCRWP) at least 3 times per year to help measure their progress. It is important that students know their reading levels (From A to Z) to ensure that they are reading the right books independently. Students are expected to move up 3 to 4 reading levels per school year.

In addition, teacher grade teams will assess students using performance tasks as common assessments in reading and math every other month. Our school will also use the Imagine Learning Program to monitor student progress.

It is recommended that parents review the assessment portfolios of their children regularly to support at home.

Percentages/Points Earned	Corresponding Rubric
92% - 100%	Level 4
80% - 91%	Level 3
*65% - 79 %	Level 2
**0% - 64%	Level 1

*approaching grade standards

**Far below grade standards

Students have daily opportunities to demonstrate that they are working toward their grade level standards in the following areas:

Reading Fiction and Non-Fiction	Writing	Math
Class participation	Class participation	Class participation
Independent Reading	Independent Writing	Independent work
Fluency	Writing Process	Fluency/Computation
Vocabulary	Grammar	Problem Solving
Reading Tests/TCRWP	Writing Tests	Math Tests
Homework	Homework	Homework
Projects	Projects	Projects

Parent Teacher Conferences

Parent Teacher Conferences are an opportunity to meet one-on-one with your child's teacher and to work cooperatively to enhance and enrich your child's productivity and learning experience. You will learn not only about your child's academic progress but also about their social and learning behaviors, special aptitudes, and/or emotional concerns.

Textbooks

Textbooks are provided to students and must be returned at the end of the school year. Parents will be responsible for the cost of lost or damaged textbooks.

Homework:

Please check assignments sent home with your child, including those who complete homework in the after-school program (ACES). Please keep in mind that homework should be completed by the child for teachers to assess understanding. Students must assume responsibility for the completion of any missed assignments.



Life Long Learners

Students who develop the habits of working independently, set their own goals and persevere to meet these goals improve their chance of success by becoming life-long learners. To help our students become life-long learners, parents/guardians can ensure that they have a regular routine that includes a quiet place and dedicated time to complete homework, projects and read independently. A short list of books with reading levels is provided below to help in the selection of the right level book for your child to read independently. The classroom teacher will provide your child's independent reading level on his/her report cards and

progress reports. You can also visit www.readinga-a.com for additional book lists with reading levels.

Book Series by Level (from readingwithbean.com)

Level E

Morris the Moose series

Levels F & G

Biscuit series / Rylant

Are You Ready to Play Outside? / Willems

Can I Play Too? / Willems

Level H

Hi! Fly Guy series / Arnold

Berenstain Bears series / Mayer

What is a ... (animal) series / Schaefer

Should I Share My Ice Cream? / Willems

Level I

Fly Guy / Arnold

Pill Bug's Life (nature series) / Himmelman

Dragons series / Pilkey

Messy Bessey series / Rookie Readers

About Birds (nature series) / Sill

Level J

Arthur Babysits / Brown

Cork & Fuzz series / Chaconas

Fox series / Marshall

Little Bear series / Minarik

Fancy Nancy series / O'Connor

The Littles series / Peterson

Curious George series / Rey

Henry and Mudge series / Rylant

Mr. Putter and Tabby series / Rylant

Poppleton series / Rylant

About Amphibians (nature series) / Sill

Elephant & Piggie series / Willems

some Clifford series / Bridwell

Level K

Bedtime for Frances / Hoban

Clifford series / Bridwell

Commander Toad series / Yolen

Curious George / Rey

Frog and Toad series / Lobel

If You Give a ... series / Numeroff

Lionel series / Krensky

Madeline series/ Bemelmans

Mercy Watson series / DiCamillo

Oliver Pig series / Van Leeuwen

Nate the Great series / Sharmat

The — from the Black Lagoon series /

Thaler
Zelda & Ivy series / Kvasnosky

Level L

Amazing Snakes / Eyewitness
Amelia Bedelia series / Parish
Cam Jensen series / Adler
George and Martha series / Marshall
Horrible Harry series / Lee
Judy Moody series / McDonald
Miss Nelson is Missing / Allard
Pee Wee Scouts series / Delton
Pinky & Rex series / Howe
Polk Street Kids series / Giff
Weird School series / Gutman
Stink series / McDonald

Level M

Picture Book of (famous people) series
Adler
Polk Street School series / Giff
My Father's Dragon series / Gannett
The Zack Files / Greenburg
most Katie Kazoo books / Krulik
Magic Tree House series / Osborne
Junie B. Jones series / Park
Marvin Redpost series / Sachar
Ivy + Bean / Barrows
some Geronimo Stilton books
Bailey School Kids / Dadey and Jones

Level N

A-Z Mystery series / Roy
Amber Brown series / Danziger
Nancy Drew (later editions) / Keene
Catwings series / LeGuin
Ruby Lu series / Look
some Geronimo Stilton books
Katie Kazoo: Get Lost / Krulik

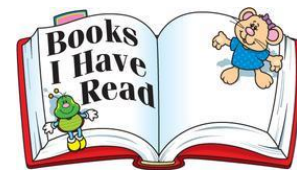
Level O

Babysitters Club series / Martin
Boxcar Children series / Warner

Clementine series / Pennypacker
Bunnicula series / Howe
Jake Drake series / Clements
Secrets of Droon series / Abbott
some Geronimo Stilton books

Level P

Adventures of Captain Underpants series
/ Pilkey
Bad Kitty series / Bruel
Wayside School series / Sachar
Time Warp Trio series / Scieszka
Captain Underpants series / Pilkey



Level Q

If you live/traveled... series (Scholastic)
All about ... (wildlife) / Arnosky
Animal Ark series / Baglio
Chronicles / DiTerlizzi
Ghosthunters series / Funke
Chet Gecko, Private Eye / Hale
Bunnicula series / Howe
Amulet series / Kibuishi
Dragonquest series / Koller
Island trilogy / Korman
Alvin Ho series / Look
Anastasia series / Lowry
Dragon Slayers' academy / McMullen
The Dumb Bunnies / Pilkey
Goosebumps / Stine
I Survived ... series / Tarshis

Level R

Who was ... (famous person) / various
You Wouldn't Want ... (R+) / various
Magic Shop series / Coville
Kidnapped series / Korman
Shiloh trilogy / Naylor
Hatchet series / Paulsen
Big Nate series / Peirce
Vampire Kisses Series / Schreiber

Level S

A Day in the Life of ... (history) series /
Branse
My Teacher series / Coville
Emily Windsnap series / Kessler
The Doll People series / Martin
The Borrowers series / Norton

Level T

Dear America series / various
Ink trilogy / Funk
Joey Pigza series / Gantos
Julie of the Wolves trilogy / George
Princess Academy series / Hale
Diary of a Wimpy Kid series / Kinney
Chronicles of Narnia series / Lewis
Charlie Bone series / Nimmo
Storm Runners series / Smith
Sammy Keyes series / VanDraanen
Molly Moon series/ Byng

Level U

39 Clues series / various authors
Poison Apple series / various authors

Princess Diaries series / Cabot
Julie of the Wolves series / George
Warriors series / Hunter
Alice series / Naylor

Level V

Falcondance series / Atwater
Chronicles of Vladimir Tod series / Brewer
(YA)
Gregor the Overlander series/ Collins
Dragon Rider series / Funke
Inkheart series / Funke
Guardians of Ga'Hooole series / Lasky
Circle of Magic series / Pierce
Cirque du Freak series / Shan (YA)
Series of Unfortunate Events Series /
Snicket

Level W

Who is Carrie? trilogy / Collier
The League series / Kenyon (YA)
Seventh Tower series / Nix
Land of Promise series / Nixon
Harry Potter series / Rowling



Health and Safety Information for Parents

Your child's safety is our first priority. We are working to keep all students safe. Our protocols to keep school communities safe and healthy are as follows:

- Prevention: Starting with the first day of the 2021-22 school year, if a student or staff member is feeling sick, they are required to stay home. Additionally, if their symptoms are consistent with COVID-19, they will be asked to get tested.
- Feeling Sick in School: If a student begins experiencing symptoms in school, they will be isolated and monitored by a school staff member until they are picked up by their parent or guardian. Please do not send your child to school if he/she is exhibiting any of the following symptoms:

* A temperature of 100 or above (children need to be free of a temperature for 24 hours before returning to school)

* Vomiting/Diarrhea * Sore throat * Earache

* Persistent Coughing * Severe Cold * Unexplained rash

A doctor's note is needed before returning to school after any absence of 3 days or more.

- Testing: All school staff members are asked to get tested for COVID-19 in the days leading up to the beginning of school, and will be prioritized for expedited results at the 34 City-run testing sites. All school staff are also asked to get tested monthly during the school year. This free testing is also available for families citywide.
- Tracing: In the event of a confirmed COVID-19 case in a school, NYC Test + Trace and NYC Health will investigate to determine close contacts within the school. All students and teachers in the classroom with the confirmed case are assumed close contacts and will be instructed to self-quarantine for 14 days since their last exposure to that case. In older grades where students may travel between classes, this applies to all classes that the confirmed case was in.

NURSE

Our school nurse, Ms. Alexander is on duty from 8a.m. to 3p.m. and will evaluate your child in case of illnesses while at school. In case of an illness, the school nurse will contact you via phone or letter. All students are required to have an annual physical on file. In addition, students

with asthma and other medical conditions may require extra forms in order for related medication to be kept on premises and administered in the case of an emergency.

Please Note: Our teachers are not authorized to administer medication to the children. Children are not allowed to self-medicate, without the proper documentation from a medical professional.

Additional Parent Information

Parent Support

Our staff aims to collaborate with parents/guardians to ensure the success of all of our students. Your child's teacher is your primary contact if you have any questions or concerns.

Our Parent Coordinator, Ms. Perez will be available daily and can be contacted via email (lperez32@schools.nyc.gov) or by text and talk 862-367-6689.

It is important to discuss your child's progress with your child's teacher at least each marking period. Teachers will keep you informed by sending home progress reports and report cards. Teachers will provide small group instruction to students who need academic support as needed to ensure that their students are progressing toward grade standards.

If needed, your child's teachers will make referrals for additional academic intervention and monitor your child's progress. Parents/guardians must give the school written permission to give provide academic or guidance intervention for about 6 weeks in addition to the classroom support provided by the classroom teacher. After the additional support, the classroom teacher will inform parents of next steps based on his/her assessment.

Parent Association (P.A.)

Parents/Guardians are encouraged to support the Parent Association. Meetings are held monthly during, which students of the month are celebrated. The P.A. email is 29q037pa@schools.nyc.gov . Our PA President, Ms. Sarah Howard.

Safety

All schools are required to conduct multiple safety drills and to implement the DOE safety protocols from the Code of Discipline and the Safe Transitions handbook during the school year. There are 3 types of drills that are required:

evacuation drills (fire drills), shelter in drills, soft lock down drills. For more information, please visit the DOE website.

School Attire

Students are strongly encouraged to wear their school uniform which consists of white tops and navy bottoms. Classes with 100% uniforms will be recognized monthly with special prizes and incentives. We will incorporate dress down days to recognize special events, such as school spirit, character day, friendship day, etc.

LOST AND FOUND

All items sent to school with students must be clearly labeled, (i.e., lunch bags, sweaters, book bags, jackets, hats, gloves, toys, etc.). Please communicate with the classroom teacher for missing items or a “Lost and found” bin will be located near the auditorium, and should be the next step when attempting to locate lost or missing items. Please keep in mind that items generally are placed in the bin by the following day.

Tips for Getting Your Child to Wear a Mask





HOW TO TALK TO KIDS ABOUT COVID-19

1

STAY OPEN TO QUESTIONS

There is a new virus a bit like a cold, not many kids are getting it but the Dr's are helping everyone.



2

WASH YOUR HANDS

Sing the Happy Birthday song twice every time you wash your hands, rub them together with soap!



3

KIDS ARE STRONG

Eat healthy foods, sneeze into your elbow, drink lots of water and try not to touch your face!



4

IT CAN IMPACT ANYONE

It doesn't matter where you or your parents come from, be caring to everyone. It's not your job to worry.



The NYC Dept. of Education Website: www.schools.nyc.gov

Follow us on Twitter! @PS37Queens

Instagram – PS37Q

FB – PS37QTheCynthiaJenkinsSchool

www.ps37q.com

Get additional information and updates about the NYC public school system, calendars, testing dates, policies and procedures, school closings.

Dear Parent/Guardian:

Please review the P.S. 37Q Handbook with your child. Sign below and return this form to your child's teacher.

My child _____ and I have read and discussed the PS37Q handbook 2020-2021.

Student Signature

Parent/Guardian Signature

Date