  
**HANDBOOK**

15 St Mary St | Yonkers, NY 10701 | TEL 914-376-8315



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Superintendent of Schools

2022-2023

**MESSAGE FROM THE PRINCIPAL** 

Dear Parents:

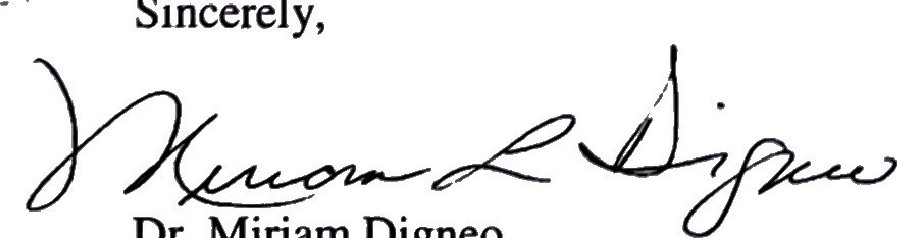
The beginning of a new school year has arrived, and we anticipate an exciting year for your child. The focus of Thomas Cornell Academy is academic, social, emotional and physical success for every student.

A child's success in school is increased when there is a positive relationship between the home and school. Therefore, it is recommended that you:

l. Take an active role in the school P.T.A.

1. Attend Open House, school programs and functions.
2. Get to know your child's teacher.
3. Develop an open line of communication between the school and home.
4. Volunteer to help on field trips and other school activities.
5. Be a part of all parent/teacher conferences.
6. Be supportive of the school and participate in school projects.
7. Encourage your child to complete all homework assignments and school activities.

If there are any questions, concerns or you would like to share information that will assist us in working with your child, please feel free to contact our school. The school's telephone number is: (914) 376-8315.



Sincerely,

Dr.

Miriam

Digneo

Dear Parents/Guardians/Students:

Welcome back to beginning a new academic fun filled learning year at Thomas Cornell Academy. I hope you have had a peaceful and enjoyable Summer.

I am Dr. Miriam Digneo your new principal. Dr. Tracie C. Thiam, Assistant Principal, continues to be part of our school administrative team.

Our first day of school is on **September 6, 2022** for grades K-6 full day from 8:35 a.m.– 3:15 p.m.

**\*Pre-K will have a ½ day September 7, 2022.**

Pre-K- first full day will be on **September 8, 2022** from 8:35 a.m. - 3:15 p.m.

Everyone will be provided breakfast and lunch beginning the first day of school.

Our school colors are blue and orange. Every Wednesday will be spirit Wednesday.

**Arrival:**

All students will be entering the gym at 8:30 a.m.

Students who will be participating in the breakfast program at 8:15 a.m. will be sent to the cafeteria.

Students who arrive after 8:30 a.m. will be given a grab and go breakfast.

All students will be escorted by their teachers to the classroom and begin our academic day.

**Dismissal:**

Procedure is staggered. Studentswill be dismissed from the side entrance to the right in ***Grades*** ***Pre-K and K***, ***Grades 1, 2 and 3*** from the main entrance and ***Grades 4, 5 and 6*** by the side door to the left.

**Early dismissal:**

Any student who needs to leave before the end of a school day – needs to call the school before 11:00 a.m. and send in a written note.

No student will be dismissed after 2:30 p.m.

**Vaccinations:**

All students are required by the state and board of health to have their child vaccinations before entering school and all medical records updated. Any student who is not in compliance may be removed from school until they comply.

**Buses:**

Students who are eligible for bus service must comply with all bus rules for the safety of everyone.

Any student who will not be taking the bus must contact the school before 11:00 a.m. and send in a note. Students will not be removed at last minute as it interferes with the arrival of each student to their bus stops during the designated times.

**Breakfast and Lunch**

All students will be receiving breakfast and lunch.

Each student will be given a lunch form to be filled out and returned to the school.

**Emergency Cards and forms:**

All students will be given three emergency cards and school forms.

All students need to return the cards and forms to the teachers.

**Supplies:**

Each grade has a supply list in our school page/website.

\*Please invest in a thumb drive to save your schoolwork.

Pre-K and K students should have a change of clothing as part of their supplies.

**Grade/Teacher:**

If you have not received your class/teacher assignment, please contact the school at 914-376-8315.

I look forward to meeting you in person.

Dr. Miriam Digneo

Principal

**Thomas Cornell Academy 09/23/22**

**Staff Roster 2022 - 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff Name | | Position | |  | Room/Extensions |
| Digneo, Dr. Miriam | | Principal | |  | 5/ Ex. 1010 |
| Creighton-Thiam, Dr. Tracie | | Assistant Principal | | (Mon –Wed) | 7/ Ex. 1020 |
|  | |  | |  |  |
| Rodriguez, Alexandra | | Pre-K-1 (DL) | |  | 11 |
| Sanchez, Christine | | Pre-K-2 (DL) | |  | 4 |
| Platero, Stephanie | | K-1 (DL) | |  | 2 |
| Viola-Ramirez, Mary | | K-2 (DL) | |  | 6 |
| Serrano, Allison | | 1–1 (DL) | |  | 28 |
| Pecci-Aquino, Isabel | | 1– 2 (DL) | |  | 22 |
| Linares, Raquel | | 2-1 (DL) | |  | 20 |
| Melo, Genesis | | 2-2 (DL) | |  | 16 |
| Vidal, Jessica | | 3–1 (DL) | |  | 24 |
| Ms. Mendez (Sub) | | 3–2 (DL) | |  | 18 |
| Quezada, Madeline | | 4-1 (DL) | |  | 26 |
| Tufo-Gizzi, Jessica | | 4- 2 | |  | 14 |
| Shleiwet (Sayegh), Sandy | | 5-1 | |  | 13 |
| Ramos, Jenny | | 5-2 (DL) | |  | 15 |
| Almonte, Anais | | 6-1 | |  | 32A |
| Vega, Jelanie | | 6-2 (DL) | |  | 32B |
| Kaufman, Allison | | Art |  | | Library |
| Calix, Susan | | Dual Language Coach |  | | 1 |
| Del Monte, Julissa | | ENL |  | | 1 |
| Frick, Kristen | | Music (M, W & F a.m.) | | |  |
| Bryant, Kyler | | Physical Education | | | Gym |
| Jakai, Elfride | | Prep Sub | | |  |
| Alcime Laspina, Barbara | | Psychologist | | | 30 |
| LaVista-Garcia, Nicole | | Math Coach | | | 1 |
| Nuñez, Alexander | | Resource | | | 33 |
| Gassman, Yessenia | | Social Worker (Friday **ONLY**) | | | 31 |
| Sanchez, Carindina | | Speech Therapist (T & W **ONLY**) | | | 31 |
| Lowry, Katherine |  | Speech (M & W **ONLY**) | | | 31 |
| Usefof, Jessica | | O.T. St. Joseph | | | 31 |
| Bianes, Julianna | | Andrus (Monday **ONLY**) | | | 31 |
|  | |  | | |  |
| Aguilar, Jaleesa | | Aide | | | Mazzei-Beaver, Karen |
| Anderson, Crystal | | Aide | | | Mdanat, Jacqueline |
| Benitez, Wendy | | Aide | | | Miranda, María |
| Campaña, Elsy | | Aide | | | Ortiz, Tiffany |
| Cordero, Shirley | | Aide | | | Paredes, Brenda |
| Dunkley, Renee | | Aide | | | Sanchez, Katrina |
| Hoyos, Nely | | Aide | | |  |
|  | |  | | |  |
| Rodriguez, Hene | | Safety Officer | | |  |
| Brennan, Mary | | Nurse | | | 9/Ex. 1012 |
| Hernandez, Vida | | Clerk I-Data | | | Office/Ex. 1001 |
| Montanez, Minerva | | Clerk II-Typist | | | Office/Ex. 1002 |
|  | |  | | |  |
| Maldonado, Providencia | | Cafeteria | | | Ex. 1085 |
| Arias, Fabian | | Cafeteria | | | Ex. 1085 |
|  | |  | | |  |
| Squillante, Michael | | Head Custodian | | | Ex. 1038 |
| Crespo, Abel | | Custodian | | |  |
| Garcia, Amparo (Paulette) | | Custodian | | |  |

THOMAS CORNELL ACADEMY

15 St. Mary's St, Yonkers, NY 10701 (914) 376-8315

"Plans are nothing; planning is everything."

Dwight D. Eisenhower

**2022-2023**

GRADE LEVEL Feedback Sheet

To be submitted weekly to Dr. Digneo electronically or as a hard copy in the mailbox.

**Topics to be addressed monthly: Benchmark Advance/Adelante planning, Eureka planning, DATA Analysis and Analyzing Student Work.**

WEEK OF:

GRADE(S):

DATE/FOCUS OF THE MEETING: (ex: Benchmark or math planning, Data Analysis, student work etc.)

TOPICS DISCUSSED:

NEXT STEPS:

**Thomas Cornell Academy Themes of the Week 2022-2023**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week Of** | **CLASS** | | | ***Character Ed* sentence starter** | **CHARACTER ED THEMES Because character matters. . .** | |  |
| September 9 | 6-1 | | | I am feeling...about school because.. | Sharing Feelings | |
| September 13 | 6-2 | | | I am feeling...about school  because. .. | Sharing Feelings | |
| September 20 | 5-1 | | | An example of a great Hispanic leader who persevere(s)d is/was... | Hispanic Heritage Month Persevere | |
| September 27 | 5-2 | | | By taking ownership of my learning, I can persevere by... | Persevere | |
| October 4 | 4-1 | | | I am feeling . . .about school because... | Sharing Feelings | |
| October 12 | 4-2 | | | An example of being nice is to be nice is when... | Respect | |
| October 18 | 3-1 | | | An example of being respectful is when... | Respect | |
| October 25 | 3-2 | | | Being a BUCKET FILLER means... | Respect | |
| November 1 | 2-1 | | | An example of a growth mindset  is... | Growth Mindset | |
| November 8 | 2-2 | | | The difference between a growth and a fixed mindset is a growth mindset believes...and a fixed mindset believes.... | Growth Mindset | |
| November 15 | 1-1 | | | Grit means...show grit by.... | Growth Mindset | |  |
| November 22 | 1-2 | | | I AM THANKFUL FOR... | Sharing Feelings | | |
| November 29 | K-1 | | | I am a bucket filler by.... | Caring | | |
| December 6 | K-2 | | | I support my classmates by... | Caring | | |
| December 13 | PreK-2 | | | I show kindness by... | Caring | | |
| December 20 | PreK-1 | | | I am grateful for... | HAPPY NEW YEAR!!! | | |
| January 3 |  | | Art – Music Pre-K-2 | I am hopeful that in 2022-2023... |  | Sharing Feelings | |
| January 10 |  | P. E. | | My SMART GOALS for January and February are... | | Fairness | |
| January 18 | ENL – Math- Resource | | | The important lessons from Dr.  Martin Luther King, Jr are ... | | Fairness | |
|  |  |  | | | | | |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January 24 | 6-1 | | One way I show fairness is by... | Fairness |
| January 31 | 6-2 | | is an example of a great Black leader because... | Black History Month Trustworthiness |
| February 7 | 5-1 | | An example of trustworthiness is. | Trustworthiness |
| February 14 | 5-2 | | It is nice to be nice because... | Trustworthiness |
| February 28 | 4-1 | | is an example of a great  Arabic American leader because.... | Arabic-American Heritage Month Responsibility |
| March 7 | 4-2 | | MY SMART GOALS FOR MARCH AND APRIL ARE. | Responsibility |
| March 14 | 3-1 | | An example of being responsible at home is... | Responsibility |
| March 21 | 3-2 | | I will take responsibility of my learning over the spring break by.. | Responsibility |
| March 28 | 2-1 | | I show responsibility by... | Responsibility |
| April 4 | 2-2 | | I love poetry because. . .  Sharing of poems | National Poetry Month Perseverance |
| April 18 | Pupil Support | | My effort determines my perseverance because... | Perseverance |
| April 25 | P.E. - ENL | | Perseverance is important because . . . | Perseverance |
| May 2 | Coach Calix | | My SMART GOALS for May and June are... | Growth Mindset |
| May 9 | 1-1 |  | Learning is hard work but with a growth mindset I can... | Growth Mindset |
| May 16 | 1-2 | | I display a growth mindset by... | Growth Mindset |
| May 23 | PK-1 | | At Thomas Cornell Academy, I learned... | Growth Mindset |
| May 31 | K-2 | | It is important to reflect on my choices and effort because... | Self-Reflect |
| June 6 | PK-1 | | Setting goals is important because... | Self-Reflect |
| June 13 | PK-2 | | One important lesson I learned this year was. . . | Self-Reflect |
| June 27 | ART | | This summer, I am looking forward to.... | Self-Reflect |

Thomas Cornell Academy 09/23/22

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**Overview of School**

The staff and parents of Thomas Cornell Academy are committed to establishing a safe, positive environment for learning. Thomas Cornell Academy is a dual language school from its foundation. Thomas Cornell Academy has stressed kindness, academic excellence, biculturality, and biliteracy. Our goal is to provide the best education for each student. Our school’s success rests on parental involvement, a rigorous curriculum, and a dedicated staff. We look forward to working together as partners to ensure our students are successful.

**Thomas Cornell Academy Profile**

**School Theme?**

Three Pillars – Biliteracy – Bicultural

**Who are the students of Thomas Cornell Academy?**

Students of Thomas Cornell Academy are children with initiative, kindness, perseverance,

desire, enthusiasm, integrity, and diversity. They are independent thinkers, active learners,

bicultural, biliteral, and positive young members of society. Students who own their learning.

**School Motto?**

Striving for Excellence and Kindness since 2011

**What is our school mascot?**

Owl

**Why the owl?**

Owl symbolism and meanings include wisdom, intuition, supernatural power, independent thinking, and observant listening.

**Thomas Cornell Academy School Colors:** Blue and Orange

**Why Orange:** Orange represents youth, happiness, creativity, bright and uplifting.

**Why Blue?** Blue represents that the sky is the limit for each student of Thomas Cornell Academy. It symbolizes the need for each student to dream, reach for their dreams, and persevere each day.

Please refer to the Thomas Cornell Academy Website for upcoming events. <https://www.yonkerspublicschools.org/cornell>

August 26, 2022

Dear Thomas Cornell Academy Staff Members,

"Anyone can be a hero by offering four simple words: "How can I help?"

The administrative team, Dr. Miriam Digneo, Principal and Dr. Tracie Creighton-Thiam, Assistant Principal — of Thomas Cornell Academy welcome you back to a new school year. As summer ends, let's begin to look forward to the start of a unique new school year. We sincerely hope that it has been an enjoyable summer and that the upcoming school year will be rewarding for both you and the students in your classes as we venture into new territory once again.

The new school year will officially open for Staff Development on Wednesday, September 1st & Thursday,

September 2nd in the Thomas Cornell Academy cafeteria. At this point, we have approximately 600 students enrolled at Family School 32. Our building is in great condition thanks to the effort of our custodial staff. In-

class learning will be our school plan. There will be no hybrid/remote learning. Please wear Americana colors of of red, white and blue for September 1st, 2021 and show team school spirit. 

We will have breakfast together for our Staff Development on September 1st & 2nd. However, due to the COVID 19 safety guidelines, bring in your favorite breakfast for yourself to enjoy. September 1st and 2nd will be Superintendent's/School Conference Days. Please make sure to have your laptops available for PD.

Teaching assistants will report to the building on August 30th and 31 st

School Aides will report back to work on September 1 st .

Our theme throughout this school year will be, The Three Pillars, Biliteracy, and Biculturalism.

"You can't live in fear. You make things happen or they happen to you."

Please continue to enjoy the Summer with your families and friends.

Sincerely,

Dr. Miriam Digneo

Dr. Tracie C. Thiam

August 26, 2022

Querido Personal Escolar,

“Cualquier persona puede ser un héroe ofreciendo las siguientes palabras: Como puedo ayudar?”

La administración, Dra. Miriam Digneo, Principal, y la Dra. Tracie Creighton-Thiam, Asistente Principal, – de Thomas Cornell Academy les da la bienvenida a un nuevo año escolar. Ya que el verano llega a su fin vamos a mirar hacia el inicio de un nuevo año escolar. Esperamos que hayan pasado un momento agradable en el verano y que este próximo año escolar sea gratificante tanto para usted como a sus estudiantes en sus clases ya que nos aventuramos a un nuevo territorio una vez más.

El nuevo año escolar empezará oficialmente el jueves y viernes, 1ero y 2ndo de septiembre para todo el personal de la escuela para recibir desarrollo profesional.

El 2 de septiembre tomará lugar en la cafetería. Tenemos aproximadamente 295 estudiantes regístrados en la escuela. Nuestro edificio está en buenas condiciónes gracias a los trabajadores de mantenimiento. Las clases serán en persona. Por favor de ponerse rojo, blanco, y azul el 1ero de septiembre del 2022 y mostrar el espíritu del equipo escolar.

Comeremos desayuno juntos el día de desarrollo profesional para todo el personal de la escuela, pero como todavía estamos observando las medidas de seguridad de COVID 19, les pedimos que traiga su propio desayuno. El 1ero de septiembre y 2ndo de septiembre será el día de conferencias del Superintendente y Día de Conferencia Escolar. Por favor de traer su computadora durante los talleres.

Asistentes de maestras por favor de reportarse al edificio el 30 y 31 de agosto.

Ayudantes escolares se reportarán el 1ero de septiembre.

Nuestro tema escolar: tres pilares, alfabetización en dos idiomas, biculturalismo.

“No puedes vivir con miedo. Debes lograr las cosas o las cosas te pasarán a ti.”

Por favor de seguir disfrutando el verano con sus familiares y amigos.

Atentamente,

Dra. Miriam Digneo,

Dra. Tracie Thiam

**FOREWORD**

The purpose of this handbook is to provide parents and staff with information concerning various topics that are pertinent to the opening of the school year, as well as year-long school procedures.

This handbook is intended to assist staff with planning, along with answering many frequently asked questions that tend to arise with the opening, closing, and daily operations of the school.

As we look forward to another challenging, but successful school year, we should be mindful of the importance of aligning instructional initiatives, school practices and procedures, professional development and magnet themes with district goals and the Yonkers Quality Schools program. It is expected that we will continue to focus on implementing appropriate and effective instructional strategies to close student achievement gaps and to raise student levels of performance through the setting of higher standards for teaching and learning.

***Vision and Mission Statement***

**We will implement standard-based instruction to create literate and mathematical thinking students. Our staff and community will create partnerships that establish experiential learning opportunities that help actualize learning in a holistic way.**

*Thomas Cornell Academy embraces the diversity of cultural experiences of our community. We recognize and honor each child as an individual in respect to their social, emotional, physical, and intellectual development.*

*We encourage and promote higher order thinking skills, peacemaking skills, and leadership abilities. We encourage one another to persevere, smile, be responsible, and show good effort to become life-long learners as successful individuals.*

*Student Goals*

1. *To become a better school citizen*
2. *To become a better student*

***La Declaración de Visión y Misión***

**Nosotros aplicaremos la instrucción estándar básica para crear estudiantes que aprendan literatura y matemáticas. Nuestros empleados y comunidad trabajamos conjuntamente para establecer una experiencia de aprendizaje con oportunidades que ayuden a actualizar la enseñanza de una manera holística.**

*Thomas Cornell Academy abarca la experiencias culturales de diversidad de nuestra comunidad. Nosotros reconocemos y honramos a cada niño como un individuo con respeto a su desarollo social, emocional, físico e intelectual.*

*Nosotros animamos y promovemos las habilidades de pensamiento de orden superior, la habilidad de poder mantener la paz y la habilidad de ser lider. Podemos animarnos del uno al otro a perseverar, a sonreír,a ser responsible y enseñar un esfuerzo de como aprender toda la vida a ser individuos con éxito.*

***Metas Estudiantiles***

1. *Ser un mejor ciudadano escolar*
2. *Ser un mejor estudiante*

Code of Conduct: Please see the Yonkers Board of Education Website.

[www.yonkerspublicschools.org](http://www.yonkerspublicschools.org/)

Please refer to the Thomas Cornell Website for upcoming events.

<https://www.yonkerspublicschools.org/cornell#calendar171771/20221117/month>



EACH TEACHER SHOULD COMPLETE THE FOLLOWING ITEMS AND SUBMIT TO THE MAIN OFFICE

|  |  |
| --- | --- |
|  | Class List |
|  | Class Furniture Requests |
|  | Reading/Math Materials |
|  | Class Supplies |
|  | Personal Emergency Cards |
|  | Fire Exits sign |
|  | Know where fire exits are located nearest your classroom |
|  | Children not on class list |
|  | Post your name and grade outside of the classroom. Do not cover windows. |
|  | Know school arrival and dismissal procedures |
|  | Know where the gym, pupil personnel e.g., resource, social worker, school psychologist, reading teacher, nurse's office are as well as the library, cafeteria, bathrooms, staff lounge, and designated round areas are located, and take a tour of the building |
|  | Make sure students have a pass when they leave your classroom. |
|  | Have a buddy system. |
|  | Know our students. |





CHILD ABUSE

Reports of suspected child abuse or maltreatment should be made immediately. School personnel are all mandated reporters. There is no need for staff members to get permission to call the CPS Hotline line. It is recommended after the call is placed to CPS, the staff member inform the building administrator that they have filed a complaint. All this information is strictly confidential. If you fail to report suspected child abuse, the individual can be held liable by both the civil and criminal legal system for intentionally failing to make a report.

A. CHILD ABUSE OR NEGLECT

Children who are mistreated can be physically abused, sexually abused or emotionally abused. They can also be neglected.

Physical Abuse: is any injury resulting from beating, biting, burning or otherwise hurting a child

Sexual Abuse: is any act of molestation against a minor

Emotional Abuse: can be caused by constantly rejecting a child, exposing a child to violence or threatening a child's safety

Neglect: is defined as the failure of a parent to provide food, clothing, supervision, schooling or medical care for a child

B. PROCEDURE

Obtain a New York State Office of Children and Family Services Report of Suspected Child Abuse Form.

Call the New York State Register Hot Line for mandated reporters, 1-800-635-1522.

The CPS Specialist who answers your call will ask you questions and information. Provide as much factual information that pertains to the child/family you are calling about.

You will be asked for your name and position or title. The specialist needs this information for their records. It will not be disclosed by the investigator, and this should be kept CONFIDENTIAL.

You must complete the Report of Suspected Child Abuse Form. Send the completed form to Pupil Support Services to keep it on file and to follow up with Child Protective Services.

At this point, the CPS unit of the local Department of Social Services is required to begin an investigation of each report within 24 hours.

REFERRALS (CSE)

Please be advised that when you are referring a child to the Committee on Special Education, all necessary documentation must be completed and submitted with your referral packet. All of the compiled data such as Pupil Support Services forms, teacher meetings, and parent/teacher meetings will be mailed with the referral package to the office of CSE.

For more information on CSE referrals, please contact the school's CSE liaison.

PARENT/GUARDIAN PERMISSION FORM & USER AGREEMENT

As a parent or guardian of a student at school, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. Please return this completed form to the school. (Questions should be directed to the principal for clarification).

Check one:

My child may use e-mail and the Internet while at school according to the rules outlined.

 I would prefer that my child not use e-mail and the Internet while at school.

Parent Name (print):



Parent Signature:

Date:



PARENT/GUARDIAN PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web service. 

Check one:

 My child's work can be published on the Internet and photographs of my child can be published.

 I would prefer that my child's work and picture not be published on the Internet.

Parent/Guardian Name (print) 

Parent/Guardian Signature 

Date: 



STUDENT AGREEMENT FORM

As a user of the school computer network, I agree to comply with the above-stated rules and to use the network in a constructive manner.

Student's Name (print):

Student's Signature:

Teacher: 



Sample Optional

PARENT CONTACT LOG

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME OF STUDENT: | | | | GRADE: | |
| PARENT/GUARDIAN CONTACTED: | | | | HOME PHONE: | |
| ADDRESS: | | | | WORK PHONE: | |
| DATE ABSENT | NOTE RECEIVED | TIME | CONTACT DATE | | PHONE (P) NOTE (N) | |
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**Parents- Staff: Ten Tips for Kick-Starting the New School Year**

1. **Sleep for school**. Setting up a regular bedtime and wake-up routine before school starts is a crucial step to prepare your child for class and a practical way to cut down on first-day stress.
2. **Look up to learning.** If your child is feeling a bit anxious about going back to school, keep a positive attitude. Recall the fun and exciting events, field trips, projects, and so on from years past, and show excitement about the opportunities for learning new things in the upcoming year.
3. **Walk through it**. Escorting younger children to the classroom can help with the transition. Familiarize your child with key places such as the bathroom, gym, library, and cafeteria —- he'll feel more confident if he knows where everything is.
4. **Suit 'em up**. Shopping for school supplies with your child can be a fun way to give her some responsibility. Provide parameters, but allow her to pick out a backpack, lunch box, nap mat, water bottle, new clothes, and some basic school supplies (pencils, crayons, etc.).
5. **Talk it out**. Asking your child about school is important. It shows him that you value his education. Try to avoid general questions, like "How was your day?" These will most likely produce one-word answers. Instead, be specific
6. **Bring it home**. Helping your child with his homework is an effective way to show concern for what she learns at school. Displaying your child's projects around the house also helps to keep learning excitement high
7. **Go farther**. Getting involved in school events is a critical aspect of showing support and enthusiasm for your child's learning experience. Participating in school activities is also a valuable way of connecting to the school community. You can learn a lot about the school just by talking to fellow parents.
8. **Keep your eyes (and ears) open**. if your child's eating or sleeping habits have changed drastically, it may be a sign that he's having difficulty adjusting to his new grade.
9. **Read, read, read**. Reading with your child is an invaluable way to spend quality time together daily. In addition to other long-term benefits, reading together

can also be a practical way to discern their reading level.

1. **Connect**. Communicating with your child's teacher on a regular basis is an essential part of caring for her education. Teachers can alert you to any emotional, social, or academic difficulties they perceive in your child at school. The same works in reverse: notify teachers about changes that might affect your child's behavior in school. Some examples are illness, divorce, the death of a family member, a recent move, or a parent getting a new job.

**The following link can assist**.



# OPEN HOUSE

Open House for parents will take place in early fall. During this evening, 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.

We will be conducting our annual Open House Night for parents and community members. The date is to be announced.

This night is traditionally well attended, and several family members will be visiting your classroom.

It is important that we project a feeling of pride in our school, pride in our staff, and pride in our students.

A. Procedures for Open House:

**APPOINTMENT BOOKS / CONFERENCE FORMS**

Please provide appointments for those parents who need to meet with you. All appointments should be made at a convenient time for both you and the parent.

**SIGN-IN SHEETS**

All teachers are asked to have parents sign the sign-in sheet.

**NAME TAGS (OPTIONAL)**

Prepare nametags for parents

**STUDENT FOLDERS**

Prepare folders to store children's work in the various skills.

**WORK DISPLAYED**

Each teacher is to have samples of students' work on display.



**MISCELLANEOUS**

1. **Notices**

The School and the P.T.A. communicate with parents by sending notices home with the children, through Connect Ed, monthly calendar and school website. If you need to send notices home remind the parents to check their child's book bag regularly and to ask him/her if they have any notices. Some notices or forms will need to be filled out or may require a signature. Parents make sure notes are sent if your child is absent or must be picked up early.

Letters or notices from staff are not to be sent home unless approved by the administration.

1. **Field Trips:**

Throughout the school year, teachers 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. Teachers must provide parents with notices of field trips well in advance of the scheduled trip. Each student must have a **WRITTEN PERMISSION SLIP** signed by their parent or guardian for them to go on a field trip. Teachers should fill out a trip request form and submit it to the main office 4 weeks before the trip for approval. Field trip forms are found in the main office. Submit lunch report to cafeteria

1. **Classroom Celebrations:**

Individual (classroom) celebrations will be limited to the last 30 minutes of the instructional day. If there is an assigned preparation period at the end of the day, the classroom teacher may elect to hold a classroom celebration prior to the assigned preparation period. Students' birthdays are to be celebrated particularly if parents request such celebration.

If the teacher is accepting food or beverages from parents/guardians, the items must adhere to the National healthy snack guidelines. Allowable items are included below:

* 1. Beverages: 100% juice drinks, flavored water and fruit-based smoothies
  2. Foods: trail mix, pretzel mixes, ice cream novelties, yogurt pushups

\*Please check with the school nurse for any student allergies prior to the celebration

**D. Student Arrival Procedures:**

Our school day begins at 8:35 a.m.

ALL STUDENTS ARE MET BY THEIR TEACHER IN THE STAGING AREA OF THE GYM

1. Breakfast program begins at 8:15 a.m. All students are to be in the cafeteria. If they are having breakfast- we have breakfast on the go.
2. Students who do not eat breakfast in the cafeteria are to line up inside of the gym.
3. All students will be escorted to their classrooms by a teacher.

d. Parents engage in drop off in the AM on the school circle.

Non-bus students who arrive late must be marked late. In the latter case, a note is required for lateness. Late students will be sent to the classroom with a pass. Tardiness will be notated in their record.

**E. Dismissal:**

School dismissal is staggered beginning at 2:50 p.m. until 3: 15 p.m. Bus children begin boarding buses at approximately 3:07 p.m. Teachers will walk and pick up students/walkers through assigned exits in the front/back of the building. To ensure safety and security at dismissal, we will adhere strictly to these times.

**\*NO CHILD WILL BE CALLED AFTER 2:30 PM. WE RESPECTFULLY**

**REQUEST THAT PARENTS WAIT OUTSIDE. IF A STUDENT IS A BUS STUDENT, A WRITTEN NOTE FROM HIS/HER PARENT IS NEEDED THE SAME DAY THAT THEY ARE NOT TAKING THE BUS HOME.**

**THE NOTE MUST BE SENT TO THE OFFICE WITH YOUR MORNING ATTENDANCE. Front Doors are locked at 2:30. Parents must enter before 2:30 for early pick up. No exceptions.**

**Parents can park legally in the back parking lot. Please do not block bus stops during arrival or dismissal.**

**THOMAS CORNELL ACADEMY ADMINISTRATIVE POLICY ON DISCIPLINE**

**Thomas Cornell Academy will support and abide by the district code of conduct.** Disciplinary action could include reprimand; parent conference; suspension from school:

***removal from school:*** suspension from the bus: arrest: referral to courts: and referral to the Superintendent of School.

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 that is hurtful behavior

 Making unreasonable noise

 Using abusive or obscene language or gestures

 No electronics

 Disrupting the learning process

 Cyber-bullying

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

 Creating a hazardous or physical condition by any act which serves a 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

**District News Media**

**The station's primary mission is to provide educational programming to students in our schools and to residents in the City of Yonkers.**

**The studios are located at Roosevelt High School where they operate year-round on a 24 hour, 7 day a week basis.**

**WDMC-TV is the school district's television station carried on Channel 75 on Cablevision of Yonkers and Channel 38 on Verizon FIOS.**

**Remember to tune in to receive the latest reports on emergency school closings due to weather conditions.**

## **BUS EXPECTATIONS**

|  |  |  |
| --- | --- | --- |
| A SAFE TRIP TO AND FROM SCHOOL IS VERY IMPORTANT!!!!!! |  |  |

1. Students are expected to respect their bus driver, bus monitor and all students on the bus and are to follow directions.

1. Students are not to put their head, hands, and feet out of the window.
2. Students are expected to always stay in their bus seat and wear their seatbelts.
3. Students are not allowed to bring any food on the bus.
4. Students are not to engage in playful fighting

Misbehaving on the bus can cause an accident. Parents will be contacted if the student does not follow the Bus Rules and disciplinary action will be taken.

We would appreciate the parent/guardian reviewing the basic school behavior expectations and bus behavior expectations. Your support will go a long way in making sure your children will have a **productive and safe** school year on the bus.

## **REMINDERS FROM FOOD SERVICES**

* The first day of breakfast and lunch service will be September 6, 2022
* Lunch applications are due in the Food Services as soon as possible. Forms are available on the school website

 Lunch Applications and Direct Certification letters from Social Services will be forwarded to Food Services immediately upon receipt in the school's Main Office.

* Food Services can accommodate student special diets, provided that updated medical documentation is on file.

 The "Inside Caterers" is available for your special functions.

 Food Services will organize a Nutrition Committee in any school upon request.

 After-School snacks will be available through Food Services for after school programs.

 IT IS IMPERATIVE THAT YOU SUPPORT FOOD SERVICES EFFORTS IN THE COLLECTION OF LUNCH APPLICATIONS AND THE ENFORCEMENT OF ACCOUNTABILITY ON THE LUNCH LINE.

THE FREE AND REDUCED PRICED DATA COMPILED FROM LUNCH APPLICATIONS IS THE ECONOMIC INDICATOR OF OUR DISTRICT; THESE FIGURES DIRECTLY IMPACT GRANTS AND FUNDING TO OUR SCHOOLS.

## **THOMAS CORNELL ACADEMY ENTERING THE SCHOOL BUILDING**

The school day at Thomas Cornell Academy is from 8:35 a.m.-3:15 p.m. Due to security purposes, Thomas Cornell Academy will operate and support the district with a one door open policy. Any child arriving at school after 8:45 a.m. must enter the school building via the main office and obtain a late pass. Students arriving after 8:35 a.m. will be marked tardy. All students who are participating in the breakfast program will enter the building at 8: 15 a.m. and go to the cafeteria.

### **DISMISSAL**

School dismissal is staggered 2:50 PM - 3:15 P.M. Bus children and walkers begin boarding buses at 3:07 P.M. All other students (walkers and pick-ups) will be brought to the designated staging area for dismissal. To ensure safety and security at dismissal, we will adhere strictly to these times. **NO CHILD WILL BE CALLED AFTER 2:30 P.M. WE RESPECTFULLY REQUEST THAT PARENTS WAIT OUTSIDE. IF YOUR CHILD IS A BUS STUDENT AND WILL NOT BE TAKING THE BUS HOME, WE MUST HAVE A WRITTEN NOTE THE MORNING HE/SHE WILL NOT TAKE THE BUS HOME.** Any parent picking up a student before dismissal must call the school by 1:00 p.m. and submit a written note. If you are picking up your child early, you must come before 2:30 p.m. as the front doors will be locked and no one will be allowed in until after 3:15 p.m. We apologize for any inconvenience this may cause, but the safety of our students is our priority. Please help keep our students safe and give your children the opportunity of a full day of learning. If any person other than parent/guardian is picking up a student, they must provide identification and be on the emergency card.

**LEAVING CLASS WITHOUT PERMISSION**

Students will be carefully monitored by teachers and administration. Students found leaving class without permission will be subject to parent conferences and the District Code of Conduct will be applied. All students must have a pass when leaving the classroom.

**LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION**

Students are not to leave the school without permission. If students leave the school building without proper permission, students will face disciplinary action.

Any student who becomes ill during the school day **MUST** receive permission to go home from the school nurse/administration. Parent/Guardian/Adult must pick up the child.

**EQUIPMENT REQUIRED**

In order 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 teacher(s) may ask students to have, and make sure they wear appropriate school clothes for class and gym each day of school.

**LAVATORIES**

Students should get a pass to use the lavatories from their class teacher.

**LOST AND FOUND**

All lost and found articles will be stored in the cafeteria.

Report any stolen or lost item to the Main Office immediately.

### **EMERGENCY INFORMATION**

### There may be times that we will have to contact you during school time in an emergency. Each student is required to have the following information on file in the Main Office:

l. Parent(s) or guardian(s) name(s) with two emergency telephone numbers;

2. Name of guardian to pick-up child or can go to the hospital in ambulance if needed

1. Complete and up-to-date address;
2. Work number (to be used in an emergency);
3. A telephone number of a friend or relative;
4. Physician's name and telephone number;
5. Any medical alert information

### **EXTENDED ABSENCES**

The Yonkers Board of Education absence policy states that children who are illegally absent from school for more than five consecutive (5) days will be dropped from the school register, so please contact the school for long term illness. If you are dropped from the school register, you must go to the Yonkers Board of Education and reregister your child. This policy is in effect for the entire school year, September through June. Please note that once dropped your child is not guaranteed acceptance back into the school.

### **FIELD TRIPS**

Throughout the school year, teachers 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 defray 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.

## **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.

In case it is necessary for the school to be evacuated, our Safety Plan will take us out of the school to the Gymnasium or our alternate site, which is Cesar Chavez. which is one block from the school. 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.

Thomas Cornell Academy PTA

**THE PTA MISSION**

**THE MISSION OF THE PTA IS THREEFOLD:**

* 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.

**THE OBJECTIVES OF THE PTA:**

* To promote the welfare of children and youth in home, school, community and place of worship
* To raise the standards of home life
* To secure adequate laws for the care and protection of children and youth

 To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth

* To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantage in physical, mental, social and spiritual education.

"National Congress of Parents and Teachers"

## Thomas Cornell Academy PTA Membership

On behalf of the Thomas Cornell Academy PTA, we would like to welcome back all our families, students, and staff! Our PTA is full of new ideas, and we look forward to having you join us. Your voice and support are needed to help provide enrichment programs and new ideas for our children. All family members are welcome!

Membership: $10.00 per member Family Membership $20.OO

Parent/Guardian #1:

Parent/Guardian #2:

Additional Members:

Address:

Cell Phone:

Email:

Students: Please list below

Name: Grade / Teacher:

I would like to volunteer for one of your events.

Circle: Book Fair Picture Day Boutiques Dances

Please make checks payable to: Thomas Cornell Academy PTA

### **HEALTH SERVICE INFORMATION**

Students who become ill at school should report to the **NURSE'S OFFICE**. If the Nurse is not present, students are to report to the **MAIN OFFICE**. **STUDENTS ARE NEVER PERMITTED TO LEAVE SCHOOL ALONE DURING THE REGULAR SCHOOL DAY**. If any child is ill, the parent or guardian is required to come to school to sign the student out. If a parent/guardian is unable to pick up the sick child and is at home, the sick van will be called to take the child home if available. In addition, everyone must abide by CDC guidelines.

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

l. Parent or designated adult must bring medication to the nurse.

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

The School Nurse, Ms. Mary Brennan will be at our school five (5) days a week.

**NOTICES**

The School and the P.T.A. communicate with parents by sending notices home with the children. Please check your child's book bag regularly and ask him/her if they have any notices. Some notices or forms will need to be filled out or may require a signature. Please try to have these returned the following day.

#### **RESPONSIBILITIES**

Your responsibilities as a Thomas Cornell Academy Student Are:

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 Thomas Cornell Academy

The following list of behavior patterns will help each student achieve his/her potential and contribute to better human relations at Thomas Cornell Academy

* 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 a suitable 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



**REGISTRAR/ATTENDANCE**

CUMULATIVE RECORD CARDS AND FOLDERS

STUDENT FOLDERS WILL BE STORED IN THE MAIN OFFICE. TEACHERS MAY SIGN OUT STUDENT FOLDERS 

Check all information and notify the main office of missing cards. l. Fill in current information including date, teacher, etc.

1. Cumulative cards are never to be taken out of the building.
2. The teacher keeps plain white cumulative cards
3. All information and comments written on records are accessible to parents on request.
4. Caution and tact should be employed when notations and comments are entered.
5. A copy of all assessments for Pre-K students must be placed in the cumulative folder.

B. EMERGENCY CARDS

Three (3) cards for each student should be completed. The teacher retains one card, one card is for the nurse and one card is for the main office. All information must be up to date.

There may be times that we will have to contact parents during school time in an emergency. Each student is required to have the following information on file in the Main Office:

l. Parent(s) or guardian(s) name(s) with two emergency telephone numbers

1. Complete and up-to-date address
2. Work number (to be used in an emergency)
3. A telephone number of a friend or relative
4. Physician's name and telephone number
5. Any medical alert information
6. Residency Verification

It is your responsibility to notify the principal of any child you suspect may be illegally enrolled in the school.

1. CHANGE OF ADDRESS TELEPHONE ETC.

Notify the office of all changes (teacher, parents, or students).



**COMPLETION OF REPORT CARDS/TBA**

In order to successfully complete the Student Progress Report, Grade 1-6 please note the following:

All information is to be printed in ink.

School: Print the school's name

Teacher: First name, middle name, last name

Grade: Indicate the correct grade

Scholastic Achievement: All categories of all subjects are to be completed for all grade levels (l through 4) using appropriate codes. The indication of N.A. (not applicable) is not to be used without the prior approval of Dr. Miriam Digneo.

NOTE: The final grade is the teacher's overall professional assessment of the student's progress for the school year. The final grade is not the average of the achievement and effort noted in markings of periods I — 4.

SUB.JECT AREA:

NOTE: Under the Achievement for grades Pre-K — 6 indicate l, 2, 3, or 4. Writing under English Language Arts, refers to the writing process and not penmanship.

Mathematics — Computation refers to Math facts. Problem Solving refers to the application of Math facts. Once again, please be certain that the appropriate period is being marked.

Science — Indicate the appropriate Achievement Code and Effort Code in the Concept and Skills Application boxes.

Social Studies — Indicate the appropriate Achievement Code and Effort Code in the Concept and Skills Application boxes.

Related Subjects — Music, Art, Physical Education.

NOTE: Use the Effort Code

**Thomas Cornell Academy**

INCIDENT REPORT

STUDENT'S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADE/HOMEROOM TEACHER DATE: APPROX. TIME:

PLEASE EXPLAIN WHAT HAPPENED (WHO, WHAT, WHY AND WHERE)

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WITNESS: SIGNATURE:

  
**Teacher Information**

**Substitute Folders:**

All teachers should have on file a complete Emergency Folder for substitute teachers. The folder should contain up-to-date instructional plans for a minimum of five (5) consecutive days. It is not necessary to provide the office with enough copies for the class. Please be sure to identify a responsible student who can direct staff to copies in the classroom. Substitute folder location must be submitted to the office by October 3, 2022. Sub folders stay in classrooms. Teachers must periodically update folders to ensure materials are current based on classroom pacing.

**Jury Duty:**

Teachers serving on jury duty should call the specific number given to them by the court after 3:30 p.m. to determine whether they are to report for jury duty the next day.

Teachers serving on jury duty who previously notified the sub service of an anticipated extended absence are requested to inform the service on the days(s) they will report to their assigned teaching duties when the continuity of the jury duty service is broken.

**Request to Attend Conference:**

If a teacher anticipates being absent from his/her assigned teaching duties due to participation in a conference or workshop, that teacher is required to complete the *Request to Attend Conference Form.* The form should then be submitted to the appropriate administrator at least 1 Month in advance to allow for appropriate processing at the central office level. Upon appropriate authorization, a substitute will be provided if possible. Teachers must call Sub Service to report attendance at a workshop.

**Homework:**

A parent’s daily contact with the school is through the student’s homework. Please prepare a homework policy for your class and submit it to the principal by September 8, 2022. Distribution of classroom expectations, behavioral and academic, as well as homework policy should be done during Open House.

Homework can be an important aspect of the learning process. It is an extension of the learning that takes place in school. You have the unique opportunity to have a positive effect on your student’s future. The developmental homework patterns begin in childhood and shape how students will work through life. It is important that you help each student establish good homework habits that he/she can take with him/her into adulthood. Homework should be done by the child with the parent’s assistance, when necessary. Teachers are expected to discuss their homework expectations during the Open House. Please contact parents during the first week if you have specific requirements regarding this policy. As a way of maintaining communication with parents, teachers may want to include homework on a class website.

**Report Cards**

There are spaces for teacher comments for two marking periods (Pre-K and Kindergarten), three marking periods (1st through 6th grade), and four quarters (7th & 8th grades), Comments must be data driven.

If a conference is requested with a parent/legal guardian, check the appropriate box and provide contact information.

Include data from formative and summative assessments during the appropriate marking period. All Pre-Kindergarten through 6th grade teachers must provide parents with children’s progress, Benchmark and MAP scores where appropriate.

If a student is absent/tardy more than 10 times in a marking period, include a comment that indicates attendance is a concern.

Report cards will be completed electronically through PowerSchool. A calendar of due dates is included in the calendar section of this handbook.

**Honor Roll Criteria:**

**Principal’s List:**

* All 4’s in core subject areas: ELA, Math, Science, and Social Studies
* A minimum of 3’s in all non-core subjects
* No “1’s – Areas of concern” in any area.

**Honor Roll**

* All 3’s and 4’s in core subject areas: ELA, Math, Science, and Social Studies
* No “1’s – Areas of concern” in any area.

*These guidelines apply for all sub skill areas within a specific content area.*

* **Student of the month:** Students are recognized for civic, social, community accomplishments
* **Leadership Awards**: student demonstrated leadership in our school community

**Retentions:**

The principal and Pupil Support Services Team are expected to be apprised by the first marking period and throughout the year of students who may be candidates for possible retention.

**Office Notification:**

The office must be notified and approval from administration is required if classes will be going outside for special projects or programs or if a class is moving to another classroom for a special interdisciplinary activity.

**Shared Decision-Making**

The shared Decision-Making Committee (SDMC) is an advisory group to the Principal that works on the development and implementation of instructional matters related to high standards and to raising student achievement levels.

The stakeholders on the SDMC represent administrators, teachers, parents, CSEA and students. Membership consists of persons expressing interest in the total school program and facilitates a process for the communication of ideas to design and implement school initiatives. Meetings are conducted 3 times a year. The Principal or designee is the chairperson of the committee and is responsible for developing the agenda and publishing the minutes of each meeting.

**Safety Committee**

The safety committee is an advisory group to the Principal that works on the development and implementation of safety matters related to the entire school community. The members of the Safety Committee represent administration, teachers, parents, CSEA. Membership consists of persons expressing interest in the safety of the total school program and facilitates a process for the communication of ideas to design and implements school safety initiatives

Meetings are conducted throughout the year. The Principal or designee is the chairperson of the committee and is responsible for developing the agenda and publishing the minutes of each meeting.



**IN THE EVENT TEACHER IS ABSENT (Due to Main Office by 9/23/2022)**

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Room: \_\_\_\_\_\_\_\_\_\_\_**

**Checklist for Safety Procedures:**

**Classroom/Lunch/Recess**

* Ensure safety at all times
* Chaperone/buddy system
* No cellphones

Morning Arrival

* Sign in by 8:30 A.M.
* Pick up students from the gym at 8:35 A.M.
* Escort students to class
* Take attendance
* Follow seating assignment of class

**Afternoon Dismissal**

**Follow Teachers Schedule**

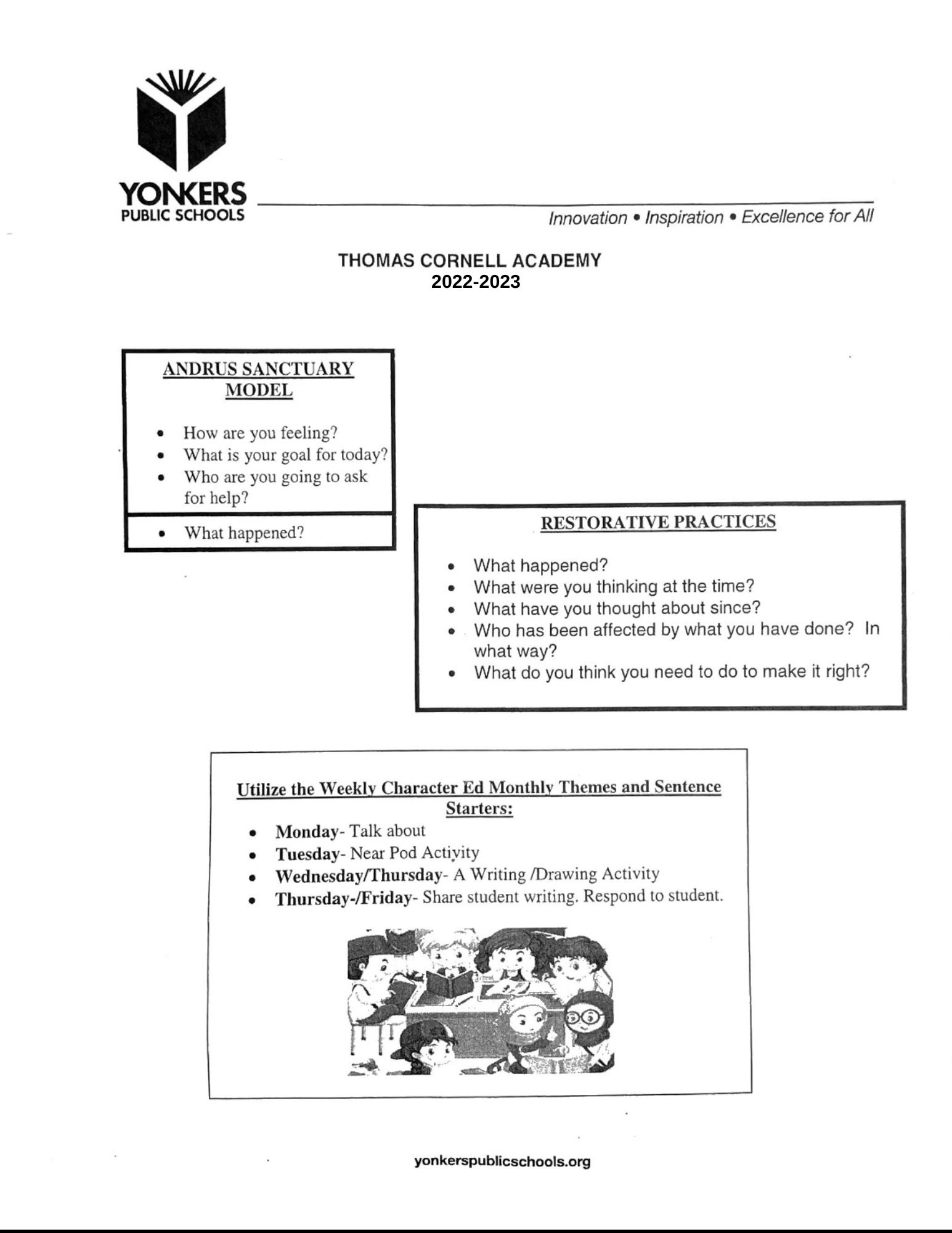
* **Dismiss bus students as buses are called**
* **Walk students- Walkers and pick- ups to assigned area.**

**Fire Drills**

* **Review procedures with class**
* **Always ensure safety**
* **Escort students out of the building**
* **Take attendance outside and after returning to the classroom**
* **Resume instruction when back in class**
* **Lock down/lock out, alternate site drills (see safety procedures packet)**

THIRTEEN TIPS FOR TEACHERS TO COLLABORATE MORE EFFECTIVELY WITH PARENTS

|  |
| --- |
| l. Reinforce Thomas Cornell Academy's mission statement and steps to success.   1. Become aware, through honest self-examination, of the impact of your prejudices, intolerances, attitudes, behaviors, language and levels of academic and behavioral expectations on the achievement of your students. 2. Revise your lesson plans so that they reflect escalated academic and behavioral expectations. 3. Use informal written surveys, essays and discussions to discover your students' talents, strengths, aspirations, and activities and interests outside of school. Curriculum and projects should be built around these discoveries. 4. Find other staff members who believe, as you do, that all children can and must learn. Share expectations, plans, strategies, and methodologies with them 5. Do "Conscious Teaching" with your students (i.e., share your new plans and expectations with them). 6. Train students, during class time to meet your escalated expectations (i.e., practice in the classroom, effective ways to study, to take notes, to use the textbook as a teacher and guide, and to organize their time and energy for school success). 7. Give each student early success (first day, first week) and recognize and reward success frequently. 8. Examine your grading and testing policies and purposes. Discuss them with your students. Discuss the concept of competition with self (i.e., beating your last personal best). Also, discuss the lessons to be learned from failure. 9. Increase in-class hands-on experience and cooperative learning activities. 10. Increase out-of-school cultural and work experiences. These should include contact with successful ethnic and gender role models. 11. Connect all students to a significant adult advisor and to a club, team or school activity early in the school year. 12. Talk to parents (via telephone, newsletter, or email) about your plans and expectations for their children and how they at home can work collaboratively with you for their children's success. This should occur during the first two weeks of school and at regular intervals throughout the year. |



**Poem of Reflection**

**Today was the absolute worst day ever**

**And don’t try to convince me that**

**There’s something good in every day**

**Because, when you take a closer look,**

**This world is a pretty evil place.**

**Even if**

**Some goodness does shine through once in a while**

**Satisfaction and happiness don’t last.**

**And it’s not true that**

**It’s all in the mind and heart**

**Because**

**True happiness can be obtained**

**Only if one’s surroundings are good**

**It’s not true that good exists**

**I’m sure you can agree that**

**The reality**

**Creates**

**My attitude**

**It’s all beyond my control**

**And you’ll never in a million years hear me say that**

**Today was a good day**

***Now read from bottom to top.***