



Innovation • Inspiration • Excellence for All

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Dr. Edwin M. Quezada
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Robert F. Riccuiti, Jr.
Principal

November 8, 2021

Dear Parents/Guardians,

Greetings. I hope that all is well as you prepare for the Thanksgiving break. I am writing to review some very important school policies with you. The first several policies have been in place at School 5, but are worth reinforcing because they are critical in providing for the safety of students. Please adhere to the following policies at all times:

- 1) Parents/guardians must show photo identification when signing a student out of school.
- 2) If your child receives district transportation and he/she will not be taking the bus/van in the afternoon, you must submit a signed letter/note to the child's teacher in the morning of the requested change. You can email the request or put it in your child's backpack to give to his/her teacher upon arrival. Without a signed letter/note, your child will have to board his/her bus or van in the afternoon. Please understand that the school is not permitted to make transportation changes over the telephone.
- 3) Students cannot be signed out of school by a parent/guardian after 2:15 pm unless the school (main office or teacher) receives a signed letter/note or email from you that same morning. Of course, the school recognizes that emergencies sometimes occur and will assist you accordingly. Certainly, though, such instances should be relatively rare.

The policy described below will go into effect the week of Monday, November 8th, and pertains to cell phones.

- For 7th and 8th grade students: Since the beginning of the school year, it has become clearly evident that student cell phones are disruptive to instruction and a major source of misbehavior. Therefore, all cell phones will be collected at the beginning of 1st period, securely locked away, and returned to students before dismissal. There are no exceptions to this policy.

Furthermore, I have enclosed an outline of School 5's Comprehensive Education Plan (SCEP) for 2021-2022. Please review the plan and keep it for future reference. If you have any questions and/or concerns pertaining to the above school policies or the SCEP, feel free to call the school. Thank you for your support.

Sincerely,

Robert Riccuiti
Principal

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8 de noviembre del 2021

Estimados padres/tutores:

Saludos. Espero que todos estén bien mientras se preparan para las vacaciones de la fiesta Acción de Gracias. Le escribo para revisar con usted algunas pólizas escolares muy importantes. Las primeras pólizas se han implementado en la Escuela 5, pero vale la pena reforzarlas porque son fundamentales para garantizar la seguridad de los estudiantes. Cumpla con las siguientes pólizas en todo momento:

- 1) Los padres/tutores deben mostrar una identificación con foto al firmar la salida de un estudiante de la escuela.
- 2) Si su hijo recibe transporte del distrito y no tomará el autobús por la tarde, debe enviar una nota firmada al maestro del niño en la mañana del cambio solicitado. Puedes enviar la solicitud por correo electrónico o ponerla en la mochila de su hijo para entregársela a su maestro. Sin una nota firmada, su hijo tendrá que abordar su autobús por la tarde. Por favor comprenda que la escuela no está autorizada a realizar cambios de transporte por teléfono.
- 3) Un padre/tutor no puede firmar la salida de los estudiantes después de las 2:15 pm a menos que la escuela (oficina principal o maestro) reciba una nota firmada o un correo electrónico de usted esa misma mañana. Por supuesto, la escuela reconoce que a veces ocurren emergencias y lo ayudaremos al respecto. Ciertamente, sin embargo, estos casos deberían ser relativamente raros.

La póliza que se describe a continuación entrara en vigencia la semana del lunes 8 de noviembre y se aplica a los teléfonos celulares.

- Para estudiantes de 7° y 8° grado: Desde el comienzo del año escolar, se ha hecho claramente evidente que los teléfonos celulares de los estudiantes interrumpen la instrucción y son una fuente de mala conducta. Por lo tanto, todos los teléfonos celulares se recogerán al comienzo del primer período, se guardarán en un lugar seguro y se devolverán a los estudiantes antes de la salida. No hay excepciones a esta póliza.

Además, he adjuntado un esquema del Plan de Educación Integral de la Escuela 5 (SCEP) para 2021-2022. Revise el plan y guárdelo para futuras consultas. Si tiene alguna pregunta o inquietud relacionada con las pólizas escolares anteriores o el SCEP, no dude en llamar a la escuela. Gracias por tu apoyo.

Atentamente,



Robert Riccuiti
Principal

SCHOOL 5

2021-2022 SCEP GOALS

Upon the return to in-person instruction, everyone will experience some COVID-19 related challenges.

ACTIONS:

- Establish strong routines/procedures
- Build strong relationships

ENGLISH LANGUAGE ARTS

By June 2022, student achievement in *Benchmark & DataMate* will increase by 10%

ACTIONS:

1. Explicit vocabulary instruction
2. Explicit annotation instruction & daily use
3. Small group instruction
4. Title I push-in focus on Phonics
5. Target at-risk students (Target 10)
6. *Skill of the Week* → Schoolwide

MATHEMATICS

By June 2022, student achievement in *DataMate* will increase by 10%

ACTIONS:

1. Explicit instruction on content vocabulary & annotation
2. *Daily Do Now* – Basic skills
3. *Data Wall* posted
4. Small group instruction
5. *iReady* online practice at home
6. Laptop cart schedule for Math *MAP* practice
7. Whole school Math sprints → Basic skills (January – June)

SOCIAL EMOTIONAL LEARNING

By June 2022, student psychological flexibility (the ability to deal with the way things are) will increase by 5%

ACTIONS:

1. Ongoing Professional Development for faculty/staff on Acceptance & Commitment Therapy (ACT)
2. Flexibility questionnaire → student/parent – baseline: (September & January)
3. Daily mindful moment
4. Implement ACT curriculum weekly in all classes
5. Parent workshops on ACT
6. Assessments every 8-9 weeks → progress monitoring

CHRONIC ABSENTEEISM

By June 2022, chronic absenteeism rate will drop by 5%

ACTIONS:

1. Congruence – Identify students with chronic absences
2. Weekly outreach (English/Spanish) by email/phone
3. Monthly attendance letters
4. Monthly class incentives for good attendance (e.g., homework pass, certificate); Schoolwide attendance awards
5. Parent meetings with administration/support staff