

Achieve NYC



A Complete Guide to New York City Public Schools

NYC
Department of
Education

Bill de Blasio
Mayor

Carmen Fariña
Chancellor

PK-12

2016–2017

QUICK CONTACTS

Student Enrollment

Visit: schools.nyc.gov/enrollment **Call:** (718) 935-3500

Family Welcome Centers

Brooklyn

- ▶ 1780 Ocean Avenue, 3rd Fl
Brooklyn, NY 11230
- ▶ 1665 St. Mark's Avenue, Rm 116
Brooklyn, NY 11233
- ▶ 415 89th Street, 5th Fl
Brooklyn, NY 11209
- ▶ 29 Fort Greene Place
Brooklyn, NY 11217

Bronx

- ▶ 1 Fordham Plaza, 7th Fl
Bronx, NY 10458
- ▶ 1230 Zerega Avenue, Rm 24
Bronx, NY 10462

Manhattan

- ▶ 333 Seventh Avenue, 12th Fl; Rm 1211
New York, NY 10001
- ▶ 388 West 125th Street, 7th Fl; Rm 713
New York, NY 10027

Queens

- ▶ 28-11 Queens Plaza North, 3rd Fl
Long Island City, NY 11101
- ▶ 30-48 Linden Place, 2nd Fl
Flushing, NY 11354
- ▶ 90-27 Sutphin Boulevard, 1st Fl
Jamaica, NY 11435

Staten Island

- ▶ 715 Ocean Terrace, Building A
Staten Island, NY 10301

Special Education

Contact: Your child's school or local Committee on Special Education (CSE)

Call: (718) 935-2007 or 311

Email: specialeducationreform@schools.nyc.gov

Visit: schools.nyc.gov/specialeducation

CSEs should only be contacted if your child is not enrolled in a DOE district school. To find your nearest CSE, visit: schools.nyc.gov/Academics/SpecialEducation/ContactsResources/cse.htm

Transportation

Visit: schools.nyc.gov/offices/transportation

Call: (718) 392-8855

Check Grades and Attendance

Contact: Your child's teacher

Visit: mystudent.nyc to log in to your NYC Schools Account*

*Your school can help you set up an account and log in

Need a Copy of Your or Your Child's Transcript?

Visit: schools.nyc.gov/RulesPolicies/StudentRecords/Transcripts

Report Bullying/Harassment

Email: RespectForAll@schools.nyc.gov

Stay Connected

Email

Sign up for regular email alerts about news, enrollment deadlines, events, and weather-related scheduling changes at schools.nyc.gov/subscribe.

311 and SMS (Text Message)

- ▶ If you have additional school-related questions, call 311, where a trained operator can help you.
- ▶ Text* "nycschools" to 877-877 to receive updates.
*Message and data rates may apply.

English Language Learners Support

Visit: schools.nyc.gov/academics/ell

Call: (212) 323-9559

Email: ellfamilies@schools.nyc.gov

Language and Translation Services

Contact: Your school's parent coordinator, language access coordinator or principal

Call: (718) 935-2013

Email: InYourLanguage@schools.nyc.gov

School Cancellations

For information about school cancellations due to weather or emergencies:

Visit: schools.nyc.gov

Twitter: twitter.com/nycschools

Facebook: facebook.com/nycschools

Call: 311

Report Child Abuse

Call: NY State Hotline 1-800-342-3720

Visit: nyc.gov/acs

Social Media

For real-time, up-to-the minute news about NYC public schools, including school closings, important dates, events, and deadlines, like us at facebook.com/nycschools and follow us at twitter.com/nycschools.



SCHOOL CALENDAR 2016-2017

Sept 8	<p>First Day of School.</p> <p>Early dismissal for non-District 75 kindergarten students only.</p> <p>Partial school time for pre-kindergarten public school students.</p>		
Sept 9	<p>First full day for non-District 75 kindergarten students.</p> <p>Partial school time for pre-kindergarten public school students.</p>		
Sep 12	Eid al-Adha (schools closed)		
Oct 3-4	Rosh Hashanah (schools closed)		
Oct 10	Columbus Day Observed (schools closed)		
Oct 12	Yom Kippur (schools closed)		
Oct. 26-27	Middle School: Parent-Teacher Conferences*		
Nov 2-3	Elementary School: Parent-Teacher Conferences*		
Nov 8	<p>Election Day. Students do not attend school.</p> <p>Chancellor's Conference Day for Staff Development.</p>		
Nov 11	Veterans Day (schools closed)		
Nov 15-16	District 75 School Programs: Parent-Teacher Conferences*		
Nov 17-18	High School: Parent-Teacher Conferences*		
Nov 24-25	Thanksgiving Recess (schools closed)		
Dec 26-Jan 2	Winter Recess (schools closed)		
Jan 16	Dr. Martin Luther King Jr. Day (schools closed)		
		Jan 30	<p>Chancellor's Conference Day for staff development in all non-D75 high schools only.</p> <p>High School students do not attend school, except those enrolled at D75 school programs.</p>
		Jan 31	Spring Term begins for high school students.
		Feb 20-24	Midwinter Recess (schools closed)
		Mar 6-7	District 75 School Programs: Parent-Teacher Conferences*
		Mar 8-9	Elementary School: Parent-Teacher Conferences*
		Mar 15-16	Middle School: Parent-Teacher Conferences*
		Mar 23-24	High School: Parent-Teacher Conferences*
		April 10-18	Spring Recess (schools closed)
		May 29	Memorial Day (schools closed)
		Jun 8	<p>Anniversary Day</p> <p>Students do not attend school.</p> <p>Chancellor's Conference Day for Staff Development.</p>
		Jun 12	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
		Jun 23	<p>Regents Rating Day</p> <p>High School students do not attend school, except those enrolled at D75 school programs.</p>
		Jun 26	Eid al-Fitr (schools closed)
		Jun 28	Last Day For All Students. Early Dismissal.

*Parent-teacher conference dates are citywide. However, schools may decide to hold their conferences on alternative dates. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.

IN THIS GUIDE...

P. 1 LETTER FROM THE CHANCELLOR

P. 2 NYC SCHOOLS AT-A-GLANCE

- Equity & Excellence Across All City Schools
- Framework for Great Schools

P. 5 ENROLLING INTO NYC SCHOOLS

- Pre-Kindergarten
- Elementary School
- Gifted & Talented Programs
- Middle Schools
- High Schools

P. 8 WHO'S WHO AT YOUR SCHOOL AND DISTRICT

- Learn About School Staff Members and the Roles They Play

P. 10 GET INVOLVED IN YOUR CHILD'S EDUCATION

- Partnering With Teachers & Other Vital School Staff Members
- Joining PA/PTAs
- Tracking Grades/Performance
- Encouraging Daily Attendance
- Downloading Free Software for School Work
- Signing Up for Afterschool Programs

P. 14 SUPPORTS AND SERVICES

- Special Education
- English Language Learners
- Health Services
- Homeless Students and Students in Temporary Housing
- Transportation

- School Meals
- IDNYC

P. 19 DISCIPLINE AND SAFETY

- Student Discipline Code
- Social Media Guidelines
- Cell Phones in Schools
- Respect for All and Bullying
- Emergency Protocols

P. 21 WHAT WILL MY CHILD LEARN?

- Pre-Kindergarten
- Elementary School
- Middle School
- High School
- Alternative Ways to Earn a H.S. Diploma

P. 27 PLANNING & PAYING FOR COLLEGE

- Building a College and Resume
- Required Exams
- College Application Timeline
- Resources for Exploring Colleges and Careers
- Types of Financial Aid
- Comparing College Costs
- Financial Aid Resources

P. 36 LEARNING BEYOND THE CLASSROOM

- Learning at Home
- NYC As Your Classroom
- NYC Reads 365
- Financial Aid Resources

P. 38 KNOW YOUR RIGHTS

P. 39 INDEX

Dear Parents:

It is my pleasure to welcome you all to the 2016-2017 school year and to this year's edition of *Achieve NYC!*

September 2016 marks the start of my third full school year as Chancellor (and my 51st as an educator), and this year, Mayor Bill de Blasio, the New York City Department of Education, and I will continue to strengthen the bonds between our school communities, our students, and City parents like you. We are already beginning to see what is possible when we all work together to provide every City student with the opportunity to graduate from high school fully prepared for a productive adulthood. I am proud of how far we have come up to this point.



Since 2014, we have:

- ▶ Implemented **Pre-K for All**; since introducing universal pre-k to NYC in 2014, almost 150,000 students have been able to jumpstart their education;
- ▶ Launched 130 **Community Schools** across all five boroughs;
- ▶ Expanded language access services for parents across all five boroughs. Now, **Field Language Access Coordinators** will work with schools to ensure that parents who do not speak English are given access to translation and interpretation services;
- ▶ Created the **School Renewal Program** to improve struggling schools and convert them into Community Schools;
- ▶ Expanded the number of **afterschool programs** and **enrichment activities** available in our schools and cultural institutions throughout the City, and;
- ▶ Set a bold new vision for City schools with the Mayor's **Equity and Excellence** plan.

With each of these changes and initiatives, as well as others we have made, it has been our goal to provide all parents with useful information about City schools while expanding the number of learning opportunities that students have access to both inside and outside of their classrooms. So far, we have made tremendous progress on both of these goals, but if our students are to succeed, they will need more than the hardworking teachers, administrators, and other staff members who work in their schools.

Our students will need *you*.

As a former teacher and principal, I know that parent involvement goes a long way. Children have better grades, great attendance, and enjoy school more when parents and families participate in their education.

With this year's edition of *Achieve NYC*, you and thousands of other parents will have the most important information about our City schools to support your child's education. Throughout this guide, you will find references to key educational resources as well as answers to many of the questions we receive from parents, including details about pre-k enrollment, getting into college, and the DOE's high school admission process. Use this guide to stay informed about City schools in order to make the best decisions for your child's education.

It is my hope that you find this guide useful. Please send us your comments, suggestions, and feedback at achievenyc@schools.nyc.gov.

On behalf of the DOE, I wish you and our students a wonderful and successful year!

Sincerely,

A handwritten signature in black ink that reads "Carmen Fariña". The signature is fluid and cursive, with a prominent initial "C".

Chancellor Carmen Fariña

With about 1,800 schools and 140,000 employees serving over 1.1 million students, the New York City Department of Education (DOE) is the largest school system in the United States. The DOE is led by the Chancellor, who is appointed by the Mayor of New York City to help determine and guide citywide education policies. The Chancellor, along with her leadership team, is responsible for the performance and progress of all City public schools, grades pre-k through 12. The **Panel for Educational Policy** (PEP) is also part of DOE's governing structure. Major educational policies, contracts, regulations, and changes to schools utilization, must be presented to and approved by the PEP. Learn more about the DOE at: schools.nyc.gov/aboutus.

Mission Statement

The DOE is committed to working collaboratively with parents, families, educators, and communities to improve student achievement, and ensure that every child graduates from high school prepared for college, a career, and a future as a productive adult.

Equity and Excellence For All Students

In fall 2015, Mayor Bill de Blasio and Chancellor Carmen Fariña committed to a bold set of goals for City public school students: by 2026, 80% of City students will graduate from high school on time, and two-thirds of City students will be prepared for the rigors of college. To reach these goals, the DOE is implementing the following initiatives as part of the City's new **Equity and Excellence** plan:

Universal Literacy by Grade 2

Every elementary school will receive support from a reading coach who will work to ensure that all students are reading on grade level by the end of the second grade. By 2022, at least two-thirds of all of the City's second

grade students will be able to read at or above grade level. The DOE is targeting 100 percent literacy in Grade 2 by 2026.

Algebra for All

All City students will complete algebra no later than ninth grade; this helps students take more advanced math courses in high school, which, ultimately, prepares them better for college and beyond. By 2022, all students will have access to an algebra course by eighth grade, as well as academic supports in both elementary and middle school levels to ensure greater algebra readiness.

AP for All

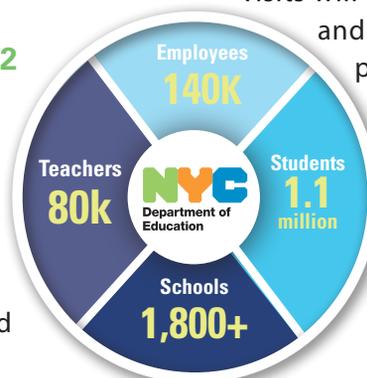
Advanced Placement (AP) courses provide students with the opportunities to receive college-level instruction, assignments, and credits at an earlier age. By 2018, 75% of the City's high school students will be offered at least five AP courses, and by fall 2021, students at all high schools will have access to at least five AP classes.

Computer Science for All

Through a partnership with the NYC Foundation for Computer Science Education and the Robin Hood Foundation, all City public school students across all school levels will receive meaningful, high-quality computer science education by 2025. Over the next 10 years, the DOE will train nearly 5,000 teachers to teach computer science to the City's 1.1 million public school students.

College Access for All – Middle School

By the 2018-19 school year, all students will have the opportunity to visit a college campus at least once while in middle school. College visits will be part of a broader set of student and parent workshops focused on planning for high school and college. During the 2016-17 school year, **College Access for All** will be implemented in approximately 150 middle schools in 10 districts (Districts 5, 6, 8, 11, 14, 18, 19, 27, 29, and 31).





College Access for All – High School

Every City public high school student will graduate from high school with an individualized college and career plan and have access to resources and guidance that will support them in pursuing this plan by 2018.

- Learn more about these initiatives and others at: schools.nyc.gov/AboutUs/schools/equityandexcellence.

We Are All In This Together: Framework for Great Schools

To improve the level and quality of education that City students receive, parents, community-based organizations, and other stakeholders must work together with educators and school leaders throughout the City to ensure that students are developing the kinds of skills and practices that lead to success both inside and outside of school. With these collaborations in mind, the DOE created the **Framework for Great Schools**.

The Framework provides school communities throughout the City with a vision that encourages parents, educators, school communities, and external stakeholders to work together towards

the development of inclusive, collaborative, focused, motivational, rigorous, and supportive school environments that are built upon trust and personal accountability. Through the Framework, parents, teachers, and school leaders are able to work together to identify the underlying strengths of City schools and determine how best to improve them.

- Learn more about the Framework at: schools.nyc.gov/AboutUs/schools/framework.

Collaboration + Community = Targeting Students' Needs

Since the start of 2014, the DOE has worked to improve the relationships that our schools have with each other and with their surrounding communities. Research has shown that schools that work with community partners to provide services and supports such as counseling, mental health evaluations, academic tutoring, and other programs to students and their families, see increases in student attendance, performance, and grade completion. The following programs are helping the DOE lead the way in this regard:



Community Schools

Community Schools offer an integrated focus on academics, health/mental health services, youth development, expanded learning opportunities (including afterschool and summer enrichment activities), and family/community supports, to ensure that students are ready and able to learn, and graduate ready for life after high school. Each of the City's 130 community schools serves as a hub where parents and family members, community-based partners, community members, and school staff come together to coordinate and integrate a range of supports based on each student's assets and needs.

- Learn more about community schools at: schools.nyc.gov/communityschools.

School Renewal Program

The School Renewal Program works to rapidly improve struggling schools by transforming them into Community Schools. With support from the DOE, local organizations, and business leaders, **Renewal Schools** will deliver high-quality instruction while ensuring that students are on track for college and careers.

- Learn more about Renewal Schools at: schools.nyc.gov/renewalschools.

Sharing to Learn

The **Learning Partners** and **Showcase Schools** programs help educators and schools across the system share strong practices and learn from one another.

- Learn more about these at: schools.nyc.gov/academics/interschoolcollaboration.

Rethinking the Role of Summer Instruction: Summer in the City

Traditionally, when a student attending a City public school does not meet the promotion standards for his or her grade, his/her parents will get a letter recommending that the student attend summer school. Summer 2016 marked the first summer in which students in grades 2 — 11 who were not recommended for summer school could register for enrichment opportunities provided by the DOE's **Summer in the City** program. Summer in the City provides students with opportunities to participate in innovative, engaging, and fun learning activities that focus on STEM (science, technology, engineering, and math) subjects, as well as the arts and physical education. Learn more about Summer in the City, including eligibility information, at: schools.nyc.gov/ChoicesEnrollment.SpecialPrograms/SummerSchool.

Enrolling into NYC Schools: Regardless of where families reside in NYC, City students have access to great schools across all five boroughs. Whether you are looking to place your child into pre-kindergarten, elementary school, middle school, or high school, there are outstanding school options available citywide.



Pre-Kindergarten

Implemented citywide in fall 2014, pre-kindergarten (pre-k) provides children with stronger math and reading skills that will help them in elementary school while giving them a better chance to succeed later in life. Studies show that early childhood education improves performance throughout a child's school experience.

Pre-Kindergarten Admissions Timeline

January - March

- ✓ Visit our website, review the **Pre-K Directory**, and use the **Pre-K Finder** to research pre-k programs in your area. Type in your address to see programs in your area: schools.nyc.gov/ChoicesEnrollment/prek.
- ✓ Attend open houses at programs of interest. Dates and locations will be posted on the DOE's pre-k webpage.
- ✓ Complete the pre-k application before the deadline.

May

- ✓ Receive your offer letter, and pre-register by the deadline listed in the letter if you wish to accept your offer.
- ✓ Contact pre-k programs directly to get on waitlists if you missed the initial pre-k application period.

May-September

- ✓ Waitlist offers are made as seats become available.
- ✓ Additional programs may become available.
- ✓ Pre-register if you receive an offer and wish to accept it.

Elementary School (Grades K – 5)

Children are eligible to be placed into elementary school beginning with kindergarten in the year they turn five. Each winter, kindergarten applications are accepted for the coming school year, and every eligible applicant is guaranteed a seat.

Parents looking to place children new to City schools into an elementary school for grades 1 – 5 should start by identifying their zoned schools with the **School Search** tool on the DOE's website: schools.nyc.gov/schoolsearch.

- Learn more about elementary school enrollment at: schools.nyc.gov/choicesenrollment/elementary.

Kindergarten Admissions Timeline

September - November

- ✓ Find your zoned school with the School Search tool or by calling 311.
- ✓ Review the 2017 *Kindergarten Directory*.
- ✓ Contact schools for open house & tour dates.

December - January

- ✓ Go online for important dates and admissions information: schools.nyc.gov/kindergarten.
- ✓ Attend a kindergarten information session.
- ✓ Submit your kindergarten application.

March - September

- ✓ Receive a kindergarten placement (in March).
- ✓ Pre-register by the designated deadline.
- ✓ Waitlist offers are made as seats become available.

DID YOU KNOW?

The DOE issues School Quality Snapshots and Guides for all City schools. Learn more about your school's practices, environment, and performance at: schools.nyc.gov/Accountability/tools/report.

Middle School (Grades 6–8)

Students who are currently in fifth grade and are attending a K–5 elementary school will need to apply for middle school in order to continue into grade 6 the following year.

- Learn more about middle school enrollment: schools.nyc.gov/ChoicesEnrollment/Middle.

Middle School Admissions Timeline

September – October

- ✓ Review the 2017 *Middle School Directory* on our website at nyc.gov/schools/middleschool or through your child's elementary school.
- ✓ Meet with your child's guidance counselor to discuss middle school options and the Request for Testing (RFT).
- ✓ Contact schools directly to find out if they have open houses or information sessions; attend District Middle School Fairs and other events.

November – December

- ✓ Receive the middle school application.
- ✓ Submit your application to your elementary school.

December – February

- ✓ Complete any admissions requirements for schools, including auditions, interviews, assessments, or portfolios.

March – April

- ✓ Receive an application for new middle school programs and return it to your elementary school.
- ✓ Receive your middle school match (in April).
- ✓ If you want to appeal your match, notify your elementary school and complete an appeal application.

May – June

- ✓ Receive your appeal application decision.

Families that have just moved to the City who are seeking middle school enrollment and/or are looking to place their children into City public schools for the first time ever should visit a **Family Welcome Center (FWC)**.

- Learn more about FWCs at: schools.nyc.gov/ChoicesEnrollment/NewStudents/WelcomeCenters.



Gifted & Talented Programs

Gifted & Talented (G&T) programs provide exceptional elementary school students with accelerated, rigorous, and specialized instruction. Students entering grades K–3 are eligible to participate in the G&T admissions process, which includes a G&T assessment.

- Learn more: schools.nyc.gov/choicesenrollment/giftedandtalented.

High School (Grades 9–12)

During the eighth grade, students will need to apply for admission to high schools they would like to attend. Students are eligible to apply for admission to almost any of the 400 high schools in the City, although many have screened programs that evaluate applicants based on one or more of the following: course grades, New York State ELA and Mathematics exams, attendance, writing samples, interviews, group activities, academic portfolios, auditions, and/or online activities.



High School Admissions Timeline

September – October

- ✓ Read the DOE's *High School Directory* and *Specialized High Schools Student Handbook* available at middle schools or on our website (schools.nyc.gov/choicesenrollment/high/resources). Students can identify up to 12 schools that they would like to attend and verify any screened program requirements.
- ✓ Check how long it takes to travel to each school.
- ✓ Meet with your guidance counselor to learn about auditions for arts programs at schools like Fiorello H. LaGuardia High School and the **Specialized High Schools Admissions Test** (SHSAT), which is used for admission to the City's specialized high schools.
- ✓ Contact schools directly to find out if they have special events, open houses, or student-guided tours. Attend the **Citywide and Borough High School Fairs** and other events: schools.nyc.gov/choicesenrollment/calendar.



October – December

- ✓ Receive your Round 1 high school application. Complete any admissions requirements for your desired schools, such as the SHSAT, auditions, interviews, portfolios, assessments, and open houses. Submit a Round 1 high school application to your guidance counselor by the December deadline.

March

- ✓ Receive Round 1 results, including SHSAT and LaGuardia H.S. audition results. Students who did not receive a Round 1 high school offer must apply in Round 2. Students interested in exploring other programs can also apply in Round 2. Students with a Round 1 offer who apply to Round 2 and receive a match will give up their Round 1 offer.
- ✓ Attend the Round 2 Fair, and submit a Round 2 application to your guidance counselor by the deadline.

May – June

- ✓ Submit an appeal form, if desired.
- ✓ Receive appeal decision (in June).

➤ Learn more about the high school admissions process at: schools.nyc.gov/choicesenrollment/high.



DID YOU KNOW?

Students who are attending high school as first-time ninth graders may also participate in the high school admissions process for a chance to attend another high school as tenth graders. Interested ninth graders should speak with their guidance counselors in September and October.



Who's Who in Your School & District: All the personnel in your school work together to support your child's academic, emotional, and social growth. There are some school staff members who you may talk to regularly—but many others also play important roles in your child's education. Learn more about some of these important people at your school, and when to seek their support.

School-Based Personnel

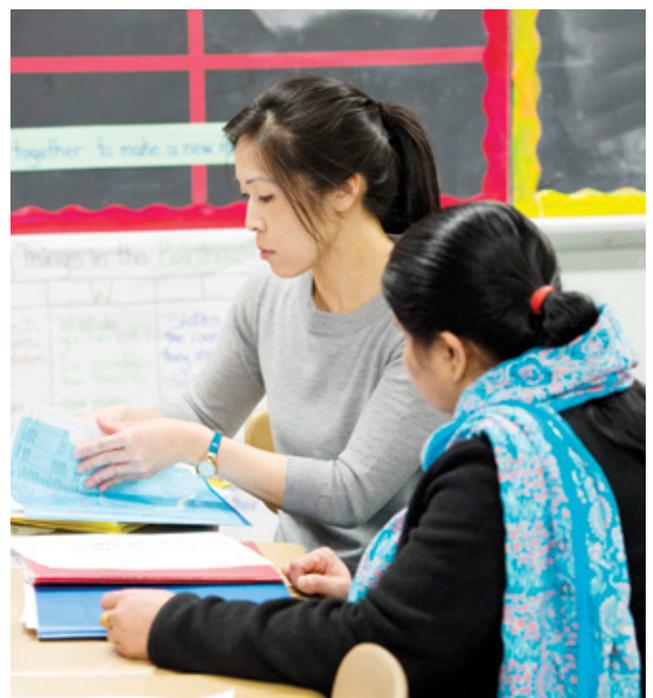
Teacher: Answers questions about a child's academics and grades, as well as behavioral, social, and emotional growth. The teacher is a family's first and primary point of contact. Check in regularly to ensure your child's success in school.

Parent Coordinator: Provides information to families about school services and programs, and helps answer families' questions and concerns. Speak with your parent coordinator if you cannot resolve a concern with your child's teacher.

Guidance Counselor: Provides students with social and emotional support and academic guidance. Speak with the guidance counselor about your child's academic schedule and classes, and college/career planning.

Assistant Principal: Helps the principal oversee school programs, academics, student support, and discipline. Large schools may have multiple assistant principals.

Principal: Leads and oversees all school staff and students. Speak with your principal if you have concerns that cannot be resolved through your child's teacher, parent coordinator, or other school staff member.



Paraprofessional: Works alongside educators or therapists to provide students with special education services and Section 504 plans (accommodations that support learning).

Language Access Coordinator: Helps arrange school-level translation and interpretation services for parents who have limited proficiency in English.

School Nurse: Responds to and cares for student medical needs at school. Speak with the nurse if your child requires medication or treatment during the school day.

Safety Agent: Ensures student and staff safety, and also monitors and signs in school visitors with proper ID. The safety agent is a member of the NYPD.



If you have any Concerns at your Child's School, Speak to:

Teacher

Parent
Coordinator

Principal or
Assistant
Principal

Family
Support
Coordinator

Superintendent



District & Borough-Based Personnel

Family Support Coordinator: The **Family Support Coordinator** (FSC) serves as the single, dedicated point of contact for family concerns in each school district. The FSCs work across the system to address and resolve issues and concerns by providing family outreach and community engagement support; they also help develop strategies to address family concerns within each of their district's school communities. Contact your FSC if you have a concern that cannot be resolved at the school level.

Superintendent: District **superintendents** support and oversee K–8 schools, while high school superintendents support and oversee schools with grades 9–12. Contact your superintendent if you cannot resolve a concern with your FSC.

To find your FSC or superintendent, visit: schools.nyc.gov/AboutUs/schools/superintendents.

Parents make a difference in their child's education. When parents are involved, it shows their children that school, attendance, and good grades are important. There are many easy ways to support your child's learning.

Talk to Your Children

Children are never too young or too old for parents to be a part of their education. Have conversations with your child every day about school so you know how he or she is doing academically, socially, and emotionally. Ask specific questions that require more detailed answers, such as:

- ▶ What was the best thing that happened at school today?
- ▶ What was the most difficult thing for you to understand in math today?
- ▶ Who did you sit next to during lunch, and what did you discuss?
- ▶ Would you describe what you learned during your science class today?
- ▶ Can you see everything your teachers write on their chalkboards/dry-erase boards/projectors?

Talking with your child and sharing stories and experiences shows that you care. But it also helps you better understand whether your child is doing well or struggling in school.

Encourage Your Children to Read

Taking the time to read to your children and to discuss the books they read both at home and at school helps to demonstrate the importance of literacy. Choose books that match your child's interests, but do not be afraid to introduce a topic or genre that is new for them. Mix and match books that are short and light with those that are longer and deal with weightier topics.

- ▶ For age-appropriate reading lists, visit: schools.nyc.gov/Academics/NYReads365.

Work with Teachers

Teachers work with students every day and observe their learning styles and behaviors. Parents and teachers need to work together to meet children's needs both inside and outside of school.

Attend Parent-Teacher Conferences

Parent-teacher conferences are held four times a year, and they give families a chance to sit down with teachers and ask questions about their child's progress. It is critical for parents to attend, and it is a good idea to write down questions ahead of time. Here are a few to consider:

- ▶ What does my child do well, and what does he or she struggle with?
- ▶ How do you challenge my child?
- ▶ What books would you recommend that he or she reads at home?
- ▶ How do you support my child when he or she needs extra help?
- ▶ How does my child get along with classmates and adults?
- ▶ How many days of school has my student missed or arrived late?

- ▶ Learn more about parent-teacher conferences: schools.nyc.gov/ParentsFamilies/PTC.



Speak to Your Parent Coordinator

Your school's parent coordinator is a great resource who can help answer many questions. Get to know your parent coordinator, and contact him/her for information about school programs, resources, events, and ways to get involved.

Be An Active Member of PA/PTAs

You can make a difference in your child's education and school community by being an active member of your school's Parent Association (PA) or Parent-Teacher Association (PTA). As a

DID YOU KNOW?

Teachers set aside 40 minutes per week to contact, meet, or engage with parents. Speak with your child's teachers to set up a meeting time that works for you.



parent, you are already a PA/PTA member, and through your local PA/PTA, you can network, exchange ideas, solve school concerns, and affect school policy and budget decisions with teachers, school leaders, and other parents who share your passion for your school's well-being.

To participate, speak with your school's parent coordinator about your PTA, and ask them to provide you with details about your PTA's next scheduled meeting. Likewise, seek other parents who are active PTA members so that you may learn more about serving your child's school. Your participation is welcome, needed, and appreciated.

Run for Parent Leadership Positions

As a parent, you may also serve your school community by running for elected positions at the local, district, and citywide levels. Elected positions include local School Leadership Teams and Citywide and Community Education Councils. The next elections for Citywide and Community Councils will be held in the spring of 2017.

For more information about elected positions visit our Parent Leader website: schools.nyc.gov/Offices/FACE/ParentLeader.

Understand the Promotion Policy

Teachers measure their students' learning through in-class questions, homework assignments, writing exercises, tests, quizzes, and projects. Throughout the year, teachers and principals regularly review these measures of student performance to identify students who may be at risk of not meeting promotion standards—or academic benchmarks—for their grade level. While scores on New York

State tests may be considered, they may not be the primary or major factor in determining a student's readiness for the next grade.

Each February, schools notify parents in writing if their child is at risk of not being promoted to the next grade. Parents are encouraged to meet with their child's teacher, guidance counselor, or principal to discuss additional supports to help their child succeed. Promotion standards differ by grade level, the criteria specified on their Individualized Education Programs (IEPs), and/or their English language learner (ELL) status.

➤ Learn more about DOE requirements by talking to your child's school or visiting: schools.nyc.gov/choicesenrollment/specialprograms/summerschool.

Keep Track of Your Child's Progress with NYC Schools Account

Families have an online tool to access information about their child's progress in school, including grades and attendance. Parents can create and log into their NYC Schools Account by visiting mystudent.nyc from a computer, smartphone, tablet, or any internet-ready device. Contact your school's parent coordinator for help setting up an account. If you need access to a computer, visit your nearest public library.

Keep the Blue Card Up-to-Date!

Make sure your child's school has your most recent contact information (i.e., home address, cell number, email, etc.) on file. Speak with staff members in your school's main office for more information.

DID YOU KNOW?

Two absences each month may not sound like a lot—but by the end of the school year, a student will have missed an entire month's worth of instruction.



Download Free Microsoft Software

Thanks to a partnership between the DOE, Microsoft, and the New York City Council, parents of City students across all five boroughs and DOE staff members are able to download the following Microsoft digital products free of charge:

- ▶ Office 365 ProPlus on Windows
- ▶ Office for Mac Professional 2016
- ▶ Office for iPad, iPhone, Android

In addition, DOE staff members and all City students and their parents will have free online access to Microsoft's Cloud service as well as Office Online.

Parents are able to download Microsoft software on up to five family computers and five family tablets, smartphones, and other mobile devices on Microsoft's website: <https://studentoffice.net>.

Attendance Matters

Every day of school is vital for a child's development; each school day children are learning or doing something new. Missing school means missing instruction.

Attendance is a part of a student's official record, and absences may impact a student's admission to other schools or special programs. Schools are required to track and record student attendance daily and contact families when a student is absent. Each school sets specific policies about what to do if a child misses school and when an absence is considered "excused." An excused absence is still recorded as an absence. Ask your school's staff members for information about your school's attendance policy.

How to Support Daily Attendance

- ▶ Emphasize the importance of school.

- ▶ Set regular bedtimes and morning routines.
- ▶ Make a plan for getting your child to school on time.
- ▶ Avoid making appointments or planning trips during school.
- ▶ If your child has concerns about going to school, discuss them with him/her.
- ▶ View lateness as unacceptable.
- ▶ Reward your child for maintaining good attendance.

Ask for Help

- ▶ Ask the school counselor to set up a "contract" for your child with goals for attendance that include rewards and consequences.
- ▶ Ask your school's parent coordinator or counselor to show you your child's daily and class attendance often.
- ▶ Ask about counseling services for your child, or an attendance mentor to maintain positive attendance habits.

- ▶ Learn more at schools.nyc.gov/StudentSupport/StudentAttendance/go.

Apply for Afterschool Programs

Afterschool programs enhance students' education by exposing them to experiences outside of the classroom. These opportunities give students opportunities to discover new passions and explore their interests. Most schools offer unique programming, often in collaboration with a community-based organization (CBO). Ask your school's parent coordinator, guidance counselor, or principal for more information.

Citywide programs are available as well. Learn



about these citywide options at schools.nyc.gov/studentsupport/afterschool.

In addition, the City’s Department of Youth & Community Development (DYCD) supports hundreds of afterschool programs. These programs operate three hours each day, five days per week, and offer students activities like soccer, tennis, fashion design, cooking, dance, computer science, flag football, and much more. To help locate a DYCD-supported afterschool program near you, visit DYCD’s website: <http://www.dycdportal.nyc/discoverdycd/home>.

Communicate with Guidance Counselors and Social Workers

Guidance counselors and social workers support the whole student, focusing on success in the classroom, relationships with others, personal development, emotions, and college and career planning. Guidance counselors and social workers are involved primarily in three areas of a student’s education:

Academic planning – Counselors help students plan their course of studies and support and review academic goals, performance, and interventions.

Personal and social development – Counselors and social workers support students’ social-emotional learning and relationship-building, connect students to activities and electives, and provide emotional support through individual and group counseling, family consultations, and/or referrals to community resources.

Career and post-graduation planning – Counselors help students understand their strengths and talents and how these fit in with various college majors and careers. They also assist students with the college admissions process and steps to secondary education.

Speak with your school’s guidance counselor for more information about your child’s progress.

Prepare for College and Career

Regardless of your child’s age, you can help him or her stay on track for college and beyond. Make sure your child is:

- ▶ Attending school every day.
- ▶ Aiming for good grades and behavior.
- ▶ Taking more challenging classes whenever possible.
- ▶ Joining clubs and programs before, during, and after school hours.
- ▶ Enrolling in camps and participating in learning activities during summers.

For more information about saving for college, please review our Financial Aid section beginning on page 33.

Get Your Children to Bed

Sleep is food for the brain, and it is especially important for children. Lack of sleep reduces a child’s ability to concentrate, learn, and solve problems. Children need enough sleep to focus and achieve their full potential. To ensure that your child is getting enough sleep:

- ▶ Set a bedtime on school nights, and make sure your child sticks to it.
- ▶ Have your child avoid the TV and computer at least an hour before bedtime.
- ▶ Prepare your child’s bedroom for a good night’s rest—keep it dark, cool, quiet, and free of electronic devices.
- ▶ Make sure children avoid beverages with caffeine, such as soda, coffee, and tea close to bedtime.
- ▶ Encourage daily exercise.

▶ Learn more at sleepfoundation.org, sleepforkids.org, and cdc.gov/sleep/about_sleep/how_much_sleep.htm.

Age	Recommended Amount of Daily Sleep*
Pre-K children	11–12 hours a day
School-aged children	At least 10 hours a day
Teens	9–10 hours a day
*Includes naps. Source: National Sleep Foundation	

Supports and Services such as health care, transportation, meals, and translations all help meet the needs of students and families. Learn how students with disabilities, English language learners, and students in temporary housing are supported.

Health Services

Students who are healthy are more likely to learn and perform better. Schools provide many health and preventative services to ensure that all students are in strong physical health so that they can succeed.

Immunization Requirements

All students in grades pre-k–12 must have documented immunization against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, Hepatitis B, Haemophilus influenzae type B (Hib), and meningococcus (men-ACWY).

➤ Learn more about our requirements at: schools.nyc.gov/offices/health/immunizationinfo.

Physical Examinations

All new students in grades pre-k–12 must have a complete physical examination. This comprehensive medical examination must be documented by a doctor.

Health Accommodations

Schools can provide care, services, and accommodations for students who have special health needs. These accommodations may include epinephrine, glucose monitoring, insulin pump maintenance, asthma pumps, medically-prescribed treatments, or other accommodations. If your child requires special services, you will need to complete a health form and submit it to your school. Health forms are available at schools.nyc.gov/offices/health/schoolhealthforms.

DID YOU KNOW?

If your child has a health need and requires special accommodations, please inform your school nurse or principal.

Vision Screening

All new students regardless of grade level must be screened within six months of entering New York City public schools. In addition, students in pre-k, kindergarten, and grades 1, 3, and 5, and students receiving special education services must be screened.

➤ Learn more about vision screenings at: schools.nyc.gov/offices/health/hearingvisionscreening.



Health and Mental Health

Students across the five boroughs have access to comprehensive physical and mental health services, including counseling, therapy, and specialty care services for students who have emotional and behavioral difficulties. **School-Based Health Centers (SBHCs)** and **School-Based Mental Health Programs (SBMHPs)** provide free comprehensive doctors' services and mental health resources, respectively.

➤ Learn more about SBHCs and SBMHPs at: schools.nyc.gov/offices/health.

Special Education

Schools work to ensure that students with disabilities have appropriate special education supports and learn in the least restrictive environments possible alongside their general education peers.

All students with disabilities in NYC have access to school communities, classrooms, instruction, services, and curricula that maximize strengths and learning, support postsecondary transitions, and promote opportunities for personal fulfillment.



You Know Your Child Best

Your input is very important in mapping out the best possible education for your child. Make sure to discuss any concerns about your child with your school, especially if your child is not making progress. Before requesting a referral for a special education evaluation, ask about other general services, such as tutoring or additional academic support.

Special Education Referral Process

If general education supports do not help your child progress, or if you or a school staff member thinks that your child may have a disability, then the first step is to request an evaluation. This initial referral must be in writing and may be made by you or a designated school district official. The evaluations will determine your child's skills, abilities, and areas of need that affect his or her school achieve.

➤ Learn more about special education services: schools.nyc.gov/academics/specialeducation.

Individualized Education Program

Once your child's evaluation is completed, you will be invited to attend an **Individualized Education Program (IEP)** meeting at a mutually agreeable date and time. This is an important meeting where you will meet with staff members from your child's school or the district **Committee on Special Education (CSE)** if your child is not attending a City public school. It is important that you and DOE staff members share information with one another and work together as a team to determine whether your child needs special education services and/or accommodations.

Parents must be invited to attend school-based and/or CSE-based IEP meetings regarding their children, as parental input is important. If the school-based IEP Team or district CSE determines that your child has a disability and/or special need and services are necessary, an IEP will be developed during your IEP meeting. IEPs outline the special education programs and/or services your child will receive while establishing the goals that your child should be working towards. Generally after an IEP meeting, affected students remain at their current schools unless they require highly specialized programs.



Are you concerned about your child's progress?

If you are concerned about your child's progress, you may want to ask your child's teacher and other staff members questions that will help you understand how to help your child grow and progress. For example:

- What have you noticed about how my child learns?
- Does my child get along well with other students?
- Does my child have any difficulty following directions?
- Are there any services during or after school that could help my child?



Committees on Special Education

If you are a City resident and a parent of a student who is not enrolled in a City public school or is currently attending a private, parochial, or charter school, and you believe your child is not receiving adequate support, you can get help.

Committees on Preschool Special Education (CPSEs) coordinate evaluations and services for preschool children ages 3–5, while **Committees on Special Education** (CSEs) coordinate evaluations and services for students age five and

The Goals of Special Education

- ▶ Close the achievement gap between students with disabilities and peers without disabilities
- ▶ Increase access to the general education curriculum for students with disabilities
- ▶ Give all schools the flexibility to meet the diverse needs of students with disabilities

older. Learn more: schools.nyc.gov/academics/specialeducation/contactsresources.

Accessibility

The Department of Education works to ensure that programs, services, and activities are accessible to students with physical limitations, such as students who use wheelchairs or other aids. All buildings are evaluated on a regular basis to determine their accessibility to students with disabilities. Learn more: schools.nyc.gov/offices/osp/accessibility.

School Meals

All school food menus meet or exceed federal nutritional standards and do not contain food additives such as artificial colors or flavors, preservatives, or high fructose corn syrup. Menus include whole grain breads, fresh fruit, and at some schools, salad bars.

Free Breakfast

All students receive free breakfast at school either in the cafeteria before school starts or in the classroom via the Breakfast in the Classroom (BITC) program. BITC is expanding to all standalone elementary schools.

What's for Lunch?

Lunch in schools costs \$1.75 but roughly 80% of DOE students eat lunch for free, either because they qualify for free lunch or they attend a school with a universal free lunch program. To qualify for free lunch, families must complete a paper or online School Meals application. Request a paper application from your school, or complete an application at nyc.applyforlunch.com.

DID YOU KNOW?

The DOE serves about 850,000 meals to City students every day, 700,000 of them for free.



All school menus are posted online at schoolfoodnyc.org, and include vegetarian options. You can also stay informed about school meals by using the DOE's official **SchoolFood mobile application**: schoolfoodnyc.org/MediaCenter/mobileapp.

Summer Meals

Through the **Summer Meals Program**, all children aged 18 and under receive free meals at public schools, City parks and pools, NYC Housing Authority complexes, and non-profit organizations. Use the mobile app or call 311 to find a location near you.



DID YOU KNOW?

About 147,000 City students are English language learners.

Source: Bilingual Education Student Information Survey

Resources for Homeless Students and Students in Temporary Housing

Federal law and the DOE's Chancellor's Regulations require students who are homeless or residing in temporary housing to have access to the same education and services as other students, including free transportation to City schools.

➤ Learn more: schools.nyc.gov/studentsupport/nonacademicsupport/studentsintemporaryhousing.

Additional Resources

- NYC Department of Homeless Services: nyc.gov/dhs
- NYC DYCD Runaway: nyc.gov/html/dycd/html/runaway/runaway.shtml
- Covenant House New York: covenanthouse.org

English Language Learners

An English language learner, or ELL, is a student whose home language is not English and needs support to learn English. Schools work to ensure that ELLs are able to read, write, and speak English at a high level to succeed in all core subjects.

Identifying Language Needs

Schools are responsible for working with families to identify ELLs. Families of new students complete a survey that informs school staff what language is

spoken at home. If the language spoken at home is not English, the student will take a test to decide if English language support services are needed.

If a child needs English language support services, the school will meet with the family to help them decide which type of English language learner program is best.

Types of Programs

English language learners have three options to support academic and language needs:

Dual Language programs provide students instruction in two languages: English and their home language such as Spanish, Chinese, or French, among others. Through this program, students learn to read, write, and speak both English and their home language.

Transitional Bilingual Education programs provide instruction in English and the student's home language. As the student's English improves, the time spent learning in English increases and home language instruction decreases.

English as a New Language programs provide instruction in English with support in the student's home language. Students learn to read, write, and speak English. These programs may vary depending on grade level and language ability. Students in this program come from many different language backgrounds, and English is learned through subjects such as math, science, and social studies.

- ▶ Learn more about ELL programs at: schools.nyc.gov/academics/ell.

Transportation to City Schools

City students may be eligible for either **Yellow Bus Service** (where available) or a half-fare/full-fare **MetroCard**. Eligibility is based on a student's grade level and travel distance between home and school.

To Qualify for Yellow Bus Service, Students:

Grades K–2 must live a ½ mile or more from their school

Grades 3–6 must live 1 mile or more from their school

Grades 7–12 are not eligible for Yellow Bus Service

Note that students who need to travel across multiple boroughs are not eligible for Yellow Bus Service at any age.

Students with special needs can be provided with Yellow Bus Transportation if their IEPs require specialized transportation services.

MetroCards

There are two varieties of **MetroCards** available to qualified City students, grades K–12:

Full fare: A MetroCard that can be used on MTA subways and buses for transportation to and from school, free of cost.

Half fare: A MetroCard that can be used only on MTA buses. Students must cover half of the cost of a full fare bus ride each way.

Students receive MetroCards as follows:

Grades K–2

- ▶ Live less than ½ mile from school – Half fare
- ▶ Live ½ mile or more from school – Full fare

Grades 3–6

- ▶ Live less than ½ mile from school – Not eligible for a MetroCard
- ▶ Live at least ½ mile and less than 1 mile from school – Half fare
- ▶ Live 1 mile or more from school – Full fare



There are over 7,000 buses in the DOE's fleet. That's the second largest bus fleet in the world!

Grades 7–12

- ▶ Live less than ½ mile from school – Not eligible for a MetroCard
- ▶ Live at least ½ mile and less than 1.5 miles from school – Half fare
- ▶ Live 1.5 miles or more from school – Full fare

- ▶ For questions about transportation, visit schools.nyc.gov/offices/transportation or call (718) 392-8855.

Translation and Interpretation

The DOE speaks your language! Ask your parent coordinator, language access coordinator, or principal if you need help in your language. Translation is available in Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu, the nine most commonly spoken languages in our schools other than English. Translated documents in these nine languages are also available on our website. Interpretation services are available in 200 languages. If you have questions or feedback about the language services at your school, call (718) 935-2013 or email inyourlanguage@schools.nyc.gov.

Sign Language

To obtain sign language interpreting services, please contact your parent coordinator or the Office of Sign Language Interpreting Services at (212) 802-1500, ext. 7181.

Discipline and Safety policies help ensure that school is a place where students feel comfortable, safe, and respected. Learn how the DOE works to promote and maintain safety, cooperation, respect, and positive behavior across all schools and the communities they serve.

Student Discipline Code

The Discipline Code (the Code) helps support safe school environments where students can grow socially and academically. All members of each school community must know and understand the DOE's standards of student behavior. The Code provides school personnel with guidance regarding how to respond and address inappropriate conduct among students.

The Code applies to all students in grades K–12, with specific sections for grades K–5 and grades

6–12. Review the full Code, and discuss it with your child. The Code is available at your school or online in 10 languages at schools.nyc.gov/rulespolicies/disciplinecode.

Social Media Guidelines

Students should use social media responsibly, inside and outside of school. Use the guidelines below to talk to your child about communicating online.

- ▶ Offer ideas about how to create a smart digital footprint
 - ▶ Explain what to do with dangerous postings or other hurtful information
 - ▶ Suggest how to use social media in positive ways
- ▶ Find the complete social media guidelines and a parent guide at schools.nyc.gov/socialmedia.



Where Does the Discipline Code Apply?

- ▶ At school before, during, and after school day hours
- ▶ While traveling on vehicles funded by the NYC Department of Education
- ▶ At school-sponsored events
- ▶ Off school premises when student behavior disrupts the education process or the school community



DID YOU KNOW?

Parent versions of the School Safety Plan are available at your school. A template of the plan can be found on the DOE website. Learn more: schools.nyc.gov/offices/osyd/emergencyreadiness.

Cell Phone Policy

All students may bring their cell phones, computing devices, and portable music players to school. Each school has its own school-based cell phone policy, and students who bring a cell phone to school must use it within the limitations of that policy. Phones may be taken away from students who do not follow their school's cell phone policy.

Cell phones may not be turned on or used during any school quiz, test, or examination, or during school fire drills or emergency preparedness exercises. Devices also may not be used in locker rooms or bathrooms.

Families should direct questions about their school's cell phone policy to their parent coordinator or principal.

Emergency Readiness Plans

Every school has emergency readiness procedures and a School Safety Plan. Schools must also conduct drills and other exercises to test the response plans. More information about these response protocols is available in multiple languages from your school and the DOE website.

Emergency Contact Card

Your school keeps an Emergency Contact Card on file to make sure you or a caretaker can be contacted in the event of an emergency. Please provide and update phone numbers and names of adults who can pick up your child in an emergency. This card should be updated at the start of each school year and anytime contact information changes. These contact cards are available in the main office at your school.

Ensuring Respect for All

In a city that is as culturally diverse as New York, it is extremely important that we provide our students and staff members with school environments that are safe, supportive, and respectful. Verbal and physical aggression, harassment, intimidation, bullying, and discrimination of any kind have no place in our schools.

The DOE's **Respect for All** policy outlines the kinds of behaviors that are prohibited in our schools while also providing students, parents, and staff members with various ways to report any incident.

- Learn more about Respect for All at: schools.nyc.gov/rulespolicies/respectforall.





Prevent Bullying

Families play an important role in preventing bullying. Help your child in these ways:

- ▶ Talk to your child about what bullying is and how to stand up to it safely.
- ▶ Check in with your child often and listen.
- ▶ Ask about school, friends, and any concerns.
- ▶ Look for changes in your child (i.e., low self-esteem, difficulty sleeping, and avoidance of school or social situations).
- ▶ Monitor your child's use of technology: cyberbullying happens when kids bully each other through social media services, cell phone text messages, and other electronic mediums.
- ▶ Make sure your child knows that it is important to tell you when he or she feels threatened or bullied. Tell the school principal immediately. Learn more about talking to your child about bullying and how to prevent it at stopbullying.gov.

Report Bullying

Bullying is not tolerated in any form. Bullying can take the form of intimidation, discrimination, or harassment, and can be physical, social, verbal, or written. This kind of behavior by anyone against students is prohibited.

Students who believe they have been the victim of bullying or intimidating behavior, harassment, or discrimination by another student or by a staff member should report the incident immediately

to an adult. Any student with knowledge of bullying should also report the behavior to a school employee or the school's Respect for All liaison, listed on posters throughout their school.

- ▶ Anyone, including parents, can also report bullying via email: RespectForAll@schools.nyc.gov

Staff-to-Student Harassment

Report staff-to-student bullying, harassment, or intimidation to your child's principal or to the DOE's **Office of Special Investigations**. Submit a complaint at schools.nyc.gov/offices/generalcounsel/investigative/osi.

Report staff-to-student discrimination based on race, color, ethnicity, religion, creed, national origin, gender identity, gender expression, sexual orientation, immigration status, weight, or disability to your child's principal or to the DOE's **Office of Equal Opportunity**. Visit schools.nyc.gov/oeo for more information.

Safety Transfers

If you feel that your child is unsafe at school, meet with a staff member at your child's current school to discuss your concerns. If a safety transfer is necessary, work with your child's school to collect documents relating to the safety issue. The school must submit the request and all supporting documentation to the appropriate Family Welcome Center. Learn more at nyc.gov/schools/choicesenrollment/transfers or call (718) 935-3500.

What will my child learn? Parents often wonder what their children are learning in their classrooms throughout the school day. No matter where your child is attending school in New York City, you can anticipate that your child will be expected to build his or her academic and social skills while meeting numerous instructional milestones and standards by the end of each school year.

The following sections provide a general overview of what City students are expected to study, learn, and develop over the course of their academic careers in City schools. For more specific information about what your child is learning in school, speak directly with your child's teachers and principal.

Pre-Kindergarten

Pre-K teaches children to solve problems, read, ask questions, develop language skills, and work together. Every four-year-old in New York City can attend free, full-day, high-quality pre-k. Programs are available in every neighborhood at district schools, Pre-K Centers, and New York City Early Education Centers (NYCEECs).

While in Pre-K, Students Learn to:

- ▶ Solve problems, identify numbers, recognize and write letters, ask questions, take turns, and share with classmates.
- ▶ Build vocabulary and language through books, rhymes, and songs, and conversations with teachers and classmates.
- ▶ Express themselves creatively through drawing, painting, sculpture, and other art.
- ▶ Engage in fitness activities, adjust to routines, and develop positive and healthy habits.
- ▶ Build knowledge about the world around them and learn how to apply it to math, science, social studies, and the arts.

All children born in 2013 who live in New York City are eligible for pre-k during the 2017-18 school year. Visit schools.nyc.gov/prek for more information about pre-k programs in district schools, Pre-K Centers, and New York City Early Education Centers (NYCEECs).

- ▶ Learn more at schools.nyc.gov/prek.

Pre-K Learning Beyond the School Day

Early childhood education begins well before a child enters elementary school. Studies show that 85% of a child's brain is developed before age five. As a pre-k parent, you can help guide learning beyond the school day to expand what your child knows and is able to do. Learn more and find resources at schools.nyc.gov/preklearn.

Elementary School (Grades K-5)

Elementary School develops children's ability to learn and retain new information. Elementary school students study a variety of subjects to develop their creativity and critical-thinking skills so that they can meet the challenges of later grades. These grades set the foundation for reading, writing, listening, speaking, math, science, social studies, health, physical education, and the arts.



Kindergarten

Kindergarten is where the basic building blocks of literacy and arithmetic are formed. City students are eligible to apply for kindergarten in the year they turn five. In this grade, students will:

- ▶ Learn the alphabet (including sounds of letters, words, pronunciations).
- ▶ Share their ideas and feelings through speech, drawing, writing.
- ▶ Explore music, movement, and playmaking.
- ▶ Identify numbers and count to 100.
- ▶ Add and subtract numbers up to 10.
- ▶ Learn about family, school, and community members.
- ▶ Study plants and animals, and identify certain materials (i.e., metal and wood) and their characteristics.



DID YOU KNOW?

Helping your child get ready for school shows that school and learning are important. It also shows your child that you are a real partner in the learning process.

First Grade

Students in first grade build upon their knowledge of words and math, including:

- ▶ Understanding place values and whole numbers.
- ▶ Subtraction of numbers up to 20.
- ▶ Describing shapes.
- ▶ Telling time.
- ▶ Identifying and comparing animals of different shapes, sizes, and types.
- ▶ Properties of solids, liquids, and gases.
- ▶ Basic understanding of weather and seasonal change.
- ▶ Exploring music and rhythm.

Second Grade

Second graders grow their reading and writing skills through a variety of texts while expanding their math skills even further:

- ▶ Students begin to edit their own writing.
- ▶ Ask “who, what, where, when, why, and how” questions about what they read.
- ▶ Learn to solve math-based word problems.
- ▶ Addition and subtraction of numbers up to 100.
- ▶ Fractions and units of measure, such as money.
- ▶ NYC history, geography, and local government.
- ▶ Basic earth science.

Third Grade

Once in third grade, students learn how to express their ideas clearly while improving their mastery of math to include multiplication and division:

- ▶ Problem solving with multiplication and division of numbers up to 100.
- ▶ First exposure to world communities and cultures.
- ▶ Gain a better understanding of sound and heat.
- ▶ Study how animals and plants live and adapt to their surrounding environments.
- ▶ Third grade students are expected to take NY State Math/ELA exams (Grades 3–8) for the first time.

Fourth Grade

When students reach fourth grade, they:

- ▶ Identify themes or main ideas of texts, take notes, research, and organize information.
- ▶ Solve multi-step, word-based math problems.
- ▶ Add, subtract, and multiply fractions.
- ▶ Measure angles, volume, mass, and time.
- ▶ Study NY State history and government.
- ▶ Learn more about animals, plants, natural environments, electricity, magnetism, and the ways that water, land, and air interact with one another.

Fifth Grade

As the last grade before middle school, students in the fifth grade spend their time preparing for the curricula they will review in grades 6–8. Throughout this academic year, fifth graders:

- ▶ Build their vocabulary by reading more demanding books and learning new words.
- ▶ Understand and use figurative language.
- ▶ Explain and summarize texts while also sharing their own interpretations using evidence.
- ▶ Study the use of decimals to the hundredths place.
- ▶ Incorporate advanced fractions, geometry, measurements, and exponents.
- ▶ Study world geography, Western cultures, early Western societies.
- ▶ Learn more about earth science, including ecosystems.
- ▶ Review positive health and nutrition practices.

Middle School (Grades 6–8)

Middle School is a pivotal period in a child’s academic and social-emotional growth. It is a time of transition that can present many physical, emotional, and social changes. Children may have issues with self-esteem, confidence, and independence, but still need parental guidance. It’s important to stay involved and know what’s going on in your child’s life. These years lay the foundation for high school and beyond as students begin exploring and preparing for college.

Sixth Grade

When students kick off their middle school experience in sixth grade, they:

- ▶ Read a wide variety of literature, analyzing authors’ style, word choice, point of view, and structure.
- ▶ Write narratives and arguments while developing their use of language style and tone.
- ▶ Learn algebra, statistics, ratios, and one variable equations.
- ▶ Understand different forms of energy and life on Earth.
- ▶ Explore the geography and history of the Eastern hemisphere, including Africa, Asia, Europe, and Australia.

Start Getting Ready for High School

It is never too early for middle school students to start preparing for high school:

Prepare: Grades 6 and 7

Research schools and programs that match your child’s interests, and learn about each program’s admissions requirements through the DOE’s *High School Directory*. There are over 400 high schools with more than 700 programs to choose from.

Apply: Grade 8*

Attend school fairs, information sessions, and open houses. Visit our High School website (schools.nyc.gov/ChoicesEnrollment/High) for more information.

**First-time 9th grade students may also participate in the high school admissions process for 10th grade enrollment.*



Seventh Grade

At this level of middle school, seventh grade students:

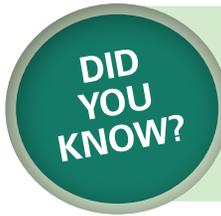
- ▶ Write in a variety of genres and styles, including argumentative essays with multiple perspectives.
- ▶ Solve math problems using rate, ration, proportions, and percentages.
- ▶ Expand their knowledge of geometry including area, surface, perimeter, and volume.
- ▶ Study the Earth’s surface changes over time.

DID YOU KNOW?

Middle schoolers tend to lose focus on academics.

Speak with the school counselor or principal to keep your child on track.

- ▶ Learn City, State, and U.S. history; from Pre-Colonial times – Civil War.
- ▶ Explore visual arts, music, dance, or theater.



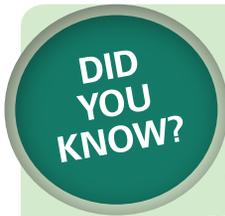
Don't wait until high school to plan for college. Make sure your child is getting good grades and is involved in activities early.

Eighth Grade

With one full school year left before starting high school, eighth graders:

- ▶ Interpret and analyze a range of texts that prepare them for high school-level demands.
- ▶ Study different writing techniques, including analogy, allusion, and irony.
- ▶ Evaluate the logic and reasoning of argumentative texts.
- ▶ Work with graphs to solve algebraic equations, use the Pythagorean Theorem, and analyze 2D and 3D figures.
- ▶ Identify how humans affect the environment.

- ▶ Study the laws of motion that explain the movement of objects on Earth and across the Solar System.
- ▶ Explore the Reconstruction, industrialization, global war, and modern eras of U.S. history.
- ▶ Expand their knowledge of visual arts, music, dance, and/or theater. High School (Grades 9–12).



Seventh grade courses, grades, attendance, and State exam scores all impact high school admissions. Work with your guidance counselor or principal to help your child take coursework that exceeds minimum requirements.

WHAT WILL MY CHILD LEARN?

7TH & 8TH Grade Academic Requirements

Subject	Grade 7	Grade 8
English language arts (ELA)	Full year	Full year
Social studies	Full year	Full year
Math	Full year	Full year
Science	Full year	Full year
Languages Other than English (LOTE)	One full year	
Physical education	Full year	Full year
Health	One semester	
Arts	Two semesters (full year), covering at least two of the following: visual arts, music, dance, or theater	
Technology	One full year total	
Library and information skills	One period per week	One period per week
Career development and occupational studies	Time determined by each school	
Home and career skills	Three quarters of a year total	
Bilingual education and/or ESL	Based on student need	

See the *Understand Your School's Promotion Policy* section on page 11 for more information.



DID YOU KNOW?

Only students who meet specific criteria, such as students with IEPs, are eligible to earn a local diploma. Speak to your school if you have questions about your child's eligibility for the local diploma.

High School (Grades 9–12)

High School is an exciting time when students have more options, but also more responsibility. Students focus on earning a diploma, attending college, pursuing a career, and other options after graduation. Academic grades and coursework, extracurricular activities, internships, and volunteer experience are very important. Your child will need help prioritizing responsibilities and meeting expectations.

Academics

In grades 9–12, students have more flexibility in the types of classes they take. Students are still required to take and pass classes in certain core subjects, including English, math, social studies, and science, but other course options and requirements may vary by high school or program. While there are standard course sequences by grade level, students may take classes earlier or later in high school.

Requirements for a Diploma

In New York State, there are three types of diplomas: a **local diploma**, **Regents diploma**, and **Advanced Regents diploma**. Each diploma requires students to take certain academic coursework and achieve passing scores on New York State Regents exams or other State-approved alternatives. These exams help measure what students have learned in their coursework.

All students can earn a Regents or Advanced Regents diploma, but only students who meet specific criteria are eligible to graduate with a local diploma. Work with your child's guidance

counselor to determine whether a local, Regents, or Advanced Regents diploma is the best fit for your child's plans after graduation. Without a diploma, students' options after graduation are limited.

➤ Learn more about the requirements for a local, Regents, and Advanced Regents diploma, as well as college and career readiness, at schools.nyc.gov/GraduationRequirements.

College and Career Readiness

Students should complete the most challenging and rigorous course load possible and take advantage of advanced coursework, electives, and opportunities for extra help as needed. Successfully passing more advanced coursework in math and science helps demonstrate greater academic skill and preparedness for college-level coursework or the workplace.

Career and Technical Education

Students entering high school also have the option of attending a **career and technical education** (CTE) school. In CTE schools, students study science, technology, engineering, and math as part of specific careers. Students learn on-the-job skills by working alongside industry professionals. Fields include information technology, health care, media and design, construction and sustainability, engineering, and business.

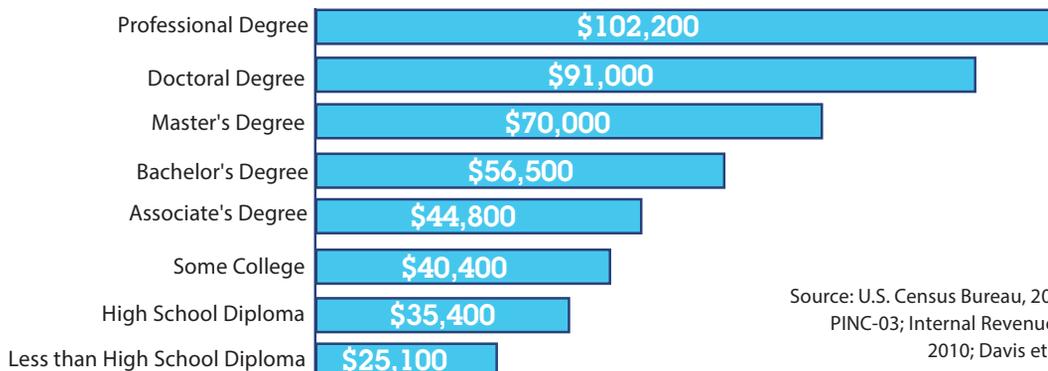
➤ Learn more at schools.nyc.gov/CTE.

Regents and Advanced Regents Diploma Requirements

Regents Diploma Minimum Requirements		Subject	Advanced Regents Diploma Minimum Requirements	
NY Regents Exam (minimum score of 65)	Course Credits		NY Regents Exam (minimum score of 65)	Course Credits
1 exam ▶ English Language Arts	8 course credits	English Language Arts	Same as Regents diploma	Same as Regents diploma
1 exam ▶ Algebra I ▶ Geometry OR ▶ Algebra II	6 course credits Minimum of 2 credits in advanced Math (e.g., Geometry or Algebra II)	Math	3 exams ▶ Algebra I ▶ Geometry AND ▶ Algebra II	Same as Regents diploma
1 exam ▶ Global History and Geography OR ▶ U.S. History and Government	8 course credits ▶ Global History: 4 credits ▶ U.S. History: 2 credits ▶ Economics: 1 credit ▶ Government: 1 credit	Social Studies	Same as Regents diploma	Same as Regents diploma
1 exam ▶ Living Environment ▶ Chemistry ▶ Earth Science OR ▶ Physics	6 course credits ▶ Life Science: 2 credits ▶ Physical Science: 2 credits ▶ Life Science or Physical Science: 2 credits	Science	2 exams ▶ Living Environment AND ▶ Chemistry ▶ Earth Science OR ▶ Physics	Same as Regents diploma
None	2 course credits	Foreign Language	1 exam ▶ Languages Other Than English (LOTE)	6 course credits
None	4 course credits Every year	Physical Education	Same as Regents diploma	Same as Regents diploma
None	1 course credit	Health	Same as Regents diploma	Same as Regents diploma
None	2 course credits	Visual Art, Music, Dance, or Theater	Same as Regents diploma	Same as Regents diploma
1 exam ▶ Any Regents exam OR State-approved assessment of student's choice	7 course credits	Elective Courses and Other Requirements	1 exam ▶ Any Regents exam OR State-approved assessment of student's choice	3 course credits
5 EXAMS	44 COURSE CREDITS	TOTAL	9 EXAMS	44 COURSE CREDITS

A Diploma Matters

This chart shows the relationship between a person's education and their annual salary. People with more education are more likely to earn a higher salary.



Source: U.S. Census Bureau, 2012, Table PINC-03; Internal Revenue Service, 2010; Davis et al., 2013.

Other Ways to Earn a Diploma

City students who qualify have alternative ways to graduate thanks to other programs that help over-aged or under-credited students earn a high school diploma and prepare for life after high school.

Transfer Schools

Students ages 16 to 21 who have completed at least one year of high school can attend a **transfer school**. The number of credits required for entry varies by school. Students attend full time during the day, and have tutoring and other support to earn a diploma.

Pathways to Graduation Program

Pathways to Graduation offers programs to help students pass the high school equivalency diploma exam (formerly the GED®) while preparing them for college and careers. Pathways to Graduation has locations in every borough and offers instruction by State-certified teachers. To enroll, students must be 18 years old (17 under certain circumstances with parent approval).

➤ Learn more at path2grad.org.



Young Adult Borough Centers

Students who have attended four years of high school and earned at least 17 credits are eligible to attend a **Young Adult Borough Center**. Students must be between 17 (students must have completed the school year in which they turn 17. The school year begins July 1) and 21. They attend part time and in the evening to earn a high school diploma.

Adult and Continuing Education Programs

Adults aged 21 and over can enroll in classes in Adult Basic Education, High School Equivalency, English for Speakers of Other Languages, and Career and Technical Education. Classes are located in all five boroughs and are offered during the day, evening, and weekends.

➤ Learn more about Adult Ed at schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AdultEd.

Non-Diploma Credentials

Some students with disabilities may earn other credentials in addition to or in lieu of a diploma. These credentials are not equivalent to a high school diploma, and cannot be used where a diploma is required, such as college admissions or entrance to the military. These credentials do allow students to demonstrate entry-level skills for the workforce, however.

➤ Learn more about these credentials at schools.nyc.gov/Academics/SpecialEducation/Graduation/Diploma.

DID YOU KNOW?

For a full list of graduation options and resources and program locations, visit schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/AlternativesHS.



Planning For College means knowing what steps to take. There are many college options, and students and their parents should have regular conversations with the school guidance counselor to stay on top of applications and admissions.

Building a College and Career Resume

Whether the plan is to attend a four-year college or two-year college, or enter the workforce or a job training program, high school students should take advantage of all academic, extracurricular, and work opportunities to be as prepared as possible for independence after graduation.

Academics

Students should strive to take more challenging classes. In addition to helping meet Advanced Regents diploma requirements, other advanced classes can help students be more prepared for college and careers. Speak with your guidance counselor to learn more about these advanced classes, which may include:

Advanced Placement (AP) classes are college-level courses offered in various subjects like foreign languages, art, English, history, government, math, science, and others.

College Now and CUNY Early College courses are free to high school students, and count toward a CUNY college degree. Courses may be offered in the high school building at the start or end of the school day.

International Baccalaureate (IB) courses are college preparatory classes offered individually or as part of an IB curriculum. Course subjects include English, foreign language, social studies, science, computer science, and others.

Diploma Endorsements

Diploma endorsements show successful completion of more difficult work in a specific area. An arts endorsement and CTE endorsement, Honors designation, Mastery in Math, and Mastery in Science are available.

Extracurricular Activities

Colleges and employers prefer students who have demonstrated an interest or skill in an activity or subject. Clubs, sports, and afterschool programs also extend classroom learning and help students make friends and build maturity. Speak with your school for more information and visit nyc.gov/dycd.

The Public Schools Athletic League, or PSAL, provides students with organized athletic programs. PSAL coordinates interscholastic competition for all public high schools in 25 varsity sports. Visit psal.org for more information.

DID YOU KNOW?

Many colleges require students to earn higher Regents exam scores than those required for a diploma. Without these higher exam scores, students may be denied admission or have to take remedial courses in college.

Internships and Work Experience

Job experience lets students build their workplace skills, refine their career goals, and make industry connections. It also helps them develop responsibility, maturity, and social skills. The summer months are a great time to take advantage of these opportunities. Many schools also offer internships and service-learning experiences throughout the school year. Speak with your school counselor to learn more.



Exams Required for College

Students may need to take at least one college entrance test such as the Scholastic Aptitude Test (**SAT**) or the American College Test (**ACT**) for admission into college. Check with individual colleges to determine if either test is preferred. Colleges often use students' scores from these standardized national tests to judge how they might perform in college. Additionally, your child may still need to take placement exams after being accepted into college.

PSAT

The Preliminary SAT (**PSAT**) is excellent practice for the SAT. Students in 10th grade are offered the PSAT at no cost. Your child's score may be an indicator of how he or she will do on the SAT test and could qualify him or her for potential scholarships.

➤ Learn more about the PSAT at collegeboard.org/student/testing/psat.

SAT

The SAT is a multiple choice and essay exam that is designed to measure students' reading, math, and writing skills. It is generally taken by students twice: once in both grades 11 and 12. Colleges will usually consider a student's highest scores when making their decisions. Disability accommodations are available, if needed.

SAT School Day

In spring 2017, the DOE will offer the SAT test at no cost during the school for day for all students in grade 11.

➤ Learn how your child can prepare for the SAT's at: khanacademy.org/test-prep/sat.

SAT Subject Tests

Typically required by more selective colleges, these tests measure students' knowledge of a specific subject. SAT Subject Tests should be taken immediately after your child finishes the relevant course in high school. Fee waivers and disability accommodations are available, if needed.

➤ Learn more about the SAT and SAT Subject Tests at sat.collegeboard.org/home.

ACT

An alternative to the SAT, the ACT covers English, math, reading, and science. It is offered with or without a writing section. The writing section complements the English section, and more selective colleges typically require it. Please check testing requirements for the colleges to which your child will apply. Fee waivers and disability accommodations are available, if needed.

➤ Learn more about the ACT at act.org.

SAT Changes in 2016

In spring 2016, the new, redesigned SAT was administered for the first time. This new test is scored on a 400 to 1600 point scale, and the essay is optional. For a full description of changes, visit collegereadiness.collegeboard.org.



College Applications

Completing college applications and other tasks required for acceptance into college and career programs can be time consuming. Work with an advisor, counselor, or teacher at your child's school to make a plan for researching, preparing, and submitting applications on time. Applications often require letters of recommendation from your child's teachers and essays or writing samples, as well as your child's transcript and college entrance exam scores.

College Application Timeline

There is a college for every type of student. Help your child think about how his or her interests and goals match with the programs at different schools, and work with his/her school during the college planning and application process. Before your child applies to colleges, consider taking time to visit several schools so that your child can get a feel



for each campus. Have your child use the timeline below as a guide throughout high school, and speak with his/her guidance counselor regarding more specific information regarding the college application process.

Ninth Grade		Tenth Grade	
Fall	<ul style="list-style-type: none">▶ Get involved in clubs and sports teams, and seek out volunteer experiences.▶ Build relationships with your teachers; you may need them to write recommendations on your behalf for colleges, jobs, and internships.	<ul style="list-style-type: none">▶ Register for a free collegeboard.org account to get information about college admissions exams, colleges, financial aid, and much more.▶ Research colleges that interest you, and make a list.▶ Talk with your family about your college options.	
Spring	<ul style="list-style-type: none">▶ Strive for good grades. An overall grade point average (GPA) of 80 or above will provide you with access to most opportunities.	<ul style="list-style-type: none">▶ You will take the PSAT during this semester; use your CollegeBoard account to review your scores, and sign up for Khan Academy's free online SAT test prep (khanacademy.org/test-prep/sat) to begin preparing for the SAT in the spring of your junior year.▶ Sign up for SAT subject tests (in June) in subjects you earned an 80 or above.▶ Work with your parents and guidance counselor to write a résumé and practice your interview skills.	

Eleventh Grade	
Fall	<ul style="list-style-type: none"> ▶ Review your PSAT scores, high school transcripts, and list of colleges. Speak with your guidance counselor about your options going forward. ▶ Continue prepping for the SAT with sample exams. ▶ Update your list of colleges to include a mix of highly selective schools alongside safety schools, and review your list with your guidance counselor. ▶ Visit as many schools on your list as possible. ▶ Start working on your college application essays, check with each college on your list for their essay and testing requirements. ▶ Register for an ACT exam, if any of your desired colleges require it. ▶ Talk to your parents/guardians regarding the paperwork they will need to submit when you apply for financial aid during your senior year. Have them meet with your guidance counselor if they have any questions about the financial aid process.
Spring	<ul style="list-style-type: none"> ▶ Get ready to take the SAT during SAT School Day. Once taken, review your scores, and continue to use SAT test prep to try and score even higher when you take your second SAT in the fall of your senior year. ▶ Choose at least two teachers who know you well and ask them to write letters of recommendation on your behalf for college. ▶ Look into New York State Opportunity Programs, which help students gain admittance to two-year and four-year colleges and provide academic support, financial aid, and individual counseling. Visit heop.org/guideline/ for more information.
Summer	

Twelfth Grade	
	<ul style="list-style-type: none"> ▶ Prepare to take another SAT exam. ▶ Finalize your list of colleges. ▶ Schedule your second ACT exam, if required by any of your colleges of choice. ▶ Get your teachers' letters of recommendation. Make sure you have at least two. ▶ Make a note of all your college application deadlines, including CUNY, SUNY, early admission, and private school due dates. ▶ Work with your parents/guardians to apply for financial aid. Sign up for an FSA ID (fsaid.ed.gov) and submit the FAFSA beginning October 1, 2016 on fafsa.ed.gov/.
	
	<ul style="list-style-type: none"> ▶ Review college decision letters and compare financial aid packages. ▶ Decide where you would like to enroll after speaking with your family and guidance counselor. ▶ Complete all necessary registration, housing, and medical forms, and make sure any required deposits are submitted. ▶ Apply for college loans, if needed.
	<ul style="list-style-type: none"> ▶ Check your email and mailbox for any information regarding your first semester at your new school.

▶ Learn more about transitioning from high school to college through our *Planning for Success* guide at: schools.nyc.gov/Offices/OPSR/parent+guide.

College and Career Resources

- ▶ **College Planning Handbook:** schools.nyc.gov/NR/rdonlyres/63B71DD0-CD35-43F5-AF58-7670AD4771EC/0/CollegeHandbook2015.pdf
- ▶ **College Planning Handbook for English Language Learners and their Families:** <http://schools.nyc.gov/Academics/ELL/FamilyResources/>
- ▶ **New York State Higher Education Services Corporation:** hesc.ny.gov
- ▶ **Career Zone:** careerzone.ny.gov
- ▶ **Big Future by the College Board:** bigfuture.collegeboard.org/college-search
- ▶ **NYC College Line:** nyccollegeline.org
- ▶ **Checklists for Academic and Financial Preparation:** studentaid.ed.gov/prepare-forcollege/checklists



DID YOU KNOW?

It is never too early to start saving for your child's college education.

Paying for College & Beyond

Financial Aid can help almost every student and family afford college. Learn about the types of aid available and the average cost of attending college.

Saving for College

It's never too early to start saving for your child's college education. NY State's **529 College Savings Program** offers significant tax benefits to families saving for college. Any relative or friend can set up an account for a future college student. Visit nysaves.org for more information.

What is Financial Aid?

Financial aid helps students pay for college through grants, scholarships, work study, and loans. Financial aid allows almost every student to afford

to go to college, and can drastically reduce the costs of college to students and families.

Applying for Financial Aid

Students and their families must submit the **Free Application for Federal Student Aid**, known as the **FAFSA**, to be eligible for many types of financial aid toward college. The FAFSA walks students and parents through a series of basic questions about family income. Families must submit the FAFSA for every year that a child attends college, as well as file taxes annually.

Complete the FAFSA online, for free, at [FAFSA.ed.gov](https://fafsa.ed.gov). For help completing the FAFSA, speak to your school guidance counselor, teacher, or administrator, or visit understandingfafsa.org for a detailed walkthrough and guide, available in English and Spanish.



Changes to the FAFSA

Two major changes to the FAFSA will take effect as of October 1, 2016 for students entering college in the fall of 2017. The FAFSA will be available earlier (October 1 instead of January 1) and the FAFSA will collect income information from an earlier tax year. This means that seniors can now apply for financial aid in October using your most current tax form (in this case 2015 tax return). For more information visit: studentaid.ed.gov/sa/sites/default/files/fafsa-changes-17-18.pdf.

Types of Financial Aid

By filling out the FAFSA, students are eligible for several types of financial aid:

Grants: Provided by federal and state governments, as well as colleges. Grants are based on student and family need, and do not need to be paid back.

Scholarships: Usually awarded to students based on academics, athletics, volunteer work, interest, ethnicity, or religion. Check with individual colleges for specific criteria. Scholarships do not need to be paid back.

Work Study: Students work part time on campus or in community jobs to earn money toward college expenses.

Loans: Money for college that must be paid back by students and their families. The federal

DID YOU KNOW?

Students who complete the FAFSA are more than twice as likely to enroll in college.

Source: DOE
FAFSA Completion Pilot Project

government offers low-interest loans to students with financial need.

NY State Tuition Assistance Program:

Students who live in New York State may be eligible for the **Tuition Assistance Program**, a grant toward certain New York colleges or universities. Find information on eligibility, how to apply, and FAQs at hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.

Understanding College Costs

Money concerns should not stop families and students from exploring all options—but it's important to understand how much college costs. The biggest college expense is usually tuition, or the price colleges charge for classes. There are four other categories of expenses included in the total cost of attendance:

- ▶ Room and Board (housing and meals)
- ▶ Books and Supplies
- ▶ Personal Expenses
- ▶ Transportation

▶ Visit collegecost.ed.gov/scorecard to estimate the price for a particular college.

Cost per year for NYC students attending a four-year school and living at home*

College	CUNY	SUNY	Private College Near NYC
Tuition and Fees	\$6,805	\$7,980	\$38,800
Room and Board (housing, meals, utilities, parking expenses)	\$4,210	\$3,860	\$4,513
Books and Supplies	\$1,364	\$1,340	\$1,100
Transportation and Travel	\$1,054	\$1,890	\$1,000
Personal Expenses	\$1,816	\$1,590	\$1,100
TOTAL COST OF ATTENDANCE	\$15,249	\$16,660	\$46,513

*Based on the spring 2015 term



DID YOU KNOW?

Students, regardless of immigration status, who reside in NY State and either graduated from high school or took high school equivalency tests in New York are eligible to pay in-state tuition at NYS public colleges.

Financial Aid Resources

- ▶ US Department of Education's Federal Student Aid Website for FAFSA: <http://fafsa.ed.gov/>
- ▶ US Department of Education's Federal Student Aid Website for Students and Families: <https://studentaid.ed.gov/>
- ▶ Financial Aid for Undocumented Students – iacac.org/undocumented/admission-policies
- ▶ Understanding FAFSA: A How-To Guide for High School Students – understandingfafsa.org
- ▶ U.S. Department of Education FAFSA Tips – <http://blog.ed.gov/2016/01/parents-tips-to-help-your-child-complete-the-2016-17-fafsa>
- ▶ U.S. Department of Education College Value and Affordability Guide – collegecost.ed.gov
- ▶ NYC Department of Education Financial Aid webpage – schools.nyc.gov/Offices/OPSR/financialaid
- ▶ Financial Aid Loan Calculator – finaid.org/calculators/loanpayments.phtml
- ▶ Seven Easy Steps to the FAFSA – finaid.ucsb.edu/fafsasimplification
- ▶ Research Local Financial Aid Events: <http://startheregetthere.org/>, <https://collegegoalny.org/>



Learning Beyond the Classroom Helping your child learn outside of school hours can make a real difference. Parents should teach their children about their families' cultures, traditions, routines, and histories while also encouraging their children to read, tell stories, and share their experiences.

Thankfully, there are many resources and opportunities available to help you provide your children with key instruction outside of their schools about themselves, their neighbors, and the world around them:

Learning at Home

The following websites contain valuable guidance and resources that students and parents can use to support classroom instruction at home:

- ▶ The National PTA's Parents' Guide to Student Success: pta.org/4446.htm
- ▶ Parenting Resources at the U.S. Dep't of Education: ed.gov/parents/landing.jhtml

- ▶ The U.S. Library of Congress' 'Read' website: read.gov
- ▶ The Math Forum's "Ask Dr. Math" webpage: mathforum.org/dr.math
- ▶ National Geographic Kids: kids.nationalgeographic.com
- ▶ Smithsonian Science Education Center: ssec.si.edu
- ▶ PBS Parents: pbs.org/parents/
- ▶ Sesame Street's Site for Parents: sesamestreet.org/parents

Use New York as Your Classroom

It is no secret that New York City is one of the greatest cities in the world. Each year, millions of people from across the globe visit the City to experience some of the world's greatest natural, architectural, historical, and cultural attractions we have across the five boroughs.

Take advantage of all New York has to offer by taking your children to the City's libraries, parks, museums, zoos, theaters, and historical landmarks.



Learn more about the City's most popular attractions and venues, including events and activities, at the following:

- ▶ New York Public Library's "Learn" Page: nypl.org/learn
- ▶ NYC Department of Parks & Recreation: nycgovparks.org
- ▶ Queens Public Library: queenslibrary.org
- ▶ Brooklyn Public Library: bklynlibrary.org
- ▶ New-York Historical Society's Children's History Museum: nyhistory.org/childrens-museum
- ▶ American Museum of Natural History: amnh.org
- ▶ The Bronx Zoo: bronxzoo.com/

Remember: Schedules, events, and attractions can change often, so check these sites regularly.

Apply for IDNYC

IDNYC is the City's new free municipal ID card available to all NYC residents ages 14 and up. The IDNYC card is widely accepted as proof of identity and residency by City agencies, including DOE, and NYPD. Cardholders get discounts for movie tickets, live performances, and sports events, as well as free one-year memberships at 40 cultural institutions, including the Metropolitan Museum, the American Museum of Natural History, the Bronx Zoo, and more. Residents may also use their IDNYC cards at any public library in the City.

To learn more, visit www1.nyc.gov/site/idnyc, and apply using the IDNYC application included in the back of this publication.

NYC Reads 365

Reading is an essential life skill; the more we read, the more knowledge we gain, and the more we exercise our brains.

NYC Reads 365 is a DOE initiative that challenges New Yorkers of all ages to read every single day. By using our age-appropriate reading lists, parents across the City can encourage their children to read for pleasure, knowledge, entertainment, exploration, and inspiration.

Learn more about NYC Reads 365, including reading list and tips for parents at: schools.nyc.gov/Academics/NYCReads365.

DID YOU KNOW?

Private colleges and universities are often more expensive than public ones, but can sometimes offer more financial aid and scholarships.



Under State and federal law, you have certain rights as a parent or guardian. These include the right to:

- ▶ Get information about and attend public meetings as well as hearings of the Chancellor, City board (i.e., the Panel for Education Policy), community superintendents, community education councils, and schools.
- ▶ Appeal a school decision or file complaints with the DOE and/ or other State or federal agencies about matters affecting your child's education.
- ▶ Access information about programs that allow your child to apply for admission, where appropriate, to schools outside your child's attendance zone.
- ▶ To learn more about the Parent Bill of Rights or learn how to file a complaint, visit schools.nyc.gov/RulesPolicies or call **311**.

Notice of Federal Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) gives parents and students age 18 and older certain rights with respect to student education records. The **Parents' Bill of Rights** and Chancellor's Regulation A-820 provide additional information, which you can read at schools.nyc.gov/RulesPolicies.

Among other things, you also have the right to:

Inspect, and review your child's education records within 45 days of receipt of your request.

- ▶ You should submit a written request that identifies the record(s) you wish to inspect.
- ▶ Your child's school will notify you of the time and place where you may inspect the records.

Request changes to your child's education records when you believe they are inaccurate, misleading, or otherwise violate your child's privacy rights under FERPA.

- ▶ You should make requests to amend records in writing, and identify the content you want changed and the reason for doing so.

- ▶ If the DOE decides not to amend records as requested, you will be notified of the decision, and of your right to a hearing and certain hearing procedures.

Provide written consent before personally identifiable information in your child's education records is disclosed, except in certain cases where FERPA allows disclosure without consent. Two such cases permitting disclosure without consent include:

- ▶ Disclosure to school officials who need to review education records to fulfill their professional responsibilities. School officials include:
 - DOE employees (such as administrators, supervisors, teachers, other instructors, or support staff members); and
 - People whom the DOE engages to perform services or functions for which it would otherwise use its employees. These include (a) contractors, (b) agents, (c) consultants, (d) employees of other government agencies providing DOE-related services or functions, (e) parents, students, or other volunteers assisting another school official in performing his or her tasks. Such people are required to be under the direct control of the DOE with respect to the use and maintenance of personally identifiable information from education records. Direct control is achieved in various ways, including but not limited to by written agreement.
- ▶ When records are requested by officials of another school district in which your child seeks or plans to enroll, or is already enrolled if made for purposes of your child's enrollment or transfer.

File a complaint with the U.S. DOE if you believe the NYC DOE failed to comply with FERPA's requirements. Complaints may be filed with the office administering FERPA:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520**

529 College Savings Program.....P. 33

A

AccessibilityP. 16
 Adult EducationP. 28
 Advanced Placement (AP) P. 2, 29
 Advanced Regents Diploma P. 26-27
 Afterschool Programs P. 12-13, 29
 Algebra for All*See "Equity & Excellence for All Students"*
 American College TestP. 30, 32

B

Bias Attacks *See "Respect for All"*
 Blue Card..... *See "Emergency Contact Card"*
 Bullying..... *See "Respect for All"*

C

Career and Technical EducationP. 26, 28, 29
 Cellular Phone PoliciesP. 20
 Chancellor.....P. 1-2
 Citywide Education
 Councils..... *See "Parent Leadership Positions"*
 College Access for All.....*See "Equity & Excellence for All Students"*
 College Applications P. 31-33
 College Costs P. 34-35
 College Now program.....P.29
 Committees on Preschool
 Special Education (CPSE)P. 16
 Committees on Special Education (CSE).. P. I, 15-16
 Common Core Learning Standards *See "DOE Promotion Policy"*
Community Education Councils
 (CECs)*See "Parent Leadership Positions"*
 Community SchoolsP. 1, 4
 Computer Science for All*See "Equity & Excellence for All Students"*
 CUNY Early College.....P. 29
 Cyberbullying *See "Respect for All"*

D

Dep't of Youth & Community Development
 (DYCD).....P. 13, 17, 29; *See "Afterschool Programs"*
 Diploma Endorsements.....P. 29;
 See "Career and Technical Education"
 DOE Mission Statement P. 2
 DOE Promotion PolicyP. 11, 25, 27
 Dual Language Programs*See "English Language Learners"*

E

Elementary School.....P. 5, 22-24
 Emergency Contact CardP. 11, 20
 Emergency Readiness PlansP. 20
 English as a New Language*See "English Language Learners"*
 English Language Learners..... P. I, 17-18
 Enrollment.....P. I, 5-7
 Equity & Excellence for All Students..... P. 1-3

F

Family Educational Rights
 and Privacy Act (FERPA).....P. 38
 Family Support Coordinators.....P. 9
 Family Welcome Centers.....P. I, 6, 21
 Financial Aid for College P. 33-35
 Framework for Great SchoolsP. 3
 Free Application for
 Federal Student Aid (FERPA)*See "Financial Aid for College"*
 Full Fare Transportation *See "Transportation"*

G

Grants (College)P. 34
 Getting Enough SleepP. 13
 Gifted & Talented Programs/TestingP. 6
 Guidance Counselors P. 8, 13, 25, 26, 29, 31-33

H

Half-Fare Transportation*See "Transportation"*
 Harassment *See "Respect for All"*
 Health Accommodations.....P. 14
 High School..... P. 6-7, 24, 26-35
 High Schools Directory..... P. 7, 24
 High School Fairs (Citywide/Borough) P. 7
 Homeless Students/Students
 in Temporary HousingP. 14, 17

I

IDNYCP. IV, 37
 Immunization Requirements.....P. 14
 Individualized Education
 Programs (IEPs)P. 15, 26;
 See "Non-Diploma Credentials"
 International BaccalaureateP. 29
 Interpretation Services *See "Translation Services"*

K

Khan Academy Test Prep *See "Scholastic Aptitude Test"*
 Kindergarten..... P. 5, 22
 Kindergarten DirectoryP. 5

- L**
 Language Access Coordinators.....P. 1, 9
 Learning At Home ResourcesP. 36
 Learning Partners Program P. 4
 Local Diploma.....P. 26
- M**
 MetroCards.....*See "Transportation"*
 Microsoft SoftwareP. 12
 Middle School P. 6, 24-25
 Middle School Directory P. 6
- N**
 Non-Diploma CredentialsP. 28
 NY State Mathematics/English Language
 Arts ExamsP. 23
 NY State Tuition Assistance Program (TAP).....P. 34
 NYC Reads 365 P. 10, 37
 NYC Schools Account.....P. I, 11
- O**
 Office of Equal Opportunity (OEO)P. 21
 Office of Special Investigations (OSI)P. 21
- P**
 Panel for Educational Policy (PEP) P. 2
 Parent Associations/Parent-Teacher
 Associations (PA/PTA).....P. 10-11
 Parent Bill of Rights.....*See "Family Educational
 Rights and Privacy Act"*
 Parent CoordinatorsP. 8-10
 Parent Leadership Positions.....P. 11
 Parent-Teacher ConferencesP. II, 10
 Pathways to Graduation.....P. 28
 Physical ExaminationsP. 14
 Pre-K Directory.....P. 5
 Pre-K Finder.....P. 5
 Pre-Kindergarten.....P. 5, 22
 Preliminary Scholastic
 Aptitude Test (PSAT).....P. 30-32
 Presidents' Councils.....*See "Parent Leadership Positions"*
 Public Schools Athletic League (PSAL).....P. 29
- R**
 Reading Lists.....*See "NYC Reads 365"*
 Regents Diploma.....P. 26-27
 Renewal Schools.....P. 4
 Reporting Child AbuseP. I
 Reporting Bullying/Harassment.....P. I;
See "Respect for All"
 Respect for AllP. 20-21
- S**
 Safety TransfersP. 21
 SAT School Day *See "Scholastic Aptitude Test"*
 SAT Subject TestsP. 30, 32
 Scholarships (College)P. 34
 Scholastic Aptitude Test (SAT).....P. 30-32
 School Calendar.....P. II
 School CancellationsP. I
 School Leadership Teams (SLTs)..... *See "Parent
 Leadership Positions"*
 School Meals.....P. 16
 School Quality Snapshots & GuidesP. 5
 School Renewal Program.....P. 1, 4
 School Safety Plan..... *See "Emergency Readiness Plans"*
 School Search Tool.....P. 5
 School-Based Health Centers (SBHCs).....P. 14
 School-Based Mental Health
 Programs (SBMHPs)P. 14
 SchoolFood *See "School Meals"*
 Section 504 Accommodations/
 Services*See "Health Accommodations"*
 Seventh & Eighth Grade Requirements.....P. 25
 Showcase Schools.....P. 4
 Sign LanguageP. 18
 Social Media Guidelines.....P. 19, 21
 Special Education.....P. I, 9, 14-16
 Special Education Evaluations ...*See "Special Education"*
 Specialized High School Admissions
 Test (SHSAT)P. 7
 Student AttendanceP. 3, 12
 Student Discipline CodeP. 19
 Summer in the City.....P. 4
 Summer Meals Program..... *See "School Meals"*
 Summer School..... *See "Summer in the City"*
 Superintendents.....P. 9
- T**
 Teachers' 40 MinutesP. 11
 Transcript RequestsP. I
 Transfer Schools.....P. 28
 Transitional Bilingual Education.....
See "English Language Learners"
 Translation Services.....P. I, 18
 Transportation.....P. 18
- W**
 Work study (College)P. 34
- Y**
 Yellow Bus Service.....*See "Transportation"*
 Young Adult Borough CenterP. 28



There are more than 200 public libraries throughout New York City. Free library cards allow you to borrow books, DVDs, CDs, and other materials. Local branches also hold events ranging from picture book readings for children to film series, poetry readings, and computer classes for adults.

Instructions:

To obtain a library card, please complete this application and submit it with an acceptable ID to your local public library. Adults can show a current New York State driver's license, learner's permit, or other photo identification. Young adults (ages 13-17) can show current working papers or school ID. Children (ages 12 and under) must have a parent or legal guardian sign this application; parents will be responsible for materials checked out on their child's card. Visit the website of the library in your borough for a complete list of acceptable identification forms and the location of a branch near you. For the Bronx, Manhattan, and Staten Island, go to nypl.org; for Brooklyn, go to brooklynpubliibrary.org; for Queens, go to queenslibrary.org. Adults and young adults may also apply for a library card online.

1. Check One: Child (ages 12 and under) Young adult (ages 13-17) Adult (ages 18 and older)

2. Student/Library Cardholder Information:

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)		
_____	_____	
Street Address	Apt. #	
_____	_____	_____
Borough or City	State	Zip Code
_____	_____	
Home Phone	E-mail Address	

The use of patron information is governed by all three libraries' privacy policies (available at nypl.org, queenslibrary.org, and brooklynpubliibrary.org).

3. Parent/Guardian (must be completed for students 12 and under):

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____	_____	_____
E-Mail Address	Phone	PIN

Check A or B:

A. My child may borrow adult as well as children's materials B. My child may borrow children's materials only.

Parent/Guardian is responsible for materials checked out on child's card.

_____	_____
Parent/Guardian Signature	Date

This Section is for Staff Use Only

_____	_____
Photo ID #	Address Verification Proof Log

<input type="checkbox"/> NEW	<input type="checkbox"/> LOST/REPL	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> PTYPE	_____	_____
				Exp. Date	Complete: (Staff Initials)





IDNYC Application



APPLICATION TYPE - SELECT ONE

<input type="checkbox"/> First Application (free)	<input type="checkbox"/> Reapplying (applied but never received the card; free)
<input type="checkbox"/> Card Information Change	<i>(Must bring outdated IDNYC card to Enrollment Center for name or address change.)</i>
<input type="checkbox"/> Card Lost / Stolen / Damaged	<i>(Replacements for lost, stolen or damaged cards are only available at IDNYC Department of Finance Enrollment Centers. There is a \$10 fee unless the applicant signs a hardship fee waiver.)</i>

APPLICANT INFORMATION

1. Given Name(s):

2. Surname(s):

3. All other name(s) used: _____

4. Address:
NUMBER, STREET Apt. # / Fl. / Ste. / Unit / Rm.

City: State: Zip Code:

Borough (✓ check one): BRONX BROOKLYN MANHATTAN QUEENS STATEN ISLAND

5. Gender: FEMALE MALE NOT DESIGNATED 6. Date of Birth: / /

7. Eye Color: BROWN HAZEL BLACK BLUE GREEN GRAY MULTI-COLOR 8. Height: FEET INCHES

9. Phone: - - 10. Email: _____

VETERANS

Check here if you are a veteran who served in the U.S. Armed Forces, National Guard, or Reserves and would like to have "Veteran" printed on the front of the card.

_____(initials) I further authorize IDNYC to share my name and IDNYC number with entities, including private companies, to help me qualify for various perks, including but not limited to discounts at Veterans Advantage to which I may be entitled as an IDNYC cardholder with Veteran Designation (optional).

CERTIFICATION

11. **CERTIFICATION:** I affirm that I live in the City of New York; I am at least 14 years of age; and all documents submitted and statements made on this application are true to the best of my knowledge. I certify that by signing this application I agree to an investigation conducted by the City of New York to verify or confirm the information I have submitted. If I applied for and received an IDNYC card before, I certify that the original card was expired, lost, stolen, or damaged.

/ /

SIGNATURE OF APPLICANT

OPTIONAL (complete only the information below that you want to appear on the card)

LANGUAGE

12. Language Preference (Including ASL): _____

ORGAN AND TISSUE DONATION

13. **Donate Life Registry:** To enroll in the New York State Department of Health (NYS DOH) Donate Life Registry, check the "yes" box and sign your name. You are certifying that you are 18 years or older; consenting to donate all of your organs and tissues for transplantation, research, or both; authorizing the City of New York to transfer your name and identifying information for enrollment to NYS DOH; and authorizing NYS DOH to allow access to this information to federally regulated organ donor organizations and NYS-licensed tissue and eye banks and hospitals, upon your death. "Organ Donor" will be printed on the front of your IDNYC. To be eligible, your IDNYC must include an address. You will receive additional confirmation from NYS DOH, which will provide an opportunity to limit your donation.

Are you 18 years of age or older and would like to be added to the Donate Life Registry? Yes: / /

DONOR CONSENT SIGNATURE: _____

EMERGENCY CONTACT

14. Designate an Emergency Contact on the Card:

FIRST NAME LAST NAME

Phone: - -

Approval of IDNYC application is conditional on approval of sufficiency and legitimacy of documents submitted.

OFFICIAL USE ONLY	Date: _____	<input type="checkbox"/> C/O: _____	NAME OF CARE-OF ORGANIZATION	LL Phone: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Print Initials: _____	<input type="checkbox"/> Omit Address		Phone: <input type="text"/> - <input type="text"/> - <input type="text"/>

للحصول على نسخة باللغة العربية من هذه الوثيقة، نرجو الاتصال بمنسق شؤون الآباء بمدركتكم، أو زيارة الموقع الإلكتروني أدناه.

এই নথির বাংলায় অনূদিত কপির জন্য আপনার স্কুলের প্যারেন্ট কোঅর্ডিনেটরের সঙ্গে যোগাযোগ করুন অথবা নিচের ওয়েবসাইট দেখুন।

如果您需要本資訊的中文版本，請向您子女學校的家長專員詢問，或者到下面的網址查看。

Pour consulter une version française de ce document, contactez le coordinateur des parents de l'établissement scolaire de votre fils(fille), ou visitez le site Internet indiqué ci-dessous.

Pou jwenn yon vèsyon dokiman sa a an Kreyòl Ayisyen, kontakte koòdonatè paran nan lekòl ou a, oswa ale nan sitwèb pi ba a.

본 문서의 한국어 번역본을 원하시면, 학교의 학부모 코디네이터에게 연락하시거나 또는 아래 웹사이트를 방문해 보십시오.

За переводом на русский язык обращайтесь к школьному координатору по работе с родителями или на указанный ниже вебсайт.

Para obtener la versión en español de este documento, comuníquese con el Coordinador de Padres de su escuela o ingrese al sitio web que figura más abajo.

اس دستاویز کی اردو اشاعت کے لیے اپنے اسکول کے والدین ربط دہندہ سے رجوع کریں یا ذیلی ویب سائٹ دیکھیں:

Learn More

The NYC Department of Education offers additional information about your child's education and ideas on how you can support learning, both at home and at your child's school. For more information, visit schools.nyc.gov. You can also contact your school's parent coordinator or call **311**.



It is the policy of the Department of Education of the City of New York not to discriminate on the basis of race, color, religion, national origin, citizenship/immigration status, age, disability, marital status, sex, sexual orientation, or gender identity/expression in its educational programs and activities, and to maintain an environment free of sexual harassment, as required by law.