

MS 442 School for Innovation Family Handbook 2020-2021



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INTRODUCTION & MISSION STATEMENT

Welcome! This handbook contains information about school routines, policies, and programs at MS 442. We have included some information regarding COVID-19 protocols and procedures as we reopen school during this very unique time. You will receive more clarification about your child's school day and other COVID-19 protocols in the coming days and weeks. We hope it will be a helpful resource whether you are new to the MS 442 community or if you are a returning family.

If you have any questions, please reach out to Ms. Egan, our parent coordinator at parentcoordinator@ms442.org.

MS 442 Mission Statement

MS 442's mission is to empower globally conscious, critical thinkers for the 21st century.

By providing interdisciplinary, project-based learning experiences and student mentorships, we offer our students opportunities to collaborate with others, and prepare them for college and success in future careers.

Our educational philosophy is based on our beliefs that:

- The most meaningful and enduring learning occurs when students are able to apply their knowledge and skills to a real-world context.
- Student success is dependent upon the communication and collaboration between home and school.
- Ongoing assessment, reflection, and goal setting allow educators to tailor responsive instruction to meet diverse student needs.
- Co-curricular and extracurricular activities for middle school students must balance the academic and social-emotional needs of adolescent learners.

Middle School 442- School for Innovation Staff Directory (alphabetically)

September 2020 – June 2021

Noreen Mills, Principal – nmills@ms442.org

Jason James, Assistant Principal – jjames@ms442.org

Name	Title	Email Address (@ms442.org)
Mecca Alaka	Paraprofessional	malaka
Ken Andersen	Teacher	Kandersen
Monserrate Aviles	Guidance Counselor	Maviles
Ben Ballot	Teacher	Bballot
Kyle Baptiste	Paraprofessional	Kbaptiste
Andrea Boyce	School Psychologist (2 days)	Aboyce
Avery Ciarrocchi	Teacher	Aciarrocchi
Melissa Cleveland	Teacher	Mcleland
Julie Coiro	School Aide	Jcoiro
Mike Colonna	Teacher	Mcolonna
Sean Conley	Teacher	Sconley
Corrine Contrino	School Business Manager	Ccontrino
Brian Crowley	Teacher	Bcrowley
Ryan Daley	Teacher	Rdaley
Margaret Dotter	Social Worker	Mdotter
Maria Egan	Parent Coordinator	Megan
Jackie Feliciano	Paraprofessional	Jfeliciano
Sam Fetters	Teacher	Sfeters
Harvey Figueroa	Teacher	Hfigueroa
LaShawn Ford	Guidance Counselor	Lford
Lisa Genduso	Teacher/Math Coach	Lgenduso
Jessica Gowell	Teacher	Jgowell
Nora Green	Teacher/IEP Coordinator	Ngreen
Steven Herman	Teacher	sherman
Sultana Jesmeen	Paraprofessional	Sjesmeen
Cheryl John	School Nurse	Cjohn6@schools.nyc.gov
Kendall Johnson-Smith	Wediko Children's Services	Wediko
Marsha Jones-Wilson	Speech Teacher	Mjones-wilson
Damian Jones	Teacher	Djones
Priyanka Katumuluwa	Teacher	Pkatumuluwa
Cristin Keeler	Occupational Therapist	Ckeeler
Glen Kurs	Teacher	Gkurs
Adam Langlais	Teacher	Alanglais
Eric Lee	Teacher	Elee
Lorraine Macia	Paraprofessional	Lmacia
Chris Marro	Teacher	cmarro
Meghan McGrew	Teacher	Mmcgrew

Brittany Minondo	Paraprofessional	Bminondo
Ryan Monaco	Teacher	Rmonaco
Yesenia Molina	Teacher/Dean	Ymolina
Kyle Nolting	Teacher	Knolting
Timothy Nowak	Teacher	Tnowak
Allyson Nusser	Teacher/Literacy Coach	Anusser
Susan Oh	ENL Teacher (2 days)	Soh
Ed Oliva	Teacher	Eoliva
Matt Perron	Teacher	Mperron
Jane Pieratti	School Secretary	Jpieratti
Catherine Plichta	Teacher	Cplichta
Alicia Rivera	Teacher	Arivera
Norma Rosas	School Aide	Nrosas
Tiffane Sampson	Paraprofessional	Tsampson
Annamarie Scavarda	Teacher	ascavarda
Devin Silva	Teacher	Dsilva
Amanda Sklar	Teacher	Asklar
Anita Smith	Paraprofessional	Asmith
Elana Taubman	Teacher	Etaubman
Gregory Tavoularis	Teacher/Dean	Gtavoularis
Dennis Virga	Teacher	dvirga

COVID-19 Policy and Information

We have added information on reopening during COVID-19 so we could continue to communicate the most up-to-date information with you. We tried to give answers to any questions you may have at the beginning of this unprecedented school year and will continue to update you as more information comes to us.

Training and Education

Staff will undergo training, including proper hand and respiratory hygiene, the importance of avoiding touching their faces, and social distancing guidelines using guidance from the New York State Department of Health, The Center for Disease Control and the DOE on health and safety protocol prior to reopening of school and in advance of students returning to the building.

During the first weeks of school, students will receive training and have opportunities to practice health and safety procedures for a successful school day.

Health and safety protocols will be reviewed and reinforced throughout the school year.

Hand Cleaning/Sanitizing:

Students and staff shall practice frequent hand washing with soap and water for at least twenty seconds, scrubbing thoroughly and drying with paper towels. Students will be asked to use hand sanitizer upon entering their classrooms in the morning. It's recommended students bring a small bottle of hand sanitizer to school for personal use throughout the day.

Hand Sanitizing Stations:

Hand sanitizer stations will be located at the entrance of the building as well as throughout the building in high-traffic areas.

Instructional Space Sanitizing

Classrooms and common areas will be cleaned every night by the custodial staff using electrostatic sprayers and DOE approved cleaners. Some high traffic areas like bathrooms will be cleaned throughout the day.

Mask Policy

Students must wear face masks when in the school building, and they must keep appropriate social/physical distancing. The school will have surgical masks available for students as needed. Face masks should be worn so that they cover both nose and mouth at all times. All masks for staff and students are subject to approval by the principal. Neck fleeces, bandanas and/or gaiters **are not** permitted. Non-disposable masks should be washed daily.

Masks should be plain and free of any objectionable statements about or support for any group, product, political view and so on. The administration has the right to ask any student or staff member to consider an alternate mask if one is deemed inappropriate.

Students will be permitted to remove masks to eat and drink and/or while they are outside during outdoor learning periods, providing they are maintaining social distancing.

Signage

Signage to indicate the direction of travel in hallways and stairways for consistent flow, social distancing and proper distancing for line-up and movement of students and/or classes will be deployed throughout the school building.

Restroom Protocol

Students and staff will be encouraged to employ proper hand and respiratory hygiene. Windows in restrooms will be kept open for improved ventilation. Paper towels and soap will be provided.

Restrooms will be frequently sanitized throughout the day by our custodial staff and thoroughly cleaned after dismissal.

Social distancing should be maintained while using or waiting for the restroom. Restrooms will be adjusted to accommodate physical distancing requirements, e.g., use of alternate stalls and/or sinks and will be monitored by staff members as much as possible.

Water Bottles

Students will be permitted to use the water bottle filling stations in the building. Single use water bottles are also permitted. Personal water bottles must be brought home and sanitized each day. It is strongly encouraged that all students and staff label their personal water bottles.

Ventilation

Proper ventilation will ensure air flow from outdoor air, this includes having windows and doors open at the same time across all rooms to maximize cross ventilation. Windows will be opened as frequently as possible to allow for maximum ventilation.

Supplies

Items and supplies will NOT be shared. Students and staff are not permitted to share electronic devices or learning resources.

During the initial stage of reopening, students will **NOT** be permitted to use their lockers for storage of educational materials. They will carry all materials in their backpacks/bookbags throughout the day.

Bake Sales/Celebrations

Until further notice, there will be no distribution and/or sale of food, snacks, goodie bags, or other items.

NYC DOE COVID-19 School Health Policy

Daily Health Screenings

Daily health screenings, including temperature checks, must be completed at home by families and by school-based staff. The DOE will launch a robust education campaign that makes clear to parents and school-based staff how important these daily health checks are to keeping school communities healthy and safe. The DOE is also committed to purchasing thermometers for at-home use for families who may need them.

School-based staff and students cannot report to school if they have:

- Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- Tested positive through a diagnostic test for COVID-19 in the past 14 days.
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days.
- Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

COVID-19 While at School

Student showing signs of COVID-19 in the classroom

- Student showing signs of COVID-19 will be escorted to the isolation room by a staff member. The isolation room is located across from the Nurse's Office on the third floor.
- Nurse will evaluate the student. If student needs to be picked up, the nurse will suggest the student see a medical professional to get tested.
- Area student was sitting needs to be cleaned and disinfected.

Unconfirmed Case in a School (Student and Staff)

- Anyone showing signs will be removed from the classroom or building.
- The classroom and school building will remain open.
- Contact tracing will occur only if there is a laboratory confirmed case or if the person was in close contact with a presumed positive.
- If the individual is tested and it's negative, they can return to the building after presenting clearance from a health care provider **AND** after being symptom free for 24 hours without the use of medication.
- If the individual is not tested or seeks clearance from a health care provider, the individual cannot return to school until 10 days have passed from the first symptom and after being symptom free for 24 hours without the use of medication.

One Confirmed Case

- Department of Health will notify the principal and Central DOE of positive case.
- Principal notifies the Building Response Team (BRT), superintendent, and affected teacher(s). The BRT notifies the Borough Safety Director.
- All students and staff in close contact with a confirmed case go into quarantine for 14 days since the last exposure to that case.
- Learning continues remotely for students in quarantine. A negative COVID-19 test result of an individual in close contact of the positive individual does not reduce the mandatory quarantine of 14 days.
- NYC Test and Trace will conduct interviews with the affected individual and school administration to establish if there are any additional close contacts.
- NYC Test and Trace will determine if staff member is a close contact. If deemed NOT, they can opt to return to work. If they are deemed a close contact, they must complete the 14-day quarantine.
- The school will notify families for students who are confirmed close contacts as well as families to let them know there is a confirmed case but their child was not considered a close contact.

Two or More Confirmed Cases

- If two or more confirmed cases present within seven days of each other, NYC Test & Trace Corps and DOHMH begins investigation immediately and makes every attempt to conclude the investigation within 24 hours.
- DOHMH will notify the principal and Central DOE of confirmed case.
- Principal notifies Building Response Team, superintendent, and informs affected teacher(s). Building Response Team notifies Borough Safety Director.

During the NYC Test & Trace Corps and DOHMH investigation

- Two or more confirmed cases within the same class triggers a classroom quarantine but the school stays open.
- Two or more confirmed cases within the same school triggers classroom quarantines and school is closed for a minimum of 24 hours while the NYC Test & Trace Corps and DOHMH investigation is underway.
- NYC Test & Trace Corps and DOHMH must determine by 6:00 pm whether the school needs to remain closed beyond the minimum 24 hours in order to reach the conclusion of the investigation.

NYC Test & Trace Corps and DOHMH Investigation Conclusions:

Conclusion of Investigation	During Investigation (for at 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, same classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

Criteria for Returning to School After Showing Symptoms

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

- Received a positive COVID-19 test AND
- Isolated for 10 days AND • Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days have passed since symptoms started AND
- Presents clearance from a healthcare provider AND

- The individual has been symptom free for 24 hours without the use of medication.

If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

Emergencies and Illness

- We must have an up-to-date and valid emergency card on file for each student at all times. The link to fill out a digital emergency card for your child is provided in our online welcome packet.
- Emergency cards must indicate any custodial arrangements that have been made regarding the student. Names of all people who have permission to pick up the student must be listed on the card. A student cannot be released to someone whose name does not appear on the emergency contact card unless we receive notification in writing from a parent/guardian.
- If your child routinely takes any medication, please inform the school nurse at cjohn6@schools.nyc.gov and fill out the appropriate forms to be kept on file. No MS 442 staff member can distribute medication to your child.
- A MS 442 staff member will call you if your child becomes ill at school.
- Seriously ill students cannot remain in school. Please note that if your child becomes sick during the school day, someone must be available to come and pick them up from school.
- No student will be admitted to school after having a communicable disease or infection without written authorization from a physician.

In serious emergencies, the school will call an ambulance and the child will be escorted to the hospital by a staff member. A parent or guardian should meet them at the hospital as soon as possible.

Student Arrival

- To keep students socially distanced and to allow for necessary random health screenings, student arrival times will be staggered.

6	8:30 am
7	8:35 am
8	8:40 am

- Students will line up along the sidewalk on social distancing markers placed around the perimeter of the school building. Students should arrive as close as possible to their arrival time to avoid crowding on the sidewalk.
- After random health screenings, students will go directly to their first period class. Students can grab a breakfast after moving through the health screening.

Student Dismissal

- To keep students socially distanced, student dismissal times will be staggered.

6	1:45 pm
7	1:50 pm
8	1:55 pm

- Students will be dismissed to the street. If you plan to pick up your child, please be on time.

Attendance Policy

Regular and uninterrupted attendance is vital to success in middle school. Students should not come to school if they are sick but they should also not be absent without cause. This includes students who are learning remotely full time as well as students in the hybrid model. A parent or guardian must email the parent coordinator in the event of a student's absence (in the event you do not have access to email, you can call the school at 718-369-4480). Students are required to make up any work they miss as the result of an absence. You will receive a call each day that your child is absent from in-person school or late to in-person school as well as remote-only students.

An absence of more than two days requires a doctor's note indicating the reason for absence and permission for the student to return to school.

MS 442 must use "attendance" and not "interaction" as a measure of student engagement and instructional time in remote and in-person settings.

The definition of “present” is defined as:

- **In Person:** Student is physically present in the classroom/ school learning environment for instruction during the scheduled day.
- **Remote:** Student is virtually present in a virtual learning environment for synchronous instruction (live lessons) during the scheduled school day.

Schools are to report attendance for both remote and in-person students by 4:00 p.m. each day.

Please visit the DOE’s website for more information about attendance.
www.schools.nyc.gov/school-life/rules-for-students/attendance

Lateness

Being on time, whether remote or in-person, is essential to student success. If lateness becomes a concern, you will receive a phone call or email.

Students who Arrive on the Incorrect Day for in-person Learning

If your child arrives to school on the incorrect day, we will contact you to pick the student up or send them home if prior permission was obtained.

Students who show up on the incorrect day cannot be placed in a class pod. If you need support with childcare on days your child is not in school, contact our parent coordinator for possible options such as Learning Bridges.

<https://www.schools.nyc.gov/enrollment/enrollment-help/learning-bridges>

Visitors

- In an effort to limit the number of visitors in a school at any given time, schools are encouraged, where possible, to address all visitor and parent concerns by phone or computer.
 - Principals and designated staff should conduct meetings remotely where possible (e.g. Zoom, MS Teams, Google Meets).
- When it is necessary to hold a meeting in person, all visitors are required to follow the visitor control protocols, including temperature checks, complying with physical distancing requirements and wearing a face covering.
 - Visitors must leave their names and contact information in the event they need to be notified for COVID-19 purposes.
 - All visitors must receive a visitor’s pass, which must be returned upon exiting the building.

- All visitors must be escorted to and from the meeting destination, in order to prevent visitors from accessing unauthorized areas, limiting the possibility of exposure.
- If a parent is called to the school to pick up their child, the child must be brought to the main lobby to meet the parent.
- Non-essential individuals will not be allowed to enter school buildings.

ACADEMICS

Academic Standard

The NYC Department of Education requires students to meet performance objectives in English Language Arts, mathematics, science, and applied learning through the Next Generation Standards.

Mastery Based Grading and Assessments

We employ various assessment tools including rubrics, tests, homework, class work, projects, reports, and a portfolio showing evidence a student has mastered an outcome or standard.

In a **Mastery Based** learning environment, students make progress by demonstrating independent mastery of learning goals, or outcomes. Goals are transparent from the start. Feedback focuses on critical next steps to achieve and deepen mastery of skills and content over time.

Every MS 442 course has a set of learning outcomes. These are student-friendly “I can ...” statements that students should be able confidently say once they have mastered the learning standards that are connected to that course. For example, a science learning outcome in science might be, “I can use evidence to support the causes and effects of climate change.”

The Mastery Process

- Students start the year with “Not Yet” made growth toward mastery for respective learning outcomes.
- Teachers determine whether a student has mastered a learning outcome by looking at their work on the assessments connected to that learning outcome.
- Student work on an assessment is rated with a mastery rating (below), depending on the evidence of growth that work provides.
- When teachers have collected enough assessment data from a student, we can publish a mastery conclusion for that student.

Mastery Ratings for Student Work

Not Yet	Student's school work shows no evidence of growth toward mastering the learning outcome.
Approaching	The student's school work shows evidence of growth toward mastering the learning outcome. The student still needs more evidence to claim mastery.
Meeting	The student's school work shows evidence of mastering the learning outcome.
Exceeding	The student's school work shows evidence of mastering skills and/or concepts related to, but beyond the challenge of the learning outcome.

Homework

We do not assign “busy work” and all homework is designed to support the curriculum. The purpose for homework is to give students the opportunity to extend lessons, practice skills, and engage in critical thinking. **To support this, all MS 442 students are required to read for at least 30 minutes each night.**

More specific homework policies and procedures will be communicated by your child’s teachers.

It is important to us that homework does not add stress to family life or prevent students from participating in extracurricular activities. Please proactively communicate with your child’s teachers if issues arise.

PARENT INVOLVEMENT

Parent Teacher Association (PTA)

Every parent is automatically a member of our school’s Parent Teacher Association. Our PTA is a great way for parents and teachers to participate in the leadership of the school. Parent volunteers can help coordinate fundraising efforts like annual catalog sales, bake sales, and raffles. Please attend the PTA’s monthly meetings to participate in decision-making and share ideas.

To learn more about PTAs in New York City’s public schools, read Chancellor’s Regulation A-660 on the DOE website, www.nyc.gov/schools.

Reach out to pta@ms442.org if you have any questions regarding the PTA or would like to volunteer.

School Leadership Team (SLT)

The School Leadership Team is a committee charged with developing the Comprehensive Educational Plan (CEP) for the school and aligning the school’s budget with the CEP. MS 442’s SLT consists of five staff members and five parent members. The team meets once per month.

To learn more about SLTs in New York City’s public schools, read Chancellor’s Regulation A-655 on the DOE website, www.nyc.gov/schools.

Conferences & Parent/Teacher Nights

- Formal parent-teacher conferences will take place twice a year (November and March).
- Two additional parent nights will take place in September and May.
- Progress reports will be given out twice during the school year and report cards will be given out once in June.

STAYING INFORMED AND SCHOOL-HOME COMMUNICATION

Elementary schools tend to communicate with parents by stuffing students' backpacks with letters to parents. While student notices are occasionally sent home via backpacks in middle school (and it is the student's responsibility to see that all notices are delivered to parents/guardians) there are other ways you can expect communication between our school and your home.

Phone

- MS 442 utilizes an automated phone calling system that will notify parents when their child is late or absent.
- We also make weekly "Robo Calls" to the phone numbers we have on file. The system will call homes to remind parents of upcoming school-wide events (parent-teacher conferences, PTA meetings, etc.). **Please make sure your phone numbers are up-to-date.**

Online

- Our school website, www.ms442.org, is regularly updated with school and DOE information so please check it often.
- MS 442 has a Facebook page. Please make sure to follow us and check the website often for updates. www.facebook.com/MS442Brooklyn.
- Our school utilizes Mastery Connect as an online grade tracker. Parents can gain access to their child's account and see their progress in all their classes. More information will be provided at the start of the school year.

Email

- Parents are encouraged to use email as a primary means of communication with teachers. Teacher emails are provided in this handbook.
- Each student is assigned an MS 442 Hive/Gmail account. Parents can access up-to-date grades, behavior and assignments for each class.
- MS 442 also sends out a weekly email to help keep parents informed. Visit our website and follow the link to join our weekly newsletter. MS 442's Parent Teacher Association will also send their own newsletter to keep parents informed.

Your child's email account is the first letter of their first name, full last name and the last two digits of the year they will graduate from MS 442 followed by @ms442.org. For example, if your child is entering the 6th grade this September 2020 and their name was Steve Jobs, then their email would be sjobs23@ms442.org.

Change of Address, Phone Number and Email

Correct and current information for each student is essential. Please report all changes of address or telephone number (home, work, and cell number) directly to the school secretary and make the necessary changes to your child's digital emergency contact card. Current information must always be on file in the main office. Please also provide us with an email address that is frequently checked.

Student Records

Parents can have access to their child's records. If you wish to see these records, request an appointment with the Pupil Accounting Secretary. If needed, a member of the staff will assist you in interpreting the records.

UNIFORMS AND OTHER SCHOOL POLICIES

Our dress code is designed to incorporate some freedom for student individuality and expression, and students are always allowed to wear shirts provided to them by MS 442 clubs, teams, events, or presented to them as awards. Additionally, we have many out of uniform fundraising days throughout the school year.

MS 442 Uniform & Dress Code

- Students should come to school wearing a school uniform top purchased from Flynn O'Hara. The school uniform consists of a navy, grey, or white uniform shirt. Tops from a club/team with the school logo are considered uniform attire as well.
- Jeans, leggings, trackpants and shorts can be worn as uniform bottoms.
- Skirts, shorts, and skorts should be no higher than mid-thigh on your child.
- We ask your child to wear proper and safe footwear. Open-toed shoes such as flip-flops and slides (sandals with one large strap across the top of the foot) are discouraged due to safety and injury concerns when your child is participating in recess or physical education. Students should wear sneakers on the days they have physical education class.
- Hats, caps, bandanas, or head coverings not required for religious observance may not be worn inside the school during official hours. These items can be worn to school but they must be taken off when your child enters the building.
- Jackets or sweatshirts **with the hood up** may not be worn during the school day.
- If there are extenuating circumstances and your child is unable to report to school in full uniform please send your child to school with a note or call the main office. A dean will follow up and an exception may be made.

NYC DOE Citywide Behavioral Expectations to Support Student Learning

MS 442 follows the discipline code set by NYC known as the Citywide Behavioral Expectations to Support Student Learning. The discipline code:

- is age-specific with one set for grades K-5 and another for grades 6-12
- explains the standards for behavior in the New York City public schools
- describes supports, interventions, and disciplinary measures that schools can use when students misbehave
- explains how you can appeal decisions
- includes the Student's Bill of Rights and Responsibilities

Please review the discipline code with your child and talk about how the need for a uniform set of expectations of all students ensures that MS 442 remains a productive learning environment.

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

Safety

Trust and safety go hand in hand. Students (and parents) are encouraged to discuss any issues, difficulties, or problems with a staff member so that we can facilitate resolution.

This handbook was designed to give you a brief idea of school routines, responsibilities, rules, policies and procedures. Please always feel free to contact the Parent Coordinator if you need clarification on anything contained in this handbook.