**Peninsula Preparatory Academy**

**Charter School**

# Parent Handbook

# 2021 – 2022

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**Mrs. R. Pierre, Principal**

**Mrs. A. Inforna, Assistant Principal**

**Mr. J. Pierre, Chief Financial Officer**

#### Peninsula Preparatory Academy

#### School Pledge

At PPA, we are scholars who are well on our way. Therefore I pledge allegiance to myself and who I want to be, because I can make my dreams come true if I believe in me.

I pledge to stay in school and learn the things I need to know, to make the world a better place for young scholars like me to grow.

I pledge to never make a fist or saying something mean, for I know being a good citizen and staying focus on my studies will lead me to my dream.

**VISION STATEMENT**

Our vision is to firmly maintain a school environment that has high expectations for every child and challenges each child not only to surpass all the common core state standards, but also to discover the unique talents and attributions they have to contribute to the world. In order for our vision to be realized, we believe philosophically that every child must be provided first with a strong foundation in the academia- specifically Reading, Writing and Mathematics. The scholar's exploration of the academics must be interwoven with higher order thinking processes, including but not limited to problem solving, analytical reasoning, inference, evaluation and creation. Our students will practice these skills by engaging in challenging work such as conducting experiments using scientific methodology; exploring cultures and histories using primary documents; engaging in conversations about classical literature; analyzing great works of art; speaking a foreign language; and appreciating musical/theatrical compositions.  The educational experience the students receive at Peninsula Preparatory Academy will provide them with the academic foundation and confidence necessary to successfully navigate through life's journey as critical thinkers and life-long learners.

#### MISSION STATEMENT

By creating a rigorous academic environment, with high expectations and a focused and challenging curriculum, Peninsula Prep Academy engaged its students, parents, and the community as crucial partners to create a nurturing school culture where every child achieves personal, academic excellence and a demonstrated intrinsic motivation for learning, while demonstrating strength of character.

#### Educational Goals

All students will become proficient in reading and writing of the English Language.

All students at PPA will demonstrate competency in the understanding and application of mathematics, computations and problem solving.

All students will demonstrate competency in the understanding and application of scientific reasoning.

All students at PPA will demonstrate competency in the understanding and application of social, geographical, civic, and world studies.

PPA will demonstrate academic success by making adequate yearly progress as required by Federal, State, and Local accountability requirements.

#### Arrival and Dismissal of Students

Arriving at school at the proper time, being well rested, well groomed, and having eaten a nutritious breakfast are crucial factors to the success of all children. **For safety reasons, we request that your child does not arrive prior to 7:30am**. There is no supervision until 7:30am for K – 5 and problems may occur when children are left unattended. The school will not be held liable for students who are left unattended prior to 7:30am. In an effort to keep everyone safe while maintaining social distance as students arrive, please follow the entrance directions below:

* **All K – 5 bus students must enter the building through the front entrance.**
* **K & 1 walkers must enter the building through the cafeteria entrance.**
* **2nd & 3rd grade walkers must enter the building through the front entrance.**
* **4th and 5th grade walkers must enter the building through the gymnasium entrance.**

A child will only be released to persons listed on their Blue Emergency Contact Card who are of legal age (**18 years or older**). Any transportation changes for the day must be communicated with the teacher and / or Parent Engagement Coordinator via Bloomz or email no later than 2:30pm. Without written notification, your child’s regular transportation will be followed. There are regulations regarding school arrival and dismissal. Students must enter through the designated entrances and will be dismissed through designated exits.

**Pre-K**

No transportation will be provided to our Pre-K students. Pre-K students should not arrive prior to 8:00am. Pre K students will be released ONLY to persons listed on their Blue Emergency Contact Card (**18 years or older**).

#### Lateness

Students must arrive to school by 7:45am for our community meeting in the classrooms. A student is considered late at 8:05am. Students who are chronically late run the risk of being held over and will be ineligible to participate in extra-curricular activities (i.e., perfect attendance celebrations, dress down days, spirit week, field day, etc.). Chronic lateness has an adverse effect on student learning due to loss of instructional time. **Students arriving after 8:05am must obtain a late pass from the security desk.** The office notifies parents in cases of excessive lateness.

#### Early Pick-Up

**Early dismissal will ONLY be granted to students who have a written doctor’s note.** **Parents must inform the teacher / Parent Engagement Coordinator of the early pick. Early pick up will be allowed no later than 3pm on regular school days, and no later than 11am on half days**. Please make every effort to leave your child in school for the entire school day. Parents must sign their child out of the school upon arrival before the child is released.

#### Blue Emergency Contact Cards

This card must be completed for all students via mybluecard.org. In addition, please indicate any person that you might send to pick up your child in the event that you are not able to come to the school. **Also, please specify the name of any person to whom your child should not be released. Students will only be released to adults listed on the blue cards.** If you have sole custody papers, restraining orders, or orders of protection for your child, please list the name of the person and type next to the name **(DO NOT RELEASE TO THIS PERSON UNDER ANY CIRCUMSTANCE).** Furthermore, submit via email any and all copies of court papers, restraining orders and orders of protection to our Parent Engagement Coordinator. Changes to information on the blue emergency contact card must be reported in writing immediately. **You must frequently update the blue card whenever contact information changes. By law we must be able to contact parents at all times.**

**Attendance**

While we understand that personal/medical issues may arise we urge you to send your students to school promptly each and every day. **Students who have more than (15) absences during the academic school year could be retained in the current grade.** Decision concerning retention of students due to excessive absences is left to the discretion of the school principal. **Students who are absent from school must, upon return, bring a note explaining the reasons for the absences. A doctor’s note should accompany absences of three days or more**. Long-term absences are reported to the attendance office by both the classroom teacher and automatically through the ATS system. You will be contacted by telephone when your child is absent or late as well as receive a written notification when your child is excessively late or absent. Notification of your child’s excessive lateness and absences will be reported to the required agencies. When children are absent, they miss a vital part of daily instruction, which they may not be able to make up.

**Dismissal Plan**

Our school day is from 7:45am - 4:00 PM. Students who do not take the school bus are expected to be picked up no later than 4:00 PM. Students are escorted by their teachers to designated areas. Parents should be prepared to pick up/drop off their children at the designated times and locations. Bus riders assemble in the gymnasium by bus number and are dismissed through the main entrance exit to their respective bus. Three late arrivals will lead to a phone call from the school. If late arrivals persists, it will lead to a school conference with administration.

**All changes to bus transportation must be submitted in writing via Bloomz or email no later than 2:30pm.** In cases of extreme emergencies, parents are encouraged to send an e-mail to Ms. Johnson, our Parent Engagement Coordinator, at [LJohnson@peninsulaprep.org](mailto:LJohnson@peninsulaprep.org).

**Breakfast & Lunch Program**

Breakfast and Lunch are provided by Regina Caterer. An eligibility meal form (SD 1041) **MUST** be submitted by a member of the students’ household at the beginning of the school year. The United States Department of Agriculture (USDA) requires these forms to be filled out by each household so that federal and state reimbursements can be provided to the school. Breakfast and Lunch are free to **ALL** students. Parents are encouraged to send lunch from home with their child if their child is a picky eater or has specific nutritional needs. We want to encourage healthy eating among our students. Fruits, vegetables, popcorn, and pretzels are acceptable forms of snacks. Also note that we are a **peanut free** school. Glass bottled beverages, sodas, and foods that require warming (Hot Pockets, Cup-of Soups, etc.) are not accepted. **We will not accept any lunches brought to school once instruction has begun.** PPA offers hot and cold lunch selections for all students. If your child forgets his/her lunch, food will be provided in the cafeteria. **No class will be interrupted for items that students left at home. It is disruptive to the staff and students.**

**Office Business**

The main office is open for school business between the hours of 7:30 – 4:00PM. All parent concerns must be addressed via the Parent Engagement Coordinator.

**Uniforms**

**All PPA students must wear a school uniform each day. All students have physical education twice a week.** **On days the students have Physical Education, the PPA logo school gym uniform must be worn**. The school uniform consists of a light blue shirt, navy blue slacks or skirts, and ALL BLACK/BLUE soft sole shoes. K – 2 students must have on shoes and sneakers with no laces. The gym uniform consists of the school’s logo t-shirt or pull over sweater (no hoodies are allowed) and solid navy blue athletic pants with the school logo and ALL BLACK/BLUE sneakers. Parents should look at their child’s schedule to see what days students should wear their gym uniforms.

**The uniform must be worn every day, regardless of weather, unless parents and students are advised in writing. Failure to wear the uniform will be considered a violation of our school’s dress code policy.**

**Dress Code Infraction Policy**

The first infraction will result in a phone call from a school staff member and the student will be excluded from class for the day. Students with 2 or more infractions are ineligible to participate in extra-curricular activities (i.e. dress down days, spirit week, field day, etc.).

**Additional Dress Code and Personal Presentation Regulations (Applies to dress down days as well):**

* No dyed hair
* No colored braids
* No extreme hairstyles (ex. Mohawks, design fades, etc.)
* No visible layering underneath PPA shirts/t-shirts
* No jeggings, leggings or tights
* No large hoop earrings or oversized jewelry
* No lipstick
* No nail tips

**Daily Home School Communication**

All form of communication will be done via Bloomz. It is available in real time by parents downloading the Bloomz application on their cellular phone from the application store. Parents are encouraged to utilize Bloomz as their primary vehicle to contact the teachers and staff members of Peninsula Preparatory Academy.

**Homework & Parents as Support**

Homework is a tool used for students to practice the skill and strategies they are taught in class. It is recommended that the students complete their homework independently. In order to build stamina and fluency, reading must be an essential practice every night. Each student is required to read every night as follows:

* **Kindergarten and first grade students are to read for 20 minutes.**
* **2nd and third grade students are to read for 30 minutes.**
* **4th and 5th grade students are to read for 40 minutes.**

Once your child has completed his/her reading assignments, he/she must complete the assigned writing response. **This is non-negotiable.** Parents should check the agendas daily for assignments, school flyers, and notes.

**Report Cards**

Monitoring your child’s growth and achievement is very important to us. Communicating this information to you (parents/families) in a timely and organized format is equally important. You are your child’s first teacher and a very important partner in our effort to meet the individual needs of each child attending Peninsula

Preparatory Academy. Report cards are distributed at the end of each marking period. Please check the school calendar for distribution and parent/teacher conference dates. School staff members are always available to meet with you to discuss your child’s grades.

**Storm Day Procedures**

Please be advised that PPA will usually follow the NYC Department of Education regarding emergency closing. The citywide decision will be made as early as possible prior to 6:00 AM on the affected day. Closure for PPA will be posted immediately after the Mayor’s decision on the homepage of the school’s website, and the parent communication platform (Bloomz) if we are following the Mayor’s decision.

**Visiting Procedures**

**Visitors are only allowed in the building during visiting hours, which must be scheduled in advance via phone by the main office. All visitors entering the building must have proper state issued ID in order to sign-in at the safety agents’ desk first**. The security officer will then issue you pass, which will allow visitors access to the main office. At the completion of your visit, you must exit through the main entrance. If you wish to meet with an administrator, please call the office to request an appointment prior to visiting. If you would like to speak to your child’s teacher, communicate it with your child’s teacher via Bloomz.

**Transferring**

Please provide the Office Manager with proper documentation of your new address, telephone number, your child’s new school information and your child’s last day of attendance. Notification must occur at least two days prior to your child’s last day of attendance.

**Medication**

A student may not bring medication of any kind, including Tylenol, to school. If it is necessary for a child to receive medication in school, the parent/guardian and the student’s physician must complete and sign the Authorization to Administer Oral Medication. All medication must be hand delivered to the school nurse by the parent/guardian in the original container received from the pharmacist.

**Special Education Services & Response To Intervention**

Special education services are available to ALL our students if a letter requesting an evaluation is submitted AND the city determines that the child is eligible. The child will be thoroughly evaluated and will be provided with academic services as well as related services, i.e. speech, occupational therapy or physical therapy or counseling. A Pupil Personal team will create goals for the student to achieve in order to continue towards the highest education. Annual meetings will happen to evaluate the student’s progress.

The RTI Network is dedicated to the effective implementation of Response to Intervention (RTI) in our school. Our goal is to guide educators and families in the large-scale implementation of RTI so that each child has access to quality instruction and that struggling students including those with learning and attention issues are identified early and receive the necessary supports to be successful. The RTI Network is a program of educator who are experts with assisting students achieve despite any and all diversions.

**Academic Intervention Services**

Academic Intervention Services (AIS) is a support service designed to provide assistance to students in grades Kindergarten through Fifth who are struggling in Reading and/or Mathematics. These students are identified based on the iReady Diagnostic that will be administered throughout the school year.

During Reading, our focus is on The Five Components of Literacy. They are Phonemic Awareness, Phonics, Fluency, Comprehension and Vocabulary. While focusing on these areas, we are building a foundation to give students the strategies to become independent learners.

During Math, our focus is on Fact Fluency, Word Problems and Explanation of the Process Used to solve problems. Improving these areas will allow the students to understand what is being asked of them and how to appropriately solve the problem.

**English Language Learners**

At Peninsula Preparatory Academy, we are dedicated to making sure that all students receive the instruction and related services they need to achieve their goals. We want your child to succeed academically, which is why we are excited to share with you the program available to those students who have native languages other than English and may need support in reaching English proficiency in our school. We call these students English Language Learners, or ELLs. Students work with a teacher in and out of the classroom with an intensive English language instruction. A teacher in the English Language Learner education program is trained on how to teach the English language using special materials, teaching materials, and is sensitive to the individual needs of the students that are learning English. The teacher in the ELL program collaborates with other teachers who may also have the students in class. This is necessary so that every scholar meets all of the required state standards expected of all students.

**Trip Policy**

Throughout each academic school year, Peninsula Preparatory Academy plans trips and other excursions to enrich the lives and educational experience of students. Some of these events celebrate end-of-year achievements, while others parallel and reinforce concepts in the curricula. Whether the events are within the five boroughs, they are privileges, not mandatory or obligatory. While on a PPA field trip, students must still adhere to the Discipline Code of Conduct. Any student who does not demonstrate consistent, appropriate behavior or character expected of a PPA student violates and surrenders a necessary level of trust. If a student demonstrates a pattern of negative behavior or engages in serious violations, or cannot be trusted to follow attendance and behavioral expectations and policies in the school building, trip privileges may be revoked.

**Behavior Code**

Students must strive to be honest, respectful, and well behaved in school. They are expected to be sensitive and polite to each other and to all adults. They must adhere to all rules and regulations that are listed in Peninsula Preparatory Academy’s Code of Conduct located on the school’s website. **Parents are expected to read and review the Code of Conduct with their child at the beginning of the school year.** Students must follow the instructions of all school personnel and do their best to maintain the stature of a PPA scholar. Fighting and/or inappropriate language is taken very seriously and may result in disciplinary action. Students need to respect themselves, each other, school personnel, and school property. We expect students to treat each other with respect and courtesy. ‘Please,’ ‘thank you,’ and ‘excuse me’ are strongly encouraged.

The following steps are applicable when students’ behavior does not align with the school’s rules and will be used on a case-by-case basis:

* Student-teacher or student-staff conference
* Home Contact (Bloomz, letter, call home, email, etc.)
* Parent conference
* Counseling services
* In-school disciplinary action

In addition to the aforementioned, the following steps will be applicable according to the severity of the offense:

* Restorative Approach
* Loss of privileges
* Referral to community agency
* Loss of trips and other extracurricular activities and privileges
* In-School Suspension

**Games & Toys**

Games and toys from home are not part of the instructional program. Yu Gi Oh cards, Pokémon cards, trading cards, iPods, Gameboys, laser pointers and other electronic games and items are prohibited for safety and instructional continuity reasons. They will be confiscated and may be picked up by a legal guardian or parent.

**Cellular Phone/Electronic Device Policy**

We recognize that cell phones have become a common tool for communication.  However, they are also a major distraction to the learning environment and are vulnerable to theft.  We ask that you allow your child to carry a cell phone **only if absolutely necessary**.

Students may carry cell phones to schools provided they are stored in a backpack.  Cell phones must be turned **“off”** at all times.  **This means “off”, not on the muted or vibrate mode.** Upon entering the building in the morning, phones and all electronic devices must be turned off and should not be visible.  **Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses.**

***Smart watches, tablets, iPODs, or electronic gaming devices are not permitted at school.***

If a student’s phone or any other personal electronic device is discovered turned “on”, it will be confiscated by the staff member and sent to the office and disciplinary actions will be implemented.

**Peninsula Preparatory Academy is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.**

**Parent-Teacher Organization**

The parents, according to the PTO By-Laws and regulations, create the Parent-Teacher Organization. The PTO President sits as an active member of the Board of Trustees. The PTO sets its own meeting schedule, which is distributed at the beginning of the school year. Parents meet one night each month, and staff and administrators are also encouraged to attend these meetings. There are PTO special events and fund-raisers in which all parents are encouraged to volunteer, so that special events, cultural artists, and field trips can be purchased for the school. We encourage our parents to become actively involved. We welcome you to share your ideas and talents with us. The more parent participation we have, the stronger our school community will become.

**Board of Trustees**

PPA is a publicly funded charter school that is authorized to operate privately by the NYC Department of Education and the NYS Education Commissioner. The Board of Trustees governs Peninsula Preparatory Academy and has autonomy and discretion. If you have any concerns, recommendations or compliments, they should first be addressed to the appropriate school staff and then the Principal. If you need further assistance regarding educational policy, you should contact the Board at the school address. Please note that the Board of Trustees has autonomy over the school.

Our Board of Trustees typically meets the 2nd Wednesday of each month at 6:00PM at Peninsula Preparatory Academy.

**2021-2022 Board Members**

Betty Leon, Chairperson

Dorothea McFadden, Vice, Chairperson

Jacqueline Burton-Waal, Secretary

Kevin Alexander, Vice Chairperson

Sylvester Okonkwo, Member

Brandon Jeffries, Member

Malik Saunders, Jr., Member

Jenny Young, PTO President Elect