

SCHOOL 16

Parent/Student Handbook 2024-2025



Principal

Dr. Vanessa Vásquez

vvasquez@yonkerspublicschools.org

Assistant Principal

Mr. Stephen Rinaldo

srinaldo@yonkerspublicschools.org

Website: yonkerspublicschools.org/school16

Instagram: [school16_rising_eagles](https://www.instagram.com/school16_rising_eagles)

Twitter: [@school16yonkers](https://twitter.com/school16yonkers)

Dear School 16 Families,

During the first weeks of school, the School 16 administration and staff have reviewed the rules for behavior and expectations at our school. We ask that you read and review this handbook at home and discuss the content. Please utilize this link for the [Yonkers Public Schools Code of Conduct](#) .

The core focus of School 16 is the social and emotional success for every student. Therefore, we expect good behavior around our school and on the school bus. This means we expect that students will be treated respectfully and that students will be respectful and courteous to everyone; faculty, secretaries, teacher aides, custodians, bus drivers and monitors, cafeteria staff, and other students.

School 16 students are responsible for their behavior and attitude toward others. Students have the responsibility to immediately report to staff members any issue or incident that concerns the health, safety, or well-being of any member of the school community. We also expect students to keep our school looking good - to help clean up and be respectful of school property and other people's property.

A child's success in school is greatly increased when there is a positive relationship between the home and school. Therefore, the following recommendations are for our parents:

1. Take an active role in the school's Parent Teacher Student Association (PTSA).
2. Attend school programs and functions including parent/teacher conferences.
3. Get to know your child's teacher.
4. Develop an open line of communication between the school and home (you can find your teacher's email address on our school website www.yonkerspublicschools.org/ps16)
5. Encourage your child to **complete all homework assignments.**

If you have any questions, concerns or wish to share information that will help us work with your child, please contact our school at 914-376-8340.

Sincerely,



Dr. Vanessa Vásquez
Principal



Assistant Principal

Mr. Stephen Rinaldo



SCHOOL DIRECTORY

<u>Faculty/Staff</u>		
<u>Elementary</u>		
Annex		Room
Pre-Kindergarten	Regina Schlusberg	1
Pre-Kindergarten	Rita Nolan	2
Kindergarten	Ann Marie Rodier	3
Kindergarten	Jennifer Lepore	4
1 st	Christine Figueroa	5
1 st	Megan Garner-Jones	6
2 nd	Kylee Pressman	7
2 nd	Jennifer Mejia	8
Main Building		
3 rd	Audra Giuliano	14
3 rd	Sheena Abraham	12
4 th	Kellie Ross-Johnson	32
4 th	Grace McCormack	34
SC 3 rd	George DiFiore	35
SC 5 th	Johnetta Kemoh	33
5 th	Jerilyn Myers	30
5 th	Erica Szanto	31
SC 6 th	Roberto Leon	21
6 th	Michael Wojehowski	27
6 th	Carol Ann Fabrizio	29
SC 4 th /5 th	Jaclyn DeLuca	10
<u>Secondary</u>		
Mathematics	Felicia Low	20
English	Giuliana Barbieri	23
Social Studies	David Smith	23
Science	Rosemary Gordon	25
World Languages - Italian	Victoria Jimenez (LaBianco)	25
Health	Lauren Martin	23
Physical Education	Michael Mitrone	Gymnasium
<u>Title III (ENL)</u>		
ENL	Diana Kalina	Annex-LMC
ENL	Alicia Reyes	36
ENL	Annalise Martinez	18
<u>Title I (Reading)</u>		
Reading	Molly Fitzpatrick	19
<u>Title I (Mathematics)</u>		
Mathematics/Literacy	William Betancourt	36
<u>Specials</u>		

Physical Education	Gina Angiolillo	Annex - Gymnasium
Music	Brian Doherty	Classrooms
Art	Kami Hackett	Room 24 MB/Classrooms for Annex
Prep Sub	Mary Kemoh	Annex/MB

<u>Special Education</u>		
Resource	Janet Linkowski	15
Speech	Jennifer Ruffino	15
Occupational Therapist	Tara Gessner	18
<u>Pupil Support</u>		
Psychologist	Mary Ellen Romano	3 rd Floor Office
Guidance Counselor	Ximena O’Ryan	2 nd Floor Office
Position	Civil Service	Room
Principal Sec. – Clerk II	Edith Cruz	Main Office
Clerk I (PowerSchool)	Sharon Cardona	Annex – Main Office
Clerk I (Data Entry)	Eleni Dellaportas	Main Office
Safety Officer	Sherman Drewry	Main Building
School Nurse	Vanessa Paris	Main Building
School Nurse	Clare Kelly	Annex
School Aide	Evelyn Aguilar	Annex
School Aide	Christina Brito	Main Building
School Aide	T. Bryant	Annex
School Aide	AnnMaria DiLisio	Main Building
School Aide	Brenda Freeman	Main Building
School Aide	Ana Karen González	Annex
School Aide	Izayah Johnson	Main Building
School Aide	Jennifer Lopez	Main Building
School Aide	Yesenia Macias	Annex
School Aide	Danielle McKeithen	Main Building (1:1 7 th Grade)
School Aide	Cristina Mejia	Annex
School Aide	Barbara Spalin	Annex
School Aide	Francisca Zelaya	Main Building
MB - Head Custodian	Peter Tocco	Main Building
Custodian	Ernest Frroku	Main Building
Custodian	Pietro Goisan	Main Building

Annex – Head Custodian	Eric Pollard	Annex
Custodian	Sherman Gibbs	Annex
Cafeteria Manager	Luz Ortiz	Main Building
Cafeteria	Shavonnica Cole	
Cafeteria Manager	Sabrina Harris	Annex
Cafeteria	Carmen Medina	
Cafeteria	Belkis Fortunato	Annex
<u>Community Partners</u>		
KAP Program		MB
<u>Parent Volunteers</u>		
	Mrs. LaBianco	
	Ms. Mays Mashine	PTA President
	Ms. Hernandez-Torres	PTA Exec. Bd.

HALF DAY FOR STUDENTS
SCHEDULES
2023-2024

DATES	REASON
December 13, 2024	Parent Teacher Conferences
April 4, 2025	Parent Teacher Conferences
June 26, 2025	Day Before Last Day of School
June 27, 2025	Last day of School

INDIVIDUAL SCHOOLS MAY NOT CHANGE THESE DATES.

NOTE:

Dismissal on ½ days: PK-8 Schools – 11:45 a.m., unless otherwise specified

Please do not make any plans for the make-up days listed below which will be used if schools are closed for inclement weather or other conditions. The first two emergency closing/ inclement weather days are built into the calendar, no make-up

days are required.

EMERGENCY CLOSING DATES

NYS requires 180 school days. Two emergency closings are built into the calendar. Additional make up days are as follows:

3 Emergency Closing days used – Schools will be open April 14, 2025

4 Emergency Closing days used – Schools will be open April 15, 2025

5 Emergency Closing days used – Schools will be open April 16, 2025

6 Emergency Closing days used – Schools will be open April 17, 2025

School 16 - HISTORICAL PROFILE

School 16 was built in 1896, it was the sixteenth elementary school built in Yonkers. At the time, the school was much smaller than it is today. There were eight classrooms for children in grades 1-8. The building had four classrooms on the first and second floors. On the lower level, there were two rooms, one was the cafeteria, and the other was a room where students studied woodshop and home economics. The attic housed a gym with beautiful wooden bleachers. All the children walked to the school every day, and many went home for lunch and returned for afternoon classes. The few children that ate lunch in school used Room 10 as their cafeteria. You can see evidence of this in the room where an arch opens to the closet. The closet was the kitchen!

In the 1920's, the neighborhood was growing, and there was a need to enlarge the school. As a result, two extra classrooms were added to the first and second floors, another classroom on the lower level, the auditorium, and a gymnasium. The gymnasium was built; the original space in the attic that served as the gymnasium did not meet new building codes. The new gymnasium was also utilized as a cafeteria (moved from Room 10) because more children stayed in school during lunch. When they built this addition, they took great care to match the building both inside and outside. The auditorium was decorated with art deco details. When you go into the auditorium, look at the plaster decorations at the top of the columns. The chairs have an art deco design made of cast iron. The edge of the stage is marble, as are the windowsills and moldings. The architectures and engineers were very particular with details and matched the bricks outside the new addition to the original main building. In addition, they created a decorative brick pattern in the auditorium area. The classroom doors were stained and varnished the same as the existing doors and beautiful paneling in the main entrance; however, the original doors have a half glass door while the classrooms, in addition, have a full glass. Room 20 forms part of the initial structure and still has lovely wooden floors from 1896. In the 1920's, when the new addition was built, rooms 34, 35, and 36 had wooden floors and are still in excellent condition. Around this time, the community started to call School 16 "the Morsemere Avenue" School in honor of the cross street just south of the building. This name stuck with the school until the 1950's.

In the late 1940's School, 16 experienced another expansion. The school added a Kindergarten classroom, including a lavatory and a gross motor room. They also added the cafeteria and two classrooms on the second floor. Unfortunately, this addition was done on a tight budget and did not match the existing building; the windows were mostly glass blocks.

As the Yonkers learning community grew, School 16 experienced another expansion when it was decided to go up to grade 8 again. In 2012, the school inherited the Annex, which housed grades Pre-Kindergarten through Second. Coincidentally, the rooms in the Annex were numbered 1-8 and a library. The rooms in the main building begin at room 10. It was a perfect fit for our school. Today, School 16 remains the only building in our school district housed in two separate buildings.

Over the years, many people have visited their alma mater, School 16, and have told us stories about the building. They remember the school fondly and have given us the history of the school. There was a bronze plaque honoring the former students that perished in World War 1. Unfortunately, that plaque disappeared, and no one knows when that happened. You can see evidence of the plaque on the front of the building as you use the main entrance. The building has been cared for over the years, and it is in fantastic condition. A new roof and windows (now eliminating the glass block from the 1940's) have been installed within the last few years. The school has undergone capital improvement projects bringing the gymnasium back to its former glory. In addition, the classrooms at the lower level are fully renovated, getting much-needed attention so that the community can enjoy the school for many years to come.

MISSION STATEMENT

The School 16 community upholds a learning environment that encourages our lifelong learners to take responsibility for their health and environmental well-being. Through diverse, challenging educational opportunities, we empower our students to be independent learners and recognize their responsibility to be leaders, innovators, and critical thinkers. Focusing on real-world learning experiences, students achieve their fullest potential as future role models.

VISION

Our vision is to create a nurturing educational environment where students thrive in personal well-being and environmental responsibilities for themselves and future generations.

THEME - CENTER FOR HEALTH AND ENVIRONMENTAL WELLNESS

"Harmonizing Health and Planet: Nurturing Wellness for Ourselves and the Earth"

MASCOT: THE EAGLE



School 16's mascot is an eagle. The eagle represents attentiveness and tenacity. Instinctively, the eagle soars high and is a nurturer. Thus, the eagle proudly stands for power, strength, courage and resilience. It uses its intelligence to find ways to overcome obstacles set in front of him/her and find a win-win outcome. Like the students, administration, faculty and staff of School 16, who parallel the same qualities for success, the eagle is able to be courageous and resilient.

School Colors: Light Blue and Navy Blue

SCHOOL COMPREHENSIVE EDUCATION PLAN

SCEP Commitments 2024 - 2025

By June 2025, School 16 will:

COMMITMENT 1

Reduce chronic absenteeism among frequently absent students by 5% across grades through:

1. Targeted interventions
2. Improved attendance tracking
3. Enhanced parental engagement.

COMMITMENT 2

Increase academic growth by 10% for:

- Students with disabilities (SWD)
- Multilingual Learners (MLLs) and

Improve staff understanding of inclusive education practices.

COMMITMENT 3

Achieve 2 of the 3 NYS Green Ribbon Schools Pillars:

1. Environmental Impact
2. Health and Wellness

COMMITMENT 4

Improve Panorama survey results by 10+ percentage points in:

1. Cultural Awareness & Action
2. School Climate
3. Sense of Belonging

RESPONSIBILITIES

Every student is responsible for his/her own behavior, to learn to work together with the administrators and faculty, to create an educational setting which meets the needs of each student within the context of the overall goals of School 16.

The following list of behavior patterns will help each student achieve his/her potential and contribute to better human relations at School 16:

- Respect yourself and your safety
- Respect your fellow students, teachers, school staff and administrators
- Respect and obey the directions of teachers, school staff and administrators
- Respect the ethnic, racial, and religious differences of others
- Respect the residents of the surrounding school community and their property
- Attend school regularly and be punctual
- Respect school property and take pride in its appearance
- Respect other students' rights and personal property
- Dress in an appropriate manner for class (no hats, shorts, tank tops, or inappropriate clothing)
- Be friendly and cooperative
- Listen and communicate
- Have a pass whenever you must travel from one area to another
- Act in a manner which will guarantee the safety and health of others
- Follow directions during all school safety drills

ADMINISTRATIVE POLICY ON DISCIPLINE

School 16 will support and abide by the Yonkers Public Schools code of conduct.

Disciplinary actions could include reprimand; parent conference; suspension from school, etc.

A student may be subjected to disciplinary action when the student engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, recklessly creating a risk by:

- Fighting or engaging in violent behavior
- Making unreasonable noise
- Using abusive or obscene language or gestures (includes clothing)
- Using tablets or smart phones, etc.
- Disrupting the learning process and/or insubordination

The following actions are against the law as well as against school rules:

- Creating a hazardous or physical condition by any act which serves no legitimate purpose, i.e., false alarms, bomb scares etc.
- Possessing a weapon of any type
- Assaulting any student or staff/adult member
- Making menacing threats to any student or staff/adult member

School 16 administrators or staff members are not responsible for lost or stolen electronic devices. Students are to turn off their devices when in school. In case of a family emergency, contact the school at 914-376-8340 and we will give your child the message.

ADMINISTRATIVE TEAM

Your administrative team will always support and assist you.

Principal - **Dr. Vanessa Vásquez**

- **Grades of Supervision:** 3rd, 4th, 5th, 6th, 8th, & Special Education Classes
- **Lunch Shift:** 11:00 a.m. – 1:39 p.m. – Main Building

MAIN BUILDING

First Shift 11:00 – 12:00

11:00 – 11:30	
Cafeteria	3-A, 3-G & SC3-D
Recess	SC 5/6-K, 4-R & 4-Mc
11:30 – 12:00	
Cafeteria	SC 5/6-K, 4-R & 4-Mc
Recess	3-A, 3-G & SC3-D

Second Shift 12:05 – 1:05

12:05 – 12:30	
Cafeteria	5-M, 5-S, & SC4/5-DeLuca
Recess	SC6-L, 6-W & 6 F
12:30– 1:05	
Cafeteria	SC6-L, 6-W & 6 F
Recess	5-M, 5-S, & SC4/5-DeLuca

12:50 – 1:37 (S.O. Drewry)	
Recess/Cafeteria	8-1 & 8-2

Assistant Principal – **Mr. Stephen Rinaldo**

- **Grades of Supervision:** Grade 7, Pre-Kindergarten, Kindergarten, 1st & 2nd
- **Lunch Shift:** 10:23 a.m. – 12:30 p.m. (Annex)

ANNEX BUILDING

First Shift 10:22 – 11:09

10:22 – 11:09 (S.O. Drewry)	
Cafeteria/Recess	7-1 & 7-2 (Recess -backyard MB)

Second Shift 11:25 – 12:25

11:25 –11:55	
Cafeteria	PK-N, PK-S, K-R, & K-L
Recess	1-F, 1-G, 2-M & 2-P
11:55 – 12:25	
Cafeteria	1-F, 1-G, 2-M & 2-P
Recess	PK-N, PK-S, K-R & K-L

PROCEDURES SCHOOL-WIDE

STUDENT ARRIVAL AND DISMISSAL

ARRIVAL -

ALL STUDENTS ARE MET BY THEIR TEACHER IN THE CLASSROOM.

1. Breakfast program begins AT 8: 20 A.M.
 - All students (walkers and bus students) that wish to have breakfast will go to the cafeteria and then to their classroom once they are done eating in a timely fashion.
2. Students in grades Pre-Kindergarten will utilize the Annex main entrance on North Broadway to enter the school.
3. Students in grades 3-8 will utilize the Main Door 3 entrance on North Broadway (near cafeteria) to enter the school.
4. By September 25, 2023, all students in the main building will walk directly to their classrooms and teachers will be at the door ready to receive students at **8:35 a.m.**

Reminder: For safety reasons, parents are not allowed to enter the buildings during arrival time.

School hours for students are from 8:35 a.m. to 4:00 p.m. We are an **Extended Learning Time (ELT)** School. If students arrive late due to bus difficulties, they will not to be marked late. Non-bus students who arrive late must be marked late. In the latter case, a note is required for lateness.

DISMISSAL-

The school adheres to a no-dial policy before 3:00 p.m. If a student must be dismissed before 2:30 p.m., the parent must submit a note before the early dismissal. It is understood that emergencies will happen, and these situations will be handled by the main office staff and administration accordingly. Only students whose parents have sent an email will be dismissed between 3:00p.m. - 3:15 p.m. via the auditorium. We have a roster of these students and teachers are notified. Parents **MUST** pick up their child and sign them out. Students may not walk home alone for early dismissal. **STUDENTS WILL NOT BE DISMISSED BETWEEN 3:15 P.M.-4:00 P.M.**

Parents of students' Pre-K through 4 will be allowed to enter the school at the designated time to sign out their child from the classroom. Teachers will escort all students in Grades 5-8 utilizing the main doors on North Broadway.

Walkers: Please see the schedule below.

- Annex
 - Dismissal is from the rear of building (Annex Playground).
 - Dismissal is from the Library Media Center (Front of the building) for inclement weather.
 - Pre-K- and K ONLY will be dismissed at 3:50 P.M.
 - 1st - and 2nd ONLY will be dismissed at 3:55 P.M.
- Grades 3rd & 4th will be dismissed at 3:50 p.m. through North Broadway (near parking lot doors).
- Grades 7th & 8th will be dismissed at 3:55 p.m. through North Broadway (main-middle doors).
- Grades 5th & 6th will be dismissed at 3:55 p.m. through North Broadway (near cafeteria doors).

All students will be dismissed beginning at 4:00 p.m. **Students who have not been picked up by 4:15 p.m. need to be picked up in the front lobby of main building and annex.**

If parents need to pick up their child early, they must send a letter in advance. Also, when they arrive to the school, they must call the main office and we will walk the students to the parent at the Main Entrance.

DISMISSAL BUS PROCEDURES

Bus children begin boarding buses at 3:55 p.m. Students in grades Pre-kindergarten through 2nd will be picked up to go to the cafeteria and load their bus. All Special Education Students are escorted by their bus monitor to the dismissal area. Students in grades 3rd - 8th are to walk to the auditorium when called over the intercom wait for their bus to load.

- **NO CHILD WILL BE CALLED AFTER 3:30 P.M. for early dismissal. WE RESPECTFULLY REQUEST THAT PARENTS WAIT OUTSIDE. IF A STUDENT IS A BUS STUDENT, A WRITTEN NOTE FROM THE PARENT IS NEEDED ON DAY THEY ARE NOT TAKING THE BUS HOME.** Teachers will provide all notes and letters to the main office for **early dismissal before 10:00 a.m.**
- Students identified as bus riders will be issued a colored tag on the first day of school. Please encourage students to keep the tag on their backpacks as this helps with proper bus identification. Bus monitors will pick up students in grades Pre-Kindergarten to second grades only. Students in grades 3-8 must report to the auditorium for bus dismissal by 3:55 p.m. or as their bus is called over the intercom system.

DISMISSAL - WALKERS

Students that walk home must provide the teacher with a note from the parent that states they allow their child to walk home. Also, students **CANNOT** walk to the corner to meet their parents unless the parent provides a note.

DISMISSAL - EARLY STUDENT SIGN-OUTS

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final **30 minutes** of the school day unless the parent has informed the **teacher in writing**. The teacher then sends the note to the main office. The main office staff will notify the grade level administrator. The administration is aware that emergencies do arise and will discuss the issue with the parents. Administration will also look at patterns from parents that sign-out their children early due to emergencies.

GENERAL PROCEDURES

ATTENDANCE – Students

Classroom teachers have the professional responsibility to take attendance daily and in a timely manner in PowerSchool **no later than 9:30 a.m. for elementary students. Secondary teachers must take attendance each period. Late Students** If students arrive late due to bus difficulties, they will not to be marked late. Non-bus students who arrive late will be marked late. Late students need a late pass to enter their classroom. Due to unforeseen circumstances, the principal may ask classroom teachers via a school-wide announcement to not mark students late (e.g., Inclement weather).

BELLS (Secondary)

Until further notice, students remain in the classroom and teachers will switch at the end of each period.

PERIOD	TIME
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1	8:35 a.m. - 9:29 a.m.
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2	9:32 a.m. - 10:19 a.m.
3	10:22 a.m. - 11:09 a.m.
4	11:12 a.m. - 11:59 a.m.
5	12:02 p.m. - 12:49 p.m.
6	12:52 p.m. - 1:39 p.m.
7	1:42 p.m. - 2:29 p.m.
8	2:32 p.m. - 3:15 p.m.

When students travel through the building, students are to stay to the right as they travel through the corridors and stairways. Students running in the halls will be spoken to by a staff member observing the behavior. Students will be given passes whenever they leave the classroom without an adult.

Safety & Security: No student should be out of the classroom for the first/last ten (10) minutes of each period unless it is an emergency.

CAFETERIA PROCEDURES

Teachers escort their students into the cafeteria and designated table in accordance with the lunch schedule.

Complete rules and regulations concerning cafeteria behavior are reviewed and enforced by the cafeteria administrator during the lunch period.

Please review and remind your child the following:

1. All classes will have assigned tables.
2. Wait at the table until they are called for lunch.
3. Do not leave seats without permission other than when getting lunch.
4. Do not throw food around at another student.
5. Anything dropped on the floor is to be picked up immediately.
6. Students going directly to outdoor recess are escorted by their assigned staff members.
7. Students going directly to the lunchroom are escorted by their teacher to their designated seats.
8. Students should be encouraged to maintain a pleasant atmosphere conducive to proper digestion of food.
9. Students are expected to show respect for one another and respect for aides; appropriate behavior is always required.
10. Students should report any concerns to the administrator supervising their lunch period.

CLASSROOM CELEBRATIONS

Given the current circumstances, School 16 will now celebrate food free birthdays by enjoying fun activities or projects. Examples of celebration ideas that parents and guardians may want to provide for their child include:

- Bringing in non-food items (age appropriate) for celebrating such as: pencils, erasers, crayons, plant seeds, bookmarks, stickers, etc.
- Arranging with your child's teacher a time to come to school as a "Guest Reader" to celebrate the special day or donating a book in your child's name.
- Donating games for indoor recess or supplies for outdoor recess - jump ropes, balls, etc.
- Engaging students in a special art project (teachers may provide suggestions).

Please consult with your child's teacher to ensure that any items you wish to provide are safe for that classroom. All parents/guardians must advise their child's teacher of a celebration request at least one week in advance. These celebrations should be scheduled at or around 2:15p.m., if they do not interfere with the prep schedule.

CLASSROOM MANAGEMENT/ DISCIPLINE PLAN

















Norms should be a collaborative effort between the teacher and students. The purpose of norms is to prepare students for success. Students must know the consequences for both good behavior and misbehavior so that they can choose and be responsible for their own actions.

Teachers will make every effort to handle routine classroom discipline problems by conferring with the student, contacting parents, and referring the student to pupil support when appropriate. The Plan consists of:

1. First incident, teacher will attempt to redirect student.
2. If the incident continues, teachers will use disciplinary strategies, such as student conference.
3. If the incident continues, the teacher will contact the parent/guardian.
4. If the incident continues, the teacher will refer student(s) to pupil support.
5. If the incident continues, teachers will arrange parent/guardian conferences to cohesively devise an intervention plan that will promote academic and behavioral achievement.
6. Refer to an administrator.

If a serious violation of school rules has occurred, a "Student Class Behavior Form" will be completed and forwarded to the administration. If a student presents an immediate and serious discipline problem, an administrator or safety officer will be contacted for proper student removal.

CURRICULUM - DISTRICT PROGRAMS & INSTRUCTIONAL SUPPLEMENTS

	ELA	Math	Social Studies	Science	Supplemental Resources/Platform
Pre-K					→ Microsoft Teams → Scholastic (Pre-K) → Nearpod Suite (content and grades 21 st Century Readiness) → Lalilo (Phonics, K-2) → CK-12 (K-12) → PhET (K-12) → GoGuardian (Classroom Management, 3-8) → CommonLit (ELA, 7-12) → IXL (ELA/Math K Request only for 9-12) → DeltaMath (9-12) → Castle Learning (grades, Assessment) → BrainPOP Suite/ BrainPOP Jr. → i-Ready Math (K-12) → First in Math (K-12) → Khan Academy (content and grades 21 st Century Readiness) The above are links through Clever. Visit District Clever page clicking: 
Grades K-5					
Grade 6					
Grades 7-8					
Grades 9-12	 + site specific course materials developed for College Link, IB AP and grant-driven courses	 + site specific course materials developed for College Link, IB AP and grant-driven courses			
Whole District	 				

DAILY STUDENT PREPARATION

To benefit fully from the instructional program, it is important that students come to school prepared each day. They must come equipped with pencils, notebooks; any other supplies that the teachers may ask students to have, and make sure they wear appropriate school clothes for class and gym each day of school. If parents are unable to provide daily school supplies for their child, please see the grade level administrator for assistance.

DIGNITY FOR ALL



What is DASA?

The Dignity for All Students Act (The Dignity Act) was established to protect all students from harassment, bullying and discrimination.

It became effective on July 1, 2012 and was amended to include cyberbullying effective July 1, 2013.



Dignity for All Students Act (DASA) Information

Prohibits bullying, harassment, discrimination, or cyberbullying against students in school based on the following:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sexual orientation,
- Gender (including gender identity and expression)
- Sex
- Other (describe)

For information regarding District DASA Policy may be found at www.Yonkerspublicschools.org

DRESS CODE (STUDENTS)

All students are expected to give proper attention to personal cleanliness and to dress appropriately.

We respect the students' rights to choose clothing that appeals to their individual sense of style.

Here are some guidelines that apply to all students when choosing their clothing for school.

- Clothing, footwear, and accessories must be safe, respectful, and not disrupt or interfere with the educational process.
- Tube tops, halter tops, one shoulder tops, mesh shirts and see-through garments are not permitted in school. Blouse or shoulder straps must be a minimum of two inches or "three fingers" wide.
- Midriffs must always be covered – shirts or blouses must be long enough to reach the waistline of the pants, skirt or shorts being worn.
- Clothing with inappropriate sayings will not be permitted.
- Pants must be fastened at the waist and the legs must be equal lengths. Belts must be fastened at the waist.
- Students who wear inappropriate clothing to school as outlined above will have their parents/guardians called and will remain out of class until a change of clothes is brought in for them.

For more information on the student dress code please refer to the [YONKERS PUBLIC SCHOOLS CODE OF CONDUCT](#).

ELECTRONIC DEVICES (INCLUDING TOYS AND GAMES)

- The use of electronic devices such as CELL PHONES, TABLETS, SMART WATCHES, AIR PODS etc. and/or electronic toys are not allowed at School 16.
- The school does not take any responsibility for missing or lost electronic devices and/or toys. If a student decides to bring these to school, full responsibility for the device and/or toys is with the student **NOT** with School 16 administration, staff, or students.
- Electronic devices may not be activated at any time during the school day, in the school cafeteria or on the school buses.
- Electronic devices must be turned off and out of sight unless permission is granted by the teacher.
-

Cell Phone Policy/Protocol

- **First Offense** – Verbal Warning
- **Second Offense** – Phone confiscated by safety officer or administrator. The device will be returned at the end of the day by the administrator.
- **Third Offense** – Phone confiscated by safety officer or administrator. Phone will NOT be returned until Parent/Guardian comes to pick it up.
- **Fourth Offense and more** – 1- day suspension each offense

Please see memo for all School 16 staff regarding Cell Phone Policy/Protocol:



Innovation • Inspiration • Excellence for All

759 North Broadway
Yonkers, New York 10701
Tel. 914 376-8340
Fax 914 376-8342
vvasquez@yonkerspublicschools.org

Luis Rodríguez, J.D., M.P.H., M.S. Ed.
Interim Superintendent of Schools

Dr. Frank O. Hernández
Assistant Superintendent
Elementary School Supervision
Grades PK-8 Schools

Dr. Vanessa Vasquez
Principal
School 16

Date: September 15, 2023

To: School 16 Staff

From: Dr. V. Vasquez 

Re: Cell Phone Policy/Protocol

Please read the protocol for student violation of the usage of cell phone and other electronic device(s) policy for School 16. It is important that sound judgment and discretion is used when implementing this policy.

- **First Offense** – Verbal Warning
- **Second Offense** – Phone confiscated by safety officer or administrator. Phone will be returned at the end of the day by administrator.
- **Third Offense** – Phone confiscated by safety officer or administrator. Phone will NOT be returned until Parent/Guardian comes to pick it up.
- **Fourth Offense and more** – 1- day suspension each offense

Please **DO NOT** grab or take an electronic device from a student. This is an administrative directive that is put in place to protect our teachers from liability in the case a phone breaks or is already broken and the student blames the teacher. It also protects you from the potential of touching a student during a confiscation.

Thank you.

Cc: Mr. Stephen Rinaldo
Safety Officer

yonkerspublicschools.org

EMERGENCY INFORMATION

There may be times we will have to contact you during school in an emergency. It is the parents/guardian's responsibility that each student has the following information on file in the **Main Office**:

1. Parent(s) or guardian(s) name(s) with two emergency telephone numbers.
2. Complete and up to date address.
3. Work number (to be used in an emergency).
4. The telephone number of a friend or relative.
5. Physician's name and telephone number.
6. Any medical alert information

FIELD TRIPS

At some point this school year, teachers will schedule field trips within the City of Yonkers and nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum to introduce students to resources in the community. Parents will receive notices of field trips well in advance of the scheduled trip. Sometimes a small amount of money is requested from each student to help cover transportation or facility costs. Each student must have a **WRITTEN PERMISSION SLIP** signed by their parent or guardian for them to go on a field trip. These trips will only happen if they are safe for ALL our students and teachers.

FIRE DRILLS AND EVACUATION PROCEDURES

Fire drills are required by law, and everyone must obey the signal to clear the building as quickly as possible. Students are to be escorted **quickly** and **without talking** out of the building by their teachers. A signal will be given to re-enter the building. Please discuss and review this important procedure with your child. Any student not following the rules during the fire drill will incur disciplinary actions.

Students will practice this drill, as in previous years, until they are comfortable with the procedure involving the evacuation process. We have and will continue to provide a safe atmosphere for your children to learn.

Each principal/building administrator is responsible for conducting regular fire drills. In the event a fire or emergency is detected within the building, follow these steps:

Evacuation Sites:

- **Plan A:** Main Building Students evacuate to the Annex to the Cafeteria. Annex Students evacuate to Main Building to the Auditorium.
- **Plan B:** All Students/Staff evacuate to Cross Hill Academy at 160 Bolmer Avenue, Yonkers, New York, 10703 (914-376-8300)

GUM CHEWING

Gum chewing is not permitted in school, on the playground or on the school bus unless necessary for educational purposes as determined by the School 16 administration.

HOMEWORK

Homework can be an important aspect of the learning process. It is an extension of the learning that takes place in school. You have a unique opportunity to have a positive effect on your child's future. The developmental homework patterns begin in childhood and shape how your child will work through life. It is important that you help your child establish good homework habits that he/she can take with him/her into adult life. Homework should be done **by the child** with the parent's assistance, when necessary. Teachers will be discussing their homework policy during Open House.

INCLEMENT WEATHER

During inclement weather information regarding district-wide school delays or closures can be found on the district website or your local news channel. During school opening delays, please note that teachers are also delayed for arrival. **DO NOT** drop your child off on the steps. Make sure a staff member opens the door for the child before you leave them unattended.

INTERNET AS A LEARNING TOOL

The purpose of providing students with access to the Internet is to promote academic excellence in accordance with the district's educational objectives. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

LANGUAGE

- Students should always use appropriate language when speaking to staff members and peers.
- Cursing, obscene, or inappropriate language of any kind is not permitted.
- If necessary, after a warning, a phone call home will be made to inform a parent/guardian of his or her choice of words.

LEAVING CLASS WITHOUT PERMISSION

Students found leaving class without permission will be subject to parent conferences and discipline according to the YPS Code of Conduct. All students must have a pass when leaving the classroom.

LEAVING THE SCHOOL WITHOUT PERMISSION

Students are not to leave the school grounds under any circumstances. If students leave the school building without proper permission, students will face disciplinary action. Any student ill during the school day **MUST** be seen by the nurse.

LOST AND FOUND

All lost or found articles will be stored in a bin outside of the cafeteria for both the main building and annex. Items left in the Lost and Found bin for over a month will be donated to charity.

MEDIA RELEASES

There are instances when students may be recognized for any of a variety of reasons via newspapers, television, social media, or other forms of media. For a student to be recognized in any school event that may have media coverage, it is **NOT** necessary to obtain parental consent from the parents/legal guardians unless they **OPT-OUT**. If you have any questions, please see your child's grade level administrator.

NURSE

When a child comes to the nurse's office due to an illness or accident, they will decide the next steps for the student's well-being. The nurse will contact parents or persons named on the emergency contact information. Teachers will not call parents to inform them if a student is not feeling well. No medication or treatment may be administered by any school personnel other than the nurse or school administrator as per doctor indications and parent release form. No child may bring or take medication unless proper documentation is on file in the office, and then only under trained personnel's supervision.

SICK STUDENTS ARE NEVER PERMITTED TO LEAVE SCHOOL ALONE DURING THE REGULAR SCHOOL DAY. If any child is ill, the parent or guardian must come to school to sign the student out.

If a student needs to take **MEDICATION** during the school day, the following requirements must be met:

1. Parent or designated adult must bring medication to the nurse.
2. Medication must be in the original container,
3. Medication must carry a prescription label with the child's **NAME, DRUG IDENTITY, DOSAGE INSTRUCTION, DOCTOR'S NAME AND PRESCRIPTION DATE.**
4. The prescription **must** be current.
5. A medication form dated and signed by the parent and doctor's name, dosage amount, specific dosage times, and other vital information.
 - Refrigeration is available.
 - Medication will be given by the school nurse or principal.
 - Medication will be recorded on the child's record.

Nurse Vanessa Paris and Nurse Clare Kelly are assigned to our school five (5) days a week.

OPEN HOUSE

Open House for parents will take place in September. Elementary and Secondary students have different Open House dates. During these evenings, parents will have the opportunity to visit their

child's classroom. Teachers will give a brief overview of the curriculum and daily procedures in the classroom. Individual meetings with teachers must be arranged later.

2023 – 2024 Open House Schedules

School 16 (Pk-2) 9/25/2023 5:00 p.m. Annex

School 16 (3-8) 9/19/2024 5:00 p.m. Main Building

PARENT/TEACHER MEETINGS

Parent–Teacher meetings can occur on an appointment basis ONLY. Your child's teacher will make an appointment during a time that does not impact the learning routine for his/her class. Please understand that any academic or behavioral concerns are as important to the teacher and school as they are to you. However, the administration kindly asks that you make an appointment for any parent/teacher conferences. Please NOTE that teachers will make every effort to return all parent/guardian phone calls within 24 hours. Your child's teacher is also available via email. The teacher/staff directory can be found at www.yonkerspublicschools.org/ps16.

PARENT TEACHER STUDENT ASSOCIATION (PTSA) **MESSAGE**

We hope you all have enjoyed your summer and are looking forward to the 2023-2024 school year as much as we are!

The PTSA Executive Committee has been working hard all summer planning events this school year. Please look for more information regarding PTSA events on our school website and flyers sent home.

Please fill out your membership form and submit your dues as follows:

- **Parents \$10.00**
- **Each additional family \$10.00**
- **Teachers and Staff \$10.00**
- **Student \$5.00**

As usual, we want to remind our School 16 families that **FAMILY INVOLVEMENT LEADS TO CHILDREN'S SUCCESS!** Please work with our PTSA and the entire School 16 Staff, to help our students succeed.

THE MISSION OF THE PTSA IS FOUR-FOLD:

- Support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.
- To develop between educators and the public such united efforts as will secure for all children and youth the highest advantage in physical, mental, social, and spiritual education.

REPORT CARDS

Report Card Schedule 2024-2025

FIRST MARKING PERIOD:

1. **MIDDLE & HIGH SCHOOLS (GRADES 7-12): SEPTEMBER 5 – NOVEMBER 8**
2. **ELEMENTARY SCHOOLS (GRADES 1- 6): SEPTEMBER 5 – NOVEMBER 27**
3. **PRE-K & K STUDENTS: SEPTEMBER 5 – JANUARY 24**

SECOND MARKING PERIOD:

1. **MIDDLE & HIGH SCHOOLS (GRADES 7-12): NOVEMBER 12– JANUARY 24**
2. **ELEMENTARY SCHOOLS (GRADES 1-6): DECEMBER 2– MARCH 21**
3. **PRE-K & K STUDENTS: JANUARY 27 – JUNE 27**

THIRD MARKING PERIOD:

1. **MIDDLE & HIGH SCHOOLS (GRADES 7-12): JANUARY 27 – APRIL 4**
2. **ELEMENTARY SCHOOLS (GRADES 1-6): MARCH 24 – JUNE 27**

FOURTH MARKING PERIOD

1. **MIDDLE & HIGH SCHOOLS (GRADES 7-12): APRIL 7 – JUNE 27**

Elementary Report Card Grades

In grades 1–6, the following grading system is used:

- 4 Masters grade level standard
- 3 Achieves grade level standards
- 2 Approaches, but is below, grade level standard
- 1 Below grade level standard (area of concern)
- N/A Not assessed at this time

HONOR ROLL:

HIGH HONOR ROLL: Based on academic performance and no N.I.'s on the report card and no report of behavior difficulty from the administrators, teacher and school aides.

HONOR ROLL: Based on academic performance and no N.I.'s on the report card and no report of behavior difficulty from administrators, teachers, and school aides.

EFFORT ROLL: Based on the student's conscientious efforts to improve his/her academic achievement and no report of behavior difficulty from the administrators, teachers, and school aides.

PRINCIPAL'S CERTIFICATE OF RECOGNITION:

School leader and demonstrate respect, responsibility, and school spirit.

STUDENT ABSENCES

All absent notes given to the teachers will then be sent to Ms. Sharon Cardona (attendance clerk) where they will be filed and entered PowerSchool.

The Yonkers Board of Education absence policy states that children illegally absent from school for over twenty consecutive days will be dropped from the school register. Any student dropped from the school register must go to the Yonkers Board of Education and re-register the student.

Teachers will make every effort to contact the parent/guardian regarding absences. All efforts will be documented by the teacher as excessive student absences may be considered "Educational Neglect" by New York State.

Reminder parents/guardians that a note from home only changes an illegal absence to a legal absence. A note from home or the doctor **does not void** the absence.

STUDENT BATHROOMS

Each grade level is to utilize the bathroom closest to their classroom corridor. Students in grades 4 - 6 utilize the **third-floor bathroom** ONLY. During lunch shifts, students in the cafeteria must use the bathrooms closest to the cafeteria ONLY. Each teacher is required to have a **bathroom log**. For students in early elementary school the buddy system should be in place when using the bathrooms.

UNIFORMS

Our uniform attire consists of navy blue (bottoms) and light blue (tops). Girls' attire will consist of light blue shirts and navy bottoms, jumpers, pants, or skirts (no shorter than above the knee) and shorts (no shorter than one to two inches above the knee). Boys' attire will consist of light blue shirts and navy-blue pants or shorts. We suggest that students wear rubber soled shoes, except on gym days when they must wear sneakers.

VISITATION TO THE SCHOOL

ALL VISITORS TO THE SCHOOL, INCLUDING PARENTS, MUST USE THE MAIN ENTRANCE ON NORTH BROADWAY FOR BOTH THE MAIN BUILDING AND THE ANNEX. ALL VISTORS WILL BE HELPED AT THE MAIN LOBBY OF EACH BUILDING. FOR THE TIME BEING PARENTS ARE NOT ALLOWED IN THE CLASSROOMS. **NO EXCEPTIONS.**

PLEASE COMPLETE THE **Parent/Student Acknowledgement Form** TO ATTEST THAT YOU HAVE READ AND DISCUSSED THE CODE OF CONDUCT. IF YOU HAVE MULTIPLE CHILDREN WITHIN THE BUILDING, PLEASE COMPLETE A FORM FOR EACH CHILD.